

Student Transportation Handbook

2021 – 2022

Anna ISD schools, students and parents all share the responsibility of ensuring that bus transportation to and from school remains safe. Working together, recognizing and understanding each other's responsibilities will help the district and families keep the system running in an organized and efficient manner. Surveillance cameras are used on Anna ISD buses to ensure student and driver safety.

Parents assume the responsibility for their students traveling back and forth from home to the bus stop.

Transportation Registration

Registration mandatory each year

Each year, returning and new students are required to be registered for transportation service. This process may be completed at Coyote Crossing (school registration), or on the Annaisd.org website under Departments – Transportation.

- Not registering for Transportation Services will delay student's admittance on the bus until registration is complete.
- Not registering in a timely manner may cause a 2-3 day delay in bus admittance due to the creation of ridership schedules and bus routing.

Ride 360

Bus schedules and transportation alerts / messages

Registration mandatory each year

The Anna ISD Transportation Department has implemented a program called Ride 360. Once students are registered for transportation services a bus schedule is created for that specific student. Student bus schedules will be available through this Ride 360 application which indicates their bus number, stop location, and stop times, along with transportation alerts / messages relating to the registered student.

- To receive bus schedules and alerts / messages, each student must be registered for transportation services, and registered separately for the Ride 360 application. Ride 360 registration instructions will be provided at Coyote Crossing (school registration) and may also be found on the AnnaISD.org website under Departments – Transportation. This application is available via computer and / or mobile device. Student ID numbers are required to register for Ride 360.

Students are to load and unload their assigned bus at their assigned stop locations found on the Ride 360 application. The bus driver will be notified if students are not assigned to the particular bus or stop location. This could either delay or deny student ridership if assignments are not followed. If students will be riding a different bus than assigned, parents must notify the school or transportation office.

Morning Bus Transportation

Regular bus transportation attempts to arrive at every bus stop on time. Students are asked to arrive at the bus stop 10 minutes prior to the scheduled bus arrival time to ensure on time boarding due to unforeseen circumstances. Buses will load students and depart the stop at the assigned times. Regular buses do not wait for late students. Special needs buses follow much the same criteria, but will wait up to 2 minutes at each stop.

Afternoon Bus Transportation

Anna ISD does not require, but does encourage parents with children in grade PreK – 2nd to be at the bus stop or have a responsible adult meet the bus in the afternoon. This assures the bus driver that your child is in safe hands. All AISD students will be released to their assigned stop regardless of the presence of a parent or guardian.

6th – 12th grade buses allow an 8 minute loading window after school is dismissed in the afternoon for students to board. Students are expected to proceed immediately to the buses. Bus drivers are instructed not to stop or open the door for late students after the 8 minute window.

Bus Badge

Students using district transportation are required to be registered for transportation services each year and are assigned a unique Bus Badge after registration is complete. Students are to carry the bus badge assigned specifically to them on a daily basis. This bus badge is required to be scanned as they enter and exit the bus, allowing a student to be accounted for and located if necessary. The identification information with time, date, and location of the scan is instantly available to the school district through a fleet management system.

Students will be responsible for having their assigned Bus Badge on a daily basis and will not be permitted to use district transportation without their assigned Bus Badge or a temporary bus pass from the school office for that day. It is the student's responsibility to notify the school prior to 1:00pm if they do not have their Bus Badge and will need to ride the bus home in the afternoon. Temporary bus passes will allow admittance on to their assigned bus, but does not take place of having their assigned Bus Badge.

Purchasing a Bus Badge

Each student is issued their first Bus Badge of the school year at no charge. They will receive this Bus Badge from the bus driver within the first two weeks of school. Students are responsible for replacing lost or damaged cards within 5 days of loss or damage. Replacement Bus Badges are \$5.00 each.

Parents of elementary students may pay the replacement cost and receive a new Bus Badge from the school office.

6th – 12th grade students are required to purchase and receive replacement Bus Badges from the Transportation Office located at 501 S Sherley Ave, Anna, TX 75409. Transportation Office hours are Monday – Friday, 7:00am – 4:30pm.

Bus Badge Protocol

Student safety and accountability is of the utmost importance. This is why Anna ISD has implemented the Bus Badge system. Due to system requirements, each student is required to scan on and off of the bus each day, each time they ride. If a student has lost or damaged their issued Bus Badge, they will have 5 days to purchase a replacement Bus Badge.

The 1st day a student does not have their assigned Bus Badge they will receive a verbal reminder from the bus driver to find their Bus Badge or purchase a replacement Bus Badge.

On the 2nd consecutive day of not having an issued Bus Badge student will receive a written warning (Bus Conduct Report), and parent contact will be initiated via Ride 360, email, or phone call.

On the 3rd and 4th consecutive days of not having an issued Bus Badge student will receive a written warning (Bus Conduct Report) each day.

On the 5th consecutive day of not having an issued Bus Badge student will receive a final written warning (Bus Conduct Report), parent contact will be initiated, and bus ridership will be suspended starting the next school day. Suspension from bus riding privileges will continue until an issued replacement Bus Badge has been acquired and presented.

It is imperative that students use only the Bus Badge that is assigned and issued to them.

*If a student is found to be using a Bus Badge that has not been assigned to them they will receive a written warning (Bus Conduct Report) and parent contact will be initiated. The student will have 2 days to find their issued Bus Badge or purchase a replacement Bus Badge. On the 2nd consecutive day of not having an issued Bus Badge the student will receive a written warning (Bus Conduct Report). On the 3th consecutive day of not having an issued Bus Badge student will receive a final written warning (Bus Conduct Report), parent contact will be initiated, and bus ridership will be suspended starting the next school day. Suspension from

bus riding privileges will continue until an issued replacement Bus Badge has been acquired and presented.

Discipline

The bus driver has the same authority over a student as a classroom teacher. Appropriate student behavior is essential to the safe operation of district transportation. Students must comply with the expectations of the Student Code of Conduct (SCC) while using district transportation. In addition to compliance with the SCC, students are expected to comply with the following transportation rules:

- Enter and exit transportation vehicles in an orderly manner at the designated stop
- Remain seated in the designated seat facing forward
- Keep aisles clear of books, bags, instruments, feet, and other obstructions
- Comply with directives issued by the driver
- Follow the driver's rules for food and beverages
- Do not extend any body part, clothing, or other articles outside of the bus windows
- Keep all body parts and other objects to self
- Refrain from making loud or distracting noises
- Do not obstruct the driver's view, including the back emergency door windows
- Do not throw objects inside the vehicle or out of the windows or doors
- Do not mark, deface, or tamper with seats, windows, emergency doors or other equipment

Any violation of the SCC or above rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.