

Dear Parents and Bus Riders:

The Carroll ISD Transportation Department provides students with safe, professional, and efficient transportation. Every day, our team provides transportation to and from school, as well as educational field trips, athletic competitions, and events. .

We believe that our bus service enhances the learning experience of each student. We are the first faces that they see each school day, and we want to start each day on a positive note. We have established these transportation rules in order to provide our students with a safe, comfortable, and pleasant ride to and from school each day.

Effective transportation service requires cooperation among bus drivers & staff, school administrators, students, and parents/guardians. We ask that you read and discuss this handbook with your students to promote a clear understanding of the responsibilities and expectations.

We appreciate your cooperation and support.

Sincerely,

Transportation Services

817-949-8333

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BUS SAFETY HANDBOOK FOR PARENTS, GUARDIANS, & STUDENTS

GENERAL TRANSPORTATION GUIDELINES

Since a school bus is considered an extension of the classroom, bus drivers possess the same authority as a teacher in dealing with student management. The rules and regulations of the school district shall be applied to both locations in the same manner. Additionally, students will be expected to abide by the following regulations and guidelines.

1. Students must board and leave the bus at their designated stops only and must ride an assigned bus based on their legal address. Each of the bus stops are designed to maximize safety and efficiency.. Elementary students may be required to walk up to 2/10 of a mile to a bus stop. Intermediate/Middle students may be required to walk up to 3/10 of a mile. Secondary students may be required to walk up to 4/10 of a mile.
2. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school. We recommend the parent/guardian instruct the student on a pre-planned procedure to follow in this situation.
3. The bus driver's instructions and directions shall be obeyed at all times. A student may not be disrespectful or refuse to cooperate with the bus driver. The bus driver is authorized to assign seats.
4. The proper use of seatbelts is mandatory on all buses that are equipped with seatbelts. Students not wearing or not properly wearing seatbelts are subject to disciplinary action. This is Texas law, Senate Bill 693, September 1, 2017.
5. Student use of fictitious names and/or addresses will result in a bus conduct referral.
6. For the safety of all the bus riders, the driver shall exclude certain materials from the bus which may represent a clear and present danger or possible hazard to the occupants. These items may include but are not necessarily limited to the following: weapons, drugs, tobacco products, food, drinks, gum, live animals, glass containers, flammable materials, doll strollers, car seats, skateboards, roller blades and scooters.
7. An adult must meet his/her kindergarten student at the designated bus stop on a daily basis, unless there is an older sibling riding, whom is responsible for the student. Any kindergarten student without a parent or older sibling present will be returned to the campus of origin. For greater safety parents are encouraged to meet their children at the bus stop.
8. Permission to ride another bus or to use another bus stop must be approved by a campus administrator using the 'Alternate Transportation Request Form'. A bus driver cannot accept a note from a parent. Transportation Services must confirm space is available on the bus.
9. Permission to ride more than one bus or use more than one bus stop on a regular basis must be made in writing to and be approved by the Director of Transportation Services.

SAFETY PROCEDURES FOR WAITING FOR THE BUS

1. Be at your bus stop at least 5 minutes before the scheduled pull-off time. The bus driver cannot wait or honk.
2. Stand at least 10 steps away from the roadway while waiting for the bus.
3. When the bus approaches, form a single line 10 steps away from the bus.
4. After the bus has stopped and the air brake is set, be prepared to board.

BOARDING THE BUS SAFELY

1. Never walk behind the bus.
2. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.
3. Do not push or shove.
4. Use the handrail at all times.
5. Go to your seat immediately. The bus will not move until all the students are seated.
6. In the campus bus loading zone, for student safety, the bus driver will not stop the bus to load students after the passenger door is closed and the bus is moving.

SAFE BUS BEHAVIOR BEHAVIOR

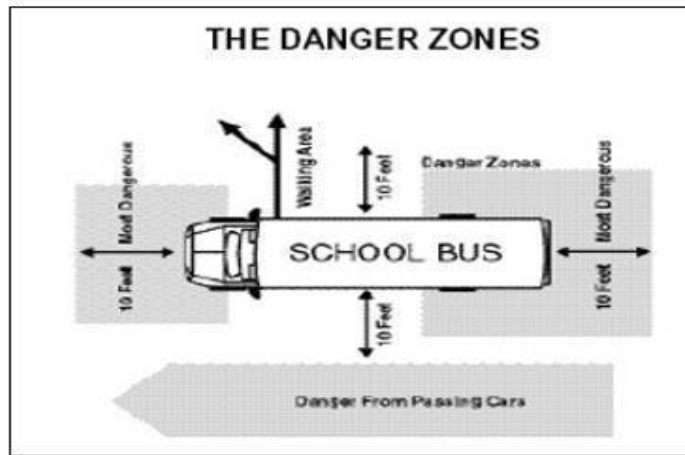
1. DO NOT DISTRACT THE DRIVER.
2. Cooperate with the bus driver at all times.
3. Students are to remain seated in their assigned seat at all times (except for loading/unloading). For safety reasons, students are considered safely seated when they are facing the front, feet out of the aisle, their back to the seat (not backpack), and not sitting on anything, such as their legs, books, etc. Students are not allowed to sit on the floor.
4. Do not change seats while the bus is on route.
5. A student shall not refuse to sit in an assigned seat or deny another rider a place to sit.
6. Normal conversation is permitted, but loud noises may distract the bus driver and create an unsafe condition.
7. Scuffling, fighting, or physical/verbal harassment is not permitted.
8. Keep heads and hands inside the bus and feet out of the aisle.
9. Do not throw objects inside or out of the bus.
10. Do not mark, cut or scratch any part of the bus. These acts are considered vandalism and will be treated accordingly.
11. Use the emergency door and emergency equipment only during supervised evacuation drills or in an actual emergency.
12. Never sit in the driver's seat or attempt to touch the driving controls.
13. All personal items must remain in students' bags or purses, including sporting equipment, tablets, books, school supplies, in order to lessen risks of loss, or cause delays at bus stops.
14. All carry-on items will be held in the student's lap, including band instruments. Nothing will be allowed in the aisle or block the exits. Carry-on items are not allowed to take the seat of a student.
15. Cell phones are permitted by riders, but must not interfere with the driver's ability to maintain safety and order on the bus.

GETTING OFF THE BUS SAFELY

1. Stay seated until the bus has completely stopped and the air brake is set.
2. Use the handrail.
3. Wait for your turn to leave the bus; pushing and crowding will only slow down exiting students and may cause an accident.
4. Stay clear of the bus after exiting.
5. Never walk behind the bus.
6. Never chase or attempt to hang onto the bus.
7. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.

CROSSING THE STREET OR HIGHWAY SAFELY

1. All students crossing a roadway shall exit the bus and move to a point 10 giant steps away from the bus and wait for the driver to signal a safe crossing. Use caution and look both ways.
2. After checking in both directions, walk directly across the road.
3. CAUTION: Be alert for vehicles! Motorists do not always stop for a school bus.
4. Cross all streets at intersections and obey all traffic signs and signals when walking home from the bus stop.



Routes have been created to eliminate the student's need to cross a four-lane roadway or divided highway. Violation of this policy is considered extremely dangerous. Violations will result in a bus conduct referral.

ACCIDENTS OR EMERGENCIES

If an accident or emergency does occur, it is imperative that:

1. Students follow the driver's instructions as to which door is to be used for evacuation.
2. Students will leave the bus in a single file as quickly and quietly as possible, leaving all belongings on the bus.
3. After evacuating the bus, stay in a group at a safe distance away from the bus (100 feet or more).
4. When using the back emergency exit, the student nearest the door will open it, get out and assist the other students.
5. During a back door evacuation drill each student will sit down at the back door then drop to the ground feet first.
Never jump from the floor of the bus to the ground.

EXTRA- CURRICULAR TRIPS

1. All bus rider rules apply to any school-sponsored events.
2. Discipline shall be the responsibility of the bus driver and the trip sponsor.
3. The trip sponsor shall be responsible for ensuring the bus is returned clean.

VIDEO-MONITORING SYSTEM

District buses may be equipped with video-monitoring systems for the purpose of maintaining a safe bus, and monitoring and promoting safe student bus behavior. The Carroll Independent School District has the exclusive rights to use the video or reproductions as deemed necessary by authorized school employees.

EXPECTATIONS AND CONSEQUENCES

All students are expected to follow the same standards for conduct on the bus that have been established for the classroom and any other school-related activity. At the same time, we encourage parents to emphasize the need for all students to behave in a safe manner at all times when waiting for the bus as well as boarding, riding and exiting. In addition, all students will be expected to treat every bus rider and their possessions with respect.

Should any bus rider violate these BUS SAFETY RULES, the driver will submit a student referral at Transportation. Upon investigating such incidents, the campus administrator will take the appropriate action prescribed under the Student Code of Conduct including the suspension or revocation of transportation privileges.

(Refer to your Student Code of Conduct handbook for a list of offenses and consequences.)

CARROLL I.S.D. TRANSPORTATION DEPARTMENT

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