

#BestSmallDistrictinTexas



Bus Rider Handbook

2023-2024

School Bus Rider Handbook with Rules and Safety Guidelines

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org
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FACILITIES & TRANSPORTATION

CANUTILLO A Premier District

Dear Canutillo Parents,

On behalf of the entire Transportation Department, I am happy to welcome you to the 2023–2024 school year. We are looking forward to a safe and productive year for all children, and we know that a strong partnership with you will help us achieve these goals.

Remember that we provide transportation to and from school as a courtesy service for students, and that riding the bus is considered a privilege. Please take a moment to go over the information provided in this document and share it with your child(ren).

We ask for your assistance in making this another safe and successful school year. If you need additional information about the services we provide, please call the Transportation Department at (915) 877-7730.

Cordially,

Bruno Vasquez, AIA
Executive Director of Facilities & Transportation
Canutillo Independent School District

Street Address:

7710 Cap Carter Rd.
Vinton, Texas 79821

Mailing Address:

P.O. Box 100
Canutillo, TX 79835

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Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division:
(915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

The purpose of this Bus Rider’s Handbook is to provide you with information which will help your child have a safe and enjoyable experience while riding CISD buses. The safe transportation of your child, as well as all children on the Bus is our number one priority. School buses are provided as a courtesy for the transportation of students; therefore, riding the bus is a privilege, not a right. Several rules are in place to prevent accidents that may be caused by unruly behavior on the bus. Students who do not obey those rules will be disciplined by campus administration and it can lead up to the student’s loss of their riding privilege.

GENERAL SAFETY RULES

1. Always obey the bus driver’s instructions.
2. Students should behave in a respectful manner to the bus driver and monitor.
3. Only eligible students will be allowed inside the bus. All students must ride their assigned bus.
4. Boarding and exiting the bus should be made in an orderly manner and at the designated stop only.
5. Bus aisles should remain completely unobstructed at all times. Place all backpacks, books, instrument cases, and all other items away from the aisles.

WAITING FOR THE BUS AT YOUR STOP

1. Be at your stop at least ten minutes before the scheduled pick-up time. The driver will not wait for you or honk to announce departure.
2. Stand away from the road at least six feet.
3. Form a line on the side of the road and be prepared to board as soon as cleared by the bus driver. Do not move closer to the roadway while the bus is still in motion and the doors closed.
4. Step away from the bus as soon as the doors are closed. Do not chase after the bus when it begins to move.
5. **Children should be advised on what to do if they miss the bus and find themselves alone. Bus drivers cannot wait for students that are late and are not in line ten minutes before the scheduled departure.**
6. Parents or caregivers should advise if a student will not use the Transportation service. Please call (915) 877-7730 or 7731.
7. Only eligible Special Education Students are provided with curb-to-curb service. Bus drivers will wait for these students only a maximum of three minutes. If a student fails to show up, then the parent will receive a warning.

OUTSIDE OF THE BUS

1. Yellow flashing lights indicate that the bus is preparing to stop to load or unload passengers. Motorists are required to slow down and prepare to stop the vehicle.
2. Red flashing lights and stop signs indicate that the bus has stopped and that students are getting on or off. Motorists are required to stop until the red light stops flashing, and the stop sign is retracted.

BOARDING THE BUS

1. Do not run, push, shove or throw objects.

2. Use the handrails and take one step at a time.
3. Get to your seat as soon as possible and move over to the window seat unless someone is already there. The bus will not move until all students are seated.

CONDUCT ON THE BUS

1. The bus driver oversees discipline and is authorized to assign seats.
2. Students should not refuse to sit on his or her assigned seat, nor deny another student a place to sit.
3. Assume a correct seating position: face the front, keep hands and feet to yourself, and remain on your seat at all times. Students should remain seated for the duration of the trip and until the door is opened.
4. Talk softly and in a normal tone of voice – no yelling or screaming is allowed (this includes outside), Loud or sudden noises may distract the driver and create an unsafe condition.
5. Keep head, hands, and feet inside the bus.
6. Fighting, use of obscene, or vulgar language is strictly prohibited.
7. Do not cut, scratch, mark, or otherwise vandalize any part of the bus. Parents/ legal guardians will be billed for any repairs needed if the bus is vandalized by a student.
8. No food, drinks, candy, or gum is allowed to be consumed inside the bus.
9. Pens, pencils, markers, scissors or paper should not be used inside the bus by students. Keep these items in your backpack.

GETTING OFF THE BUS

1. Remain seated until the bus comes to a complete stop and the door is open.
2. Use the handrail and take one step at a time.
3. Wait for your turn. Pushing and crowding will delay the exiting and may cause accidents.
4. Once off the bus, move away from it and don't linger near the bus doors.
5. If an article falls or rolls near or under the bus **DO NOT GO AFTER IT.**
6. If you miss your stop **STAY ON THE BUS.** You will be taken back to the school and your parents will be called.
7. Parents/ caregivers should be at the bus stop at least ten minutes before the scheduled arrival.
8. The District's responsibility for the safety of students begins and ends at the bus doors. **It is the parent/ caregiver's responsibility to be on time to pick up children.** Bus drivers cannot wait to ensure all children are picked up once they exit the bus and cannot verify who picked up each individual student.
9. Parents/ caregivers who will not be able to pick up the child from the bus stop at the designated time shall call the campus immediately, so that the bus driver is advised and can return the student to the campus. Note that communication is not instantaneous, and we may not receive the notification in time before the student exits the bus. Riding privileges will be lost for the rest of the school year if the parent/ caregiver is not able to pick up the child on time for a second time in the same school year. CISD's Police Department will be notified if the student is not picked up from the school before 4:00 pm.
10. **Only Special Education Students are delivered to a parent/ caregiver at home.** If there isn't anyone available to pick them up, these students will be returned to their designated campus. The student will lose their riding privilege upon the second occurrence

and the CISD Police Department will be notified if the child is not picked up from the campus before 4:00 pm.

CROSSING THE STREET

1. All students living on the opposite side of the street from their stop shall move to a point ten or twelve feet from the front bumper and wait for the bus driver signal that it is safe to cross. Make sure you make eye contact with the bus driver before you cross.
2. Look both ways, when safe to do so, walk directly and without veering.
3. Remain alert for vehicles that may not stop.
4. Cross the street at intersections, where available. Obey all traffic signals.

PROHIBITED ITEMS

1. Live animals or insects.
2. Unprotected glass containers.
3. Tobacco products, alcoholic beverages, drugs.
4. Medication of any kind (including over the counter) unless students have a prescription for it.
5. Weapons, explosives, harmful chemicals.
6. Matches or cigarette lighters.
7. Objects larger than what the student can carry on their laps.
8. Foods or drinks intended to be consumed in the bus.

EVACUATIONS IN CASE OF ACCIDENTS OR EMERGENCIES

1. Follow the driver’s instructions quickly and quietly.
2. Stay with the group if you must leave the bus.
3. The Bus Driver may designate any passenger to open the emergency exits and assist students to the front of the bus or emergency exits as indicated by the driver.
4. Leave the bus in a single line as quickly and quietly as possible.
5. Follow the driver’s instructions completely once outside the bus.

DISCIPLINARY PROCEDURES

The school bus is an extension of the classroom and discipline will be administered by the campus administrator after discussing incidents with the Transportation Supervisor. All District policies and rules that apply to student conduct and student activities apply to the school bus. Parents and students can find these policies and rules in the Student Code of Conduct and the Student Handbook. Progressive discipline steps are as follows:

1. First offense: the student will be moved to the front of the bus.
2. Second offense: the student will be moved to the front of the bus for 5 school days.
3. Third offense: the student will be suspended from the bus for 3 school days.
4. Fourth offense: the student will be suspended from the bus for 5 school days.
5. Fifth offense: the student will be suspended from the bus permanently.

Note: the most severe consequence may be applied at any time, depending on the infraction or the number of offenses. Major offenses include but are not limited to bullying, fighting, confronting, or distracting the driver, vulgar language, obscenity and/ or vandalism.