

San Marcos Consolidated Independent School District

Student Transportation Rules, Regulations & Agreement

SECTION A

It shall be the policy of the San Marcos Consolidated Independent School District to provide transportation for all eligible students to and from school and school related activities. Every effort will be made to see that the transportation provided is safe, comfortable, and pleasant.

ADMINISTRATIVE

To assure this type of transportation, it is necessary that there be cooperation between schools, students, and parents. For these reasons, we are providing Bus Rider Rules and Regulations and an agreement so that all concerned are familiar with the transportation procedures.

A copy of the Bus Rider Rules, Regulations, and Agreement will be electronically available on the SMCISD.net website for each student that will ride the bus during the school year. The student and parent become involved by reading the online document and signing the agreement in the online registration form each year.

SECTION B

Rules and Regulations

PRIOR TO BOARDING THE SCHOOL BUS (AT ASSIGNED BUS STOP AND AT SCHOOL)

Students Shall:

1. Present bus ridership card with school identification to the driver and swipe card under the bar code reader stationed on bus before taking a seat. Student must carry school bus rider card each time entering and departing the bus. Students shall not use other students' cards or allow others to use their personal card. Students may be assessed a \$10 charge for a lost ridership card.
2. Be careful in approaching bus stop areas. (Walk — Don't Run)
3. Be on time at the designated school bus stop areas. Students should report to their designated bus stop areas ten (10) minutes before their scheduled pick-up time.
4. Stay off the road AT ALL TIMES while waiting for the school bus. Bus riders shall conduct themselves in a safe manner while waiting.
5. Wait for the bus on the right side of the road in a single, orderly line.
6. Wait until the bus comes to a COMPLETE STOP and the door is opened before approaching the school bus to begin boarding.
7. **NEVER** run after the bus if you miss it at your stop.

RIDING ON THE BUS

1. Bus Riders must remain seated at all times unless boarding or disembarking. The Bus Driver will maintain assigned seating. It is a violation of state law for students to be standing on the bus.
2. Once the student has boarded, the driver will not release riders from the school bus at places other than the regular bus stop specified for that student or at the school. **NO** exception shall be made without prior written instruction from the student's School Principal. (See "General Regulations #2 — Temporary Bus Pass)
3. Loud talking/ laughing or yelling is not permitted because it can divert the Bus Driver's attention and may result in a serious accident.
4. Do not throw anything inside the bus or out of the bus window. All hands, head, etc., must remain inside the bus at all times.
5. Food and Drink are not to be consumed on the bus. All prohibited items that are in the Student Code of Conduct, also apply on the School Bus.
6. Keep feet, books, packages, coats, and ALL other objects out of the aisles.
7. Bus riders are expected to be courteous at all times.
8. Damage to seats or any other portion of the bus caused by the Bus Rider must be paid for by the offender.
9. Remain quiet when approaching a railroad-crossing stop.

10. In case of an emergency or mechanical problem, follow the instructions of the Bus Driver/Emergency Personnel.
11. Bus Driver instructions must be followed at all times.
12. Electronic Devices; Electronic Communication - Students shall be bound to the district Student Code of Conduct. See page 19) and the district Student Handbook (see page 30,31) as regard to possession and use of electronic devices while on the school bus to and from home. The school bus is an extension of the class room and therefore all codes and policies of the district for student conduct are applicable.

DEPARTING THE SCHOOL BUS

1. Student shall present bus ridership card with school identification to the driver and swipe card under the bar code reader stationed on bus before taking a seat. Student must carry school bus rider card each time entering and departing the bus. Students shall not use other student's cards or allow others to use their personal card.
2. Students living on the right side of the roadway will depart the bus in an orderly manner and stay clear of the front and sides of the bus.
3. Students living on the left side of the roadway shall depart the bus in an orderly manner and move to a point 15 feet in front of the bus and wait for the driver to signal it is safe to proceed. When safe, the bus driver shall signal the students to cross the street.
4. The students shall cross the street and stop even with the left front fender of the bus, again looking in both directions and continue when safe.
5. Students shall be alert to signals indicating danger issued by the Bus Driver.
6. Students shall not cross the street BEHIND the bus.
7. It is the responsibility of the parent/guardian to meet the students at their designated bus stop on time when their supervision is required.

SERIOUS INFRACTIONS

Any violation of the following rules is deemed a serious infraction due to its nature and/or the potential it may have to (1) compromise the safety of the bus; (2) affect the ability of the Bus Driver to safely operate the bus; and (3) affect the safety or welfare of other passengers.

1. Fighting, scuffling or any other inappropriate physical contact or confrontation is not permitted on or around the school bus.
2. Tobacco products, drugs, and alcohol are not permitted on the bus or around the assembly area.
3. The use of profane language is not permitted.
4. Weapons of any kind are not permitted on the school bus.
5. Vandalism of any variety is not permitted on the school bus.

The above and other misconduct is also prohibited by the Student Code of Conduct and will be addressed in accordance with the disciplinary consequences found in the Student Code of Conduct and the Student Discipline Matrix.

EXTRA-CURRICULAR TRIPS

1. The previously listed rules and regulations shall apply to any trip under school or district sponsorship.
2. Students will follow all instructions of the sponsor(s) appointed by the school or the district.

GENERAL REGULATIONS

1. Band instruments shall not be placed in the driver's compartment or the bus aisles. Instruments must be held on the student's lap. Some instruments may be too large for bus transportation.
2. **Temporary bus pass** — Occasionally, bus rider eligible students will request to ride another bus on a temporary basis.
3. This permission may be granted at the discretion of the School Principal **only** for students that meet bus riding eligibility requirements. The following procedure shall be followed:
 - i. The parent will submit a request in writing to the School Principal indicating the desire to temporarily ride another bus. The student must take the request to the office first thing in the morning to receive the Bus Pass.
 - ii. This request will have the following information: student's name, friend's Name (if applicable), destination address

iii. The School Principal will make the decision. If granted, a temporary pass with the above information will be issued to the student and presented to the Bus Driver prior to boarding. Additional information on the temporary pass will include:

- Student Identification number
- Bus Number
- Dates pass is valid
- Principal signature

4. Temporary bus passes will not be granted to secondary students riding home with friends. Extenuating circumstances will be reviewed by campus administrators.

ADDRESSING MISCONDUCT VIOLATIONS

The Bus Driver and/or the Driver Assistant (if applicable) will constantly work with students to assure a positive, safe, pleasant, and comfortable atmosphere on the school bus. Initial violations of the above rules and regulations will be dealt with via verbal warning, unless the infraction is deemed serious. After this phase, misconduct violations shall be addressed on the following page.

All SMCISD school buses are equipped with video/audio recording equipment. This equipment is installed on the buses for the safety of the students and to serve as a deterrent for misconduct. Currently we are limited in the amount of time that a recording is available; generally, recordings are erased after 1 week. Due to student privacy issues, **ONLY** school district staff and duly authorized district representatives in the performance of their duties shall be allowed to view the videos, unless otherwise required by law.

Can a school district show a parent video tape taken on a bus surveillance camera that involves the parent's child?

Pursuant to **Texas Education Code § 26.009(b)**, schools can videotape students without parent permission for purposes of maintaining order and discipline. However, under the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, the parent may only view the video if that child is the only student in the video. If the video reveals other students then that video cannot be viewed by any parent. The Texas Attorney General has addressed this issue and determined that videotapes made on school buses, on which the driver addresses some students by name and which "show the faces, bodies, and behavior of students of the district" are education records under **FERPA** and are exempted from disclosure. Texas Attorney General OR 95-821 (1975)

Can a parent board a San Marcos CISD school bus?

San Marcos CISD does not allow any person (except students being transported or sponsors on field trips) to board a school bus without prior approval from a Transportation Supervisor.

Texas Education Code § 37.126 DISRUPTION OF TRANSPORTATION.

(a) Except as provided by Section 37.125, a person other than a primary or secondary grade student commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children:

- (1) to or from school on a vehicle owned or operated by a county or independent school district; or
- (2) to or from an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.

(b) An offense under this section is a Class C felony, punishable by less than a year of confinement & nbsp;Source: U.S. DOJ
">misdemeanor.

(c) It is an exception to the application of Subsection (a)(1) that, at the time the person engaged in conduct prohibited under that subdivision, the person was younger than 12 years of age.

Texas Education Code 37.125 – Exhibition of Firearms

- (a) A person commits an offense if, in a manner intended to cause alarm or personal injury to another person or to damage school property, the person intentionally exhibits, uses, or
- (b) Threatens to exhibit or use a firearm:
 - (1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school; or
 - (2) on a school bus being used to transport children to or from school-sponsored activities of a private or public school.
- (b) An offense under this section is a third degree felony



San Marcos CISD

Bus Incident Discipline Matrix



<u>Level 1 Offense</u>	<u>On Bus Action</u>	<u>1st Write-up</u>	<u>2nd Write-up</u>	<u>3rd Write-up</u>	<u>4th Write-up</u>	<u>5th Write-up</u>
Eating or drinking on the bus, littering, throwing paper or non-threatening items, putting one's body outside the bus window, not staying seated properly, standing while bus is in motion, inappropriate loud noises, refusing to obey the bus driver/monitor, foul language (minor), no ID card, intentionally delaying the route (i.e., late to bus stop), tampering with emergency exits, unsafe behavior while outside of the bus (i.e., crossing behind the bus).	Verbal warnings, change assigned seats.	Written notice sent home by Transportation Department. Must be signed by a guardian. AP notified.	Written notice sent home by school. Phone call home from SMA*. AP notified.	3-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	10-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	Suspension of bus privileges for the remainder of the year. AP notified.
<u>Level 2 Offense</u>	<u>On Bus Action</u>	<u>1st Write-up</u>	<u>2nd Write-up</u>	<u>3rd Write-up</u>	<u>4th Write-up</u>	<u>4th Write-up</u>
Inappropriate gestures/language, minor harassment/bullying of others, rudeness/disrespect, inappropriate use of bodily fluids (i.e., spitting), inappropriate display of affection, physical aggression without the intention of harm, taking another person's possessions, writing on seats, minor defacement of school property, horseplay, inappropriate use of transportation.		Verbal warnings, change assigned seats.	Written notice sent home by school. Phone call home from SMA*. AP notified.	3-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	10-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	Suspension of bus privileges for the remainder of the year. AP notified.
<u>Level 3 Offense</u>				<u>1st Write-up</u>	<u>2nd Write-up</u>	<u>3rd Write-up</u>
Physical aggression with intent to harm, aggressive verbal abuse of the bus driver/monitor or students, possession of matches/lighter, cutting seating, vandalism.				3-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	10-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	Suspension of bus privileges for the remainder of the year. AP notified.
<u>Level 4 Offense</u>					<u>1st Write-up</u>	<u>2nd Write-up</u>
Possession or use of tobacco or alcohol, sexual harassment, gang related activity, bullying/harassment with the intention to physically or mentally harm, hazing.					10-day suspension of bus privileges. Mandatory student-parent meeting. AP notified.	Suspension of bus privileges for the remainder of the year. AP notified.
<u>Level 5 Offense</u>						<u>1st Write-up</u>
Arson, striking the bus driver, possession of weapons or other dangerous objects, offense in which law enforcement officials are contacted (i.e., theft of property), possession of drugs and/or paraphernalia.						Suspension of bus privileges for the remainder of the year. AP notified.

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Student Transportation Rules, Regulations & Agreement

To view the complete Student Transportation Rules, Regulations & Agreement please visit www.SMCISD.net. Click on the “Students & Parents” tab. Click on the “Code of Conduct, Handbook & Registration Documents” tab.

Agreement by ~~Student and~~ Parent(s) or Guardian

I have read and fully understand the Bus Rider Rules and Regulations of the San Marcos Consolidated Independent School District. It is agreed as indicated by my signature (and that of my child where possible) that serious or continued violation of these rules and regulations will result in suspension as determined by the School Principal, the Director of Transportation, and the School Bus Driver. It is further understood that these regulations have been formally approved by the Board of Trustees of the San Marcos Consolidated Independent School District and are so noted in the board minutes.

This agreement is effective for the school year or until such a time as the student is no longer a bus-eligible student. My signature as parent/guardian in the online registration form replaces a handwritten signature and is legally binding. I understand that it may take up to 3 business days to process a new rider and assign a route.