

Community Independent School District School Bus Riders' Safety Handbook 2024-2025

TRANSPORTATION DEPARTMENT

544 County Road 596, Nevada Texas, 75173 (972)



843-6340

Parents or Guardians:

Transporting students safely to and from school is the highest priority of the Community ISD Transportation Department.

The Community Independent School District provides bus transportation as a courtesy service for students residing in the district. Riding the school bus is a privilege. Please take the time to read and discuss with your child the rules outlined in this handbook. We ask for your cooperation with the bus drivers in helping create a reliable, healthy operation. 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 this transportation policy to provide our students with a safe, friendly, comfortable, and pleasant ride to and from school each day.

The school district is pleased to provide transportation for students and promotes proper behavior patterns for those students who ride the bus.

If you need information concerning bus routes or student conduct on the bus, call the Transportation Department at 972-843-6340.

Thank you,

Terry Buse
Director of Transportation
Community ISD



General Rules

1. Always adhere to CISD Student Code of Conduct.
2. Obey the bus driver's directives.
3. Students will be respectful to the driver and fellow students.
4. Speak in a reasonable tone of voice (no shouting / hollering)
5. Wear your seatbelt if provided.
6. Keep all items out of the aisle.
7. Objects that can roll under the drivers' feet are not permitted.
8. It is the responsibility of the parents to provide transportation to school if their child misses the bus.
9. If students do not ride for five (5) consecutive days, the stop will be taken off the route until parents notify the transportation department.
10. (Parent / Guardian must provide 48 hours written notice to the school if a student is to ride a different bus on any given day or if the student is to get off the bus at a stop different from his/her regular stop.) If a student is to ride a different bus on any given day or if the student is to get off the bus at a different stop from his/her regular stop, parents are required to provide notice to the school in advance.

Procedures for waiting on the School Bus

1. Be at your stop **ten minutes** before the scheduled pickup time. The driver will not wait or honk.
2. Stand back from the road while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop and the driver has signaled for you to load.
5. The driver will not pick up a student unless they are at their designated stop.
6. Do not run after the bus after it has pulled away from the stop.
7. If the bus is equipped with seat belts, students must wear them.
8. Parents are forbidden to get on the bus. Only authorized school personnel may enter the bus. Questions concerning the bus or a bus driver's actions are to be directed to the Director of Transportation or the Assistant Director. Bus or bus driver concerns will not be addressed at the bus stop. If a parent does get on the bus, the driver will notify dispatch and the local Police Department will be notified.

Getting on the School Bus

1. Board the school bus in an orderly fashion.
2. Use handrail and steps. Carry large bags and objects in front of you.
3. Seating assignments will be arranged by the driver and students are to remain in their assigned seat for the duration of the trip. Driver has the discretion to reassign seat.
4. Go to your assigned seat immediately and buckle your seatbelt. The driver will not leave the stop until all passengers are seated.

Getting Off the School Bus

1. Stay seated until the bus completely stops.
2. Use the handrail and steps when leaving the bus.
3. Wait for your turn to leave the bus; exit the bus in an orderly fashion.
4. You must get off at your designated stop.
5. Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
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 help.
7. Do not ask to ride home on another bus with a friend without a signed note. Notes must be signed by the student's campus administrator and a bus pass will be given to the student. Parent / Guardian notes will not be accepted by the driver.

Dropping Off Pre-Kindergarten – 2nd Grade Students

Parents or a designee must be at the bus stop to receive Pre-Kindergarten – 2nd grade students, unless an older sibling is present, or you have submitted a Bus Rider Supervision Waiver to the Transportation Department. If the bus is on schedule and there is no one to receive the student, the driver will radio dispatch and will continue the route. At the completion of the route the student will be returned to the campus. The parents will be responsible for picking up the student from that location. If this problem continues a phone call or conference between the parents, Campus

Administrator, Transportation Director or Assistant Director will be held and an agreement will be made. *If a parent or designated person fails to show up at the bus door more than 3 times, the child will no longer be able to ride the bus.*

Students in 3rd grade and up will be dropped off at their designated stop without a parent or designee. It is the parent/guardian's responsibility to make sure arrangements are made to receive your child at the stop.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point of 15 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. Always cross in front of the bus. 3. Watch out for cars that do not stop when the bus is loading and unloading students. 4. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must get off the bus, stay in a group.
 - The student nearest to the door will open and hold it open.
 - Leave the bus in a single file line in an orderly fashion.
 - Evacuation will start with the seat closest to the door.
 - Once outside the bus, follow the driver's instructions completely.
 - Students are not allowed to leave an accident with parent or guardian until released by CISD Administration and or Emergency Personnel.

Prohibited Items

1. Tobacco, alcohol, drugs, knife, gun, vapes, glass containers, and balloons. 2. Weapons, explosive devices, matches or lighters, harmful drugs, prescription drugs or chemicals. 3. Hazardous materials on the bus include lighters, matches, gases or dangerous liquids. 4. Live animals or insects.
5. Any object (musical instruments, shop projects, sports equipment, sport balls or baggage) is too large to fit under a bus seat or on the student's lap without imposing on the other students sharing the seat. All other items must always be kept in the student's backpack. Parents/Guardians must arrange for other transportation when large, bulky items must be taken to and from school.

Conduct on the Bus

School buses are considered an extension of the classroom, and students are expected to conduct themselves accordingly. Students being transported in school-owned vehicles shall comply with the Student Code of Conduct.

1. Each student is to remain seated for the duration of the trip and remain seated while the bus is in motion with their seatbelt on.
2. Do not change seats. Students are required to sit in their assigned seat. They cannot refuse to sit in their assigned seat and cannot deny another student a place to sit.

3. Fighting, horseplay, sexual harassment, lewd conduct, and the use of obscene or vulgar language and/or gestures is forbidden on the school bus and may result in immediate denial of bus privileges.
4. Do not throw or spit objects inside or outside the bus.
5. Do not deface school property.
6. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
7. Students shall remain quiet when approaching railroad crossings.
8. Students will not eat, drink, or chew gum on the bus. *Water only* is permitted. If bottle is not in use, store in backpack.
9. Students will face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.

NOTE: Students that engage in conduct considered dangerous to the health and safety of themselves or to others will be subject to immediate emergency removal from the school bus.

Use of Cell Phones & Electronic Devices on Buses

The transportation department will enforce the same rules on the bus pertaining to cell phones and electronic devices as written in the student handbook. The use of these items can be detrimental to the safety and well-being of other students and the bus driver. We encourage the students to keep all electronic devices in their backpack. CISD is not responsible for the item if it should become lost or broken.

Cell Phones:

Students who allow their cell phones out of their backpack and become a distraction or disruption on the school bus will be asked to put the phone away. Failure to do so may result in the cell phone being confiscated and could result in disciplinary action. Parents will then be required to pick up the cell phone at Transportation during normal hours of operation.

Parents / Guardians are asked not to request to speak to the driver on the student's cell phone. The parents should contact the Transportation Department at (972-843-6340).

Taking pictures or capturing videos of other students is prohibited. The driver is not responsible for unauthorized pictures or captured videos.

Electronic Devices:

Students who allow their electronic devices out of their backpack and become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in the item being confiscated and could result in disciplinary action. Parents will then be required to pick up the item at Transportation during normal hours of operation.

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided

transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. Please refer to School-Sponsored Field Trips in our Student Handbook for more information. Adults other than drivers, coaches, and sponsors of a field trip are not allowed to board or ride any bus without prior approval from the transportation director or campus principal.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district’s website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the transportation department at (972) 843-6340.

Behavior Management

The school bus is an extension of the classroom. All school board policies that apply to student conduct and other student-related activities apply also to the school bus. The driver may refer a student to the principal or campus behavior coordinator to maintain effective discipline on the bus. If a student is not properly observing bus safety regulations, the campus administrator may restrict or revoke your students’ bus riding privileges.

For bus safety, cameras will always run to record students’ behavior.

Bus Discipline Procedure

Step 1: The driver will inform the student of the problem behavior. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the Assistant Director.

Step 2: The driver will submit a bus conduct referral form to the Assistant Director. (This is the first time a student is written up. The student has had previous verbal warnings documented by the driver.)

NOTE: The Director or Assistant Director has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

1st Bus Conduct Referral	Conference with student / Phone contact with parent
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2nd Bus Conduct Referral	Conference with student / Phone contact with parent / Possible 3-day bus suspension
3rd Bus Conduct Referral	Conference with student / Phone contact with parent / Possible 1- or 2-week bus suspension
4th Bus Conduct Referral	Conference with student / Phone contact with parent / Student may be removed from the bus for the remainder of the semester
Further Offenses	Conference with student / Phone contact with parent / Student may be removed from the bus for the remainder of the school year

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COMMUNITY ISD TRANSPORTATION COPY**

My student and I have reviewed the Community ISD 2023 – 2024 School Bus Riders’ Safety Handbook.

My student and I agree with the listed disciplinary progression. My student and I fully understand the behavioral expectations when riding in a Community ISD vehicle. My student and I understand these policies are established to ensure safe school transportation to and from school. My student and I understand riding a school bus is a privilege and students can be removed from the school bus at any time at the discretion of school administration.

In addition, my student and I understand that a severe violation of the student code of conduct may result in an automatic school bus suspension.

Thank you,

Community ISD Transportation

Student’s Printed Name: _____

Student’s School Identification Number: _____

Physical Address: _____

Parent Phone Number / Email Address: _____

Alternate Address: _____

Daycare: _____

Siblings: _____

Attending School: _____ Grade: _____

Alternate Address Form Submitted? Y /N

Bus Rider Supervision Waiver Submitted? Y / N

Parent Printed Name: _____

Parent

Signature:

Student

Signature: _____

Parent comments or special information regarding your student:

COMMUNITY ISD TRANSPORTATION COPY