



Wills Point Independent School District

Dear Parent,

The Wills Point Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and assists in providing the service by allotting the district a given amount for eligible students transported.

In order to meet the conditions outlined by the state and provide safe prompt movement of students, the school district has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are outlined in this booklet for your information and for the guidance of your child.

The school district is pleased to provide transportation for its eligible students and solicits your assistance in helping create a safe, healthy operation. You may do so by reading the enclosed material and acknowledging receipt by completing and returning the enclosed card to the bus driver. We ask your cooperation with school in developing proper behavior patterns for those pupils who ride the bus.

If you should need information concerning bus routes, schedules, drivers/monitors or other concerns, call (903)873-5100 Ext. 8. Surveillance cameras are used in selected buses to ensure a safe transportation system for the students and drivers/monitors.

If you should need information concerning student misconduct on buses, you should contact the Transportation Director.

Thank you,

Damon C. Davis

Assistant Superintendent of Schools for Operations

IMPORTANT NOTICE

The Phone number for Transportation is **(903)873-5100 Ext. 8**

General Rules

1. Follow all instruction given by the bus driver/monitor. At no time, will a student act toward, or address comments to a bus driver/monitor in a disrespectful manner, or refuse to cooperate with the driver/monitor. Be respectful and courteous to all people on the bus.
2. Board and leave the bus at **DESIGNATED HOME AND CAMPUS STOPS ONLY.**
Transportation will attempt to locate designated stops as close to student's homes as practical. However, some stops, depending on a variety of factors, may be as much as ½ mile from student's home.
3. Bus routes are designed to provide transportation for students to **one pick-up/drop-off location.** We will not pick-up or drop-off students at business', daycares, or after school programs. Do not ask to ride home on another bus or get off at a different stop. In the event of an emergency, contact QPISD Transportation at (903)873-5100 Ext. 8.
4. Bus routes are designed provide maximum efficient loading. Please do not ask extra students to ride home. Approval for extra students must be based on the amount of room available on each bus.
5. **Any note sent from home must be verified and signed by a School Administrator and a Student Bus Pass issued to be given to the driver by the student before a student boards the bus.** The driver is not allowed to take any form of written note from anyone to transport a child to any other bus stop.
6. Video Equipment may be in use on the bus at any time. The Federal Family Educational Right and Privacy Act (FFERPA) prohibits a school district from allowing parents to view children...on videotape, and this law is further incorporated into our state's Open Records/Public Information Act.
7. **3 DAY NO RIDE POLICE-IF YOU DO NOT RIDE THREE(3) CONSECUTIVE DAYS, A.M. & P.M. YOU MUST CALL IN FOR THE BUS TO CONTINUE SERVICE.** Bus stops where students do not ride on a regular basis may become inactive. You and your child should make alternate arrangements, in advance in case either of you is not able to be at the appointed loading spot at the scheduled time. Buses **will not** turn around or make second passes for any reason. This endangers everyone along the route and delays the bus. Students may not ride buses other than the one they are assigned to. Students may not ride another bus without a Principal/Transportation Director's prior consent.
8. **Student bus rider forms are to be completed and returned to the transportation department within 5 days after receipt. Bus forms must be renewed each school year or for each new address change, but only one address at a time may be used for bus service.**
9. **No one is allowed to approach the bus** at any time except "AUTHORIZED" Transportation Personnel, School District Officials and necessary Law Enforcement personnel. **No one is allowed to board a WPISD school bus** except "AUTHORIZED" Transportation Personnel and duly registered bus eligible WPISD students. Call WPISD Transportation for any questions or problems with the bus.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at the bus stop at least five(5) minutes before scheduled pickup time. **DRIVER WILL NOT WAIT OR HONK.** Riders must be clearly visible to the approaching bus driver.
2. Stand on the sidewalk or back from the roadway at least 15 feet at all times while waiting for the bus.
3. When the bus approaches, form one line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, **GO HOME IMMEDIATELY.**
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. **PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION TO/FROM SCHOOL IF A CHILD MISSES THE BUS.** Route schedules will not permit a bus to return for students who miss the bus.

LOADING THE BUS

1. **DO NOT TOUCH, HIT, PUSH, TRIP OR SHOVE WHEN ENTERING THE BUS.**
2. Go directly to your assigned seat. The bus is not allowed to move until all students are seated.
3. All items carried on the bus must fit safely in the students lap or under the seat. Buses cannot transport oversized items.

CONDUCT ON THE BUS

1. You are responsible for your words, actions and conduct at all times.
2. **SEATS MAY BE ASSIGNED BY DRIVER/MONITOR.** Changing seats without permission from the driver/monitor is a violation of the bus conduct rules. Students are required to remain properly seated in their assigned seat at all times while riding the bus.
3. **STUDENTS MUST REMAIN PROPERLY SEATED AT ALL TIMES.** For safety reasons, students are not considered properly seated when they are not facing the front or if they are sitting on anything, including their legs, book, backpacks, etc. **BOTTOM TO BOTTOM AND BACK TO BACK.**
4. Normal conversation with students in the same area is permitted, but any loud talking or noises may distract the driver and create an unsafe condition. **DO NOT SHOUT, SCREAM, WHISTLE, ETC.**
5. **ALL STUDENTS WILL REMAIN ABSOLUTELY QUIET WHEN THE BUS IS APPROACHING AND WHILE CROSSING A RAILROAD CROSSING.**
6. The use of profane, vulgar or offensive language is not permitted.
7. Do not touch, hit, push, trip or shove any other person on the bus.
8. Arms, head, other parts of the body and any hand-held items are to be kept inside the bus at all times.
9. Do not mark, cut, scratch or dismantle any part of the bus or its contents. **VANDALISM COST WILL BE PAID BY THE PERSON WHO IS RESPONSIBLE. IF NOT PERSON CAN BE IDENTIFIED, ALL PERSONS ASSIGNED TO THE SEAT WILL SHARE THE COST.**

(TRANSPORTATION PRIVILEGES MAY BE DENIED UNTIL PAYMENT IS RECEIVED OR THE LEVEL OF DISCIPLINE IS SATISFIED, WHICHEVER IS LONGER).

10. Do not throw objects inside or out of the bus or at any other person.
11. Students must keep books, packages, coats, band instruments and all other personal items in their seat and out of the aisle.
12. **THE EMERGENCY DOOR AND EXIT CONTROLS SHOULD BE USED BY PUPILS ONLY DURING SUPERVISED DRILLS OR ACTUAL EMERGENCIES. IF EXITS ARE OPENED WITHOUT PERMISSION, THE STUDENT MAY BE REMOVED FROM THE BUS FOR A PERIOD OF TIME.**
13. **CELL PHONES, IPODS AND OTHER ELECTRONICS ARE NOT TO BE USED WHILE ON THE BUS.** Inappropriate use of Electronic Devices is not permitted at any time while on the bus. Students are encouraged to keep all electronics devices placed securely in their backpack, pocket, purse, etc. District is not responsible for damage to electronics. Some electronics may be used at Transportation's discretion.
14. **NO FUND RAISING ACTIVITIES ARE PERMITTED ON THE BUS. INCLUDING SALES OF CANDY, GUM, BRACELETS, BOOKLETS, COUPONS, ETC.**
15. All students must follow their school Dress Code per their Student Handbook. (NO CHANGING OR TAKING OFF CLOTHES).

PROHIBITED ITEMS

1. **ANY TOBACCO PRODUCTS, INCLUDING SNUFF, DIP, CHEWING TOBACCO AND ELECTRONIC OR VAPOR SMOKING DEVICES.**
2. **GLASS CONTAINERS.**
3. **WEAPONS, EXPLOSIVE DEVICES, HARMFUL DRUGS OR CHEMICALS.**
4. **CIGARETTE LIGHTERS, MATCHES OR ANY OTHER FLAMMABLE ITEMS (INCLUDING AEROSOLS, FIREWORKS OR NOVELTY TOYS).**
5. **ALL ALCOHOLIC BEVERAGES**
6. **ANY OBJECT (MUSICAL INSTRUMENT, SHOP/SCIENCE/HISTORY PROJECT, ETC.) WHICH IS TOO LARGE TO BE HELD SAFELY IN THE STUDENT'S LAP.**
7. **ALL FOOD AND DRINKS. INCLUDING CANDY, GUM, SNACKS, SUNFLOWER SEEDS, ETC.**
8. **LIVE ANIMALS OR INSECTS.**
9. **ANY OTHER LOOSE ITEMS.**

DEPARTING THE SCHOOL BUS

1. Remain properly seated until the bus is completely stopped.
2. Wait for your turn to leave the bus.
3. Use the handrail and take one step at a time when leaving the bus. **DO NOT JUMP OFF THE BUS.**
4. Stay clear of the bus when the engine is running. Do not chase or hang onto the bus as it pulls away.
5. **IF ANY ARTICLE DROPS OR ROLLS UNDER THE BUS, DO NOT GO AFTER IT, ASK THE DRIVER FOR HELP.**
6. **Students thru Grade 2 must be received at the stop by an adult.**
7. **All student(s) will get off the bus on the 1st trip past their house unless on the wrong side of the road. Buses that do two(2) trips will not keep student from 1st round on bus, due to needing the space for the 2nd round.**

CROSSING THE STREET OR HIGHWAY

1. When crossing the road/highways, walk in front of the bus and wait for the driver to signal that it is safe to cross.
2. Look both ways and walk directly across the road.
3. Never cross the road behind the bus.
4. Be alert for vehicles that may not stop when the bus is loading/unloading students.
5. Cross all streets/highways at intersection when possible. Obey all traffic signals on your way home.

ACCIDENTS OR EMERGENCIES

1. **PARENTS MUST PROVIDE TO THE DRIVER ALL BASIC EMERGENCY CONTACT INFORMATION ON EACH STUDENT WITH A MINIMUM OF TWO TELEPHONE CONTACTS. THIS INFORMATION MUST BE KEPT UPDATED AT ALL TIMES. IF THIS INFORMATION IS NOT PROVIDED AND KEPT UP TO DATE, RIDING PRIVILEGES MAY BE DISCONTINUES.**
2. Follow the driver/monitor instructions at all times.
3. In case of an emergency, children are to remain in the bus unless evacuated by the driver. If evacuated from the bus, **STAY WITH THE GROUP, DO NOT LEAVE THE SCENE UNLESS RELEASE BY A SCHOOL OFFICIAL OR POLICE OFFICER.**
4. The following procedures will be used for evacuation in an emergency situation:
 - A. **LISTEN FOR AND FOLLOW THE DRIVER'S INSTRUCTIONS AT ALL TIME.**
 - B. **EVACUATION WILL START WITH THE STUDENT NEAREST THE DOOR.**
 - C. **LEAVE THE BUS IN SINGLE FILE AND AS QUICKLY AND QUIETLY AS POSSIBLE. LEAVE PERSONAL ITEMS ON BUS, THEY WILL BE RETRIEVED LATER.**
 - D. **MOVE AT LEAST 300' FROM THE BUS(100 LARGE STEPS).**
 - E. **DO NOT GO BACK TO THE BUS UNTIL INSTRUCTED TO DO SO BY THE DRIVER OR SCHOOL OFFICIAL.**

ABANDONED CHILD PROCEDURE

Students who are required to be received by an adult will not be discharged at the stop when an authorized adult is not present. The Transportation Department will attempt to locate or notify the parent that the student is being transported back to the Campus or Transportation Department where they can be picked up by the parent. Students what are not picked up at the Campus or Transportation Department by 5:30 P.M. will be reported with the following steps:

1. Call to CPS (Child Protection Services)
2. Call to CPS and Possible Termination of Bus Service.

SPECIAL EDUCATION SERVICE

Wait time for riders will be three(3) minutes. This is for A.M. & P.M. service. Pick-up and drop-off times can fluctuate. Keep good contact information with our Transportation Office.

EXTRA-CURRICULAR TRIPS

1. The bus rider and classroom rules apply to all school sponsored events.
2. Discipline will be the responsibility of the campus principal and the sponsor.
3. Strict loading/unloading time schedules will be followed.
4. Students should not bring electronics, cash or other valuables with them on trips if they plan on leaving these items unattended on the bus. Transportation cannot guarantee or be responsible for the security of any items left on the bus during these events.

DISCIPLINE PROCEDURES

At WPISD Transportation we feel that good conduct by ALL student is required in order to achieve the safest bus riding conditions possible. Whenever a driver must direct attention towards a student's misconduct, less than full attention is being given to the road and road conditions. **MISCONDUCT ON THE PART OF ONE STUDENT CAN PLACE THE ENTIRE BUS IN A SERIOUS AND UNSAFE CONDITION.** Therefore, all discipline problems will be handled consistently and fairly.

Whenever a student violates any of the bus rules as outline in this handbook, the Driver/Monitor will attempt to solve the problem by explaining the rules and verbally warning the student and may also choose to reassign a student to another seat temporarily or permanently. The Driver/Monitor may contact the parents directly or WPISD Transportation Administrator. When the Driver/Monitor has made an attempt to instruct the student to obey the rules and student continues the misconduct **OR IF THE OFFENSE IS SEEMED SERIOUS**, a bus conduct report will be completed and given to a WPISD Transportation Administrator. This administrator, who is designated by the School District, will review the incident and administer the appropriate action from levels 1, 2, 3 or 4. **AT THIS POINT, ALL QUESTIONS OR APPEALS SHOULD BE BROUGHT TO THE DESIGNATED ADMINISTRATOR, NOT THE DRIVER.**

DISCIPLINE LEVELS

STUDENTS AND PARENTS ARE URGED TO BOTH APPRECIATE THE ACTIONS TAKEN BY THE DRIVER/MONITOR OR TRANSPORTATION DIRECTOR AND TO CO-OPERATE WITH ANY CORRECTIVE ACTIONS TAKEN.

DUE TO THE LOWER MATURITY LEVEL AND MEMORY RETENTION CAPABILITIES OF YOUNGER STUDENTS, THE FOLLOWING LEVELS OF CONSEQUENCES WILL APPLY FOR GRADES PK-3RD.

Write-ups must be signed and returned in order to continue to ride the bus.

LEVEL ONE:

This is a warning level. At this level the students will receive a written warning report that will be sent to the parent(s). If there are thirty(30) calendar days between reports, the discipline level will remain at Level One. If there are **NOT** thirty(30) calendar days between the reports, the student will advance to Level Two.

LEVEL TWO:

At this level the student **LOSES ALL BUS RIDING PRIVILEGES FOR A PERIOD OF UP TO FIVE(5) SCHOOL DAYS**. A written notice will be sent to the parent(s), and the Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN**. The student remains at this level of consequences if there are thirty(30) calendar days between referrals. If the student does **NOT** have thirty(30) calendar days between referrals, they will advance to Level Three.

LEVEL THREE:

At this level the student **LOSES ALL BUS PRIVILEGES FOR A PERIOD OF UP TO THIRTY(30) SCHOOL DAYS**. A written notice will be sent to the parent(s), and Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN**. The student remains at this level of consequences if there are thirty(30) calendar days between referrals. If the student does **NOT** have thirty(30) calendar days between referrals, they will advance to Level Four.

LEVEL FOUR:

At this level the student **LOSES ALL BUS RIDING PRIVILEGES FOR THE REMAINDER OF THE SEMESTER. (IF THIS OCCURS DURING THE LAST SIX WEEKS OF THE SEMESTER IT MAY BE EXTENDED TO THE END OF THE FOLLOWING SEMESTER)**. A written notice will be sent to the parent(s), and the Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN**.

DUE TO THE HIGHER MATURITY LEVEL AND MEMORY RETENTION CAPABILITIES OF OLDER STUDENTS, THE FOLLOWING LEVEL OF CONSEQUENCES WILL APPLY FOR GRADES 4TH-12TH.

Write-ups must be signed and returned in order to continue to ride the bus.

LEVEL ONE:

This is a warning level with a written report sent to the parent(s).

LEVEL TWO:

At this level the student **LOSES ALL BUS RIDING PRIVILEGES FOR A PERIOD OF UP TO FIVE(5) SCHOOL DAYS**. A written notice will be sent to the parent(s), and the Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN**.

LEVEL THREE:

At this level, the student **LOSES ALL BUS PRIVILEGES FOR A PERIOD OF UP TO THIRTY (30) SCHOOL DAYS**. A written notice will be sent to the parent(s), and the Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN**.

LEVEL FOUR:

At this level, the student **LOSES ALL BUS RIDING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR**. A written notice will be sent to the parent(s), and the Transportation Director will attempt to contact the parent(s) by phone. **THE STUDENT WILL BE ALLOWED TO RIDE THE BUS HOME THE DAY THAT THIS ACTION IS TAKEN.**

AT ALL LEVELS PK-12TH:

The Transportation Director may assign the student to write sentences for discipline.

The Transportation Director may seem it necessary for a bus to go on Quiet Time for a period of time.

The Transportation Director has the authority to supersede the above guidelines and/or suspend a student immediately and for a time deemed necessary regardless of the number of times the student has been referred. Some examples of immediate removal are: **FIGHTING, POSSESSION OF FLAMMABLE ITEMS, FIREWORKS, NOVELTY ITEMS, CONTROLLED SUBSTANCES, WEAPONS, DISRESPECT TO DRIVER/MONITOR, ABUSIVE LANGUAGE OR ANY OTHER ACTION THAT POSE A THREAT OF DANGER TO SELF OR OTHERS.**

NOTES: