

BELTON I.S.D. TRANSPORTATION



2023-2024

BUS RIDER SAFETY HANDBOOK

Belton ISD Transportation Department Contact Information:

1100 Industrial Park Blvd
Belton, Tx. 76513

Phone: 254-215-2150

Fax: 254-215-2151

Transportation website: <https://www.bisd.net/domain/208>

SMART tag Parent Portal Registration: <https://parent.smart-tag.net/%40belton>

SMART tag Campus Portal Registration: <https://campus.smart-tag.net/>

- *login with your district email address and the password that the Transportation Department (Michael Hawk x 2166) has provided you*

Director of Transportation:

Assistant Director of Transportation: Vickie Tubbs

BUS RIDER'S SAFETY HANDBOOK

Parents and Bus Riders

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

General Safety Rules

1. Students are under the authority of the Belton Independent School District. Students will follow the instructions of the driver. At no time will a student address the bus driver in a disrespectful manner.
2. Student Identification: All bus riders are required to have a SMART Tag ID.
3. Pre-K, K, and 1st graders must be released to the guardian listed on SMART Tag.
4. Bus Riders will be given a 2.5 week grace period at the beginning of school with daily reminders to have a SMART Tag ID. *After the 2.5 grace period is over on September 5, 2023, there will be consequences for non-compliance.*
5. Load and unload the bus at designated stops only.
6. Only students who are eligible to ride may be transported and must ride their assigned bus.
7. Students may not ride on another bus with a friend. Most buses are at capacity. For that reason, students are not allowed to ride home with friends.
8. It is the responsibility of the parent to provide transportation to school if a child misses the bus.

Procedures for Students Waiting for the Bus

1. Be at your bus stop five minutes before your scheduled pick-up time. The driver cannot wait or honk for riders.
2. Stand on the sidewalk or stand back from the roadway while waiting for the bus.
3. When you see the bus, form a line and prepare to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. All bus riders must tag on with SMART Tag ID.
6. Students who miss the bus should go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Students will abide by the school rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus

1. Do not push or shove.
2. Use handrail and steps
3. Tag in with your SMART Tag ID. Students are not allowed to manually log in to SMART Tag. Only the driver can manually log in students.
4. Go to your assigned seat. The bus will not move until all students are seated.

Conduct on the bus

1. Remain seated while the bus is moving.
2. Students will remain in their seat until instructed otherwise by the driver
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the door opens.
5. Normal conversation is permitted; loud noises may distract the driver, causing unsafe conditions.
6. Scuffling, fighting, the use of obscene, vulgar or profane language or gestures is strictly prohibited and may constitute immediate semester dismissal.
7. Do not spit or throw any object inside or outside the bus.
8. Do not mark, cut or scratch any part of the bus. **Vandalism costs will be paid by the person or persons who are responsible.**
9. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
10. Students shall face forward for the duration of the trip, keeping their feet on the floor in front of them and out of the aisle.
11. Students will not extend any part of their body or extend any article out of the window whether the bus is in motion or not.

Exiting the Bus

1. Stay seated until the bus is completely stopped.
2. Students will tag off with a SMART Tag ID. Only the driver can manually log off a student who does not have their SMART Tag ID.
3. Use the handrail and take one step at a time when exiting the bus.
4. Wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
5. No student is allowed to get off at a stop other than their own, unless the driver has received an alert from the Transportation Dept.
6. 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.
7. All Pre-K through 1st grade students must be released to a guardian or approved adult that is listed on SMART Tag. A sibling 3rd grade or older can be present at the bus stop in order for the younger student to be released from the bus. If no adult or sibling is present, or if the parent or approved adults cannot be contacted, the student(s) will be returned to their home campus for pick up. Every driver has a roster of their students and their listed bus stops to assist in drop-off verification.

****The appropriate law enforcement agency will be called in regards to any fight on the school bus.**

Crossing the Street or Highway

1. 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 right bumper, and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.

4. CAUTION! Be alert for vehicles that do not stop when the bus is loading and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco, drugs, drug paraphernalia, and vapes
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.
5. 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.
6. Students will keep the aisle clear. Any articles (projects, band, sports equipment, instruments, etc.) too large to be held in the student's lap or imposed on others will not be allowed on the bus.
7. Matches, cigarette lighters
8. 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

1. Follow the bus driver's instructions.
2. If students must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - A. The student nearest the door will open the door and hold it open.
 - B. Leave the bus in a single file as quickly and as quietly as possible.
 - C. Evacuation will start with the student chosen by the driver.
 - D. Once outside the bus, follow the driver's instructions.

Extra-Curricular Trips

1. Bus rider rules apply to all school sponsored events.
2. Discipline on the bus will be the responsibility of the school principal and the trip sponsor.
3. The bus must be cleaned when returned from the trip.

Video

1. Video cameras will be used on each bus.
2. Videos will be viewed by the Director of Transportation, School Principals, and Administration Personnel only.
3. Video tapes or copies will not be released from the Transportation Office.

DISCIPLINE

The school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus. The discipline will be administered by the campus Principal. All school board policies that apply to student conduct and other student related activities apply to the school bus.

Consequences for bus riders not having SMART tag ID:

- Bus riders will be given a 2.5 week grace period with daily reminders from Aug. 16 - Sep. 1 to have a SmartTag ID, but starting September 5th bus riders will be required to use a SmartTag ID to ride the bus.
- Starting September 5th, here are the consequences for non-compliance:

6 manual SmartTag logins = 3 consecutive school day suspension from bus

12 manual SmartTag logins = 5 consecutive school day suspension from bus

18 manual SmartTag logins = 10 consecutive school day suspension from bus

24, 30, 36, etc... manual SmartTag logins = 30 consecutive school day suspension from bus

- Parents/guardians will receive email and/or text notification each time a manual login occurs
- SmartTag campus contacts can print students a new ID if lost or stolen
- Replacement cards cost \$3 and payment can be made online: <https://bisd.revtrak.net/smarttag/#/list> or cash given to individual campuses

Level and consequences for improper conduct on the bus include the following:

Level I Conduct behaviors:

1. Very loud talking, screaming
2. Using inappropriate language
3. Speaking in a way that teases, hurts or harasses others
4. Failure to keep the bus clean
5. Eating or drinking on the bus without the permission of the driver (water is permitted in a proper container during the extreme heat of the summer months)
6. Failure to follow the bus driver's instructions when they are given

Consequences of Level I Misbehavior

Parent notification and one or more of the following:

1. Warning (written or verbal)
2. Assigned to another seat
3. Consultation with campus administrator

The campus administrator at their discretion may increase the consequence of any level of misconduct.

Level II Conduct behaviors:

1. Failure to be seated when the bus is moving

2. Failure to keep hands, head or feet inside the bus
3. Throwing any object inside the bus or out of the bus
4. Vandalizing the bus or others personal property
5. Hitting, punching, kicking or physically assaulting another student or driver
6. Continuing Level I behavior

Consequences of Level II Misbehavior

Transportation will send a referral to the campus

1. 1st referral – warning up to 3 days bus riding suspension
2. 2nd referral – 10 days bus riding suspension
3. 3rd referral – 15 days bus riding suspension
4. 4th referral – semester bus riding suspension
5. 5th referral – discipline at the discretion of the campus administrator

The campus administrator at their discretion may increase the consequence of any level of misconduct.

Level III Conduct Behaviors

Possession or use of the following:

1. Weapons
2. Matches, lighters
3. Controlled substance, including drugs, alcohol, and tobacco
4. Continuing Level II behavior

Consequences of Level III Misbehavior

Transportation will send a referral to the campus:

1. 5 days suspended riding privileges or longer (to be determined by the campus principal)
2. Suspended riding privileges for the remainder of the current school semester or year

Belton ISD Transportation Seat Belt Policies

In 2009 Texas Senate Bill 323 was passed into law requiring that all school buses purchased after September 10, 2010, be equipped with 3 point belts.

SECTION 1. Amends Section 547.701(e), Transportation Code, as follows:

(e) Defines "bus." Requires a bus operated by or contracted for use by a school district for the transportation of schoolchildren to be equipped with a three-point seat belt for each passenger, including the operator. Provides this subsection does not apply to a bus purchased by a school district that is a model year 2017 or earlier.

Deletes previously existing Subdivisions (1) and (2), providing that this subsection applies to each bus purchased by a school district on or after September 1, 2010.

Effective date: September 1, 2017.

Policy/Law

TEC, Chapter 34: Sec. 34.013. States a school district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. A school district may implement a disciplinary policy to enforce the use of seat belts by students.

Added by Acts 2007, 80th Leg., R.S., Ch. 259 (H.B. 323), Sec. 3, eff. September 1, 2007.

Usage Policy:

All personnel riding a school bus in Belton ISD that is equipped with seat belts for all the passengers will/must be worn when the bus is in motion.

Training:

The driver will instruct/train each passenger/student on the proper use of the seat belts. This will consist of how to properly buckle the seat belt, and unbuckle routinely, and in the event of an evacuation.

Consequences for Seat Belt Violations:

1st failure or refusal to wear a seat belt. *Warning (verbal or written).*

2nd failure or refusal to wear a seat belt. *Consultation with campus administrator and parent notified.*

3rd failure or refusal to wear a seat belt. Student will be suspended from the bus for up to *3 school days. Parent or guardian will be notified.*

4th failure or refusal to wear a seat belt. Student will be suspended from the bus for up to *5 to 10 school days. Parent or guardian will be notified.*

5th failure or refusal to wear a seat belt. Student could be suspended from the bus for *the duration of the current school year or until agreement can be reached between parents, guardians, principal, and Director of Transportation.*

***Note: Disciplinary action may begin with any level depending on the severity of the violation. Students are responsible to notify their parents or guardian about disciplinary action.**

It is the responsibility of the driver to enforce these rules. Each case will be viewed separately and may warrant discipline of a type different from another case.

SMART tag Student ID Information:

What is SMART tag?

SMART tag is a full-featured system designed to ensure authorized ridership resulting in increased safety and security of students who utilize school bus transportation. Radio Frequency Identification (RFID) technology and cloud-connected tablet computers in each school bus provide accurate, near real-time information.

How does SMART tag benefit transportation departments and school administrators?

SMART tag not only provides immediate information regarding which students are on which bus, it also automates a number of reporting functions for transportation department personnel such as state headcount and mileage reports. SMART tag also provides efficient communication between bus drivers and parents.

How does SMART tag benefit drivers?

SMART tag provides a student profile with a photo ID to enable school bus drivers to perform their duties more efficiently and effectively while improving overall safety and security. It also automates seating charts, maintenance requests, and other critical documentation.

How does SMART tag benefit parents?

The SMART Parent Web Portal is designed to enhance communication between the transportation department and the parents of student riders. SMART tag provides parents with improved security and leading-edge technology designed to keep students safe.

Are notifications through SMART tag available?

Yes, electronic notifications (text alerts) are available through SMART tag. The parent must be registered for the Parent Portal to receive a notification. There is no cost to parents to utilize the SMART tag Parent Portal. The portal may be accessed directly at <https://www.parent.smart-tag.net>.

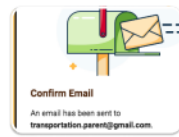
WHAT YOU WILL NEED

- The campus name for your child
- Your child's student ID#
- Your child's date of birth

* You only need to register for one child. If you have multiple children, the system will attempt to add them to your account

FOLLOW THESE STEPS:

- 1 On your phone or computer, go to **parent.smart-tag.net**
- 2 Select your child's school district
- 3 Click **Register**, then **Begin registration**
- 4 Enter the campus name, student ID# and date of birth for (1) of your children, then click **Find Children** and then **These are my children**
- 5 Enter the email you would like to use for your account and setup a password. Click **Send Confirmation Code**
- 6 Check your email for your registration link. **Click the link** at the bottom of your email
- 7 In your web browser, Click **Submit**



That's it! You can now log into your account!

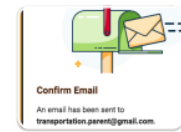
NECESITARÁ

- El nombre del campus para su hijo
- El número de identificación de estudiante de su hijo
- La fecha de nacimiento de su hijo

* Solo necesita registrarse para un niño. Si tiene varios hijos, el sistema intentará agregarlos a su cuenta.

SIGUE ESTOS PASOS

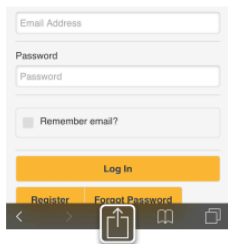
- 1 En su teléfono o computadora, vaya a **parent.smart-tag.net**
- 2 Seleccione el distrito escolar de su hijo
- 3 Haga clic en Registrarse, luego comience el registro
- 4 Ingrese el nombre del campus, el número de identificación del estudiante y la fecha de nacimiento de (1) de sus hijos, luego haga clic **Find Children** luego **These are my children**
- 5 Revise su correo electrónico para ver su enlace de registro. Luego haga clic **Send Confirmation Code**
- 6 Revise su correo electrónico para ver su enlace de registro. **Haga clic en el enlace** en la parte inferior de su correo electrónico.
- 7 En su navegador web, haga clic **Submit**



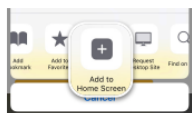
¡Ya estás registrado! Puede iniciar sesión en su cuenta.

Parents can download the SMART tag app to their apple or android phone.

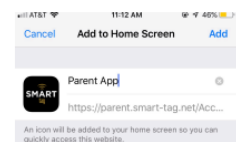
Follow the steps below to save the SMART tag Parent Portal to the Homescreen of your iPhone.



- 1 In the Safari web browser, go to the Parent Portal Login Screen at parent.smart-tag.net.
- 2 Click the icon at the bottom of your screen to open the options menu.

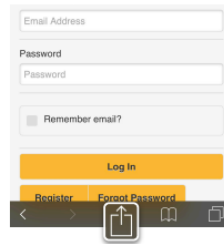


- 3 In the options menu, swipe to the right and click on the 'Add to Home Screen' icon.

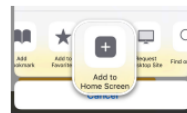


- 4 Choose the name you like to save the app as. 'Parent App' should now be included as a clickable icon on your iPhone's Home Screen.

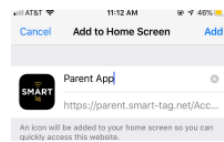
Follow the steps below to save the SMART tag Parent Portal to the Homescreen of your iPhone.



- 1 En el navegador web Safari, vaya a la pantalla de inicio de sesión del Portal para padres en parent.smart-tag.net.
- 2 Haga clic en el icono en la parte inferior de su pantalla para abrir el menú de opciones.



- 3 En el menú de opciones, deslice hacia la derecha y haga clic en el icono "Add to Home Screen".

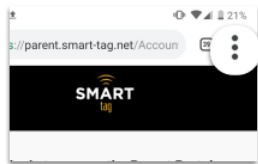




- 4 Elija el nombre que desea para guardar la aplicación como. SMARTtag ahora debe incluirse como un icono en el que se puede hacer clic en la pantalla de inicio de su iPhone.

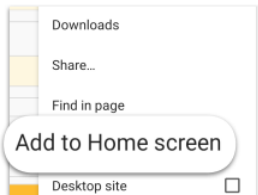


Saving Parent Portal to Your Phone

Follow the steps below to save the SMART tag Parent Portal to the Homescreen of your **Android Phone**.



- 1 In the chrome web browser , go to the Parent Portal Login Screen at parent.smart-tag.net.
- 2 Click the  icon on the top right of your screen to open the options menu.




- 3 In the options menu, click 'Add to Home Screen'.

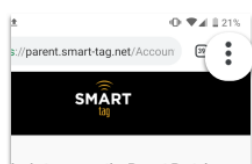




- 4 The 'Parent App' should now be included as a clickable icon on your Android Phone's Home Screen.

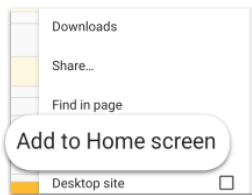


Guardar Portal para padres en su teléfono

Siga los pasos a continuación para guardar la etiqueta SMART Portal para padres en la pantalla de inicio de su teléfono Android .



- 1 En el navegador web Chrome,  vaya a la pantalla de inicio de sesión del Portal para padres en parent.smart-tag.net.
- 2 Haga clic en el icono  en la esquina superior derecha de su pantalla para abrir el menú de opciones



- 3 En el menú de opciones, haga clic en "Add to Home screen"



- 4 La SMART tag "ParentApp" ahora es un icono en el que se puede hacer clic en la pantalla de inicio de su teléfono Android

What information will the bus driver be able to view when the student swipes his/her card?

The bus driver will be able to view the student's picture, name, ID number, seat number, school, grade, and bus stop. The SmartTag ID badge reminds drivers that students PK, K, and 1st grade must be released to the guardian listed.

Is student information stored on the SMART tag ID?

No information is stored on a SMART tag ID badge.

Are SMART tag ID badges required to ride the bus?

Yes, in order to foster increased student safety and security as well as to provide a more efficient process of loading and unloading our buses, SMART tag ID badges will be required for all riders. However, there are a few exceptions which include: students with special needs, homeless students, heartbeat students, foster care students, and DAEP students. Those students can be manually loaded by the driver without consequences.

Will students be eligible to ride the bus if they lose or forget their SMART tag ID Card? What are the consequences of not having your card to tag in? BISD Discipline procedures for not having the card in your possession to tag in are as follows:

If a student does not have their smart tag at the bus, the driver must personally log them in. This is more time consuming than students tagging in, and can delay a route causing anxiety or late buses down the line. This is the reason why those not having their tags are loaded and unloaded last. Manually logging in is time consuming and the compliant students should not be held up.

Who should be contacted if a student loses his/her badge?

If students are in need of a replacement SMART tag ID badge, parent's can pay the \$3 two ways:

1. Fill out the online request form: <https://bisd.revtrak.net/smarttag/#/list> and click on 'Shop' and find your campus
2. Pay the \$3 fee with cash at the campus front office

If my child currently does not ride the bus, can I register my child for transportation services at any time during the school year?

Yes, a child may be registered for transportation services at any time during the school year. To register a child for transportation services, you may contact the transportation office at (254) 215-2150.

Is the information regarding a student's bus location in real time or is it delayed?

There may be a one-minute delay to process the exchange of information between the SMART tag tablet mounted on each bus and the SMART tag main server.

Will I receive an alert regarding inclement weather, bus accidents or other emergency notification through the SMART tag system?

No, the SMART tag system will not provide weather-related or emergency notifications. The Belton ISD administration will provide information regarding inclement weather, bus accidents, and other emergency notifications via separate communications.

The SMART tag system will allow for accurate accounting of students during emergency situations involving off-site evacuation and reunification. As with daily route service, parents who have the app would be able to track the location of their students while they are on BISD buses using the SMART tag system.

Do students need to register for transportation services each year now that we have SMART tag?

Yes, students must be registered for transportation services each year. In the event of relocation during the school year, parents will be required to re-register their child for transportation services in order to obtain updated bus routes and bus stops.

Will parents receive a notification when their child gets on/off the bus?

The parent must be registered for the Parent Portal to receive an alert/notification. SMART tag will deliver an electronic notification (text) approximately 10-15 minutes prior to pick-up and drop-off.

Can parents track their child's bus?

Parents will be able to track their child's bus once his/her student swipes his/her SMART tag ID badge upon boarding the bus. Bus activity/tracking will remain active until the child swipes his/her SMART tag ID badge to get off the bus. Please note, parents must be registered to use the Parent Portal to view bus activity.

Can a parent see when his/her child gets on/off the bus?

Yes, the parent can view a student's ridership activity for the entire school year. If the parent wants to review the daily history, it will take a minute from loading/unloading the bus for SMARTtag to update its records due to network connectivity. Parents should be aware it may take longer if there is a poor signal or the network provider is experiencing a delay/latency issue out of Belton ISD's control.

Consequences for bus riders not having SmartTag ID:

The **BISD Transportation Department** will monitor SmartTag ID compliance for all bus riders. BISD Transportation will be directly responsible for parent and campus contact related to SmartTag violations and consequences.

Starting September 5, 2023, each time a driver manually loads a student, SmartTag will automatically send the parent and campus contact an email and/or text. *However, it does not tell them in the email the specific number of manual loads. BISD Transportation personnel will keep track of individual students and will personally call the parent on the 5th, 11th, 17th, etc. manual loads to remind them of potential consequences. Transportation personnel will call again if and when a*

student is suspended from the bus and for how long. Transportation personnel will then follow up with a call or email to the campus contact to let them know of the suspension.

The following email will be sent to parents and campus contact each manual load starting Sep. 5th:

'This is an automated response from Belton ISD Transportation to inform you that your student was manually loaded on the school bus today. All students are required to utilize their SmartTag ID to load and unload for safety and accountability reasons. There are few exceptions that include: students with special needs, homeless students, heartbeat students, foster care students, and DAEP students. Drivers can manually load them without consequences. Transportation will start officially counting manual loads on September 5, 2023. If your student does not utilize the SmartTag ID and thus is manually loaded 6 times, then your student will be suspended from riding the bus for 3 consecutive school days. If your student does not utilize the SmartTag ID and thus is manually loaded for 12 times, then your student will be suspended for 5 consecutive school days. Every interval of 6 manual loads increases the length of suspension and the count is continuous throughout the current school year. Please refer to the BISD Transportation Bus Rider Safety Handbook for more information. Please call if you have any questions, 254-215-2150. Thank you for your support.'

The following text will be sent to parents only each manual load starting Sep. 5th:

'This is an automated message from BISD Transportation. An email has been sent to you about your student.'

Starting September 5th, here are the consequences for non-compliance:

- 6 manual SmartTag logins = 3 consecutive school day suspension from bus
- 12 manual SmartTag logins = 5 consecutive school day suspension from bus
- 18 manual SmartTag logins = 10 consecutive school day suspension from bus
- 24, 30, 36, etc... manual SmartTag logins = 30 school day suspension from bus