



Sunray Collegiate Independent School District

Bus Rider's Handbook  
2023-2024 School Year

# School Bus Rider's Handbook

## Parents and School Bus Riders

The Sunray Independent School District Transportation Department is proud to be a member of our exceptional educational team for the school district and community. We continue to strive for excellence each day as we place the safety of your child and our team members first. The trust and confidence bestowed to us each day is taken seriously as we transport the most precious asset of parents and the community: your child.

The safety of every child relies on their willingness to follow the bus safety rules as outlined in this Bus Rider's Handbook, but most importantly the communication and cooperation between the parents / students and the Transportation Department. Please, take time to read and discuss the information in this handbook with your children.

Riding a school bus is **not a right, but a privilege** provided by the school district and should be treated as such. This Bus Rider's Handbook and the District's Code of Conduct will apply to all students while riding a school bus to and from school on a regular school day or while on co / extracurricular activities. Some privileges may be granted while riding a bus that are not permitted at school.

We understand that students work hard in the classroom and a bus may be a little louder than a classroom. However, we expect students to follow the Bus Rider's Handbook and the District Code of Conduct on our buses.

***Please complete the Bus Rider's Contract (last page) and return to the Transportation Department. Loss of bus riding privileges could result in failure to return a completed Bus Rider's Contract to the Transportation Department. If there are specific questions about the Bus Rider's Handbook, please contact the Transportation Department at 806-948-2005.***

Please read the General Information section of this handbook for other safety related information.

## General Safety Rules

1. Students must obey the instructions of the bus driver. At no time will a student act towards or address comments to a bus driver in a disrespectful manner. Students must cooperate with the driver.
2. Students will board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus. *Special written permission must be obtained from the campus principal or designee before a student will be allowed to ride a different route or get on or off at a different bus stop.* Long term changes, over 10 days, the Transportation Department must be contacted for approval.
4. Any parent or guardian that is wanting a student to ride the route bus that hasn't or is wanting to change routes must contact the Transportation Department.

5. It will be the responsibility of the parents to provide transportation to or from school if a child misses the bus.

### **Procedures for Waiting for the Bus**

1. To maintain the bus route schedule, students must be at their bus stop a minimum of **5 minutes** before the scheduled pick-up time. The driver will not be able to wait.
2. To ensure safety, students need to stand on the sidewalk or back from the roadway while waiting for the bus. The District Code of Conduct is in effect as students wait and inappropriate behavior will be addressed.
3. When the bus approaches, students need to form a single line and prepare to load the bus.
4. Students need to stand clear of the bus until it comes to a complete stop.

### **Loading the Bus**

1. Students do not need to engage in inappropriate physical contact like pushing another student.
2. Use of the handrail while climbing the steps is the best safety practice.
3. All students will enter the bus and go directly to their assigned seating.
4. Students must sit down as quickly as possible. The bus cannot move until all students are seated.

### **Conduct on the Bus**

1. Students need to remain seated while the bus is in motion.
2. Students should not change seats, unless directed to do so by the driver.
3. A student will not refuse to sit in an assigned seat or deny another student a place to sit if needed.
4. Students should remain seated for the duration of the trip, which includes remaining in their seats until the bus comes to a complete stop before loading and unloading.
5. Objects will be kept out of the aisle at all times. Feet and legs should be kept out of the aisle when students are loading and unloading.
6. Students may talk quietly. Loud noises may distract the driver and create an unsafe condition. In severe conditions, the driver may implement no talking during the route.

7. Scuffling, horseplay, fighting, and the use of obscene, vulgar, or profane language and gestures are strictly prohibited.
8. Objects **are not** to be thrown inside or outside the vehicle!
9. Students will not mark, cut, or scratch any part of the bus. The person(s) responsible for vandalism to a bus will be required to reimburse the District for repair costs.
10. The emergency door and exit controls shall be used **ONLY** during supervised drills or an actual emergency or when directed to do so by the driver.
11. Seat belts must be worn by all students, when the bus or vehicle is so equipped.

### **Getting off the Bus**

1. Students need to stay seated until the bus comes to a complete stop.
2. Students should wait their turn to leave the bus; pushing and crowding will only slow exiting and may cause injury.
3. Students should use the handrail and take one step at a time when leaving the bus.
4. Students must have written permission signed by the campus principal, designee or approved by the Transportation Department to get off at a bus stop other than the assigned stop. The written permission must be given to the driver when boarding the bus at the campus.
5. Students need to stay clear of the bus and must not chase or hang on the bus at any time.
6. If any articles are dropped or rolled under the bus, **DO NOT GO AFTER IT!!!** The students should go to the door of the bus and ask the driver for help.

### **Crossing the Street or Highway**

1. All students living on the left side of the street or highway shall exit the bus and move to a point 10 to 12 feet (6 to 8 large steps) in front of the bus. The student should be able to see the driver and the driver see them. Once in place and when safe, the driver will signal the student(s) to begin to cross the street or highway. The student should then walk to the left side of the bus and ensure that all traffic has stopped before continuing to cross the street or highway.
2. Students need to check in both directions and walk directly across the road.
3. **NEVER CROSS THE ROAD BEHIND THE BUS!!!!**

**CAUTION!! ALWAYS BE ALERT FOR VEHICLES THAT DO NOT STOP WHEN THE BUS IS LOADING OR UNLOADING STUDENTS. IF THE DRIVER HONKS THE HORN WHILE YOU ARE CROSSING THE STREET OR HIGHWAY, STOP IMMEDIATELY, AND LOOK FOR A VEHICLE THAT HAS NOT STOPPED!!!!**

### **Prohibited Items**

Prohibited items, as outlined in the District Code of Conduct, will be addressed according to the code of conduct.

- Tobacco, tobacco products or e-cigarettes
- Alcoholic beverages
- Illegal and Prescription Drugs
  - Possessing or selling seeds or pieces of marijuana in less than a usable amount
  - Possessing, using, giving, or selling paraphernalia related to any prohibited substance.
  - Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
  - Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
  - Having or taking prescription drugs or over-the-counter drugs at school, other than as provided by District policy.
- Weapons, knives, laser pointers, explosive devices, harmful chemicals (including pepper spray or other types of aerosol sprays)
- Harsh aromatic type substances, which could include cologne / perfume, hair spray / products, or fingernail polish
- Live animals or insects
- Objects too large to be carried by the student or held on the student's lap during the bus route. Skateboards, when allowed, must also be held in the student's lap.
- Matches or cigarette lighters
- The use of MP3 players, iPods, radios, cd players, video games, cell phones or similar devices are only allowed with the use of headphones or earbuds. These items are also allowed while students are traveling on buses for co / extracurricular activity trips, with the use of headphones or earbuds. Should the use of these items become a distraction to the driver, especially while riding to and from school for the regular school day, the device may be taken up and a School Bus Incident Report will be filled out and sent to the principal.

### **Emergency Procedures**

1. Follow the bus driver's instructions.
2. If you must leave the bus, stay with the group at all times.
3. **THE FOLLOWING PROCEDURES WILL BE USED FOR EVACUATION IN AN EMERGENCY SITUATION:**
  - a. The student nearest to the emergency exit will open it and hold it open.
  - b. Evacuation will start with the seat closest to the door and alternate sides (left then right).
  - c. Students leave the bus in a single file, as quickly and quietly as possible.
  - d. Once outside the bus, students follow the driver's instructions completely.

**All bus riders may have to practice emergency evacuations during the school year. When conducted, these will be scheduled during the school day.**

### **Extracurricular Travel**

1. The Bus Rider Rules and District Code of Conduct applies to all school-sponsored activities.
2. Student management will be the responsibility of the trip sponsor, campus Principal or the bus driver, if needed.
3. The bus must return in the same condition of cleanliness or no vandalism as when it was released.

### **Violations of Safety Procedures**

Consequences for violation of safety procedures on the school bus are listed below. Riding a school bus is a privilege provided by the school district and should be treated as such. The School Bus Rider's handbook and the District's Student Code of Conduct will apply to all students while riding a school bus to and from school on a regular school day or while on co / extra curricular activities.

**First Incident:**

A verbal warning or an Incident Report will be issued at the discretion of the driver. The bus driver may explain the bus safety rules to the student and the need to abide by these rules to ensure the safety of all students. If an Incident Report is issued, the principal or designee will handle the Incident Report at their discretion.

**Second Incident:**

An Incident Report is issued, the principal or designee, will handle the incident report at their discretion, which may include bus discipline, campus discipline, parent call, or written documentation to the student's parent or guardian informing them of the incident. A conference with the bus driver and student may be requested by the principal.

**Third, or Subsequent Incidents:**

An Incident Report is issued, the principal or designee, will handle the incident report at their discretion, which may include bus discipline, campus discipline, parent call, or written documentation to the student's parent or guardian informing them of the incident. A conference with the bus driver and student may be requested by the principal. The student's bus riding privileges may be revoked.

**Severe Incident:**

Destruction of property, fighting, or other major infractions will result in an Incident Report to the principal to be handled accordingly.

**GENERAL INFORMATION**

The Sunray Independent School District will use one of the following means to notify parents of school closures or delays due to inclement weather. Be sure to check these sites for information regarding school closures or delayed school starts.

**Sunray ISD web site:** [www.sunrayisd.org](http://www.sunrayisd.org)

**Sunray ISD FACEBOOK**

**Sunray ISD Call Out**

**Sunray ISD App: REMIND**

We ask that you contact your child's school and then the Transportation Department, if you move during the school year or have moved in the last year to ensure the school district has the correct address and contact information on file. If you are a transfer student, you must get with your child's school to fill out a Transfer Forms. This allows your child uninterrupted transportation service and keeps the District's records accurate.

*Thank you for helping us make your children safer!!*

**PLEASE COMPLETE AND RETURN THE NEXT PAGE TO THE  
TRANSPORTATION DEPARTMENT!!**

**Drop Off or Email for Transportation Department:**

SCISD Transportation Department  
400 East 7th Street (Admin. Office)  
Email: [chad.ely@region16.net](mailto:chad.ely@region16.net)



# SUNRAY INDEPENDENT SCHOOL DISTRICT

## SCHOOL BUS RIDER'S CONTRACT AND INFORMATION SHEET

STUDENT NAME (Print)	GRADE	STUDENT SIGNATURE

\_\_\_\_\_  
Student(s) Address

\_\_\_\_\_  
Parent/Guardian Phone Number

\_\_\_\_\_  
Mailing Address (if different than above)

\_\_\_\_\_  
Email Address (optional)

Have you moved in the last year? Yes\_\_\_\_\_ No\_\_\_\_\_

I have read and understand the School Bus Rider's Handbook and the safety rules and regulations outlined in this handbook. Riding a school bus is ***not a right, but a privilege***, which is provided as long as these rules and regulations are followed. By both student(s), listed above, and parent's signatures means that you agree to abide by these rules and regulations.

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Name (signature)

\_\_\_\_\_  
Date

***Please return contract to the Transportation Department!!!!***