

2018-19
STUDENT
TRANSPORTATION
HANDBOOK



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Contact Information

Transportation Department Contact Information

Dilley ISD Bus Barn
245 W FM 117
Dilley, Tx 78017
(830) 965-1912 Ext 4016

Raul Ramirez
Transportation Coordinator

Dilley ISD Administration Contact Information

Dilley ISD Administration Office
245 W FM 117
Dilley, Tx 78017
(830) 965-1912

Dr. Clint McLain
Superintendent of Schools

Melody Carroll
Administrative Facilitator

Dilley ISD Campus Contact Information

Dilley Elementary
226 W Curtis St.
Dilley, Tx 78017
(830)965-1313

Mary Harper Middle School
230 W. FM 117
Dilley, Tx 78017
(830)965-2195

Dilley High School
#1 Grey Wolf Drive
Dilley, Tx 78017
(830)965-1814

Message to Parents

Dilley ISD strives to provide the students with safe and prompt transportation to and from school. We also provide transportation to our students that participate in extracurricular activities. Our bus drivers are encouraged to develop respectful relationships with the students. The transportation department follows the DISD Board Policy

Dilley ISD asks that parents please do each of the following items listed below:

- Read and carefully review the contents of this handbook with your child(ren).
- Help your child understand the importance of bus safety rules, guidelines and emergency procedures. Instill in them the need to be respectful, responsible and safe.
- Encourage your child to report any bullying, harassing or otherwise harmful behavior to the bus driver and/or anyone listed in the *Contact Information* section.
- Report unsafe driving practices to the Bus Barn/Transportation Office as listed in the *Contact Information* section – date, time, location and bus number are essential elements of a report. Contact your child’s school with changes in address, phone number and emergency transportation information.
- Contact any of the numbers/offices in the *Contact Information* section if you have a concern you feel has not been adequately addressed.
- Please remind your child that riding the school bus is a privilege for students, not a right, which can be revoked if the student fails to observe basic standards of conduct and safety.

Transportation Eligibility Requirements

Students enrolled in Dilley ISD who are residents of Frio/La Salle County are eligible for transportation under the following mileage limitations:

- Reside within the Dilley ISD district boundary.
- Any students living more than 2.0 miles of walking distance from their home campus.
- Dilley ISD students who receive special education services and have documented ARD paperwork have no mileage restriction.
- Students who face hazardous walking conditions regardless of distance from the school such as multi-lane highways, construction areas, etc., and as determined by the district's School Board Policy.
- Students classified in special programs and/or are enrolled in classes that are not offered at the student's home school.
- Note, that a tenth (1/10) of a mile may be added to establish a reasonable boundary.

Transportation Rules and Procedures

The procedures in this section are not meant to be all inclusive but rather, to serve as a guide in helping provide the most efficient and safe means of transportation for our students.

The district makes school bus transportation available to all students at no cost who live within the designated distances from each campus as indicated above.

A parent may also designate a child care facility or a grandparent's residence as the regular pick-up and drop-off location for his or her child. The designated facility or residence must be on an approved "nearest bus stop".

Students who participate in school sponsored trips are required to use transportation provided by the district to and from the event. Each campus principal or administrator may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

At the bus stop, students are expected to:

- Arrive 5-10 minutes before the scheduled pick-up time.
- Maintain an orderly line in preparation to board the bus promptly, without shoving or pushing.
- Stay out of the roadway.
- Be considerate of nearby yards, driveways, houses, buildings, and private property.
- Move toward the bus only after it stops and the driver has signaled that it is safe to proceed.

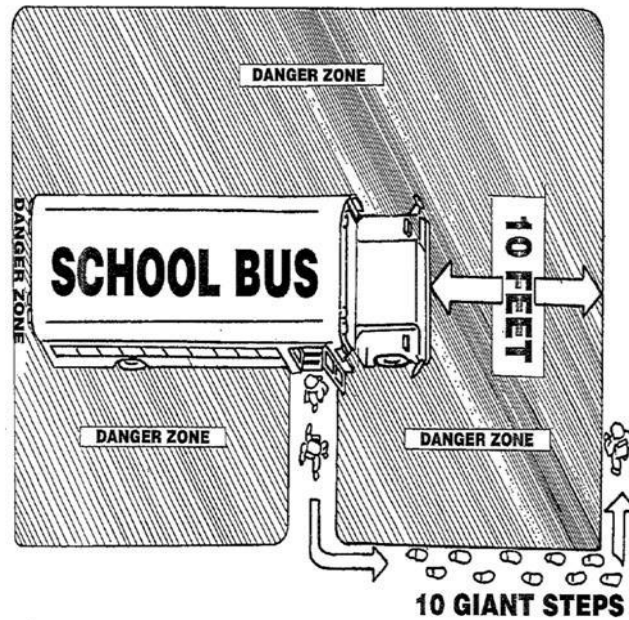
On the bus, students are expected to:

- Follow the bus driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop.
- Wait for the bus driver's signal before exiting the bus.
- Behave appropriately, just as if they were in a classroom.
- Keep the aisle and emergency door clear of obstructions.
- Keep their arms, feet, and head inside the bus at all times.
- Not hold any object out of the window or throw objects within or out of the bus.
- Be seated and make room for others to sit as well.
- Standing is not permitted. Do not change seats while the bus is in motion.
- Be aware that the bus driver may assign seats and ask a student to move; this will only occur when the bus is at a complete stop.
- Not deface the bus or its equipment.
- Not possess or use any form of tobacco, alcohol, drug or weapon on school buses.

- Discard trash in appropriate containers.

When exiting the bus, students are expected to:

- Walk 10 feet in front of the stopped bus. If the student must cross the road, do so only after the driver has indicated it is safe to proceed. Refer to the illustration below regarding the “Danger Zone” for school buses.
- Refrain from trying to direct traffic upon leaving the bus.



The following are rules posted on all buses:

- The bus driver may assign seats
- Be courteous
- No profanity
- Do not eat or drink on the bus; keep the bus clean
- Violence is prohibited.
- Remain seated
- No smoking
- Keep your hands and head inside the bus
- Do not destroy property
- For your own safety, do not distract the driver through misbehavior

Misbehavior on the bus:

- Penalty at discretion of the principal, depending on circumstances, may include removal from the bus for 1 to 10 days or permanently.
- Serious misbehavior on the bus may also be cause for disciplinary punishment, including in-school suspension, out of school suspension or expulsion from school.
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Student Discipline for Bus Related Infractions

The bus driver may notify the principal of details pertaining to a disciplinary problem with a student on the school bus. A bus driver may return a student to the school, or call the police, if the student poses a serious threat to the safety and health of other riders. Students who violate the behavior and safety rules may have bus-riding privileges denied temporarily or permanently by the school principal.

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended, littering, defacing or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Texas Education Code

Chapter 37 – Discipline, Law and Order, Subchapter E – Penal Provisions

§ 37.126 Disruption of Transportation

- a) Except as provided by § 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or 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 misdemeanor.

Bus Accidents and Emergency Procedures

When a school bus is involved in an accident there is a plan in place to handle the situation. The bus driver immediately contacts the Transportation Office and/or appropriate emergency agency and help is sent to the scene.

When accidents happen there is often confusion. Try not to panic, stay calm. Stay in your seat and listen carefully for instructions from your bus driver or attendant. Stay on the bus unless there is:

- Fire or smoke
- Danger of collision
- Submersion (under water)
- Danger of tip-over or fall-out

Steps to Take in an Emergency Situation

- Stop all noise immediately; do not talk and stay in your seat to listen for instructions from the bus driver
- Follow the bus driver's directions and wait for assistance; help is on the way
- If you must exit the bus, go out the front door if possible or:
 - Use emergency doors (look for red handle and stickers or signs)
 - Use windows if necessary by pushing out as a means of escape ○
- Use roof hatches
- Do not take any items such as books with you
- Exit quickly and orderly so no one gets hurt
- Gather at a safe location indicated by the bus driver
- Check to see that your riding neighbor and other passengers are present and make your bus driver aware if you notice someone is missing
- If you have an incapacitated bus driver; do not panic, turn off the engine, apply the emergency brake and remember you can dial 911 from a cell phone for emergency assistance.
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Bus Safety – A Team Effort

Students:

Students are responsible for their behavior and self-control on the bus and at bus stops at all times. Disorderly students can threaten the safety of all riders by distracting the bus driver, making the bus ride to and from school or school related activities an unpleasant and even intimidating experience for others. School buses are an extension of the school, and students are expected to adhere to the same standards of behavior on a school bus as in the classroom.

Students are expected to obey the instructions of the bus driver just as they would follow the instructions of teachers and school administrators. Students must also remember that riding the school bus is a privilege for most students; it is not a right and can be revoked if the student fails to observe basic standards of conduct and safety.

Parents:

Parents can help further the safety of all students by making sure their children know the bus rules and etiquette that help ensure safe, orderly, and pleasant bus trips. Parents also should make sure their children know their bus route number, located both the right and left side of the bus near the front. The number that is painted on the body of the bus is not used to identify the route, but rather to identify the bus.

For elementary and middle school students, it is recommended that a parent or other adult wait at the bus stop with the student to monitor and supervise their behavior and help with any problems, such as a late bus. Both students and adults should stand near the bus stop, not more than 150 feet away, where they can observe the bus as it approaches.

Bus stops are selected to provide safety and convenience for most students, and to economize on fuel and time that students spend on the bus. Parents should not request bus drivers to make additional stops. Regulations prohibit bus drivers from stopping between designated bus stops.

At all times, students may not:

- Bring animals, alcohol, drugs, tobacco, weapons, glass containers or explosives onto the bus
- Use vulgar language or gestures, fight, or engage in sexual harassment or other improper and/or illegal conduct
- Throw any papers or objects in the bus or out the windows
- Operate the emergency door without permission
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- Smoke, drink, eat, or play radios without headphones
- Damage or deface any part of the bus
- Ride a different bus than the one they have been assigned to, unless they have written permission from a parent and permission from the principal

Things to know:

- Bus drivers and attendants may assign specific seats to students
- Buses follow a routine schedule and typically arrive at their stops within a few minutes of the schedule; on days of inclement weather, students and parents should expect some delays due to road and traffic conditions
- Students who miss their bus at school will need to go to the school office and contact their parents to make other transportation arrangements; buses cannot return to the school due to scheduling conflicts and time constraints
- If a student gets sick during the school day, it is the parent's responsibility to arrange for transportation home; the school district does not provide transportation under these circumstances
- Students who miss their bus ride to school will need to have their parents make other arrangements to get their child to school; again, buses cannot return due to strict scheduling and time constraints
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District Bus Routes

The bus route descriptions below include major roads and stops along the routes:

*****Will be updated once routes are confirmed**

**NOTE: The designated stops are NOT a part of every Route, but a combination of routes*

Student Transportation Acknowledgement Receipt

*******Please fill this form out only if your child(ren) need Bus Transportation*******

My child and I have been offered the option to receive a paper copy of or to electronically access at www.dilleyisd.net the Dilley ISD Student Transportation Handbook for the 2018-19 school year. Questions regarding the Student Transportation Handbook may be directed to your child's campus principal. I have chosen to:

_____ Receive a paper copy of the Student Transportation Handbook

_____ Accept responsibility for accessing the Student Handbook by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that students will be held accountable for their behavior and may be subject to disciplinary action as outlined in the Student Code of Conduct. By signing below, we acknowledge receipt of the handbook and the policies for student transportation.

Student(s) Information (PLEASE PRINT) Please indicate starting date ___/___/___ AM/PM

Name: _____ Campus: _____ Homeroom Teacher: _____

Physical Address _____
Street City St. Zip

Student(s) Information (PLEASE PRINT)

Name: _____ Campus: _____ Homeroom Teacher: _____

Student(s) Information (PLEASE PRINT)

Name: _____ Campus: _____ Homeroom Teacher: _____

Student(s) Information (PLEASE PRINT)

Name: _____ Campus: _____ Homeroom Teacher: _____

Parent/Guardian Information (PLEASE PRINT)

Name: _____ Emergency Contact #: _____

Signature: _____ Date: _____