



PALO PINTO ISD
TRANSPORTATION HANDBOOK
AND
POLICY

Palo Pinto ISD
821 Oak Street
PO Box 280
Palo Pinto, Texas 76484
(940) 659-2745 phone
(940) 659-2936 fax

Dear Parent,

Palo Pinto ISD is pleased to offer transportation service for your child. Our goal is to transport your child, and the others on the bus, safely and in a timely manner to and from school. **Palo Pinto ISD is under no obligation to provide transportation to students not currently enrolled in Palo Pinto ISD.** Palo Pinto ISD provides transportation services to Mineral Wells Junior High and High School secondary students (grades 7-12) who reside within the Palo Pinto ISD boundaries **as a courtesy**. Summer school transportation will not be provided to secondary students or students who live outside of Palo Pinto ISD boundaries. Palo Pinto ISD currently has an agreement with Gordon ISD to allow Gordon ISD to transport Palo Pinto ISD secondary students (grades 7-12) who reside within the Palo Pinto ISD boundaries as a courtesy. **These services are voluntary on the part of Palo Pinto ISD** and will remain so while feasible. Riders utilizing the transportation service are expected to follow the bus rules and the direction of the driver. Failure to do so will result in loss of ridership privilege. Any student assigned to DAEP will not be eligible for bus transportation to or from DAEP during his/her assignment.

Bus Rules/Expectations

1. The bus driver is in charge and is authorized to assign seats for any reason.
2. A rider shall not refuse to sit in an assigned seat or deny another rider a place to sit.
3. Sit in your seat correctly, face the front, keep hands and feet to yourself, and stay in your seat at all times. Riders are expected to remain in seat for the duration of the trip and remain seated until the door is opened.
4. Talk softly in a normal voice, as loud noises may distract the driver and create an unsafe condition.
5. Keep head, hands, feet, and all other parts of the body inside the bus. No yelling out of the window.
6. Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures is forbidden.
7. Do not throw objects inside or outside the bus.
8. No gum, candy, drinks or food is allowed on the bus.
9. Do not mark, cut, scratch, damage, or otherwise destroy any part of the bus. Vandalism costs will be paid by the person responsible, including guardians of minors.
10. Possessing or being under the influence of tobacco, e-cigarettes, vaping, marijuana, alcohol, a controlled substance, a dangerous drug, or a “look alike” is illegal and prohibited while riding the bus.
11. All school rules, including those found in the *Student Handbook* and *Student Code of Conduct*, must be followed when riding district transportation at all times. Rules will be strictly enforced to ensure order and safety. The school will implement the disciplinary consequences as provided via Ch. 37 of the *Texas Education Code*.

Discipline Procedures

First Offense: Contact with parent by phone or written notice will be provided. Other disciplinary action may be taken at this time as well.

Second Offense: The student may be suspended from the bus for not more than 10 days.

Third Offense: The student may be suspended from the bus for the remainder of the semester or year.

Major offenses including, but not limited to, fighting, obscenity, cursing, confrontation with the driver, vandalism, possession of prohibited items, etc., will be handled according to the severity of the offense. Palo Pinto ISD Administration reserves the right to skip steps according to the severity and/or frequency of the violation.

Palo Pinto ISD Bus Rider Permit

This form must be completed and returned to the bus driver within four (4) days. Failure to return this form may cause reason for loss of ridership privilege.

As the parent/guardian of a bus rider, I have discussed these rules and disciplinary procedures with the bus rider who lives with me and/or of whom I am responsible. We agree to abide by all of these rules. We understand that we will be financially responsible for any repairs to the bus resulting from any marks, cuts, scratches, damages, or other destructions caused by my child. The District will determine the vendor used for repairs and timelines for such repairs. We also understand that he/she may lose their privilege to ride a Palo Pinto ISD bus if the rules are not followed. Finally, we acknowledge that we have read this document in its entirety, including the transportation policies.

Parent Signature: _____ Date: _____

Student Name: _____ Grade: _____

BUS INFORMATION SHEET

This sheet will remain on the bus at all times.

Return this sheet to the bus driver within four (4) days.

DATE _____ SCHOOL YEAR _____

STUDENT'S NAME _____

SCHOOL Palo Pinto Elementary/ISD _____ GRADE _____

In case of accident or child misconduct, the driver or administrator may notify the parent/guardian.

I have read and understand the bus rules and have reviewed them with my children.

PARENT'S SIGNATURE DATE

HOME ADDRESS _____ CITY _____ ZIP _____

DELIVERY ADDRESS OF STUDENT (if different than Home Address)

_____ CITY _____ ZIP _____

MAILING ADDRESS _____ CITY _____ ZIP _____

GUARDIAN CONTACTS:

_____ Name	If no answer call: _____ Name
_____ Phone Number	_____ Phone Number

EMERGENCY CONTACT 1: _____
Name Phone Number

EMERGENCY CONTACT 2: _____
Name Phone Number

EMERGENCY CONTACT 3: _____
Name Phone Number

Additional comments (i.e. medical) use back of sheet if necessary.



Palo Pinto ISD

Bus Transportation Policy

Transportation Mission

The mission of PPISD Transportation is to provide safe, reliable and professional transportation service for our students in an efficient and effective manner according to the parameters set forth by the District's policy, and in adherence to applicable State and Federal Laws.

Eligible Student Riders

Students are eligible for transportation route service if the following criteria are met:

- Students permanent address where the student resides is within the boundaries of PPISD.
- Students live 2 or more miles from their campus of regular attendance measured along the shortest route to school.
- Students living within 2 miles of their school who would be subject to hazardous traffic conditions if they were to walk to school. For PPISD, hazardous traffic conditions include the crossing of Highway 180 or FM 4 in order to get to and from school.

Transfer students are not eligible for transportation route service. Please call 940-659-2745 for more information.

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Hazardous Conditions Policy

A road condition is considered hazardous to student pedestrian traffic under the following conditions:

- Students must walk along or across a freeway, an expressway, an overpass, an underpass, or bridge where no walkway is provided.
- Students must cross an uncontrolled major traffic artery.
- Neighborhood streets without a sidewalk are not considered hazardous to pedestrian traffic.

If a road is deemed hazardous by District administration based on the criteria listed above, a safe walk route or transportation service will be provided.

Scheduling Guidelines

Bus routes are created to enhance student safety while maximizing vehicle efficiency. Bus routes will be designed to keep the ride time as short as possible for all students. District administration reserves all rights to create, modify, and approve all stops and routes.

Bus Stop Policy: Definitions and Parameters

Basic Considerations

School bus stops are situated so as to allow students to wait off a main roadway for the bus if at all possible. Stop locations are determined by analyzing all or some of the following: population density within a given neighborhood, traffic patterns, safety conditions, and route times. Stops are strategically located in order to decrease the number of stops each bus will make on its route, thus minimizing riding time for the students and driving time for the driver. Stops are not placed in dead end streets whenever possible, or in other locations where drivers must regularly back the bus in order to minimize bus accidents while backing (Backing is a very dangerous maneuver for a school bus).

Residential Address

The student's residential address is recorded and maintained in the PPISD student data system. All address changes must be reported to the registrar of the student's assigned school.

Route Changes

Transportation routes are re-evaluated and adjusted prior to the start of school each year, as needed, and as necessary during the school year, to provide the best service for all eligible students. Routes are subject to change as required by considerations pertaining to safety, student load and bus capacity, total ride time, arrival time at school, and bus route coordination with the bell times of elementary, middle, and high school

levels. District administration reserves all rights to create, modify, and approve all stops and routes.

Requests for Stop Location Changes, or Additional Stops

We regularly evaluate bus stop locations to be as fair as possible while maintaining safety and efficiency. Requests for stop location changes, or additional bus stops on a route, are evaluated according to this policy. District administration reserves all rights to create, modify, and approve all stops and routes.

Please note that it may take up to three to five business days to make a route change (or longer at the beginning of the school year, or if the new stop will significantly change the pickup/drop off times for other students on the route), so you may have to make arrangements for your child to get to and from school during this time. If changes to school bus routes do affect the pickup and drop-off times for other students on the route, all guardians will be given adequate notice.

Pick Up Time Policy and Notification

Bus route stop times are scheduled as accurately as possible, and drivers are instructed to arrive safely at each stop at the designated time. Due to possible variances between individual clocks, students are asked to arrive at the bus stop 5 minutes prior to the scheduled arrival time.

Drivers will depart the bus stop when students are safely seated. To maintain the schedule and arrive at school on time, drivers cannot wait for late students. Please understand that under any circumstance, a student running to catch a school bus is a safety hazard. In the afternoon, all buses will wait 5 minutes at the school for students to board. Students are expected to proceed immediately to the buses.

Once school officials release the buses from school, drivers are instructed not to stop or open the door for late students. If students run after moving buses, expecting a bus stop, it creates a safety hazard due to the students being too close to moving bus wheels.