

# **Student Rider's Safety Handbook**



**Killeen ISD**  
Transportation Services Department

**AUGUST 2023**

# Table of Contents

Transportation Director’s Welcome Letter.....	i
Important Information and Phone Numbers.....	ii
Introduction for Parents and School Bus Riders .....	1
Rider Eligibility.....	1
General School Bus Policies.....	1
Procedures for Waiting to Board the Bus.....	2
Entering the Bus .....	2
Conduct on the Bus.....	2
Exiting the Bus.....	3
Crossing the Street or Highway.....	3
Prohibited Items .....	3
Accidents or Emergencies .....	4
Extracurricular Trips.....	4
Use of Video Equipment.....	4
Student Discipline.....	5
Consequences for Violation of Bus Procedures .....	5
Disruption of Transportation.....	5
Pre-K and K Student Accountability (Pouch) Procedure.....	6
NOTES .....	7

*The Bus Stop . . . Where the School Day Begins*



KILLEEN INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF TRANSPORTATION SERVICES  
9134 TRIMMIER ROAD • KILLEEN, TEXAS 76542

## ***School Bus Rider's Safety Handbook***

Dear Parents and School Bus Riders,

The Killeen Independent School District is pleased to provide school bus transportation for your student to and from school and other school-sponsored activities. We sincerely appreciate the opportunity to serve your student by providing quality public school transportation. Providing this service is a tremendous endeavor and we need your assistance in helping to create a safe and enjoyable riding experience for your student. **Please take a few minutes to review this *Student Rider's Safety Handbook* as well as the school bus section in the *KISD Student Code of Conduct handbook* with your student.** The information contained in these handbooks explains bus rules and consequences should student misbehavior occur.

Safety is our primary concern, and we hope that these rules and procedures will allow everyone to have a safe and enjoyable bus ride. Our school bus drivers have a tremendous responsibility. Please support their efforts and ask your son or daughter to cooperate with the school bus driver while riding the bus.

Should you have questions or concerns about the transportation services provided for your student, please do not hesitate to contact our Operations Office at 336-0138. I hope everyone has a safe school year!

Thank you,

A handwritten signature in black ink, appearing to read "E. Thomas", is written over a horizontal line.

Edward Thomas  
Director for Transportation Services  
Killeen Independent School District

***Safely Transporting Our Future***

***. . .It Takes All of Us***

# Important Information

Location	Phone
Student's Campus and Address:	
Campus Principal:	
Killeen ISD Transportation Operations	(254) 336-0138
<b>Interested in becoming A KISD Bus Driver?</b>	<b>(254) 336-0170</b>

Please visit Home Access Center for your student's bus stop information. HAC is located on the Parents and Students page of the KISD website <https://www.killeenisd.org> or directly at <https://esphac.killeenisd.org/HomeAccess>

<b>Bus Driver's Name</b>	
Attendant's Name	
<b>AM Bus &amp; Time / Stop Location</b>	
<b>Noon Bus &amp; Time / Stop Location</b>	
<b>PM Bus &amp; Time / Stop Location</b>	

## **Introduction for Parents and School Bus Riders**

Bus transportation provided by the district is a privilege and not a right, whether to and from school each day or on school-sponsored trips and should be treated as such. The goal of this Bus Rider's Handbook is to offer safety related information that will help to provide a safe and enjoyable experience for eligible children and adult chaperones or sponsors who ride school buses. Parents should take time to read and discuss the material in this handbook with their children.

### **Rider Eligibility**

The Killeen Independent School District provides transportation services for elementary students who reside one or more miles from the home school and for high school and middle school students who reside two or more miles from the home school. In addition, the Superintendent of Schools may also approve transportation for students residing in hazardous areas within the district. This approval is based upon specific district criteria used to evaluate hazardous conditions affecting students who live less than one or two miles from the respective home school.

The Killeen ISD Transportation Services Department provides transportation to all eligible students without regard to race, religion, color, sex, or national origin in accordance with all applicable laws and requirements of the State of Texas, the Texas Education Agency, and the Texas Department of Public Safety - School Transportation Division.

### **General School Bus Policies**

- 1) Students will abide by the district's rules and regulations concerning bus students, including conduct and dress code pertaining to respective campuses and grade levels.
- 2) While on the bus, students are under the authority of the Killeen ISD. **Students must follow the instructions from the drivers as they would a classroom teacher.** At no time will a student act toward, or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
- 3) Students will identify themselves when asked to do so by the driver or other school official.
- 4) Students must board and leave the bus only at the student's designated stop. Students are not permitted to depart the bus at the campus once they board unless approved by a campus administrator.
- 5) Once the bus has left the pickup point, the driver is not permitted to make additional stops.
- 6) Only students who are eligible to ride may be transported and they must ride their assigned bus. Students must not ask to ride home on another bus with a friend.
- 7) Students will actively participate in School Bus Emergency Evacuation Drills as scheduled. Failure to cooperate is a safety issue and a student referral may be submitted.
- 8) Photography is prohibited on the school bus unless the student has prior, written permission from the campus principal.
- 9) Personal electronic devices are authorized for personal use while riding the bus if they are not shared with or used to distract others. Safety hazards created when using these electronic devices, or any recording or replay device (with or without headphones), may result in a safety referral.
- 10) The principal's jurisdiction extends to the bus stop.
- 11) Drivers and school officials are not responsible for stolen or destroyed/damaged articles or items on the bus.
- 12) It is the responsibility of the parents to provide transportation to school if a child misses the bus.

## Procedures for Waiting to Board the Bus

- 1) **Be at the bus stop five minutes before scheduled pick-up time.** Driver will not wait or honk. The Transportation Services Department uses an atomic clock web site ([www.time.gov](http://www.time.gov)) to maintain bus route time schedules.
- 2) Driver will not pick up a student unless they are at their designated stop.
- 3) Stand on the sidewalk or back from the roadway while waiting for the bus.
- 4) When the bus approaches, form a line, and be prepared to board immediately.
- 5) Public and private property at the bus stop will be respected. Students damaging or misusing these properties will be disciplined by school or local authorities.
- 6) Parents should instruct their children on procedures to follow if the bus is missed.

## Entering the Bus

- 1) Use the handrail and steps; do not push or shove when boarding.
- 2) Go to your assigned seat. The bus will not move until all students are seated.
- 3) Students will be assigned seats based on safety considerations, grade level, and ease of loading and unloading.

## Conduct on the Bus

- 1) Student ID cards will be always worn above the waist while on the bus (grades 6-12). Provisions of the *Student Code of Conduct* apply. Student IDs must be legible! Students IDs that are defaced in a manner that prohibits the student's photo or name from being recognizable will not be accepted.
- 2) In accordance with the *Student Code of Conduct* handbook, harassment in any form is strictly prohibited.
- 3) The bus driver is required to assign seats. The student will remain in their assigned seat until instructed otherwise by the driver.
- 4) A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
- 5) Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid for by the person responsible.
- 6) Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden and may constitute immediate bus suspension.  
**Note: The appropriate law enforcement agency may be called to report any fight on the bus and Disruption of Transportation charges may be filed.**
- 7) Students will face forward for the duration of the trip and will keep their feet on the floor in front of them and out of the bus aisle.
- 8) **Remain seated while the bus is moving.** Each student is expected to remain seated for the duration of the trip and until the bus door opens for departure.
- 9) Students will not extend any part of their body or any article out the window whether the bus is in motion or not.
- 10) Do not spit or throw any object inside or outside of the bus.
- 11) Normal conversation is permitted (no louder than classroom level); any loud noises may distract the driver and create an unsafe condition.
- 12) Students are not permitted to conduct personal grooming (brush/comb hair, apply make-up, use perfume/cologne, etc.) while on the bus.
- 13) Students shall never attempt to operate the passenger door or other driving controls except in the case of an extreme emergency.
- 14) The Emergency Door and exit controls will be used by students only during supervised drills or actual emergencies. Unauthorized use of emergency equipment is prohibited.

## Exiting the Bus

- 1) Stay seated until the bus has completely stopped.
- 2) Use the handrail and take one step at a time when leaving the bus.
- 3) Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident. Do not leave the bus through the Emergency Door except during an actual bus emergency.
- 4) In an emergency, temporary approval for students (eligible riders only) to embark or disembark at a bus stop other than his or her own will be provided in writing on campus stationary, signed by the campus principal or assistant principal, and given to the bus driver when the student boards the bus. Drivers are not permitted to act on notes or letters from students or parents regarding a stop change unless approved by Transportation Operations (via a radio call).
- 5) Stay clear of the bus when the engine is started. Do not chase or hang on the bus at any time. Leave the bus “danger zone” immediately after departing the bus.
- 6) If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.
- 7) Pre-Kindergarten and Kindergarten students will give the bus driver their assigned pouch when they exit the bus. They will not be allowed to exit the bus unless a parent, guardian, or older sibling (1<sup>st</sup> grade or older) is present at the bus stop with positive identification (siblings riding the same bus do not require identification). Please review the KISD Pre-K and K Student Accountability (Pouch) Procedure section elsewhere in this Handbook for more specific information.

## Crossing the Street or Highway

- 1) All students living on the left side of the roadway shall exit the bus and move to a point 15 feet beyond the front bumper and wait for the driver to signal that it is safe to cross. The student will check in both directions for traffic and walk directly across the road if there is no moving traffic.
- 2) Never cross the road behind the bus.
- 3) CAUTION! Be alert for the vehicles that do not stop when the bus is loading and unloading students.
- 4) Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## Prohibited Items

- 1) Weapons, explosives (such as fireworks), knives, taser or stun guns, chains, water guns, unsheathed pointed articles, laser light devices, or any other objects that could be considered dangerous or detrimental to safety, order, and discipline on the bus.
- 2) Alcoholic beverages.
- 3) Cigarettes, cigars, vapes, e-cigarettes, any other tobacco or nicotine containing products.
- 4) Any drugs of any kind.
- 5) Matches or cigarette lighters.
- 6) Live animals or insects. Plants in containers of dirt or other growing medium OR containers of spillable material not in an enclosed or sealed container or bag.
- 7) Skateboards, rollerblades, Heelys shoes with wheels extended, or other items that may roll around on the bus.
- 8) Walkie-Talkies, push-to-talk cell phones, or paging devices of any kind.
- 9) Students will keep aisles and areas beneath seats clear of loose items and obstructions. Articles such as projects, large band instruments (i.e., tuba, baritone horn or saxophone, other large instruments, etc.) which are too large to be held in the student’s lap or which may impose on other riders will not be allowed on the bus. Students are not permitted to wear book bags and backpacks while seated on the bus. These items will be transported on the floor between the student’s feet, on the student’s lap, or on the seat next to the student (only if this does not restrict another student’s ability to ride). Musical instruments will not be played on the bus.

- 10) Students will not eat, drink, or chew gum on any school bus route. Bottles or cans, whether full or empty, opened, or closed, are not allowed on any school bus. As an exception, water in plastic, re-sealable containers is allowed on the bus.
- 11) Perfumes, colognes, or other toiletries will not be sprayed or applied on the bus.
- 12) Glass containers.
- 13) Sporting equipment (balls, bats, rackets, etc.) must be in backpacks, cased, or left in the front of the bus. Multiple or bagged golf clubs are prohibited. Cleats of any type will not be worn on the bus.
- 14) ROTC weapons are not permitted beyond the driver's compartment area.

### **Accidents or Emergencies**

- 1) Follow the bus driver's instructions.
- 2) If you are told to leave the bus, stay in a group.
- 3) The following procedures will be used for evacuation in emergencies:
  - The two students nearest the door will open the door and hold it open.
  - Leave the bus in a single file as quickly and as quietly as possible.
  - Evacuation will start with the seat closest to the door and alternate from side to side.
  - When exiting through rear or side doors the "sit and scoot" method will be used; jumping from the bus is not permitted.
  - Once outside the bus, follow the driver's instructions completely.

### **Extracurricular Trips**

- 1) Bus rider rules apply on all school-sponsored events.
- 2) Discipline will be the responsibility of the building principal and the trip sponsor.
- 3) Eating and drinking on buses used specifically for activity trips may be approved if requested by the trip sponsor in advance.
- 4) The bus must be cleaned inside when returning from a trip. Students will assist the sponsors of trips by picking up trash on the bus and disposing of it properly.

### **Use of Video Equipment**

- 1) Transportation Services video equipment with audio recording capabilities may be used on each bus during routes or on trips.
- 2) Only district employees involved with the specific incident may view the recordings. Based on legal guidelines, parents, guardians, or other non-district personnel may not view the videos.
- 3) Hands Off!! Transportation Services employees are the only individuals authorized to service or adjust these systems.



## **Student Discipline**

Failure to abide by the rules in this Handbook creates safety hazards for the student as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the *Student Code of Conduct*. **The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus.** The driver will report safety violations to the student's principal or designated campus administrator by completing a student referral and submitting it through the Transportation Services Department. **If any of the student safety or behavior rules are broken, the school bus driver will take appropriate actions such as conferring with the student, recording the student's name and grade, reassigning the student a different seat on the bus, and/or completing a student referral and forwarding it to the student's assigned campus.** Once the student referral is submitted to the campus administrator, appropriate action will be taken. Violations of these critical safety rules will not be tolerated and will be dealt with accordingly.

## **Consequences for Violation of Bus Procedures**

The campus administrator has final authority on the disposition of each case and may suspend the student's riding privilege until an investigation of each case is completed and a satisfactory solution is reached. Consequences for violation of bus procedures will be determined by the campus administrator and may include bus probation or suspension from the bus for a specified period of time (to include suspension of riding privileges for school trips). The campus administrator may coordinate specific punishments with Transportation Services. Specific consequences are identified in the *Student Code of Conduct*.

## **School Campuses are responsible for notification of parents or guardians regarding these actions.**

Whenever a student is suspended from riding the bus, parents are responsible for providing transportation for their student to and from school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and further disciplinary action may result.

## **Disruption of Transportation**

Detaining a school bus is a crime. Please be aware of the below provision from the Texas Education Code:

A person (non-student) who intentionally disrupts, prevents, or interferes with the lawful transportation of students to or from school or an activity sponsored by a school on a vehicle owned or operated by the school district has committed an offense under Section 37.126 of the State Education Code. This is a Class C Misdemeanor and subject to a fine of \$500.

A student who commits this offense will be dealt with by the campus administration as an administrative issue under the Student Code of Conduct.

## Pre-K and K Student Accountability (Pouch) Procedure

KISD Transportation Services Department has developed a unique method to identify and account for Pre-Kindergarten and Kindergarten students who ride school buses. Each student is provided a brightly colored pouch containing bus stop information. This pouch allows bus drivers to readily identify these students and deliver them at the correct bus stop and to a properly designated individual. Positive identification (Federal or state government-issued picture ID) is required from any individual picking up a Pre-K or K student at the bus stop. As a safety measure, this positive identification is required daily from any individual (to include parents) picking up a Pre-K or K student at the bus stop. Please do not treat this request to present identification as harassment—we are just trying to keep your children safe!

### Why follow this Procedure?

- SAFETY!!
- These students are too small to know where to depart the bus
- Substitute drivers have no way to easily identify these students



### How does the Procedure work?

- 1) Parent or guardian completes a *TRANSPORTATION RELEASE AUTHORIZATION* available at the campus, for any individual (to include themselves, other parent, or siblings-- up to a maximum of 5) who will be authorized to pick up the Pre-K and K student at the bus stop. These authorization forms must be renewed each school year.
- 2) Each Pre-K and K student is equipped with a pouch
- 3) Pouch is brightly colored for high visibility
- 4) Campuses print pouch inserts with bus stop and authorized individual information and keep the data current
- 5) Pouch symbol matches symbol on student's school bus
- 6) Completed pouch insert is placed inside the clear pocket on the front of the pouch and the *TRANSPORTATION RELEASE AUTHORIZATION FORM* is maintained at the campus
- 7) Teachers place pouches on students and line them up by bus symbol each afternoon prior to loading bus
- 8) Bus driver uses pouch information to identify and monitor Pre-K and K students
  - a) Driver seats students near front of bus to monitor (seats with sibling or relative)
  - b) Driver ensures that students do not remove pouches until departing bus
  - c) Driver uses pouch to identify students with correct bus stop and parent or guardian
  - d) Students with these pouches will not be allowed to exit the bus unless an individual on the *TRANSPORTATION RELEASE AUTHORIZATION FORM* (parent, guardian, or older sibling 1<sup>st</sup> grade or older) is **present at the bus door and presents the required PICTURE ID** (siblings riding the bus at the time of drop-off do not require an ID). Acceptable identification documents are: Federal or state government-issued picture ID; ID from local colleges, universities, or school districts; foreign government-issued ID; passports; or temporary paper driver's license with name and picture (this ID can be displayed on a cell phone). This positive identification is required each time the driver releases the Pre-K or K student. Personal recognition does not relieve the driver of the responsibility to verify ID.
- 9) Students are returned to campus if the above conditions are not met and parent or guardian must pick them up at the campus. Campus **administrators may suspend bus riding privileges** for Pre-K and K grade students **when student has been returned to campus three times** due to parental failure to be present (or have an authorized representative present) at the designated bus stop for afternoon delivery.
- 10) Driver removes pouch as student departs bus in the afternoon and retains it on the bus
- 11) Driver hands off pouches to the campus bus loop monitor as students are delivered the next morning
- 12) Campus personnel sort pouches and return them to appropriate Pre-K or K teacher

If you have any questions concerning this procedure or your responsibilities, please contact the Transportation Operations Office at 336-0138.

## NOTES

**Killeen ISD Transportation Services Department**  
**9134 TRIMMIER ROAD KILLEEN, TEXAS 76542**

**(254) 336-0138**

