

Malakoff ISD Bus Rider Handbook

The Malakoff 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 conditions governing school buses and funds the service by allotting the district a given amount for eligible student transport. The school district is pleased to provide transportation for eligible students and solicits your assistance in helping with a safe, healthy operation..

The goal of the Malakoff ISD Bus Rider Handbook is to help provide a safe and enjoyable experience for students and adults who ride school buses. Please read the enclosed information and share the information with your child. After doing so, please acknowledge receipt by completing and returning the attached card to the bus driver. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride the bus

For any questions concerning the routes or if you would like to speak to your child's bus driver, please call the bus department at 903-489-1739.

For questions concerning bus discipline, please contact the Malakoff Middle School at 903-489-0264.

General Safety Rules

- 1 Obey the instruction of the bus driver. At no time will a student act or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with a bus driver.
- 2 Board and leave the bus at designated areas only.
- 3 Only students who are eligible to ride may be transported and must ride their assigned bus.
- 4 A permission slip signed by the principal must be provided to the bus driver before any ineligible student is allowed to ride a bus, and the parent should call the Transportation Director to check for available space on the school bus.
- 5 It is the responsibility of the parent to provide transportation to school if a student misses the bus.

Note: Parents should discuss a plan of action if the bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. When maintenance or other problems cause a bus to run late, the school will be notified, and the bus will make every stop, regardless time).

Inclement Weather Procedures

District officials will assess the weather conditions and the impact of the weather on the safety of students and staff. School closure information will be posted on the web site and the information will be given to all local news media.

In the event of school cancellation due to inclement weather, the decision to close will be made between 5:00 a.m.– 6:00 a.m. Local and Metroplex media outlets will be notified. Parents can also refer to the district web site. Among the media outlets to be notified are:

WFAA-TV Channel 8
KDFW-TV Channel 4
KTVT-TV Channel 11
KXAS-TV Channel 5
KLTV-TV Channel 7

Please Note: Media outlets only inform viewers and listeners of those school districts that are either starting late or canceling school. If no information is given, MISD will be starting at the regular time, on a regular schedule.

Parents can also refer to the MISD web site if early release is needed due to inclement weather.

Bus Rider Conduct Regulations

Under TEC 34.002-34.004, Malakoff ISD has established the following safety standards in the operation of school buses:

1. Students must be ready to board the bus at designated bus stops. The bus driver cannot wait for the students.
2. The driver may assign seats. The students will remain in that seats until instructed otherwise by the bus driver. The student will be held responsible for any damage to that seat, and will be required to pay for all damages.
3. Students will not extend any part of their body or any article out of the window whether or not the bus is in motion or not. Students will not spit or throw any object inside or outside of the bus.
4. Students are under the authority of Malakoff ISD. Students will not be allowed off a bus at a stop other than their school or regular stop unless authorized in writing by their parents
5. Students shall not carry any weapons, explosives (such as fireworks), knives, water guns, pointed instruments or any other objects that could be considered dangerous or could conflict with the safety of the driver or students.
6. Scuffling, fighting and/or use of profane language or gestures will not be tolerated and may be grounds for immediate dismissal from bus privileges.
7. Students will not engage in verbal abuse, name calling, sexual harassment, ethnic or racial slurs or derogatory statements addressed publicly that may reciprocate substantial disruption or incite violence.
8. Bullying will not be tolerated.
9. Students will not have possession of tobacco in any form. All such items will be taken up by the bus driver. Disciplinary action will be taken by the appropriate principal of the student.
10. Students will not make any loud, unusual noise or participate in horseplay, hazing or teasing of any kind. This behavior may distract the driver and may be grounds for immediate dismissal from bus privileges.
11. Students will keep the aisle clear. Any article (projects, band instruments, etc.) too large to be held in the lap or placed under the seat will not be allowed on the bus.
12. Live animals, insects or any object considered to be dangerous or hazardous will not be allowed.
13. The emergency door is not to be used to enter or exit the bus except in an emergency. In case of an emergency, the students will follow the instructions of the bus driver.
14. Bus drivers and school officials are not responsible for items left on the bus.
15. The bus driver is required to report any misconduct to the Transportation Director for disciplinary action.
16. The Malakoff ISD dress code will be enforced on the bus.
17. Students may not stand while the bus is in motion.
- 18 Food and drinks are not allowed to be consumed on the bus unless permission is given by the bus driver.
19. Expectant mothers are required to ride towards the front of the school bus for safety reasons.

Accidents and Emergencies:

1. Follow the bus driver's instruction..
2. If evacuation is necessary, the following procedures will be used:
 - A. When the bus driver gives the order, evacuation will begin with the students closest to the door.
 - B. Quietly leave the bus in a single line.
 - C. Older students will assist younger students to safety exit.
 - D. Students must stay in a group a safe distance from the bus.
 - E. Remain quiet and follow bus driver's instructions.

Extra Curricular Trips:

1. A trip sponsor will ride the bus with the students.
2. Bus rider conduct regulations apply to all school sponsored events.
3. Discipline will be the responsibility of the campus principal and the trip sponsor.
4. The bus must return clean after a trip.

Bus Discipline:

Since students are under the authority of Malakoff ISD all violations will be reported to the principal of the student's school with action taken according to the Bus Discipline Guidelines, Campus Disciplinary Guidelines and School Policies. Principals have the sole authority to look at each occurrence individually and deal with each occurrence accordingly.

Note: Bus discipline will not start over each semester.

Bus Discipline Guideline:

First offense

A written notice stating suspension from riding the bus until parent conference. The next offense will result in suspension from riding bus for a maximum of ten days.

Second Offense

This offense will result in a suspension for a maximum of ten days. The next offense will result in suspension from bus riding privileges for the semester.

Third Offense

This offense will result in a suspension from bus riding privileges for the semester. Any student suspended during the fall semester that commits another offense during the spring semester, will be automatically suspended from the bus riding privileges for the remainder of the school year.

Severe Clause

Campus Principal, Transportation Staff or Security Staff will immediately remove from the bus, any student committing severe disruptions on the bus. Severe disruptions will result in immediate suspension from bus riding privileges including suspension of the student from transportation services for the remainder of the year. Consequences could also include alternative placement as deemed by the discipline management plan.

