Dear Panther Parents and Bus Riders,

Medina Valley I.S.D. provides transportation to and from school, field trips, sports, and other extra-curricular activities. Bus riding is a courtesy service that is provided for students residing in our District attendance zones. The state of Texas prescribes the conditions governing school bus operations. All drivers and monitors have been trained on all current rules and regulations that pertain to school bus transportation and have been certified through the state of Texas.

In order to meet conditions outlined by the state of Texas in providing safe and efficient transportation for all students, Medina Valley has adopted rules and regulations and has provided disciplinary procedures for violations of these rules. These are outlined in this handbook and students are expected to understand and abide by them. It is important to understand that the school bus is an extension of the classroom. The disciplinary procedures are designed to provide our student riders with every opportunity to resolve any problems they may have on the bus. Generally, there will be verbal and written warnings given. After three warnings, disciplinary referrals will be sent to the campus administrators who will then take appropriate actions.

The goal for these rules and regulations is to help provide a safe and enjoyable experience for students who ride school buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by our district and will be treated as such. We are looking forward to a safe and positive school year. If you have any questions or concerns regarding transportation, please contact the Transportation Office at (830) 931-224 Ex. 4500.

Thank you for your cooperation.

Respectfully,

Richard Broome

Richard Broome
Director of Transportation
Medina Valley I.S.D.
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General Safety Rules

1. Obey all instructions from the driver and the monitor. At no time is it acceptable to refuse to cooperate with the driver and monitor, act physically or verbally aggressive, or to be disrespectful in any way.
2. Board and exit the bus at your designated stop ONLY
3. Students will ONLY ride their assigned bus determined by their physical address.
4. It is the parent’s responsibility to provide transportation if their student misses the bus.

Procedures for waiting for the bus:
1. Be at your designated stop at least 5 minutes before scheduled pick up time. Drivers cannot wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting at the stop.
3. When the bus approaches, wait for the bus to come to a complete stop. Do not run toward the bus. Stand clear from the door until it opens before attempting to board.
4. If your student is late to the bus stop, the driver cannot wait for them. Deliberately holding up a school bus is unacceptable. Parents should have a backup plan in place in the event their child misses the bus.

Loading the bus
1. Do not push or shove
2. Wait until the door opens before approaching the bus.
3. Use handrail and steps.
4. Go directly to your assigned seats. The driver will not move the bus until all students are seated.
5. It is a state law for our buses to have seating charts established. Drivers and monitors will assign seats to students.
6. Students will keep their hands and feet in front of them and clear from the aisles. They will not put any part of their body outside the windows.

Conduct on the bus
1. Remain seated at all times
2. Do not change seats without permission from driver and monitor.
3. Students will not refuse their assigned seats nor will they deny another student a place to sit.
4. Loud noises may distract the driver and create unsafe driving conditions. Yelling, screaming and loud music is not permitted.
5. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures, including gang signs on or near the bus are strictly prohibited.
6. Do not throw objects inside or out of the bus. NO littering.
7. Students will not tamper with the emergency doors, emergency windows or any emergency equipment. These are only used during a supervised drill or actual emergency.
8. Students will not intentionally shove, push or physically harm another student or staff member.
9. Students will not engage in bullying, sexual harassment or harassment of any kind.
10. In case of an emergency, remain calm. All riders will wait for instructions from the driver or monitor. Following instructions during this situation is extremely important and maintaining control of the bus is for the safety of every student.
Getting off the bus:
1. Stay seated until the bus has reached a complete stop and the door has been opened.
2. Wait your turn to exit the bus. Pushing or crowding will only slow things down and may cause an accident.
3. Look both directions when crossing the road and never walk behind a bus.
4. Stay clear and avoid the danger zones of the bus. Please visit MVISD.com to view school bus danger zones found on our Transportation page.
5. If an item or belonging rolls near or under a bus, DO NOT ATTEMPT TO GO AFTER IT. Notify the driver or monitor.

Crossing the street after exiting the bus:
1. Any student that needs to cross the road after exiting the bus must wait for the driver and monitor to make sure it is safe to cross.
2. ALWAYS look in both directions and do not cross behind the bus.
3. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading. This is a San Antonio city ordinance and violators will receive citations.

Accidents and Emergencies:
1. Follow all instructions from the driver and monitor.
2. If you leave the bus, stay within the group.
3. When exiting the bus, stay in a single line and wait for your turn. If you are hurt or injured, notify the driver and monitor immediately.

Prohibited items:
The following items are NEVER allowed on a school bus:
1. All tobacco products including vapor products of any kind.
2. Food or gum (eating is not allowed on the bus). Water is allowed.
3. Alcoholic beverages, controlled dangerous substances, illegal narcotics or chemicals
5. Weapons of any kind to include knives, guns, explosives, anything that can start a fire (lighters/matches)
6. Live animals or insects
7. Laser pens or pointers

The following infractions are grounds for immediate removal:
1. Conduct that is considered assault or terroristic threat.
2. Selling, distributing or possessing controlled dangerous substances, marijuana, or alcohol.
3. Being under the influence of controlled dangerous substances, marijuana or alcohol.
4. Profanity or gestures directed toward the driver, monitor or students.
5. Damaging the bus: breaking any equipment, doors or windows, ripping seats, graffiti, etc.). Damages will be paid for by the offender.
6. Fighting while on the bus or bus stops.
7. Possessing any unsafe materials such as weapons.
8. Possessing inappropriate or pornographic material.
9. Retaliation against the driver, monitor or any students on or off school property.
**Discipline**

*The school bus is an extension of the classroom.* The driver and monitor will observe and report any unacceptable behavior and the appropriate campus administrator will administer the discipline. All school board policies that apply to student conduct and campus codes of conduct will also apply to the school bus. If there is serious misconduct that endangers the safety of the driver, monitor, or students and warrants immediate removal of the student from the bus, the student will be removed by any campus administrator or police law enforcement. Campus administrators and parents will be notified.

**If a student is removed or suspended from the bus, it is the parent’s responsibility to provide transportation to and from school**

**Consequences for Bus Rule Violations:**

The following minimum consequences will be administered for violations:

**Elementary Campuses:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>1st referral</th>
<th>2nd referral</th>
<th>3rd referral</th>
<th>4th referral</th>
<th>5th referral</th>
<th>6th referral</th>
<th>7th referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K – 2nd Grade</td>
<td>Warning &amp; parent contact</td>
<td>Detention and parent contact</td>
<td>3 day bus suspension</td>
<td>5 day bus suspension</td>
<td>10 day bus suspension</td>
<td>20 day bus suspension</td>
<td>Removal for remainder of school year</td>
</tr>
<tr>
<td>3rd and 4th Grade</td>
<td>Warning &amp; parent contact</td>
<td>Detention and parent contact</td>
<td>3 day bus suspension</td>
<td>5 day bus suspension</td>
<td>10 day bus suspension</td>
<td>20 day bus suspension</td>
<td>Removal for remainder of school year</td>
</tr>
</tbody>
</table>

**Middle School Campuses:**

<table>
<thead>
<tr>
<th>1st referral</th>
<th>2nd referral</th>
<th>3rd referral</th>
<th>4th referral</th>
<th>5th referral</th>
<th>6th referral</th>
<th>7th referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written reprimand &amp; parent call</td>
<td>Written reprimand &amp; parent call</td>
<td>Parent call-final warning before bus suspension</td>
<td>3 day bus suspension</td>
<td>5 day bus suspension</td>
<td>10 day bus suspension</td>
<td>Removal for remainder of school year</td>
</tr>
</tbody>
</table>

**High School:**

<table>
<thead>
<tr>
<th>1st referral</th>
<th>2nd referral</th>
<th>3rd referral</th>
<th>4th referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 day suspension</td>
<td>10 day suspension</td>
<td>20 day suspension</td>
<td>Student will be removed for remainder of school year</td>
</tr>
</tbody>
</table>

**Board policy states that transportation services WILL NOT be provided for students in the DAEP program**