



Dear Parents/Guardians,

The Lufkin Independent School District provides bus transportation to and from schools as a **courtesy service** for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported.

Eligibility:

Transportation is available for students who live two or more miles from their assigned campus. The distance a student lives from his or her assigned campus is determined by measuring from the curb at the front of the school to the curb in front of the home using the closest paved street. Address eligibility is continually audited year around. When an address is found to be ineligible, notification will be made as soon as possible with a grace period allowed for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the District has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and the guidance of your child.

The District is pleased to provide transportation for its eligible students and request your assistance in helping create a **safe** and efficient operation. We ask for your cooperation with school personnel in developing proper behavior patterns for those students who ride LISD school buses.

LISD school district encourages you to take an active role in the **safety** of your child on the bus, by explaining the safety rules, and accompanying your child to and from the stop when possible. If you ever have any concerns about school bus safety, call the Lufkin I.S.D. Transportation Office at **936-634-6516**.

Requirements for Bus Service:

1. Must meet the two or more mile criteria from assigned school campus.
2. Must be a parent or guardian of the student for service.
3. Must provide proof of residency. Ex: Utility bill, lease agreement or other document proving residency.
4. Any bus sign up requests must be completed at the transportation department for verification of home address and emergency contact information.
5. Any address or phone number changes during the school year must be completed at the transportation department from 10:00 a.m. to 1:00 p.m.

Student Conduct on School Bus:

When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe same conduct rules as in the classroom.
- Be Courteous. NO profane language.
- Not eat or drink on the bus.
- Keep the bus clean. No trash or littering.
- Cooperate and follow directions of Driver/Monitor.
- Not scream or make distracting noises.
- In case of an emergency, get approval from the bus driver before being permitted to make a cell phone call. Cell phones/electronics are permitted for music or game play only with the use of ear plugs.

- Hoodies must be removed before entering the bus.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Stay in your assigned seat and clear of the aisle.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Not bus hop. Students must ride their assigned bus only.
- Follow any other rules established by the operator of the vehicle.

Other punishable violations include; bullying, fighting, horseplay, disrespect to LISD transportation staff or any other behavior that compromises the safety of LISD staff and students. All riders will also be held accountable for school board policy on dress code and student code of conduct.

Prohibited Items:

- Any object (musical instrument, shop project, etc.) too large to be carried by student on the school bus. Parent must provide transportation. For the object to be allowed, the object must:
 - be able to be placed in the student's lap,
 - not exceed the height of the seat, and
 - not obstruct the view of the driver.
- Live animals or insects.

Accidents or Emergencies:

1. Stay calm and follow the directions of the Driver/Monitor.
2. Do not depart the bus for any reason other than an emergency evacuation situation deemed necessary by the driver. Remember to stay calm.
3. EMS and police personnel will be notified immediately in the event any accident occurs.
4. Parents will be notified as soon as possible by transportation personnel.

Discipline:

Students failing to obey safety procedures and conduct rules will be subjected to progressive discipline set forth by Transportation administration. The driver/monitor will remind the student of the infraction and ask for the student to obey the rules. Parent contact will be made for the first infraction as a courtesy to the student and parent in an attempt to correct the behavior. Any further violations will result in our disciplinary step process. Upon request, a student referral will be mailed to the home address on file or a copy can be obtained at the Transportation department. Parents will be notified by phone of any suspension periods.

Disciplinary Steps:

Referral	Primary Kinder to 2nd grade	Elementary 3rd to 5th grade	Secondary High School / Middle School
First	1 Day Suspension	3 Day Suspension	5 Day Suspension
Second	3 Day Suspension	5 Day Suspension	10 Day Suspension
Third	5 Day Suspension	10 Day Suspension	15 Day Suspension
Fourth	10 Day Suspension	15 Day Suspension	20 Day Suspension
Fifth	Mandatory Parent Conference	Loss of riding privileges for the year	Loss of riding privileges for the year

Transportation administration reserves the right to skip steps and enforce penalties based on the severity of the infraction. Any disciplinary questions please contact the appropriate disciplinary personnel.

Discipline Contacts for Transportation:

Primary/Elementary (K-5)	Secondary (6-12)
Nikki Lawson Assistant Operations Supervisor nlawson@lufkinisd.org 936-630-4428	Belinda Wade Operations Supervisor bwade@lufkinisd.org 936-630-4429

Regular Education Bus Routes and Stops:

The LISD Transportation department does not offer front door service for regular education students. Lufkin ISD offers established routes and stops to accommodate all regular education eligible students with reasonable safety assurances and efficiency considerations. We encourage parents to play an active role in their children’s safety by accompanying them to and from their stop. The district has established “walk to stop” guidelines for all age groups listed below.

Walking Distances:

Pre-K-2nd grade up to .25 miles
 Elementary grades 3-5 up to .25 miles
 Secondary grade 6-12 up to .5 miles

Pickup or Drop-Off Location:

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route and must be two or more miles from the student’s instructional campus. For information on bus routes and stops or to designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location, you may contact Transportation at 936-630-4461. See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program (DAEP).

School-Sponsored Trips:

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. The trip sponsor or the campus behavior coordinator will address any behavior issues that occur on the trip.

Special Education Transportation Services:

LISD is pleased to provide quality educational services for your children. Our mission in Special Needs Transportation is to ensure your child arrives to school and returns home safely with care and thought given to his/her individual needs.

To be eligible for special education transportation services, the student must be recommended by their ARD committee. If the ARD committee does not recommend special education services, the student will fall under the regular education transportation criteria.

For more information concerning special education transportation please contact Linda Cayton, Special Needs Coordinator, at 936-630-4427.

Bus Loading Procedures:

***Students may only board their assigned bus from their designated stop.**

1. Be at your designated stop 10 minutes prior to pick up time. Bus drivers must follow a precise schedule.
2. Students should wait on the sidewalk or in a safe area away from the roadway while waiting on the bus.
3. Stand clear of the bus until it comes to a complete stop and the parking brake is set.
4. If crossing a street, wait for the driver to signal you when it is safe to cross.
5. Only cross in front of the bus, 15 feet away from the bumper, so the driver can visually see you.
6. Check both directions and walk directly to the bus.
7. Enter the bus one at a time with no pushing and go straight to your assigned seat.
8. If the student misses the bus, **DO NOT** chase the bus. Parents, **DO NOT** chase the bus in your vehicle or bring your child to another stop to catch the bus. Under these circumstances, you will be required to take your child to school. These are serious safety violations.

Bus Unloading Procedures:

***Students may only depart their assigned bus at their designated stop.**

1. Stay seated until the bus has come to a complete stop and the parking brake is set.
2. Wait for your turn to exit the bus and do not push or shove.
3. Use the handrail and take one step at a time during exit. Do not jump down the stairs.
4. Once departed, move away from the bus so the driver can visually see that you are clear of any danger areas.
5. If any article drops or rolls near or under the bus, do not go after it or approach the bus. Signal the driver and wait for assistance.
6. Any student needing to cross a street will exit the bus and move to a point 15 feet in front of the right side bumper and wait for the driver to signal you that it is safe to cross.
7. Check in both directions and walk directly across the road.
8. Never cross the road behind the bus.

A parent/guardian, emergency contact designee, or consenting adult must be at the stop for a Pre-K through Second grade and special needs students. All designees must be listed as an emergency contact for the student with current phone numbers included. If the parent or designee fails to be at the designated stop on time, students will be returned to the following designated locations. Pre-K students will be returned to their instructional campus. Kindergarten through Second grade and special needs students will be brought back to Transportation at the end of the bus route. Upon the third return to Transportation or their instructional campus, privileges will be suspended.

Circumstances where a student appears nervous or unsure about getting off the bus or if the driver feels that there is a safety concern, the driver will keep the student on the bus and return them to Transportation and the parents will be notified (except for Pre-K. They will be returned to their campus).

Be alert for vehicles that do not stop when the bus is loading and unloading. Loading and unloading is the most dangerous time for student safety and are when most fatalities occur. Please take extra precautions during these times.

Thank you,

Lufkin ISD Transportation Department

Frequently Asked Questions:

1. Why does it take up to three days to begin transportation service for my child?

When a new student is added to a driver's list, the time of pick-up and drop-off changes for all students assigned to their particular bus. Parents need information quickly as possible to adjust to changing pick-up and drop-off times. The driver also needs information about their children before transporting them. The three day lead between notice and start of transport allows for necessary information processing (example: Adding a stop or having to readjust route path and time adjustments).

2. What if I want my child to get off the bus at another address other than my house or designated stop?

In accordance with the Texas Education Agency Transportation Guidelines as well as the Student Handbook, "Transfers to a location other than a student's designated stop are not permitted except that a parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. This change must be effective for the entire school year and may not be adjusted. The designated facility or residence must be a district approved stop on a district approved route that meets the two or more mile requirements from student's instructional campus within the school's attendance zone.

3. Who should I call if the bus does not arrive to pick up my child on time?

Your child should be at their bus stop ten (10) minutes before the scheduled arrive time. Fifteen (15) minutes after your scheduled route time, you should call the Transportation Department if needed. Please have your child's bus number as well as the school, child's name and stop location. Route times may fluctuate during the first few weeks of school, so please be patient with us during this time.

4. Whom do I call when I have questions or concerns?

Please contact the Transportation Department at 630-4461 and someone will be available to answer any questions that you may have.