



# BUS RIDER SAFETY GUIDE 2020-2021

Riding a school bus is a privilege provided by the Fort Worth Independent School District and should be treated as such. This guide will help everyone who rides the school bus enjoy a safe, reliable experience. Parents/guardians, please take the time to read and discuss this important information with your children.

## WHO IS ELEGIBLE FOR TRANSPORTATION?

To be eligible for transportation, a student must:

1. Reside within the boundaries of the Fort Worth ISD and live at least two miles from their assigned school as measured by the nearest commonly traveled public road, **or**
2. Be an eligible special education student, whose disabilities prevent the use of regular transportation as defined in their Individualized Education Plan (IEP).

## BUS REGISTRATION

If your eligible student is riding the bus for the first time, please complete the **Transportation Registration Form** at the end of this brochure or at <https://fwisd.org/Page/24129>

## COVID-19 GUIDELINES

If your student has been in contact with a COVID-19 positive individual, please do not send him/her on the bus. Notify your campus.

Parents are asked to perform an at-home wellness check prior to sending your student to the bus stop:

- Check the student for COVID-19 symptoms: fever, dry cough or fatigue.
- Check the student's temperature (must be less than 100°).

## COVID-19 STUDENT REQUIREMENTS INCLUDE:

1. Students are required to wear a mask or medically approved face shield at all times while on the bus.
2. A disposable mask will be supplied if students forget theirs at home.
3. Hand sanitizer will be provided and is to be used upon entering the bus.
4. Students will be seated (two) 2 per seat.

Buses will be disinfected upon completion of the morning and afternoon routes, at the least.

## GENERAL SAFETY RULES

1. Obey the instructions of the bus driver.
2. Board and leave the bus only at District designated stops.
3. Do not ask the driver for permission to ride home on another bus with a friend.

## PROCEDURES WHEN WAITING FOR THE BUS

1. Be at your bus stop five (5) minutes before the scheduled pickup time. The driver cannot wait or honk. Routes must stay on time.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. Maintain proper behavior at the bus stop.
4. Be respectful of property and each other.
5. Stand clear of the bus as it approaches.
6. Immediately form a line to board the bus as it arrives.

## LOADING THE BUS

1. Be respectful. Do not push or shove.
2. Use handrails and steps.
3. **Use the supplied hand sanitizer.**
5. Students will be assigned seats from back to front, to assist with social contact.
6. The bus will not move until all students are seated and seat belts are fastened (if the bus is equipped with seatbelts).

7. Drivers may change seating assignments as needed.

## MISSED BUS

Please instruct your student on these procedures to follow if they miss the bus.

1. If the bus is missed in the morning, go home immediately, and call your parent.
2. If the bus is missed in the afternoon, go to the principal's office.

## CONDUCT ON THE BUS

1. Remain seated while the bus is moving.
2. Do not change seats.
3. Loud noises may distract the driver and create an unsafe condition. Normal conversation is allowed.
4. Use of profane or vulgar language or spitting is prohibited.
5. Keep your arms and other parts of your body inside the bus.
6. Do not throw any object either inside or out of the bus.
7. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible. Failure to reimburse the District will result in loss of riding privileges.
8. Use music devices with headphones.
9. Cell phones and other devices should not interrupt the bus ride.
10. The emergency door and exit controls should only be used by students during supervised drills or actual emergencies.
11. Misconduct on the bus may result in a student not being allowed to ride on the bus.

## PROHIBITED ITEMS

Do **NOT** bring the following items on the bus:

1. Tobacco
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages

5. Weapons, explosive devices, harmful drugs or chemicals
6. Any object (musical instrument, shop project, etc.) too large for you to handle and/or that would require additional seating.

**DISCIPLINE**

1. The driver is responsible for discipline on the bus.
2. Misconduct is reported to the principal, who assumes responsibility for taking proper disciplinary actions.

The following disciplinary procedures will be used by our drivers:

**FIRST VIOLATION:** The driver fills out a Bus Incident Report and keeps it.

**SECOND VIOLATION:** The driver fills out a Bus Incident Report and turns it in to the principal's office. The driver recommends a conference between the principal and the student.

**THIRD VIOLATION:** The driver fills out a Bus Incident Report and turns it in to the principal's office. The driver recommends that the student be suspended from the bus pending a conference with the parents. Suspension is solely at the discretion of the school principal, not the bus driver.

**FOURTH VIOLATION:** The driver fills out a Bus Incident Report and turns it in to the principal's office. The driver recommends a group conference with the student, parent(s)/designee(s), principal and himself/herself. The student may be suspended from the bus for the rest of the school year.

NOTES: Principals take appropriate disciplinary action for student's misconduct and may choose different procedures when dealing with Bus Incident Reports, for example:

1. Severe misconduct may cause a student to lose bus riding privileges on the First Violation.

2. The number of disciplinary steps may be altered for elementary students.

**ARRIVING HOME**

1. Go straight home or to your designated caregiver as soon as you get off the bus. Do not go anywhere else without your parent's or guardian's permission.
2. The District's custodial responsibility ends when you leave the bus. Your parents/guardians are now responsible for your behavior or actions.

**CROSSING THE STREET OR HIGHWAY**

1. When crossing the street or highway, always walk at least ten (10) feet in front of the bus.
2. Check for traffic in both directions and WALK-do not run- across the road.
3. Be alert for other vehicles that don't stop when the bus is loading or unloading.
4. Never cross the road behind the bus.

**REMEMBER:** Cross all streets at intersections. Obey all traffic signals and signs on your way home.

**ACCIDENTS OR EMERGENCIES**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
  - The student nearest the door will open the door, exit, and hold the door open until all students have exited the bus.
  - Evacuation will start with the seat closest to the door.
  - Leave the bus in a single file as quietly as possible.
  - Once outside the bus, follow the driver's instructions completely.
  - Students must stay with their group until released by the driver or safety officer.
  - Stay out of traffic.

**BAD WEATHER**

1. If school is in session, the buses will run. School will be dismissed only upon instruction from the Superintendent of Schools.
2. Area radio stations will be asked to announce instructions before classes start. In case of local flooding, students will not be dismissed from school unless the principal determines that it is safe for student to go home.

**ARTICLES LEFT ON THE BUS**

Drivers are NOT responsible for a student's property. Articles left on the bus will be turned into the campus office when labeled correctly.

**EXTRA-CURRICULAR OR FIELD TRIPS**

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the campus principal and the trip sponsor/chaperone.
3. Strict loading and unloading time schedules will be followed.

**CONTACT INFORMATION**

Clark Field (Main Lot): 817-815-7900  
 North Side Lot: 817-815-7980  
 West Side Lot: 817-815-7970

**EMERGENCY CONTACT NUMBERS:**

817-815-7900 (4:30 AM-10:30 PM)  
 817-814-2699 (24 Hour Emergency)

Thank you for reviewing this information with your student(s) and helping ensure their safety to and from school. Best wishes for a successful school year!

**TRANSPORTATION REGISTRATION FORM**

Please complete the following information. Detach this portion and have your student give it to the driver the NEXT time he/she rides the bus.

\_\_\_\_\_  
 Student Name

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Grade

\_\_\_\_\_  
 Gender

\_\_\_\_\_  
 Home Address

Person to be contacted in an emergency if parent/guardian cannot be notified:

\_\_\_\_\_  
 Date of First Ride:

I have read the attached rules and will cooperate in seeing that my child obeys them.

\_\_\_\_\_  
 Signature (Parent or Guardian)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone #

The portion below to be completed by driver:

Route # \_\_\_\_\_

Seat Assignment \_\_\_\_\_

