



# Lufkin ISD Transportation Department Student Guide to Safe Travels



Working together for the safety of “Our Future”

Transportation Department  
811 S. Timberland Drive  
Lufkin, TX 75901  
Office: 936-630-4461  
[transportation@lufkinisd.org](mailto:transportation@lufkinisd.org)



## Parents and Bus Riders

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for students and adults who ride the LISD school buses. Parents, please take time to read and discuss the material in this handbook with your students. This Handbook gives the opportunity to gain knowledge and understanding that together we make a safe travel environment for all. Working as a team: Driver, Students and Parents will help to define each person's roll in the safety of school bus transportation.



## General Safety Rules

1. Students are ultimately the responsibility of Lufkin ISD. Students are asked to adhere to district policies and guidelines. These are in place to ensure that each student receive the highest standards in education as well as safety. To facilitate this standard on the school bus we have to maintain the same structure and rules that are in the classroom. Transportation is considered an extension of the classroom. Standard rules are posted on each bus to be administered by the driver. It is imperative that each student abides by these rules and follow the instructions of the driver. The bus driver is there to help facilitate the path for your student's education and should always be treated with respect as well as give respect in return.

***"DON'T LOSE YOUR RIDING PRIVILEGE!"***

**FOLLOW THESE RULES**

1. Observe same conduct as in the classroom
2. Be courteous use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not be destructive
7. Stay in your seat
8. Keep head hands and feet inside the bus
9. Bus driver is authorized to assign seats

YBD-SB230

2. Student Identification: Each student will be assigned a Smart Tag ID Badge and present it when entering and exiting the bus. This tag helps ensure the student is transported safely to his/her assigned destination.
3. Load and unload the bus at designated stop only. Bus stops are designated to be in safe places for students to board the bus. If ever a stop becomes a safety issue, please notify the Transportation Center to be investigated.
4. Only students who are eligible to ride may be transported and must ride their assigned bus.
5. Students may not ride on another bus with a friend. Most buses are at capacity and assigned seats will be implemented.
6. It is the responsibility of the parent to provide transportation to school if a student misses the bus. Please contact Transportation if there is a question or concern about a bus schedule.

## Procedures for Students Waiting for the Bus

1. Due to the number of students that ride the bus it is best practice to be at your bus stop Ten minutes before your scheduled pick-up time. The driver is unable to wait due to other students needing to be transported. Those students will be waiting at their stop to be picked up and expecting the bus to arrive in a timely manner. Due to time constraints, the driver will be unable to return to the stop.
2. The driver may not pick-up students unless they are at their designated bus stop due to safety concerns.
3. The best practice for safety while waiting on your bus is to stand on the sidewalk or stand back from the roadway in a line (No horseplaying).
4. When you see the bus, form a line, and prepare to load the bus in an orderly and timely fashion.
5. Stand clear of the bus until it comes to a complete stop and the driver gives the “all clear” signal that it is safe to load.
6. Students who miss the bus should go home immediately and tell their parent or guardian. They are then responsible for their own way to school.
7. Parents for the safety of their student should instruct them on what procedures to follow if they miss the bus.
8. All students are required to abide by the school rules and regulations concerning bus conduct and dress code.

## Loading the Bus

1. Remember to always be kind and courteous to others. Pushing or shoving will not be permitted due to the possibility of injury.
2. Use handrails as your entering the steps of the bus to ensure stability and no trips or falls down the stairwell.
3. Go directly to your assigned seat. Due to safety regulations, the bus is not permitted to move until all students are safely seated.

## Conduct on the bus

1. Remain seated while the bus is moving.
2. Students will remain in their seat until instructed otherwise by the driver
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip. When the parking brake is engaged then the door opens it will be safe to unload remembering to be kind and courteous to others exiting the bus with you.
5. Normal conversation is permitted; loud noises may distract the driver, causing unsafe conditions.
6. Scuffling, fighting, the use of obscene, vulgar, or profane language or gestures is strictly prohibited and may constitute immediate semester dismissal. **The appropriate law enforcement agency will be called regarding any fight on the school bus.**
7. Do not spit or throw any object inside or outside the bus.
8. Do not mark, cut, or scratch any part of the bus. **Vandalism costs will be paid by the person or persons who are responsible, and a referral will be given.**
9. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.

10. Students shall face forward for the duration of the trip, keeping their feet on the floor in front of them and out of the aisle.
11. Students will not extend any part of their body or extend any article out of the window whether the bus in motion or not.

## Exiting the Bus

1. Stay seated until the bus is completely stopped, and parking brake is pulled.
2. Use the handrail and take one step at a time when exiting the bus to ensure no injury.
3. Remember to be kind and courteous, wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Students are not allowed to get off at a stop that is not their own.
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 assistance.
6. All Pre-K through 2<sup>nd</sup> grade students must have a parent or guardian, approved adult or sibling 3<sup>rd</sup> grade or older present at the bus stop for the younger student to be released from the bus. If no adult or sibling is present, or if the parent or approved adults cannot be contacted, the student(s) will be transported to the transportation campus for pick up. If this happens over 3 times the loss of transportation will be reflected in a referral. If an authorized adult can't be reached, authorities will be contacted.
7. Every driver has a tablet that has a roster of their students, their listed bus stops and who can receive them, to assist in drop-off verification.
8. Every student is mandated to have their Smart Tag ID card and utilize it every time getting on and off the bus. **Multiple infractions will result in a referral. If a card is lost or damaged it can be replaced for a fee. 1<sup>st</sup> card issued is free, each one after that is \$3.**

## Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus, move to a point 10-12 feet in front of the right bumper, and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for vehicles that do not stop when the bus is loading and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## Prohibited Items

1. Tobacco, drugs, or drug paraphernalia.
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.
5. Weapons, explosives (such as fireworks), knives, water guns, laser pens or pointers. Any unsheathed pointed article(s) or object(s) that could be considered dangerous to the safety of the students and the driver.

6. Students will keep the aisle clear. Any articles (projects, band, sports equipment, instruments, etc.) too large to be held in the student's lap or imposes on others will not be allowed on the bus.
7. Instruments: Baritone's, Tubas, Sousaphone & Baritone Saxophones for safety reasons are not permitted on any bus. All other instruments are allowed if they do not create an unsafe situation. Students are required to always keep the instrument in his or her possession while on the bus. See pictured instruments on last page.
8. Matches, cigarette lighters
9. Student will not eat or drink on the school bus. Bottles or cans whether full or empty will not be allowed on any bus except for bottled water.
10. **Drivers and school officials are not responsible for articles left on the bus.**



**TEACHING  
BUS SAFETY**

## Accidents or Emergencies

1. Follow the bus driver's instructions.
2. If students must leave the bus, stay in a group.
3. The following procedures will be used for evacuating the bus in an emergency:
  - 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 as quietly as possible.
  - C. Evacuation will start with the student chosen by the driver.
  - D. Once outside the bus, follow the driver's instructions.

## Extra-Curricular Trips

1. Bus rider rules apply to all school sponsored events.
2. Discipline on the bus will be the responsibility of the school principal and the trip sponsor.
3. The bus must be cleaned when returned from the trip.

## Video

1. Video cameras will be used on each bus.
2. Videos will be viewed by the Director of Transportation, School Principals, and Administration Personnel only due to protecting all student's Identities.
3. Video tapes or copies will not be released from the Transportation Office unless requested from proper authorities.

## Safety Violations

The school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus. Transportation will administer all consequences for safety violations. All school board policies that apply to student conduct and other student related activities also apply to the school bus setting.

Level and consequences for improper conduct on the bus include but not limited to the following:

# CONSEQUENCES FOR SAFETY VIOLATIONS

## Pre-K Through 3rd Grade

	Level I	Level II	Level III	Level IV
<b>First Offense</b>	Parent Contact	Parent Contact/ Warning	Parent Contact/ Maximum: <b>2</b> Days Bus Suspension	Administrative Parent Contact
<b>Second Offense</b>	Warning	Maximum: <b>3</b> Days Bus Suspension	Maximum: <b>4</b> Days Bus Suspension	Maximum: <b>10</b> Days Bus Suspension
<b>Third Offense</b>	Maximum: <b>3</b> Days Bus Suspension	Maximum: <b>5</b> Days Bus Suspension	Maximum: <b>8</b> Days Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension
<b>Fourth Offense</b>	Maximum: <b>3</b> Days Bus Suspension	Maximum: <b>10</b> Days Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension

## 4th Through 12th Grade

<b>First Offense</b>	Parent Contact/ Warning	Maximum: <b>3</b> Days Bus Suspension	Maximum: <b>3</b> Days Bus Suspension	Administrative Parent Contact
<b>Second Offense</b>	Maximum: <b>3</b> Days Bus Suspension	Maximum: <b>5</b> Days Bus Suspension	Maximum: <b>5</b> Days Bus Suspension	Maximum: <b>One Semester</b> Bus Suspension
<b>Third Offense</b>	Maximum: <b>5</b> Days Bus Suspension	Maximum: <b>10</b> Days Bus Suspension	Maximum: <b>10</b> Days Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension
<b>Fourth Offense</b>	Maximum: <b>10</b> Days Bus Suspension	Maximum: <b>One Semester</b> Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension	Maximum: <b>Permanent</b> Bus Suspension

## INFRACTIONS

<b>Level I</b>	Disrespectful to driver or others, Eating or drinking (except water), Improper boarding, not going directly to assigned seat, Failure to load or unload at assigned stop, Failure to move safely away from bus after unloading, Failure to properly identify self, Possession of another student's Smart Tag ID, Failure to properly scan or be accounted for with Smart Tag ID, Failure to have smart tag 3 or more days, Failure to sit and stay in assigned seat, Failure to sit in seat correctly, Failure to keep aisle clear (for safety reasons), Failure to remain seated while the bus is in motion, Possession of toys or animals, Failure to follow safety procedures at railroad crossings, Riding bus without authorization or when suspended from school
<b>Level II</b>	Persistent Level I offenses, Aiding, abetting or accessory to misconduct on bus, Inappropriate use of cell phone, Shooting rubber bands inside or outside of the bus, or at others, Spitting inside or outside of the bus, or at others, Spraying any non-hazardous material (i.e. perfume, hairspray, cologne, etc.), Spraying or squirting water inside or outside of the bus, or at others Tampering with any bus equipment (i.e. emergency exits, windows, fire extinguisher, etc.), Throwing items inside or outside of the bus, or at others, Horse playing, or aggravating other riders, making loud noises
<b>Level III</b>	Persistent Level II offenses, Causing physical harm to self, Destruction of district property (bus suspension until damages have been paid), Disruption of transportation Fighting, Physical assault, Making a false report, Obscene gestures, profanity, discourteous and inappropriate conversations, Possession or use of tobacco, lighter, alcohol or drugs, Stealing, theft, Mooning or exposing any inappropriate body part and/or clothing, Graffiti, Marking on seats (bus suspension until damages have been paid)
<b>Level IV</b>	Persistent Level III offenses, Sexual harassment, Inappropriate physical contact, Indecent exposure, Possession or weapon, Possession of hazardous materials, Verbal Threat or assault on a driver or bus aide, Malicious behavior with intent to cause harm

## Transportation Facility:

- The transportation facility is a place of business. The transportation centers entrance gate is always under surveillance. Because of safety measures, this is not a place the public is permitted without prior permission.
- Majority of all correspondents will come from The Transportation Department in the form of Phone, Email and/or Smart Tag alerts. In the rare event that you need to enter the transportation facility you will need to call dispatch 936-630-4461 to be granted access to the facility.
- All visitors are expected to go to dispatch to handle any business necessary. Any visitors wandering around or loitering at the transportation facility will be asked to leave.
- Security is our number one concern therefore we may not grant access to all visitors requesting access.



## Concern / Grievance:

- In the event a parent or community member has a concern feel free to contact the transportation department at 936-630-4461. Our department will address all calls and concerns. It is our promise that we will always keep each student's safety as our first priority. If your concerns are not addressed and would like to file a formal complaint with the Transportation Director, please email [tlsootoo@lufkinisd.org](mailto:tlsootoo@lufkinisd.org) for a formal investigation on the matter.
- For safety and security, we ask that individuals not file complaints with bus drivers or monitors.
- If after speaking to the Director you, still feel your concern has not been resolved feel free to contact the Assistant Superintendent 936-634-6696.
- More information concerning the grievance process can be found online at [Lufkinisd.org](http://Lufkinisd.org) or under local board policy.



## Prohibited Instruments on Bus

Baritone

---



Tuba

---



Sousaphone

---



Baritone Saxophone

---

