



CRANDALL ISD
TRANSPORTATION DEPARTMENT

BUS RIDER SAFETY GUIDE

2023 – 2024

P.O. Box 128
400 W. Lewis St.
Crandall, TX 75114



Riding a school bus is a privilege provided by the Crandall Independent School District and should be treated as such. This guide will help everyone who rides the school bus enjoy a safe, reliable experience. Parents/guardians, please take the time to read and discuss this important information with your children.

WHO IS ELEGIBLE FOR TRANSPORTATION?

To be eligible for transportation, a student must:

1. Reside within the boundaries of the Crandall ISD and live at least two miles from their assigned school as measured by the nearest commonly traveled public road, **or**
2. Be an eligible special education student, whose disabilities prevent the use of regular transportation as defined in their Individualized Education Plan (IEP).

BUS REGISTRATION

If your eligible student is riding for the first time, please complete the **Transportation Registration Form** at the end of this brochure or at

GENERAL INFORMATION

- Students must ride the bus to which they are assigned.
- Students **must have** their Student ID to ride to bus. Each campus will provide a Student ID.
- Changing buses without prior approval from transportation is not allowed.
- Friends or guests will **not** be allowed to ride the bus home with another student without a written note. **(Note must be signed in advance (not the day of) by parents and a campus administrator – transportation will then approve the request on a case-by-case basis)**

GENERAL SAFETY RULES

- Always follow the driver's direction.

- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Do not deface the vehicle or its equipment.
- Do not put head, hands, arms, or legs out the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Do not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Remain seated while vehicle is moving.
- Fasten your seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Use of inappropriate or profane language will not be tolerated.

PROCEDURES WHEN WAITING FOR THE BUS:

1. Be at your bus stop at least 5 minutes before the scheduled pick-up time.
2. Stand back at least 10 feet from the roadway in a safe place while waiting for the bus, Be in plain sight of the bus.
3. As the bus approaches, do not approach closer than 10 feet until the doors open or signaled by the driver.

LOADING THE BUS:

1. Do not approach the bus until it is stopped.
2. Use handrails when boarding. Take one step at a time.
3. Move quickly to your seat and sit down. The bus will not move until all students are seated. Delays will affect traffic and schedules.
4. The driver will assign students to seats. Students must sit in their assigned seats even if a different driver is present.

MISSED BUS

1. If you miss the bus, return home immediately. Do not run after the bus.
2. Parents should discuss with their child what to do if they miss the bus.

CONDUCT ON THE BUS

1. Remain seated while the bus is moving.
2. Do not change seats.
3. Loud noises may distract the driver and create an unsafe condition. Normal conversation is allowed.
4. Use of profane or vulgar language or spitting is prohibited.
5. Keep your arms and other parts of the body inside the bus.
6. Do not throw any object either inside or out of the bus.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible. Failure to reimburse the District will result in loss of riding privileges.
8. Cell phones and other devices should not interrupt the bus ride.
9. The emergency door and exit controls should only be used by students during supervised drills or actual emergencies.
10. Misconduct on the bus may result in a student not being allowed to ride the bus.

PROHIBITED ITEMS

Do NOT bring the following items on the bus:

1. Tobacco or vape products, matches or lighters
2. Alcoholic beverages, drugs, or chemicals
3. Glass containers, weapons, explosive devices, and skateboards
4. Food, gum, and drinks (other than clear plastic bottled water)
5. Any animals or insects, dead or alive

6. Any object (musical instrument, shop project, etc.) too large for you to handle and/or that would require additional seating.

DISCIPLINE

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary actions will be the responsibility of the Coordinator of Safety and Student Discipline.

The following disciplinary procedures will be used by our drivers:

FIRST VIOLATION: The driver will give a verbal warning to the student.

SECOND VIOLATION: The driver will document the incident on a Bus Incident Form. Transportation will conference with student and parent/guardian concerning the incident.

THIRD VIOLATION: The driver will document the incident on a Bus Incident Form. Transportation will discuss the incident with student. The student will receive a disciplinary action. Student may be suspended from the bus. Parent/guardian will be notified of the disciplinary action or bus suspension.

FOURTH VIOLATION: The driver will document the incident on a Bus Incident Form. Transportation will discuss the incident with student. The student will be suspended from the bus. Parent/guardian will be notified of the bus suspension.

NOTE: The Coordinator of Safety and Student Discipline will take appropriate disciplinary actions based on the nature of the incident. Severe misconduct may result in a bus suspension prior to a 3rd violation.

ARRIVING HOME

1. Go straight home or to your designated caregiver as soon as you get off the bus. Do not go anywhere else without your parent or guardian's permission.

2. The District's custodial responsibility ends when you exit the bus. Your parents/guardians are then responsible for your behavior or actions.

CROSSING THE STREET OR HIGHWAY

1. When crossing the street or highway, always walk at least 10 feet in front of the bus.
2. Check traffic in both directions and WALK – **do not run** – across the road.
3. Be alert for other vehicles that do not stop when the bus is loading or unloading.
4. Never cross the road behind the bus.

REMEMBER – Cross all streets at intersections. Obey all traffic signals and signs on your way home.

ACCIDENTS AND EMERGENCIES

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency:
 - The student nearest the door will open the door and/or exit hold it open until all students have exited the bus.
 - Evacuation will start with the seat closest the door.
 - Leave the bus in a single file line as quietly as possible.
 - Once outside the bus, follow the driver's instructions completely.
 - Students must stay with their group until released by the driver or safety officer.
 - Stay out of traffic.

BAD WEATHER

1. If school is in session, the buses will run. School will be dismissed only upon instruction from the Superintendent of Schools.
2. School closings will be communicated via the following media outlets:
 - FOX – Channel 4

- NBC – Channel 5
- WFAA – Channel 8
- CBS – Channel 11
- Facebook – Crandall ISD
- Twitter - @OfficialCISD
- Skyward notification (Skylert)

ARTICLES LEFT ON THE BUS

The District is not responsible for any item brought on or left on the school bus by a student. A student bringing an item on the bus including an electronic device does so at his/her own risk. The District will not be responsible for any damage, lost or stolen electronic devices.

EXTRA-CURRICULAR OR FIELD TRIPS

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the campus principal in coordination with transportation department.

VIDEO SURVEILLANCE

Video cameras will be used in District vehicles for safety and for compliance with the rules of conduct. Video recordings will be viewed by Transportation, School Principals, and Administration Personnel only. Video recordings will not be released from the Transportation Office.

PARENT MONITORING

Parents will be able to follow their student(s) along the bus route. By downloading an app, Traversa Ride 360, parents can see the bus on its route.



CONTACT INFORMATION

P.O. Box 128
400 W. Lewis St.
Crandall, TX 75114

Transportation office: **972-427-6024**

Thank you for reviewing this information with your student(s) and helping ensure their safety to and from school. Best wishes for a successful school year!



TRANSPORTATION REGISTRATION FORM

Please complete the following information. Detach this portion and have your student give it to the driver the NEXT time he/she rides the bus.

Student Name _____

Phone # _____

School _____

Grade _____ Gender _____

Home Address _____

Person to be contacted in an emergency if parent/guardian cannot be notified:

Name _____ Phone # _____

Date of First Ride: _____

I have read the attached rules and will cooperate in seeing that my child obeys them.

Signature (Parent or Guardian) _____ Date _____

Phone # _____

The portion below to be completed by driver:

Route # _____

Seat Assignment: _____