



**RULES  
AND  
GUIDELINES**  
**For**  
**SCHOOL BUS STUDENTS**

*LATEXO INDEPENDENT SCHOOL  
DISTRICT  
LATEXO, TEXAS*

## REQUEST FOR PERMISSION TO RIDE SCHOOL BUS

Bus No: \_\_\_\_\_

School: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
(Name of neighborhood and approximate location of which road/Co. Rd. #,etc.)

Dear parent:

Attached is a copy of the Policies and Guidelines for Bus Students. They detail conduct for students riding the school buses and provide procedures for dealing with students who violate the Policies and Guidelines. Will you and your child please read these carefully? Your cooperation with us will help make it possible to provide a safer and more efficient transportation system.

**I have read the RULES AND GUIDELINES and agree to abide by them.**

\_\_\_\_\_  
*Student's Signature* *Date*

*High School and Jr. High Only*

I have read the RULES AND GUIDELINES and agree to assume full responsibility for my child's conduct on the bus.

\_\_\_\_\_  
*Parent's Signature* *Date*

**BUS CONDUCT REPORT**  
**LATEXO I.S.D. P.O. BOX 975 F.M. 2663**  
**LATEXO, TEXAS 75849**  
**936-544-5664**

Student's Name: \_\_\_\_\_

Class/Grade: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

1<sup>st</sup> Notice \_\_\_\_\_ 2<sup>nd</sup> Notice \_\_\_\_\_ 3<sup>rd</sup> Notice \_\_\_\_\_

Bus Number: \_\_\_\_\_ Driver's Name: \_\_\_\_\_

**NOTICE TO PARENTS**

- 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.**
- 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.**

**DRIVER'S REPORT:**

_____ Violation of Safety Procedures	_____ Excessive Mischief
_____ Destruction of Property	_____ Fighting/Horseplay
_____ Eating, Drinking, Littering	_____ Tobacco Use
_____ Unacceptable Language	_____ Rude/Discourteous
Other: _____	

**PRELIMINARY ACTION:**

_____ Checked Student's Folder	_____ Telephoned Parent
_____ Held Conference w/student	
Other: _____	

**PRESENT ACTION AND RECOMMENDATIONS:**

_____ Student Regretful, cooperative
_____ Will be denied bus privileges next offence
_____ Denied Bus Privilege until _____
_____ Referred to: _____
Other: _____

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Driver's Signature**

\_\_\_\_\_  
**Admin. Signature**

\_\_\_\_\_  
**Date**

Dear Parent:

Misbehavior on school buses, ranging from minor disorderliness to serious offenses, is a persistent and growing problem. This booklet has been written with the intent of creating a better understanding of bus policies, and hopefully, a safer trip to and from school for your child.

Riding a bus to school is a privilege provided by the Latexo Independent School District. All school personnel will cooperate with parents and bus students, and it is expected that they shall receive full cooperation from parents and students. The bus will be treated as a classroom, and the driver as a teacher in a classroom. The student is expected to show respect to both at all times.

Parents should contact the Principal of the school where their children attend concerning questions about bus discipline or related concerns. If necessary, the Principal will work with the Director of Transportation to resolve bus related problems.

Please study this booklet, and keep it for future reference. It gives detailed information on student conduct and how the student will be dealt with should he/she violate the rules.

We will appreciate your cooperation.

Sincerely,

Latexo I.S.D.

## **BUS STUDENT DISCIPLINE PROCEDURES**

Bus transportation is a privilege, not a requirement. The purpose of student bus transportation is to transport students to and from school safely. Those students riding the bus to and from school are considered under the jurisdiction of the school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. The same type of conduct is expected of the students while riding the bus as should be expected of them while in a classroom.

The bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must take the necessary steps to maintain the order on the bus just as the classroom teacher would maintain the discipline in the classroom. The driver has the authority to assign seats, and to install any other riding procedure, in order to maintain proper conduct of the students on the bus.

If the driver is not able, by reasonable means, to persuade the problem passenger or passengers to follow prescribed rules of conduct, the following steps should be followed:

- (1) The driver will initiate the Bus Conduct Report Form, showing the Bus Route No., date and student name. The type of offense committed will be checked, along with any comments that the driver feels are necessary to explain the infraction. A sample of the Conduct Report is on the last page of this booklet.
- (2) The driver will deliver the report to and discuss the incident with the principal of the student involved.
- (3) The principal will discuss the reported infraction with the student involved. If the incident is of such a nature that further investigation is considered necessary (consultation with the driver, parents, other students, etc.) such action will be taken.
- (4) When the principal has completed his investigation, the Conduct Report will be completed by him. The principal will advise the parents of the action by telephone, if possible, and

confirm it by delivering or mailing the parents a copy of the Bus Conduct Report. The principal will retain one copy of the report for his file, and a copy will be sent to the Bus Office for the driver.

Note: The above procedure will be followed even though the penalty is only a formal warning, so that all parties concerned will be aware of the incident and action.

- (5) When the infraction is of such a nature that riding privileges are lost for more than five days, the student involved will not be allowed to resume riding the bus until after a conference of the principal and the parents.
- (6) No student will be put off the bus between home and school, or between school and home. If a situation arises that is beyond the control of the driver, the driver may need to park the bus and call or send word to school authorities.
- (7) Except in extreme circumstances, the student will be transported home before the suspension begins. If the suspension begins at school, the principal will be responsible.
- (8) When damage to the bus or its furnishings is involved in the infraction, restitution for the damage will be a part of the penalty assessed.
- (9) In extreme cases the driver may suspend a student temporarily until the above procedure can be followed.

### **Order of Discipline Procedures**

If the driver is unable to resolve the problem, the driver shall submit in writing a discipline report to the principal as soon as possible. The principal will take the following actions:

- First Offense – Conference with student and parent notified.
- Second Offense – Conference with student and parent and three days suspended from the bus privileges.
- Third Offense – Five days suspended from the bus.
- Fourth Offense – Suspended from the bus privileges for thirty days or the semester.

Generally the following will be considered misdemeanor type violations:

1. Failure to remain seated
2. Refusing to obey the driver
3. Throwing objects on or out of the bus
4. Hanging out of the window (including hands, arms or head)
5. Spitting
6. Failure to keep hands, feet, and objects to themselves
7. Loud talking or other noises
8. Unacceptable language

**The following penalties are suggested for more flagrant violations:**

1 <sup>st</sup> offense	10 school days
2 <sup>nd</sup> offense	remainder of semester

The following will be considered as more flagrant violations:

1. Fighting/Horseplay
2. Profanity
3. Igniting Mechanisms
4. Tobacco Usage
5. Vandalism
6. Stealing
7. Riding buses illegally
8. Firearms/Knives
9. Failure to follow driver instructions

Parents can be of great assistance in providing safe and effective transportation for their children if they will:

1. Parents should contact the principal of the school where their children attend concerning any kind of bus discipline problem. Parents shall not visit with drivers at the bus stop or on the school bus for the purpose of discussing student discipline. Threats by parents to bus drivers or other school officials may lead to criminal trespass or other appropriate legal charges in a court of law.
2. Cooperate in every way with the school administration and the bus driver.

3. Accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of children while they are entering, riding and leaving the school bus.

### **GUIDELINES FOR STUDENT BEHAVIOR**

Students riding the school buses are expected to observe the following rules and regulations:

#### **I. Prior To Loading (on the road and at school)**

1. Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop.
2. Students will form a single line and wait until the bus comes to a complete stop before attempting to enter.

**DO NOT PUSH!**

3. Students are to refrain from any harassment of the public or damage to public or private property at the designated stop.
4. Students will use handrails to help board the bus safely.

#### **II. While on the Bus**

1. Students should board and leave the bus in an orderly fashion.
2. Students should move promptly to their assigned seat. Seats will be assigned by the bus driver according to school.
3. Students will remain seated until they reach their destination.
4. Students should not put any part of their body out of the windows. They should keep hands, legs, and head inside the bus at all times.
5. Students shall not eat, drink, or litter on the school bus. No food or drinks (cups, bottles, or cans) will be permitted on the bus without permission of the bus driver.
6. Students will not open bus windows without permission of the driver.

7. Students will assist in keeping the bus safe, clean, and sanitary.
8. Students will not mar or damage the bus in any way. Bus riders should never tamper with the bus or any of its equipment.
9. Students will keep books, packages, coats and all objects out of the aisles.
10. Students should help look out for the safety and comfort of younger children.
11. Students are expected to observe the rules of courteous, considerate behavior on buses at all times.
12. Use of tobacco is not permitted on the bus by State Law. There will be no use of tobacco on the bus by anyone at anytime.
13. Students will not throw anything out of the windows.
14. Fighting, profanity, vulgarity, loud noises, and other aggressive behavior will not be tolerated on school buses.
15. Students will not leave books, lunches or other articles on the bus.
16. In case of emergency, all bus riders will remain in the bus unless directed by the driver otherwise.
17. Students who refuse to obey promptly the direction of the driver or the aide, or who refuse to obey regulations of the school while on the school buses, may forfeit their ride on the bus for a specific period of time. The school bus drivers have the authority and responsibility to remove students causing safety hazards from school buses while in transit.
18. All students have been assigned to one bus for transportation to and from school. Anyone needing to ride another bus in the PM shall have a written note from the parent. This note is to be approved and signed by the principal and presented to the bus driver. The riding on one bus in the AM and another in the PM without permission will be considered as a flagrant violation of school rules. Students suspended from one bus

shall not ride another. Violation of this rule shall be considered as a flagrant violation of school rules and may lead to permanent suspension from buses.

19. In areas of discipline not specifically covered by this handbook, such as possession of firearms, dangerous weapons, consumption or possession of alcohol, possession or use of illegal drugs and etc., the District policy as published in individual handbooks shall apply. School District Policies that apply to discipline in schools shall apply to school buses. Violation of these policies may lead to permanent suspension from bus.

### **III. Leaving the Bus**

1. The students will remain seated until the bus comes to a complete stop. **DO NOT PUSH!**
2. Students should use handrails when getting off the bus.
3. All students will move away from bus immediately upon leaving bus.
4. If you must cross the street or road after getting off the bus, walk ahead of the bus about 10 steps, look to the driver for a signal to cross, then walk quickly across the road after looking carefully in both directions.
5. Older students should help look after the safety and comfort of the younger children.
6. The driver will not discharge riders at any place other than the regular bus stop at the home or at school unless properly authorized by the parent or school official. The authorization should be in writing.

### **IV. Extracurricular Trips**

1. All the above guidelines will apply to all trips under school sponsorship
2. All bus riders shall respect the instructions of a chaperone appointed by the school. At least one chaperone will be on each bus.
3. The care and operation of the bus is the sole responsibility of the driver.
4. A trip report will be prepared by each driver and submitted to the Transportation Director.
5. Post-trip clean up of the bus is the responsibility of the driver.