

Henderson ISD



BUS RIDER GUIDELINES
2025-2026

Transportation Department

200 N High Street
Henderson, Texas 75652
(903) 655-5000

Henderson ISD Bus Rider Guidelines

The purpose of these guidelines is to help ensure a safe and positive experience for all students who ride Henderson ISD transportation.

Parents are encouraged to review and discuss the following information with their children.

Please remember that riding a school bus is a privilege—not a right—and should be respected accordingly.

General Safety Rules

- Students are under the authority of the Henderson Independent School District. Students will follow the instructions of the driver and or monitor. At no time will a student address the bus driver in a disrespectful manner.
- Load and unload the bus at designated stops only.
- It is the responsibility of the parent to provide transportation to school if a child misses the bus.
- If a bus is equipped with passenger seatbelts, each passenger must wear it while the bus is in motion.

Procedures for Students Waiting for the Bus

- Be at your bus stop five minutes before your scheduled pick-up time. The driver **cannot wait or honk for riders**.
- The driver may not pick-up students unless they are at their designated bus stop. Stand on the sidewalk or stand back from the roadway while waiting for the bus approximately 15 feet.
- When you see the bus, form a line, and prepare to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- Students who miss the bus should go home immediately.
- Parents should instruct their children on what procedures to follow if they miss the bus.
- Students will abide by the school rules and regulations concerning bus students, including conduct and dress code.
- **If there is a 15 minute delay or longer, Transportation will post a message on the Henderson ISD Transportation Facebook page or via the Henderson ISD App.**

Loading the Bus

- Do not push or shove.
- Use handrail and steps.
- Go to your assigned seat.
- Fasten seatbelt, if equipped.
- The bus will not move until all students are seated and secure.

Conduct on the Bus

- The school bus is an extension of the classroom; ***students are required to follow the policies and procedures outlined in the Student Code of Conduct.***
- **Student Cell Phone** use will be in accordance with HISD policy & HB 1481.
- **Respect** and **obey** the bus driver, monitor or other school personnel at all times.
- Normal conversation is permitted; **loud noises/music is not permitted** because it will distract the driver, causing unsafe conditions.
- Aisles are to be kept clear at all times.
- **Face forward** and **remain seated** until the doors open.
- **Respect** other passengers by keeping hands, feet, and any objects to yourself at all times.
- Scuffling, fighting, the use of obscene, vulgar, or profane language or gestures is **strictly prohibited** and may constitute suspended bus privileges. ***The appropriate campus personnel will be called in regards to any fight on the school bus.***
- Hands, head, arms, etc. are never allowed outside of the bus windows.
- **Do NOT** mark, cut or scratch any part of the bus. **Vandalism costs will be charged to the person or persons who are responsible.**
- **Do NOT** throw any object, including trash or paper, from either inside or outside of the bus. Please place all trash into the trash can provided.
- **NO food, drinks, or chewing gum!** Students may bring water.

Exiting the Bus

- Stay seated and seatbelt fastened, if equipped until the bus is completely stopped.
- Be sure to remove all personal items upon exiting.

- Use the handrail and take one step at a time when exiting the bus.
- Wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
- 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.
- All **Pre-K thru fifth grade students** must have a parent, listed approved adult or sibling present at the bus stop in order for the younger student to be released from the bus. If no adult or sibling is present, the student(s) will be returned to the bus barn for pick up. Every driver has a roster of their students and their listed bus stops to assist in drop-off verification

Crossing the Street or Roadway

- 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 bus, and wait for the driver to signal that it is safe to cross.
- Check in both directions and walk directly across the road
- Never cross the road behind the bus.
- **CAUTION!** Be alert for vehicles that do not stop when the bus is loading and unloading students .
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

Tobacco, vaporizers, electronic cigarettes, drugs, or drug paraphernalia along with...

- Live animals or insects
- Glass containers
- Alcoholic beverages
- 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
- Students will keep the aisle clear. Any articles (projects, band, sports equipment, instruments, ect.) too large to be held in the student's lap or imposes on others will not be allowed on the bus

Students will not eat or drink on the school bus. Bottles or cans whether full or empty will not be allowed on any bus with the exception of bottled water.

Drivers and school officials are not responsible for articles left on the bus.

Accidents or Emergencies

- Follow the bus driver's instructions.
- If students must leave the bus, stay in a group.

Following procedures will be used for evacuation in an emergency situation:

1. The student nearest the door will open the door and hold it open.
2. Leave the bus in a single file as quickly and as quietly as possible.
3. Evacuation will start with the student chosen by the driver. Once outside the bus, follow the driver's instructions.

Extra-Curricular Trips

- Bus rider rules apply to all school sponsored events.
- Discipline on the bus will be the responsibility of the school principal and the trip sponsor.
- The bus must be kept clean and free of any articles left behind upon return.

Video

- Cameras with sound are used on each bus.
- Video recordings will be viewed by the Transportation Coordinator, School Principals, and Administration Personnel only.
- Video recordings or copies will not be released from the Transportation Office.
- Cameras are not to be touched by anyone other than authorized personnel.

Bus Discipline Guidelines

The school bus is considered an extension of the classroom, so all classroom and school board rules apply. Discipline will be handled by campus administrators.

An effective bus discipline program begins with a cooperative effort between the home, the school, and the bus driver. That effort must ensure that students know the limits and follow the rules. The driver must enforce the rule of behavior effectively and consistently. When a driver reports a student to the principal for action, that principal must decide on the most effective measure that fits that specific misbehavior and that specific student.

The following is a list of guidelines that are suggested for use to provide some consistency for assisting the bus driver in creating a safe environment for school transportation. This list does not limit the principal and he or she will use their professional discretion.

PK-5 STUDENTS

Minor Infractions: (Examples)

Not seated properly, horseplay, not wearing seatbelt, Refusing to obey driver, Rude, Discourteous or disrespectful, Excessive loudness, profanity, verbal insolence, Throwing objects (in or out of the bus), Hanging out of window, Spitting, Hitting (not fighting), **Engaging in the playing of multimedia content through personal devices at a volume that is clearly audible to others.**

Each violation may have the HISD Student Code of Conduct discipline techniques used in addition to the prescribed action.

of bus slips and action taken

1- Warning, Counseling, Bus Conduct Report sent home
2- Student Calls parents Conference & Lunch Detention
3- 1-day suspension
4- 3-day suspension
5- 5 Day suspension, parent conference before riding
6- 10 day bus suspension, parent conference before riding
7- 30 day bus suspension, parent conference before riding
8- Bus service terminated

Flagrant/Major Infractions: (Examples)

Fighting, Flagrant disrespect of driver, Sexual misconduct, Damaging or disfiguring bus, Any act that hinders the safe operation of the school bus, Weapons or dangerous object, Use or possession of drugs, Alcohol, Tobacco, or Vaping.

of bus slips and action taken

1- Bus suspension for three (3) days
2- Bus suspension for five (5) days
3- Bus suspension for (2) weeks
4- Bus suspension for four (4) weeks, parent conference before riding
5- Bus service terminated
<u>*Exception:</u> Possession of drugs or alcohol- expulsion hearing on 1 st offense

The parent conference will involve the principal, parent, student, and bus driver. *Corporal punishment* may be employed on any violation if deemed necessary.

Fight: Fighting is an attempt to strike a person with arms, hands, legs or feet, or a combative action by one or more persons. Combative action includes but is not exclusive to a person attempting to strike by punch or kick of another, whether contact is made is irrelevant, or a person instigates a fight by causing another to retaliate by fighting.

Grade 6-12 STUDENTS

An orderly environment must be present on buses to ensure that students are safely transported to and from school. The following guidelines will be used by the Principal to determine consequences for students that choose to violate the rules and create an unsafe situation:

- A. Minor Offenses:** Throwing objects on or out of bus; Not seated properly when bus is moving; Loud or Disruptive behavior; Not wearing seatbelt (on

buses so equipped); Failure to follow driver's directions; Horseplay; Unacceptable language; any other minor offense covered by the Student Code of Conduct.

Engaging in the playing of multimedia content through personal devices at a volume that is clearly audible to others.

1st Offense: Warning and bus discipline slip sent home

2nd Offense: 1-day bus suspension and/or Detention / On Campus Suspension

3rd Offense: 3-day bus suspension and/or Detention / On Campus Suspension

4th Offense: 5-day bus suspension and/or Detention / On Campus Suspension

5th Offense: Suspension from bus for remainder of the year and/or other disciplinary action

B. Flagrant Offenses: Fighting; Flagrant disrespect for driver; Sexual Misconduct; Use or Possession of drugs, alcohol, or vaping paraphernalia; Damaging or disfiguring bus; Any act that hinders the safe operation of the school bus; Any other major offense covered by the Student Code of Conduct.

1st Offense: Bus suspension; and/or On Campus Suspension;
Alternative Classroom; Suspension or Expulsion

- Length of bus suspension will depend on the nature of the offense and other disciplinary action taken

If you have any questions please contact:

Transportation Coordinator
Tom Hottman

903-655-5000
thottman@hendersonisd.org