



2023 – 2024 STUDENT TRANSPORTATION HANDBOOK

EISD Vision: For every child, success in life. Edgewood Proud!

Mission: Edgewood ISD provides an exceptional learning experience that engages, empowers and prepares students to compete and reach their highest potential in an ever-changing World.

CONTACT INFORMATION

TRANSPORTATION DEPARTMENT
5358 W. COMMERCE ST.
SAN ANTONIO, TX 78237
OFFICE (210)898-2045 FAX (210)898-2086

SUPERINTENDENT

DR. EDUARDO HERNANDEZ
5358 W. COMMERCE STREET
SAN ANTONIO, TEXAS 78237
(210) 898-2040

Regular School Hours	
Early Childhood Centers	7:30 am - 3:10 pm
Elementary	7:45 am - 3:30 pm
Middle School	8:00 am - 4:15 pm
High School	8:15 am - 4:15 pm
ACE School Hours	
Perales STEAM Elementary	7:45 am - 4:15 pm
Gus Garcia University School	8:00 am - 4:45 pm

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EDGEWOOD ISD CAMPUS CONTACT INFORMATION

HEAD START / ECC / EARLY LEARNING

Cardenas Early Childhood Center & Head Start	(210)898-4270
Stafford Early Childhood Center & Head Start	(210)898-4150
Gardendale Early Learning Program	(210)898-4190

ELEMENTARY SCHOOLS

Gardendale Early Learning Program	(210)898-4190
Henry B. Gonzalez	(210)898-4230
Las Palmas Leadership School for Girls	(210)898-4210
Loma Park	(210)898-4220
Lyndon B. Johnson	(210)898-4240
Las Palmas Leadership School for Girls	(210)898-4210
Perales STEAM	(210)898-4260
Franklin D. Roosevelt	(210)898-4180
Roy Cisneros Leadership School for Boys	(210)898-4170
Stafford	(210)898-4250
Winston Intermediate School of Excellence	(210)898-4130

MIDDLE SCHOOLS

Brentwood STEAM School of Innovation	(210)898-4120
E.T. Wrenn	(210)898-4140
Gus Garcia University School	(210)898-4160

HIGH SCHOOLS

Edgewood Fine Arts Academy	(210)898-4200
John F. Kennedy	(210)898-4100
Memorial	(210)898-4110

ADDITIONAL CAMPUSES

Burleson School for Innovation and Education	(210)898-4061
DAEP (Alternative School)	(210)898-4200
Lean4Life	(210)898-4100

Dear Parents and Students,

We would like to take this opportunity to welcome all students, especially those receiving transportation services, and their parents to yet another amazing year in Edgewood Independent School District.

The number one objective for the EISD transportation department is to provide students with safe, efficient, and effective transportation to and from their destinations. This handbook is designed to help us meet the goal of providing the safest bus ride possible.

It is important for parents to read and review the contents of this handbook with your child(ren). Please help your child(ren) understand the importance of bus safety. The bus is an extension of the classroom and we want to create an environment that is welcoming and free from bullying, harassment, or other harmful behavior. Remind your child(ren) that riding the bus is a privilege for students and can be revoked if they fail to follow basic standards of conduct and safety outlined here and in the EISD student code of conduct.

We ask that you please report any safe driving or other concerns to the transportation department at (210)898-2045. When reporting an incident to our office it is important that you most, if not all of the following information: date, time, location and bus number.

Please fill out application form starting on page 9 and return to the Transportation Department or may be given to the bus driver. There is also an online application that can be accessed via the QR code or the hyperlink. The parent/guardian signature, or electronic submission, will indicate that these rules and regulations have been explained to the student if he/she is unable to read these instructions.

Thank you,

Daniel Piña
Director of Transportation

TRANSPORTATION ELIGIBILITY REQUIREMENTS

Students enrolled in Edgewood ISD are eligible for transportation under the following circumstances:

- Reside within the EISD district boundaries
- Any students living more than 2.0 miles from their home campus.
- EISD ISD students who receive special education services, meet the transportation requirements and have documented ARD paperwork.
- Students who face hazardous walking conditions regardless of distance from the school such as multi-lane highways, construction areas, etc., and as determined by the EISD School Board .
- Students classified in special programs and/or are enrolled in classes that are not offered at the student's home school.
- A bus rider must have an application on file within one week from services starting. This will ensure that the bus driver knows each rider and who is authorized to receive the student at bus stops.

TRANSPORTATION RULES AND EXPECTATIONS

To ensure safe operation of the school busses, students must obey the following rules and expectations. The bus is an extension of the classroom. EISD district expectations that have been outline in the student code of conduct are to be maintained in addition to what is listed here. Failure to abide by these rules may result in a discipline referral, and the loss of bus transportation privileges. For your child's safety, video cameras have been installed to monitor and encourage good behavior. The camera enables the driver to concentrate on driving the bus.

1. Students should be at their designated school bus stop 10 minutes before the bus is scheduled to arrive.
2. Students must stay off the road at all times while waiting for the bus.
3. Students must be seated at all times while the bus is in motion.
4. There is no food or drink allowed on the bus.
5. The bus driver may assign seats.
6. Students must be quiet enough at all times in order to remain alert to a danger signal from the driver.
7. Students must remain in the bus in the event of a road emergency until instructions are given by the driver.
8. Students must keep hands and heads inside of the bus at all times. Absolutely nothing may be thrown out of the bus windows or anywhere within the bus.
9. Students must refrain from all loud talking, laughing or unnecessary confusion such as: Fighting, vulgarities, bullying and disrespectful behavior, which might divert the bus driver's attention.
10. Students must be absolutely quiet when the bus is approaching a railroad crossing.
11. Students must treat bus equipment with proper respect. Tampering with the bus or any of its equipment is forbidden at all times.
12. Students must assist in keeping the bus safe and sanitary at all times.
13. Students must never carry animals on the bus.
14. Students must keep books, packages, coats and all other objects out of the aisles at all times while the bus is in motion.
15. Students must leave no books, lunches or other articles in the bus.
16. The District is not responsible for lost/stolen or damaged to electronic devices.
17. Students must be courteous to the driver and respectful of each other at all times.
18. Students must NOT ask the driver to stop at places other than the regular bus stop, since the driver is not permitted to do this unless authorized by school officials.

19. Students must observe all safety precautions when loading or unloading the bus.
20. Students must observe all bus rules while riding, whether it be to and from school or while riding during field trips of any kind.
21. If there is there is not a parent or guardian to pick-up a student aged 9 years, or younger, at their designated stop, they will be returned to school to be picked up there.
22. Due to routing schedules and load condition requirements, students will not be allowed to ride any bus other than the one they have been assigned. Under emergency circumstances and prior approval by administration, changes will be considered. To change a route or stop that has been previously assigned a minimum of 48 hours notification is required.

REPORTING BUS CONDUCT OR VIOLATIONS

Students are responsible for their behavior and self-control on the bus and at bus stops at all times. Disorderly students can threaten the safety of all riders by distracting the bus driver, making the bus ride to and from school or school related activities an unpleasant and even intimidating experience for others. School buses are an extension of the school, and students are expected to adhere to the same standards of behavior on a school bus as in the classroom. Students are expected to obey the instructions of the bus driver just as they would follow the instructions of teachers and school administrators. Any student who fails to comply with the code or established rules of conduct while on school transportation shall be subject to disciplinary action, and transportation may be restricted or revoked. However, the ARD or Section 504 committee may take transportation privileges away from a student with disabilities only if transportation is not determined necessary as a related service or modification. A change in transportation service for a student with disabilities for whom transportation is a related service requires ARD committee action; a change in transportation services for Section 504 students requires a Section 504 committee action.

Bus incident reports will be sent home to the parents to be signed and returned to the school. Failure of the student to return the Bus Incident Report within three days of issuance may result in a one-day suspension from riding all school buses.

1. **First Bus Incident Report-WARNING** – The driver will submit the Bus Incident Report to the school administrator. Depending on the seriousness of the offense, the administrator will conference with the student(s), contact the parents, and/or conference with the parents and student(s), or take more serious disciplinary action.
2. **Second Bus Incident Report- 1 DAY BUS SUSPENSION** - The driver will submit the Bus Incident Report to the school administrator. The school administrator will notify the parent/guardian of the suspension of school bus services for 1 day.
3. **Third Bus Incident Report- 3 TO 5 DAY BUS SUSPENSION** - The driver will submit the Bus Incident Report to the school administrator. The school administrator will notify the parent/guardian of the suspension of school bus services for 3-to-5-day service suspension.
4. **Fourth Bus Incident Report- 5 TO 10 DAY BUS SUSPENSION** Continued violations of the bus rules will mandate a parent conference and suspension of bus service for a 2-week period (10 school days).

If after these measures have been implemented the student still refuses to cooperate, the Principal or transportation director may recommend suspend of bus service for remainder of the school year.

RETURNING A STUDENT TO CAMPUS

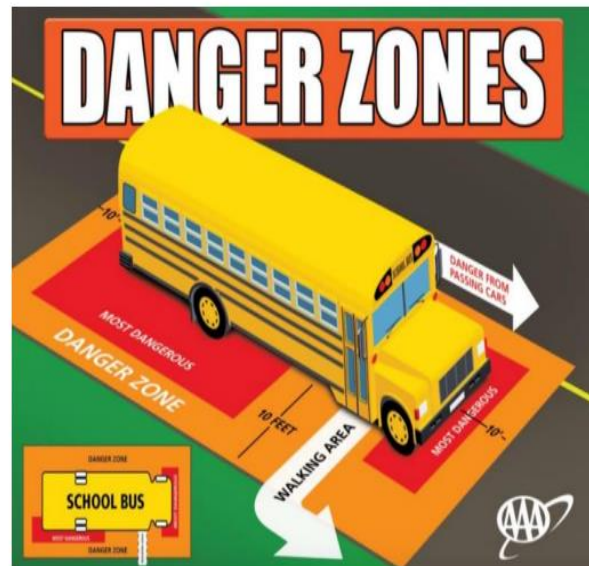
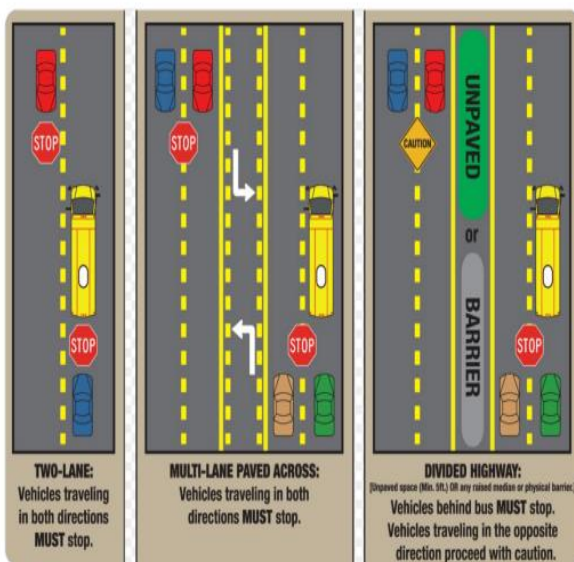
In the event that a parent/guardian, or an authorized adult 18 years or older with a valid driver's license or ID, is not at home, for students receiving special education services, or at a designated bus stop to receive their students they will be return back to school. The school will contact the parent so the student can be picked up from school.

If a student reaches **three times** that they have to returned to school, they will lose afternoon transportation services and the parent will have to pick up the student from school.

LOADING AND UNLOAD THE SCHOOL BUS

To ensure safe loading and unloading of the school busses, students must obey expectations. Walk 10 feet in front of the stopped bus. If the student must cross the road, do so only after the driver has indicated it is safe to proceed. Refer to the illustration below regarding the "Danger Zone" for school buses.

1. When the bus approaches, form a line, six feet from the bus, and be prepared to load immediately.
2. An adult must be present at the drop-off stops for pre-kinder and kindergarten students.
3. Stand clear of the bus until it has come to a complete stop and the red loading lights are flashing.
4. Walk calmly, quietly and quickly to your assigned seat.
5. Students must remain seated at all times until the bus comes to students stop and makes complete stop with the brake set.
6. When unloading, wait for your turn to leave the bus. Exit in single file. Pushing and crowding will only slow down the exiting and could cause an accident.
7. Students living on the left side of the roadway shall exit the bus, walk 10 feet in front of the bus on side of road and wait for the driver to signal that is safe to cross.
8. Look in both directions and then walk directly across the road.
9. Never cross behind the bus.
10. CAUTION! Always be alert for the vehicles that do not stop when a bus is loading or unloading.
11. On your way home, cross all streets at intersections and obey all traffic signals and signs.



BUS APPLICATION FLYER (QR CODE AND LINK)



EDGEWOOD ISD
TRANSPORTATION DEPT.

2023-2024

English Application Aplicación en Español



SCAN TO APPLY ESCANEAR PARA APLICAR

English Handbook Manual en Español


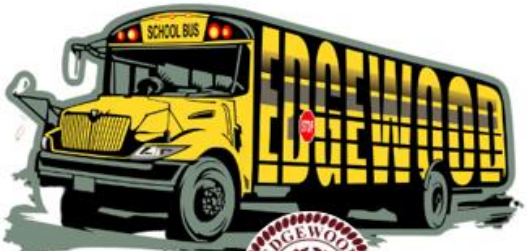


SCAN TO APPLY ESCANEAR PARA DESCARGAR

5358 W. Commerce
San Antonio, TX 78237
P 210-898-2045 F 210-444-4698
www.eisd.net/transportation



@EISD_Transport
@edgewoodtransportation
@EISD_Transport



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If you cannot complete the application via the QR code, please access the form via the link: <https://forms.office.com/r/mQEKnEVqvi> or the handbook via the link:



2023-2024 BUS PAPER APPLICATION*

*PLEASE SUBMIT TO BUS DRIVER OR TRANSPORTATION OFFICE.

PLEASE NOTE THAT ONLY THE QR/ONLINE, OR PAPER COPY, NEED TO BE SUBMITTED, NOT BOTH!

Parents, please complete the form to request bus transportation for this upcoming academic year. This request form is for regular routes for riders who reside 2 or more miles away from their home campus. Students who need special education bus service will need to work with their respective campus to process their request, or to confirm that it is already in place. You will need to know your child's campus name to complete this form. Submission of this form does not guarantee that your child will qualify for bus transportation. Please note that it can take 2 to 3 business days to process your request depending on the number of forms we receive. You will be notified via email once a decision is made. Our goal is to have transportation in place for all students who qualify by the first day of school. If you have any questions, please contact the transportation department (210) 898-2045. Thank you.

STUDENT NAME (LAST, FIRST, M.I.) _____

STUDENT ID #: _____ STUDENT D.O.B.: _____

HOME ADDRESS: _____

GRADE FOR THE 23-24 YEAR: _____ SCHOOL ATTENDING 23-24 YEAR: _____

AT WHICH CAMPUS WILL YOUR CHILD LOAD THE BUS?: _____

DOES THIS STUDENT HAVE A SIBLING THAT WILL RIDE THE SAME BUS? IF SO, AN APPLICATION WILL BE NEED FOR EACH ADDITIONAL STUDENT. YES NO

IF YOU ANSWERED YES TO THE PREVIOUS QUESTION, PLEASE LIST NAME(S): _____

DOES THIS STUDENT HAVE A SIBLING THAT WILL RIDE ALSO RIDE AND EISD BUS? IF SO, AN APPLICATION WILL BE NEED FOR EACH ADDITIONAL STUDENT. YES NO

IF YOU ANSWERED YES TO THE PREVIOUS QUESTION, PLEASE LIST NAME(S): _____

PARENT/GUARDIAN NAME (LAST, FIRST, M.I.) _____

SIGNATURE OF PARENT/GUARDIAN: _____

HOME ADDRESS (IF DIFFERENT FROM ABOVE): _____

PARENT/GUARDIAN CONTACT #1 (PLEASE LIST A SECONDARY # AS WELL): _____

PARENT/GUARDIAN CONTACT #2 (PLEASE LIST A SECONDARY # AS WELL): _____

THIS SECTION IS FOR OFFICE USE ONLY:

DATE RECEIVED: _____ APPROVED DENIED

INITIALS OFFICE STAFF: _____ DATE PARENT NOTIFIED OF DECISION: _____



23-24 AUTHORIZED PICK-UP / DROP-OFF LIST*

*PLEASE SUBMIT TO BUS DRIVER OR TRANSPORTATION OFFICE.

STUDENT NAME: _____ CAMPUS: _____ ROUTE #: _____

We the parent/guardian are authorizing the following listed individual(s) to accept responsibility in receiving my child at the drop off location. I also acknowledge that if there is no one there to receive my child that they will be returned back to school, and I will have to pick them up from there.

NAME OF PERSON RECEIVING CHILD(REN)	AGE (MUST 18 YEARS OR OLDER)	RELATIONSHIP TO CHILD(REN)	PHONE NUMBER

PARENT NAME (PRINT)

PARENT SIGNATURE

DATE

ENTREGA AUTORIZADA / LISTA DE RECOGIDA

NOMBRE DEL ESTUDAINTE: _____ ESCUELA: _____ RUTA #: _____

Nosotros, los padres/guardianes, estamos autorizando a las siguientes personas enumeradas a aceptar la responsabilidad de recibir a mi hijo en el lugar de entrega. También reconozco que si no hay nadie allí para recibir a mi hijo, serán devueltos a la escuela y tendré que recogerlos desde allí.

NOMBRE DE LA PERSONA RECIBIR A LOS NIÑOS	EDAD (DEBE TENER 18 AÑOS O MÁS)	RELACIÓN CON NIÑO(S)	NÚMERO DE TELÉFONO

NOMBRE DEL PADRE (IMPRIMIR)

FIRMA PRINCIPAL

FECHA

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