

**Venus Independent School District  
Bus Safety Handbook**



**2015/2016 SCHOOL YEAR**

Transportation Department  
401 South Hickory Street  
Venus, Texas 76084

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**Eligible Rider Contract (All Student Riders must turn in within 3-days)**

All students that ride a VISD school bus must fill out and return this form to the Transportation Department. Parents can obtain additional copies from the VISD web site or by asking the driver.

**Phone: 972-366-3642**  
**Fax: 972-366-1938**

**Transportation Director: Kathy Windell**  
**e-mail: [kwindell@venusisd.net](mailto:kwindell@venusisd.net)**  
**Cell: 972-310-0448**

**District Mechanic Darrin Witten**  
**e-mail: [dwitten@venusisd.net](mailto:dwitten@venusisd.net)**

**Members of Venus ISD Transportation staff are currently affiliated with:**

Texas Association for Pupil Transportation

Texas Association School Business Officials

Texas Association of School Bus Technicians

**Dear Parents / Guardians and Bus Riders:**

The Bus Rider's Safety Handbook is a tool to familiarize parents and students with our policies and procedures during transport on the bus. VISD offers the privilege of bus transportation for all eligible students. Eligibility is generally determined by distance from the home campus (more than 2 miles) and by application of Board policy. Every effort will be made to provide safe, reliable transportation to and from school, while maintaining an appropriate level of efficiency.

We ask that you read and discuss the contents of this handbook with your child to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parent / guardians. *Your child will be held accountable for their behavior on the bus.* Any disregard of the rules may result in suspension from the bus.

Please fill out the last page of this handbook if you have not sent in already and have your student deliver it to their School Bus Driver, Campus, or mail it to the Transportation Department, 401 S. Hickory, Venus, Texas 76084.

Sincerely,

Transportation Department

..... **General Information** .....

**Venus I. S. D. School Bus Drivers**

School bus drivers are selected, hired and trained following state guideline criteria and a thorough criminal history background check and fingerprinting. All VISD school bus drivers are trained through the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing. Every driver has successfully completed the required school bus driver training course as well as periodic safety training. VISD school bus drivers are professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy and consideration from all students and adults.

**Eligible Riders**

Transportation is available for children who live two miles or more from their assigned school. The distance a student lives from their assigned school is determined by measuring from the curb at the front of the school to the curb in front of their home using the closest paved street. Students residing within two miles of their assigned school may have transportation available if their neighborhood qualifies as hazardous under the district's hazardous transportation rating system.

Some students who attend more than one school to participate in vocational programs or classes not offered at their school are transported between schools during school hours. Special education students are eligible for transportation if need is established through the Admission, Review, and Dismissal process.

All student riders are required to submit an Eligible Rider's Contract each year and provide the Transportation Department with accurate contact information for the parent / guardian. Student's who have neglected to turn in a contract with the department may be in jeopardy of losing their riding privileges. The driver will provide these contracts at the beginning of each school year to each Eligible Rider who boards the bus and has not completed the form in their student packet.

Regular transportation is scheduled to provide service to student riders. Bus stops that do not have riders for 3 consecutive days may be suspended temporarily for lack of rider ship to conserve district resources. Infrequent riders should contact the Transportation Department stating their wish to ride when service is needed if their bus stop has historically low rider ship to verify stop time and location.

**Restricted Areas**

Venus ISD Regular Route Buses may not enter dead-end streets, or enter personal property except when approved by the Director of Transportation. Use of private property requires prior concurrence by the property own. All students must board the bus at the designated location.

**How to sit on a bus:**

School buses are rated by manufacturers to have capacities based on three riders per seat. Venus ISD best practice recommended is maximum rider ship per bus at 3 riders per seat at primary and elementary, and middle school levels, and 2 riders per seat at high school levels. This is subject to change when the ridership increases or decreases during the school year. School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. **(sitting straight back, upright against the seat.)** Both feet and legs should be kept in front of their body.

All carry-on items must be held in the students lap at all times. This includes backpacks, musical instruments, school projects, and any other item the student has been requested to bring. The students may be permitted to store their items by the driver's seats or any empty seat if space is available.

**Video Cameras**

Video cameras are utilized on most Venus ISD school buses. Federal (FERPA) regulations designated these video tapes as part of the student's education record and therefore prohibit the viewing of these video tapes by the general public. School or law enforcement personnel may use this information as safety training material and / or evidence of bus safety rule violations.

The Transportation Department will make every attempt to provide as much information as possible to the parent / guardian as it relates to any safety violation reported by the driver. Each Campus Administrator has the ability to view videos and help in resolving any conflicts, concerns, or problems related to School Bus Transportation.

Please report any problems and concerns as quickly as possible to ensure we can capture the requested data. Venus ISD buses are equipped with digital recorders and can usually maintain data for up to seven days on most equipment (Some mechanical issues may prevent us from downloading data at the time of request).

### **Extracurricular Trips**

1. All bus safety rules apply to riding the bus to school-sponsored events.
2. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor will be expected to address student behavior issues.
3. Cleanliness of the bus is the responsibility of the trip sponsor.
4. The regular routing of students takes priority when it comes to the use of the buses. Sponsors are expected to follow their loading times and expected time of return to their campus to ensure we have not created delays on the morning or afternoon routing schedules.

### **Weather Conditions**

School buses operate on any day that school is being held. Currently four options exist on bad weather days.

1. School starts on time & ends on time.
2. Early dismissal: On days of early dismissal due to weather conditions, schools must determine whether a child has appropriate supervision at home. If the campus puts a student onto the bus, that student will be delivered to their bus stop / drop off point.
3. Delay start up: If school is delayed two hours, the buses will run two hours later than normal.
4. Cancel school: A decision to cancel classes for the day will be made by 6:00 a.m. and radio and television stations will be notified immediately. School alerts will also be sent.

**Please check the VISD Website for any school closings or make up days.**

### **Inclement Weather:**

1. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as appropriate.
2. Students should follow the driver's instructions; remain calm and quiet so the driver can receive proper safety information over the district radio system. Students may not request to un-load the bus during emergency situations unless emergency personnel, campus personnel, or transportation staff is present.
3. During these events students are encouraged to telephone parents/guardians to inform them that they are safe and the bus is being delayed.
4. Parents are encouraged to meet the bus at their students designated bus stop to allow for orderly delivery of all students. However, meeting the bus at other locations is disruptive and inappropriate.
5. Students causing un-necessary disruptions during an emergency situation may be in jeopardy of losing their riding privileges. It is imperative that each student be ready to cooperate with the driver's instructions during this time.

**Parent's Responsibility:**

1. Read and discuss with your student(s) the contents of this bus rider's handbook, if you have any unanswered questions or concerns contact the Transportation office.

2. Please inform your student(s) of the bus letter/number, name and location of their bus stop prior to using the bus service.

3. Please let your student(s) know to be at the bus stop 7-10 minutes prior to the actual departure time. If the bus is up to 30 minutes late, please have your students return home and contact their parent / guardian for instruction.

4. Please discuss what a privilege it is to ride the school bus and how it may help your family. The attire and behavior on the school bus is the same as in the classroom. *If it is not allowed in the campus, it is not allowed on the bus.*

5. Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

6. Report serious assaults that occur on the bus or at the bus stop to the Campus Administrator. The VISD police will coordinate with Transportation.

7. Once you have covered the safety information with your child, *complete, sign, and return the eligible rider's contract found on the last page to the bus driver.*

8. The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. If a student does not attend school during this time, the absence is unexcused.

**Office of Transportation's Responsibility:**

1. Maintain current bus schedules and rider information of all buses for the District.

2. Meet with the drivers at the beginning of each school year and as needed throughout the year to discuss loading procedures, safety concerns, driving techniques, and student management.

3. Investigate all complaints and safety concerns.

4. Contact parents / guardians when un-safe behavior is reported.

5. Confer with students, parent, school administrator, and bus driver when appropriate.

6. Assign consequences for unsafe behavior on the school bus.

7. Forward all Code of Conduct Violations to the appropriate campus.



**Campus Administrator’s Responsibility:**

- 1. Process and assign consequences on all Code of Conduct Violations and return to transportation.
- 2. Process and assign consequences on all Special Needs concerns.
- 3. Assist with contacting or giving consequences when appropriate.
- 4. Assist with conferences between bus drivers, parents and transportation when needed.

**..... Special Needs Transportation. ....**

- 1. In order to qualify for Special Needs transportation, the campus ARD committee must determine that special transportation is needed as a related service. The Transportation Department must have the “Transportation Request Form” filled out after the ARD meeting; this authorizes Special Needs Transportation services.
- 2. Regular Education students with temporary medical conditions or injuries may qualify for temporary Special Needs Transportation. Please check with Campus Administrators for more information

**General Procedures**

- 1. The Transportation Department must have a completed Transportation Request Form from the campus in order to initiate bus service.
- 2. Bus service will start as soon as possible after the Transportation Office receives the paperwork.
- 3. One days’ notice is required for any change in a child’s delivery or pick up place.

**Expectations of All Student Riders:**

- 1. All Student Riders are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver.
  
- 2. All Student Riders are expected to board and exit the bus at their designated pick up or delivery point closest to the student’s home. Any changes to this must be approved in writing by the student’s parent or guardian before the student will be allowed to exit at another bus stop. All changes must be handled through the Transportation Department.
  
- 3. All students are expected to be on their side of the street at the designated bus stop 7-10 minutes prior to the scheduled pickup time. The school bus will approach the designated pick up point and utilize the amber warning light signals (AWLS) which alert other drivers. When the Red Lights are activated, the student may cross the roadway. The bus will make a complete stop within the regularly scheduled time; the driver will proceed to the next pick up point if no students are visibly present at the stop.
  
- 4. All Student Riders are expected to wait quietly at their designated pick up point until the school bus arrives. Designated pick up points may be moved to a location farther away from the student’s home if students fail to respect their neighbor’s property and vandalism is reported.

5. All Student Riders are expected to return home and contact their parent / guardian *only if* the school bus is over 30 minutes late. The parent / guardian can then contact Transportation and ascertain the reason for the delay. Transportation can assist as buses become available to return to the neighborhood. We make every attempt to be on time but unfortunately some delays occur. If you experience a repeated delay, please contact the Transportation Office for assistance.

6. All Student Riders during their first week of riding are expected to turn in the Rider's Contract Form located in the back of this handbook and in the campus packet. Failure to return this form may result in loss of riding privileges. Please contact Transportation if any of the student's information provided needs to be updated throughout the year.

7. All Student Riders are expected to sit in the assigned seat provided by the School Bus Driver and hold all-carry-on items in their lap. Due to the increasing growth of our district, we require students to sit up to three per seat. All VISD Regular School Buses can safely transport up to three students per seat, Students who have excessively large or heavy band instruments, back packs, sport bags and school projects may not be able to safely ride the bus and other arrangements may be necessary.

8. Student Riders are expected to go directly to their assigned seat and prepare for the ride. Students should sit on their back pockets and face the front at all times. Sitting sideways, extending legs out in the center aisle, sitting on back packs or band instruments or facing backwards creates a hazardous situation.

9. **All** food and drink items must be put away, or thrown away before boarding the bus. Repeated violations for eating and drinking may result in loss of riding privileges.

10. All Student Riders are expected to follow safety procedures while riding on any VISD School Bus. We require that students not eat or drink while on the school bus (choking hazard). Any open, non-sealable container (food, candy or drink) will be thrown in the trash when the bus is boarded AM or PM, no exceptions. All candy, gum, food, pens, pencils, toys and any pointed object should be left in back pack at all times.

## **Riding Procedures for All Student Riders:**

### **Designated Bus Stops:**

1. Eligible Riders are expected to board or exit the bus at the designated stop closest to their home. Using other bus stops may result in loss of riding privileges.
2. Students should practice good citizenship while waiting for their bus to arrive and respect the property of their neighbors. Students should arrive at their stop 7-10 minutes prior to the bus arrival time. If crossing the street is necessary, wait until the bus arrives and controls the traffic flow with Red Lights.
3. The bus drivers are not permitted to add or move stops. If you need to discuss your bus stop location, please contact the Transportation Department.
4. Substitute Drivers are used to drive your school bus route when the regular driver is out or on a field trip. They will use the approved route description to drive the route.
5. The same behavior expected in school should be displayed at all designated stops.

### **Boarding at a Bus stop:**

1. As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand 10 feet away from the roadway while waiting for the bus.
  2. No student should ever approach the bus until the bus has completely stopped and set the air brake. The air brake system will make a loud air noise when the bus is secured.
  3. The driver will open the door and motion for the students to load. Once on the bus, go directly to your assigned seat. Pushing and shoving is very dangerous and may result in loss of riding privileges.
  4. Any area within 10' of a school bus is considered "**The Danger Zone**". Students within this area are in a place where they may not be seen.

### **Exiting at the Campus:**

1. As the school bus is approaching the campus un-loading zone, all students should remain seated until the bus has completely stopped and has been secured. Each campus has specific times to un-load students. Students should follow the directions of the driver.
  2. When the driver signals to un-load, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in loss of riding privileges.

3. Any articles found on the bus by the driver will be retained for the student until the afternoon run. If not claimed that afternoon, the item can be collected at the Transportation Department.

4. Students should never use the emergency exits unless directed by the driver. Emergency doors, windows and roof hatches are available only during evacuation procedures.

5. Students, who need to exit the bus at the campus earlier than the approved unloading time, must have a note signed by their Campus Administrator **(NO Exceptions)**.

### **Riding Procedures for All Student Riders:**

#### **Boarding at a Campus:**

1. When the students are released from school, they are expected to go directly to their bus. Once the student has boarded the bus, they are expected to stay on the bus and sit in their assigned seat unless an administrator releases the student.

2. Students who are moving in or around the buses while they are parked are in the **“The Danger Zone”** of the bus so extra caution must be exercised.

3. Once students board the bus, they are expected to stay on the bus. They may not exit and visit with their friends while waiting for the bus to depart.

4. Each campus allows a specific amount of time for each bus to load. Once the driver has shut the door and the air brake is released, students are not to chase after the bus or run along the side of the bus. They are to return to the campus and make other arrangements with their administrator.

5. If a student has missed the bus special arrangements can be made with transportation when buses become available (up to 45 minutes) later.

#### **Exiting at a Bus Stop:**

1. As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured.

2. No student should ever walk down the center aisle of the bus while the bus is moving.

3. The driver will open the door once the bus has been secured. The amber warning lights signals (AWLS) will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights signals (RWLS) will be activated signaling for all traffic to stop. The driver will allow adequate time for each student to un-load. All students crossing in front of the bus should watch the driver for assistance.

4. Any area within 10' of the School Bus is considered “**The Danger Zone**”. All students should immediately walk away from the school bus as they un-load. No one should ever stand, walk or cross the street directly behind a school bus (blind spot).

5. Students are expected to exit at their designated bus stop only. *Students who wish to use a different designated bus stop must have a signed note from their parent and Campus Administrator.* Please contact the Transportation Department for assistance (No Exceptions).

## **Caution... Caution... Caution... Caution**

**Be alert for vehicles that do not stop when the bus is loading or un-loading students. Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways.**

**Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the school bus. Also, cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.**

### **Riding Procedures for All Student Riders:**

#### **Students riding home or to school:**

1. All students that need to ride home or to school which are not regular riders are required to have the following:

- A permission note signed by the parent / guardian. (**If space is available**)
- The note from the parent / guardian must also be signed by a Campus Administrator (PM only).

2. Students who do not have a permission note (approved by the principal or director) will not be permitted to ride the bus home. The student will be turned over to the Campus Faculty working outside where the buses are loading.

3. The student will stay at the campus with the Campus Administrator. The campus will contact their parents to pick them up.

#### **Emergency Evacuation:**

1. Stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.

2. Follow the driver’s instructions. He or she is in charge of the bus and has been trained to take actions to protect all the students.

3. All students must remain with the bus. Students cannot leave the area, even with parents, until released by the Police or Fire Department. Parents are expected to cooperate and not force themselves onto the school bus. Police / Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.

4. The following procedures will be used for evacuation in an emergency situation under the direction of the driver:

- The rider nearest to the door will open the emergency door, exit, and hold it open.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door.
- The third rider to exit will act as the guide and will lead the other students to a safe place. Usually 50 giant steps away from the bus.
- Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safe, quick, and as complete as possible.
- Buses with side doors will follow the same process starting from whichever side (back or front) is closest to the danger.
- The driver is usually the last person off the school bus.

**The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus. The safest place is where we want the students to be. Please help us keep everyone safe by cooperating with the expectations of the Transportation Department and Emergency Personnel.**

**Emergency Equipment:**

1. School Buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, Blood Borne Pathogens spill kit and a minor first aid kit.
2. Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles.
3. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation.
4. Students who tamper with these exits may lose their riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a warning from the driver and the parent / guardian will be contacted by transportation.
5. Repeated violations of tampering with the emergency exits or equipment may result in loss of riding privileges for the rest of the school year.

## **Expected Conduct on All School Buses:**

### **Assigned Seating:**

1. The driver may assign each student to a seat. Each rider will be responsible for his or her space. Students should report any existing vandalism or damage immediately to the bus driver. The person determined responsible may be required to pay repair costs. Parents / Guardians will be notified by the Transportation Department and the student's riding privileges may be suspended until payment is arranged.

2. Students should always sit in their assigned seats especially when a substitute driver is on the bus. Moving from seat to seat is not permitted unless the driver gives permission.

3. All VISD Regular School Buses can safely transport up to three students per seat.

### **Cell Phones:**

1. Students who allow their cell phones to become a distraction or disruption on the school bus will be asked to put the phone away. Failure to do so may result in the cell phone being confiscated. Parents will then be required to pick up the cell phone at the Transportation Department during normal hours of operation (7am-4pm).

2. Parents / Guardians are asked not to request to speak to the driver on the student's cell phone. The parents should contact the Transportation Department (972-366-3642 ext. 730) and make arrangements for the driver to contact them after their route or speak to a supervisor.

3. Students are encouraged to contact their parent / guardian when the bus has been delayed (after 15-20 minutes) and they are getting home late. We strive to keep our buses on schedule; however, some delays are beyond our control. When doing so, do not allow the phone use to become a distraction to the driver.

4. Taking pictures or capturing video of other students is prohibited unless the other student(s) have granted permission. The driver is not responsible for un-authorized pictures or captured video.

### **Electronic Devices:**

1. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus.

2. All electronic devices (headphones) must be kept at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times.

3. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.

**Carry-on Items:**

1. All carry on items must be kept in the student's lap while riding.
2. Students who bring very large and heavy band instruments on the bus may be challenged to safely board and exit the bus. Special arrangements may be available for the student from the school if the instrument cannot be held in the student's lap or seating space is limited on the school bus.
3. All students who carry an instrument will be assigned a seat toward the front of the bus. This will prevent the student from carrying the instrument over the heads of other riders.
4. All basketballs, footballs, soccer balls, skateboards, and etc, must be contained in a bag at all times. • Students may be denied transportation at a Campus with prohibited items.
  - **Items will be confiscated at a bus stop by the driver and turned over to an administrator.**

**Excessive Noise:**

1. All students are expected to go directly to their assigned seat and prepare for the ride home or to school.
2. Screaming for no apparent reason, talking very loudly, singing, or dancing on the bus and creating a disruptive situation will not be tolerated and may result in loss of riding privileges.
3. Use of band instruments or any type of noise making device is not permitted on the bus at anytime.
4. All students should talk only to their seatmate or the person next to them. All conversation should be kept as quiet as possible.

**Disruption of Transportation:**

1. Anyone who creates disruption may be cited by the VISD police for disruption of transportation.
2. Students are expected to follow safety procedures while riding the school bus to or from school. Each student is expected to follow their campus code of conduct while riding. If it is not allowed inside the classroom or campus, it is not allowed on the school bus.
3. Drivers are not required to physically break up fights on the school bus. However, the drivers will verbally instruct the students to stop, notify Dispatch and then



verbally instruct the students who are not fighting or involved and keep them out of harms way.

4. A student, who has been threatened, bullied and/or harassed, should immediately notify their Bus Driver, Parent / Guardian, Teacher or Campus Administrator.

5. School Bus Drivers may pull the bus over at a safe location to speak with students about behavior and bus safety procedures.

**Items Prohibited on a school buses for safety reasons:**

A Student that brings any of these items onto the bus (at anytime) may lose their riding privileges immediately, pending investigation and coordinating with campus consequence.

- |                         |                            |                    |
|-------------------------|----------------------------|--------------------|
| 1. Gun or Gun like toy  | 6. Glass Containers        | 11. Animals        |
| 2. Knife (any size)     | 7. Water balloons          | 12. Insects / Fish |
| 3. Aerosol sprays (any) | 8. Lighters                | 13. Paint Balls    |
| 4. Laser Pointers       | 9. Firecracker (fireworks) | 14. Alcohol        |
| 5. Pills or tablets     | 10. Rubber bands / clips   | 15. Other          |

**Steps to student consequences for rider behavior:**

**Step 1:**

Each student will be given an opportunity to correct or change their behavior by the driver.

**Step 2:**

Failure to correct the behavior will result in a written warning from the driver and generate a call from Transportation to initiate parent/guardian involvement (Students may receive two written warnings).

**Step 3:**

If similar behavior continues, the driver will report the activity by writing a bus referral. The administrator will determine the appropriate suspension consequences of the bus referral and notify the parent/guardian.

**Step 4:**

If the previous consequences prove ineffective and the disruptive or unsafe behavior continues, Transportation will contact the parent/guardian and schedule a conference to determine if riding privileges will continue.

**Step 5:**

If similar behavior continues, bus riding privileges will be revoked for the remainder of the school year. And the parent / guardian will be responsible for providing transportation for their student in the am/pm.



**Transportation will contact parent / guardian for School Bus Safety Concerns.**

Referral #3

Conference \_\_\_\_\_

Date \_\_\_\_\_

Administrator \_\_\_\_\_

**Campus will contact parent / guardian for Code of Conduct violations.**

Parent / Guardian Contacted: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Time: \_\_\_\_\_

Consequences:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bus Service:**

The person(s) determined responsible for bus damage will be required to pay repair cost. Parents/guardians will be notified by the Transportation Department and the student's riding privileges may be suspended until payment is arranged.

# Venus ISD Transportation--- Eligible Rider's Contract

## Student Information:

Student's name (please print) \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Bus #: \_\_\_\_\_  
\_\_\_\_\_, TX \_\_\_\_\_  
Home address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Medical Information – Optional

\_\_\_\_\_  
\_\_\_\_\_

Symptoms / Treatment of specified conditions – Optional  
\_\_\_\_\_  
\_\_\_\_\_

## Parent / Guardian Information:

Father / Guardian \_\_\_\_\_  
Email \_\_\_\_\_  
Mother / Guardian \_\_\_\_\_  
Email \_\_\_\_\_  
Home \_\_\_\_\_ /Cell \_\_\_\_\_  
Home \_\_\_\_\_ /Cell \_\_\_\_\_  
Work \_\_\_\_\_ /Cell \_\_\_\_\_  
Work \_\_\_\_\_ /Cell \_\_\_\_\_

## Emergency Contact Information:

Name / Relationship \_\_\_\_\_  
Home \_\_\_\_\_ /Cell \_\_\_\_\_  
Name / Relationship \_\_\_\_\_  
Home \_\_\_\_\_ /Cell \_\_\_\_\_

I/we have read and discussed the School Bus Safety and Instruction Handbook, and I/we agree to abide by the expectations to promote a safe environment and efficient transportation service. I/we understand all of the information provided above will be kept confidential by the Transportation Department, and will be used to contact the parent / guardian for student management purposes and non-emergencies.