

## Pine Tree I.S.D. School Bus Guidelines

For the safety and security of your child and other students on the bus, the following guidelines and procedures must be followed. Student refusing to obey the instructions of the bus driver or the bus code of conduct will forfeit their privilege to ride the bus for a period of time determined by school administration or the Transportation Director as set forth in bus discipline explained in the student handbook.

Definition- A bus rider is any eligible student of Pine Tree ISD that rides the bus on a regular basis (4 times per week)
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1. Only students assigned to a bus will be able to ride that bus.
2. Students **may not** get on/off a bus anywhere except their designated stop.
3. If a student misses the bus, he/she should go home immediately.
4. Students should be outside 5 minutes **before** their scheduled pickup time in clear view for the bus driver to see them 300'(or as far down the road as possible)before the stop.
5. Pre-kindergarten and kindergarten students will be picked up and dropped off at their address unless conditions exist that do not allow the bus the ability to proceed safely with the route.
6. Any student (1st -12th grade) may walk to a designated bus stop.
7. The driver has the authority to assign seats for one or all students on the bus.
8. The driver has the authority at any time due to safety issues to call for police assistance or divert from the route and take the bus to the Transportation Dept.
9. No student will be able to use a note to get on/off a bus due to safety reasons unless prior approval has been received from the Transportation Office.
10. Buses will not stop during the route to allow a student to get on the bus from a vehicle or get off the bus into a vehicle.
11. Any student needing to be added to a bus route or change a bus pick up or drop **must** have a parent/guardian contact the Transportation Office and report the change. The student's school should also be informed of the change. Policy states a two (2) day wait period for all changes.
12. Students need to be waiting on the bus. The bus cannot wait on the child or parent/guardian.
13. No parent/guardian **for any reason** will be allowed on the bus.