

**EULA I.S.D.**



**TRANSPORTATION  
2018-2019**

# **TRANSPORTATION EMERGENCY NUMBERS**

<b>DRIVER</b>	<b>CELL #</b>	<b>HOME #</b>
<b>KATHY BROSS</b>	<b>669-6122</b>	<b>529-3431</b>
<b>RANDY CRANFILL</b>	<b>669-3001</b>	
<b>MARY MOSLEY</b>	<b>665-5598</b>	<b>529-3623</b>
<b>EARL BROSS</b>	<b>669-9470</b>	<b>529-3431</b>
<b>GLENN SMITH</b>		<b>668-4000</b>
<b>TIM KELLEY</b>		<b>280-5426</b>
<b>ADMINISTRATION OFFICE</b>		<b>529-3186</b>
<b>HIGH SCHOOL OFFICE</b>		<b>529-3605</b>
<b>ELEMENTARY OFFICE</b>		<b>529-3212</b>
<b>SHERIFF'S DEPARTMENT</b>		<b>911 or 854-1444</b>
<b>DPS OFFICE</b>		<b>911 or 854-1033</b>

## **The Driver & Parents**

Share information with parents about how their children are doing on the bus. Establish a good relationship with them. If you have shown parents that you care about the welfare of their children, they will support you when you approach them for help with problems.

Avoid the following pitfalls when dealing with parents:

1. Never argue with parents.
2. Never lose your temper when discussing matters with parents.
3. Never attempt to discuss or handle discipline problems with a parent through the open door of a bus.

In the above situation, listen as long as you can, explain that you must meet your schedule, and invite them to call you or your Supervisor. Later, if necessary, a meeting can be arranged with you, the parent, your Supervisor, the child, a teacher and/or Principal.

## **Nobody Home (Lost Parents)**

If no parent or other responsible adult is at the child's home or usual drop-off location, keep the child on board and wait a while. If no one shows up within a reasonable length of time, complete the route and then come back. If there's still nobody there who can take responsibility for the student, radio or telephone the school or Randy Cranfill. They may sometimes have you bring the student to the office and make them as comfortable as possible. They may have you deliver the student, time permitting, to another location (a relative's house, for example).

# Eula ISD Rules For Student Conduct While On The Bus

As part of our aim to provide for an education, the Texas State Board of Education and the District fund transportation for all students who live two miles or more from school. To accomplish this we require the cooperation of all students and parent.

## BUS SAFETY RULES

Rules defining student conduct are designed to protect the passenger and shall include, but are not limited to the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
2. Only authorized personnel and eligible bus students are permitted to ride the bus. Eligible students will not be able to ride home on another bus with a friend unless the driver receives a note from either the parent or the principal.
3. Students will remain properly seated at all times and not block the center aisle.
4. Students must keep their hands, head, feet, and personal objects inside the bus at all times.
5. Scuffling, shoving, or fighting is prohibited on the bus.
6. Littering or throwing items inside or from the bus is prohibited.
7. Students are not allowed to eat food or drink on the bus.
8. No chewing gum will be allowed on the bus.
9. Students shall not deface or vandalize the bus. Students who violate this rule will be required to pay for the damages.
10. Students are not to engage in loud talking, yelling, using profanity, or displaying obscene gestures.
11. Students are not allowed to bring animals or other live creatures on the bus.
12. Students are not to engage in any other conduct that disrupts the safety operation of the bus. All other school rules that are observed during instructional day must also be observed while riding the bus.

## BUS DISCIPLINE PROCEDURES

**Riding a school bus is a privilege.** The following procedures shall be followed when inappropriate behavior occurs on a bus:

1. Inappropriate behavior will be reported to the Principal by the bus driver using a bus ticket. Consequences are as follows:
  - A. **FIRST TICKET** – A verbal and written warning is issued to the student and mailed to parents.
  - B. **SECOND TICKET** – A 3 day suspension from riding the bus is given to the student.
  - C. **THIRD TICKET** – A ten (10) day suspension is given to the student.
  - D. **FOURTH TICKET** – The student will be suspended from riding the bus for the remainder of the school year.

If a student's conduct seriously jeopardizes the safety of other students and the driver, a suspension will be immediately placed into effect. If a student is suspended from riding the bus the parents must furnish transportation to and from school.

## **Driver Guidelines**

1. On-time arrivals at school and stops. Runs routes and field trips on time.
2. Fill out required paper work accurately, completely and on time. This includes but is not limited to, daily time sheets, daily mileage sheets, monthly eligible riders, route description, and discipline notices.
3. Personally keep certification, driving license, and physicals current. Participate in all training classes and exercises.
4. Exhibits good student management skills. Fill out maintenance requests in a timely manner. Pre-trip inspection of bus. Keeping bus clean.
5. Employee comes to work consistently, arranging appointments and personal business to keep interference of route duties at a minimum.

If there is a bus failure, accident, or any unusual occurrence, it should be reported immediately to Glenn Smith @ 668-4000 or Tim Kelley @ 529-3186 or 280-5426. In the event of an accident, the following guidelines should be followed:

1. Regardless of who is at fault, render assistance to anyone who is hurt or in trouble. Always, the first concern is for the riders. Be firm and do not show panic. Do not leave the students by themselves. If a phone is not immediately available, stop a passing car and ask the driver to obtain help.
2. If the Eula ISD driver or students are injured, it should be reported by telephone, immediately, to all concerned parties and in writing within twenty-four hours.
3. Call 911 for immediate assistance. Be sure to mention if the accident involves personal injuries, a suspected intoxicated driver, and/or if damage is too severe for the vehicle to be moved.
4. Obtain witnesses-their names, addresses and telephone numbers.
5. If none of the above applies, the drivers will pull their vehicles out of the way of traffic and exchange vital information. This will include the driver's license number, the name of the insurance company, the names of witnesses, the year and make, license number of the car and the exact time of the accident.
6. If the bus is mobile, deliver the students to their destination.
7. The driver must immediately report to the Director of Transportation all accidents and within twenty-four hours prepare a legible report on the proper form explaining the details of the accident.
8. The bus driver will be drug tested immediately after any accident involving student transportation.

## **Cell Phones**

**Drivers are strictly prohibited from using earphones, wireless earphones or cellular phones while operating the bus.**

§ 545.425 USE OF WIRELESS COMMUNICATION DEVICE BY CERTAIN MOTORISTS. A person may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus except in case of emergency or if the passenger bus is not in motion.

## **Certification Requirements**

Texas Legislature mandates the following requirements for School Bus Driver certification.

1. **COMMERCIAL DRIVER LICENSE W/BUS ENDORSEMENT**-A valid license which allows drivers to drive ALL types of school buses along with a School Bus Endorsement.
2. **ANNUAL PHYSICAL EXAMINATION**-An annual physical examination is required by the State of Texas.
3. **ACCEPTABLE TRAFFIC RECORD**-A pre-employment license check is made with the State of Texas and evaluated by the Eula ISD following the guidelines established by the Texas Department of Public Safety and the Texas Education Agency.
4. Successful completion of the School Bus Driver Training Course.
5. Submit to drug testing.
6. Complete continuing education courses.