

Pampa ISD

TRANSPORTATION POLICIES AND PROCEDURES PARENT/STUDENT HANDBOOK



Statement of Nondiscrimination

Pampa ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age
El Distrito de la Escuela Independiente de Pampa (PISD) no discrimina en base a raza, color, origen nacional,
sexo, discapacidad, o edad

Dear Parent:

The Pampa 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 funds the service by allotting the District a given amount for eligible students.

Eligible students are defined by State statute as those residing in the District at least two miles from the school they should attend, as measured by the nearest practical route. The nearest practical route is the nearest traveled public road which may or may not be the road used by the school bus. Address eligibility is continually audited. When an address is found to be ineligible (because of street openings, construction changes, etc.), notification will be made as soon as possible with a grace period allowed for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the School District has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined 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 experience. You may do so by reading and returning the acknowledgement page to the campus Secretary. We ask your cooperation in developing proper behavior patterns for the safety of your student and all students who ride the buses.

If you should need information concerning bus routes, please call the Transportation Facility at 669-4995.

If you should need information concerning student conduct on buses, please contact the appropriate Campus Administrator.

Thank you,

Stuart Smith
Director of Student Services

BUS RIDER'S SAFETY HANDBOOK

Parents and Students

The goal of this Handbook is to communicate and assist in helping provide a safe and enjoyable experience for children who ride our school buses. Parents should take the time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege and should be recognized as such.

All students who have not pre-registered will be given an information card and this handbook the first day of school. Please fill out the card and sign the back of the handbook and return them to the driver within three days. You may also go to the website www.pampaisd.net – Departments –Transportation Services – Rider Information, and complete the information online.

- ***Handbook policies acknowledgement signature page is located at the end of this handbook.***

Zpass Student Transportation System

- All JH and HS students will be required to have visible on their person a student ID. The ID will have numerous functions on each campus. In regard to transportation the ID will be used for attendance when boarding and unloading. The system will most importantly add a layer of safety of students by allowing administration to know exactly when and where each student boarded and unloaded the bus. It will also help ensure students assigned to a bus are the students boarding.
- The ID's will be an integral part of each student's daily routine therefore extremely important for them to keep up with and not lose.
 - Students without their ID will not be allowed to board the bus. If a student loses their ID, it is the parent's responsibility to transport their student to/from school until the ID is replaced.
- Please remember that students may not board an alternate bus without prior authorization from the Transportation Department. Parents must call the Pampa ISD Transportation Facility no later than 12:00pm for an afternoon change, or 5:00pm the day before a morning change.
*Requests may only be authorized if the request procedure is followed and space is available on the requested bus.

General Safety Rules

1. Follow the instructions of the bus driver and Aide.
2. Board and leave the bus at designated stops only.
 - Please contact the Transportation Facility, if a student needs to change from their designated stop the day before for a morning change and before 12pm for an afternoon change.
 - If this prior authorization is not given the student(s) will not be permitted to change.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. It is the responsibility of the parent to provide transportation to school if a child misses the bus.

Procedures for Waiting for the Bus

1. Be at your bus stop five minutes before scheduled pick-up time. The drivers will wait 2 minutes maximum past the scheduled pickup time.
2. Stand 10' away from the curb while waiting for the bus.
3. Stand 10' away from the bus until it comes to a complete stop.
Please do not approach the bus until the driver has completely stopped and opened the door.
4. If you miss the bus, it is the parent and students responsibility to get to school.
5. Parents please discuss with your children the procedures to follow if they miss the bus.
 - Please call the Transportation Office 669-4995, if possible the bus may return to the stop, **but only if it does not impede the remaining stops.**
6. Students must follow the District rules and regulations concerning conduct and dress code when riding a school bus.

Loading the Bus

1. Please do not push or shove.
2. Use the handrail and steps, so you do not slip and fall accidentally.
3. Go directly to your seat. The bus may not move until all students are seated facing forward. The seats are designed for safety, but they only provide an added measure of safety if you are sitting facing forward.

Unloading the Bus

1. Stay seated until the bus is 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; please be patient, pushing and crowding will only slow exiting, and may cause an accident.
4. Stay clear of the bus when the engine is started. Do not chase or hang on to the bus at any time.
5. 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.

Crossing the Street or Highway

1. Students that must cross the street:
 - a. Exit the bus and move to a point **10' or more in front of the right** bumper and;
 - b. **WAIT** for the driver to signal that it is safe to cross.
 - c. Check in both directions and walk **directly** across the road.
2. Never cross behind the bus.
3. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
4. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Conduct on the Bus

1. To help provide the safest ride to/from school, Please remain seated, facing forward while the bus is moving. The seats are designed for safety, but they only provide an added measure of safety if you are properly sitting facing forward. Also, it is a Federal Transportation Safety requirement.
2. Do not change seats, unless instructed to do so by the driver or Aide. This helps the driver and aide to know who is on the bus and who isn't on the bus.
3. Do not turn around and face the rear of the bus. Sitting improperly isn't safe and could result in injury if the bus has to make a sudden stop.
4. All riders will be assigned a seat.
 - In the event of an emergency knowing exactly who is on board quickly is vital.
 - In the event of vandalism to a seat the person(s) assigned to that seat will be held responsible.
5. Each student must remain seated for the duration of the trip and remain seated until the bus stops completely at the assigned stop.
 - Federal Transportation Guidelines require that students remain seated and facing forward. Buses and Bus Seats are designed for the riders to be seated and facing forward.
6. Normal conversation is permitted; any loud/annoying noise or yelling may distract the driver and create an unsafe condition.
7. Do not throw objects inside or out of the bus.
8. The emergency door and exit controls should not be used by students unless directed to by the Driver or Aide, unless directed to by the Driver or Aide.
9. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency and at the direction of the Driver or Aide.

10. Any fighting on the bus is strictly forbidden. Any student engaged in fighting could be taken to the Pampa Police Department or back to their campus. Parents will be contacted and will be required to pick up the student.

Prohibited Items

1. Tobacco.
2. Live animals or insects.
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals, including drug paraphernalia.
6. Any object (musical instrument, shop project) too large to be carried by student. All other items must be kept on the student's lap at all times.
7. Matches or cigarette lighters.
8. Food or drinks (no eating or drinking on the bus is permitted).
9. NO GUM while riding the bus.

Extra-Curricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline is the responsibility of the coach/teacher/sponsor and campus administration.

Accidents or Emergency

1. Follow the driver's instructions.
2. Everyone is to stay on the bus in your seat unless conditions exist which require the bus to be cleared.
3. If you must leave the bus, stay in a group.
4. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open.
 - b. Leave the bus in a single file as quickly and quietly as possible.
 - c. Evacuation will start with the seat closest to the exit, unless circumstances require differently, the Driver and Aide will direct the students in the required method for the circumstance.
 - d. Once outside the bus, follow the Driver and Aide's directions.

Discipline

Consequences for behavior or conduct violations on the school bus will be investigated by the appropriate campus administration and may be included with the campus discipline plan; and may include but are not limited to the following:

First Referral:

The bus driver will send a completed bus conduct referral to the campus administrator. The report will be mailed to the parent or guardian for signature and returned to the campus immediately. **The student will receive a warning from the campus administrator unless the administrator deems a more severe consequence is appropriate.**

Second Referral:

The bus driver will send a completed bus conduct referral to the campus administrator. **The student will be denied bus privileges for 3 days.**

The parent or guardian will be contacted and the report will be mailed home for a signature and must be returned to the campus immediately after receiving it.

Third Referral:

The bus driver will send a completed bus conduct referral to the campus administrator. **The student will be denied bus privileges for 5 days.** A conference may be held with the student, parent and administrator before bus privileges will resume. The parent will arrange transportation for the student during this time.

Fourth Referral:

The bus driver will send a completed bus conduct referral to the campus administrator. A conference may be held with the student, parent and administrator before bus privileges will resume. **The student will be denied bus privileges for 10 days.** The parent is notified and the referral is mailed home.

(Cont'd)

Fifth/Final Referral:

The student will lose transportation service for the remainder of the school year. Transportation will be responsibility of the parent.

The campus administrator, transportation director or driver may call a parent conference at any time should serious misconduct occur.

The campus administrator has the discretion to evaluate the seriousness of each offense in determining student consequences.

Example: If the misconduct is a first offense but a serious safety or conduct violation, the campus administrator may suspend bus privileges for 10 days or up to the remainder of the semester or school year. Should such a situation occur, a conference may be held with the parent, student, Campus Administrator and Director of Student Services.

Bad Weather Conditions

Decisions made regarding the road conditions during inclement weather will follow the timeline below:

- 4:30 a.m. District Administration, will begin evaluating road conditions and monitoring weather forecast.
- 5:45 a.m. District Administration will make decision regarding school start or cancellation.
- 6:00 a.m. Public Announcements Begin
 - The Pampa radio stations and Amarillo TV stations will be notified of school status.
 - Pampa ISD “ALL CALL” automated phone notification will be initiated, as well as social media.
 - Weather conditions will continue to be monitored throughout the day.

10a.m. Start/Buses 2 hours late

When conditions exist that do not dictate the need to cancel school Pampa ISD Administration may delay the start of school, to allow everyone additional time to drive slowly and safely as well to give City and School Personnel additional time to clear roads, driveways and parking areas. When this does occur the start time will be 10a.m. (2 hours late).

If the normal pickup time is **7:15a.m.**, the pickup time will be **9:15a.m.** (2 hours later than the normal pickup time).

*Routes outside of the city limits will likely NOT run, when there is a late start.

DETERMINING ELIGIBILITY AND REQUESTING STUDENT TRANSPORTATION

Please be aware in order to qualify for transportation a student must live a minimum of two miles from the school of attendance.

1. From the District homepage www.pampaisd.net select *Departments*.
2. Then select *Transportation*.
3. From the Transportation Department page select *Bus Rider Links*.
4. Determine eligibility for bus service by following the *Infofinder-i Link*.
5. Enter your street address in the space provided.
6. Click on the *Search* button.
7. Click on your *address* from the list of available matches.
8. Infofinder-i will identify the specific elementary campus for your attendance zone and detail transportation eligibility for each campus - elementary, Junior High and High School.
9. If your student is eligible for transportation it will provide you with a bus number, designated stop, pick-up and drop-off times including the route number.
10. If eligible please REGISTER YOUR STUDENT by selecting the “Bus Rider Request Form” tab.
11. Complete the form and submit.
 - a. All students’ eligible and requesting transportation **must register each school year**.
 - b. Parents and Students must also acknowledge compliance with this **Bus Rider Handbook**.

*For security, **no student information is available through the Infofinder I website.***

We hope that you find this site helpful. If you cannot find your student's information please contact the Transportation Department at (806) 669-4995.

Please note -- If you are using Internet Explorer v.11: Run the browser in compatibility mode. Click on the gear icon found in the upper right corner of the browser; then click on Compatibility View Settings; add infofinderi.com to the website list.

Students who utilize a special needs bus will need to contact the Transportation Facility directly with their student's specific transportation information.

We have read, understand and agree to comply with the Policies and Procedures contained in the *Pampa ISD Student Transportation, Parent/Student Handbook*.

Parent name (Please Print): _____

Parent Signature: _____

Student name (Please Print): _____

Student Signature: _____

Date: _____

Please understand failure to return this signed page within 10 days of receipt may result in suspension of transportation service until this page indicating compliance with the *Parent/Student Bus Rider Handbook* is returned.