



**Dear Parents / Guardians and Bus Riders:**

We are providing this School Bus Student Handbook so all concerned will be familiar with our expectations and the transportation procedures. Corsicana ISD offers the privilege of bus transportation for all eligible student riders. Eligibility is generally determined by the student's home campus. Our bus service should enhance the learning experience of each student rider. Every effort will be made to provide a safe comfortable and pleasant transportation service, while maintaining an appropriate level of efficiency. We ask that you read and discuss the contents of this handbook with your student rider to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parent / guardians.

Please fill out the last page of this handbook and have your student deliver it to their school bus driver within ten days of receiving. Thank you for your cooperation and support regarding the care and safety of all our children.

**TRANSPORTATION STAFF**

**Chief Facilities and Operation Officer**

Shade Boulware

**Transportation Director**

Deborah Collins

**Routing Coordinator**

Tammy Milligan

**Transportation Parts Clerk**

Stacy Stockreef

**Mechanics**

Bobbie Cook, Jr.

Lonnie Keele

Francisco Castro

**Shop Foreman**

Jeromy Mink

*"We strive to be the best because our children deserve to be safe and dare to be different"*

## **General Information**

### **School Bus Drivers**

School bus drivers are selected, hired and trained following a thorough criminal history background check. All Corsicana ISD school bus drivers complete the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing. Every driver has successfully completed the required school bus driver training course as well as periodic safety training. CISD school bus drivers are professionals and are expected to always conduct themselves as such. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy and proper respect and consideration from all students and adults.

### **Eligible/Non-Eligible Riders**

Corsicana ISD students that their home is in the district may ride the school bus. Students that are moved by Corsicana ISD due to overcrowding or due to a specific program will be transported by Corsicana ISD. Out of district transfer students and home district transfers must provide their own transportation.

### **Restricted Areas**

Corsicana ISD buses will not enter dead-end streets or enter private property except for Special Need. Use of gated communities requires prior concurrence by the property owner(s) or Homeowners Association.

### **School Bus Safety Features**

School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. For this compartment to work properly seating is required. While seated, each student should face forward; the student torso should be facing forward at all times; the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. Both feet and legs should be kept in front of their body. If the bus has seat belts the students are required to wear them.

### **Video Cameras**

Video cameras may be utilized on Corsicana ISD school buses. Federal (FERPA) regulations designate these video recordings as part of the student's education record and therefore prohibit the viewing of these video tapes by the general public. School or law enforcement personnel may use this information as safety training material and / or evidence of bus safety rule violations.

### **Extracurricular Trips**

1. All bus safety rules apply to riding the bus to school-sponsored events.
2. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor will be expected to address student behavior issues and cleanliness.

## **Expectations of All Student Riders**

1. All student riders are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver.
2. All student riders are expected to board and exit the bus at their designated pick up or delivery point.
3. All students are expected to be on their side of the street at the designated bus stop 10 minutes prior to the scheduled pickup time. The school bus will approach the designated pick-up point and utilize the amber warning light signals (AWLS) which alert other drivers. When the Red Lights are activated, the student may cross the roadway when the driver signals everything is safe. The bus will make a complete stop within the regularly scheduled time; the driver will proceed to the next pick-up point if no students are visibly present at the stop.
4. All student riders are expected to turn in the Eligible Rider Acknowledgement form located in the back of this handbook or in the student's enrollment packet within the first week of riding. Failure to return this form may result in loss of riding privileges.
5. All student riders are required to hold all-carry-on items in their lap. Depending upon the situation, we may require students to sit up to three per seat. All Corsicana ISD Regular School Buses can safely transport up to three students per seat if applicable.
6. If the student riders have been issued "assigned seats", they are expected to go directly to the assigned seat and prepare for the ride. Sitting sideways, extending legs out in the center aisle, sitting on back packs or band instruments or facing backwards creates a hazardous situation.

### **Boarding at a Bus Stop:**

1. As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the sidewalk or 10 feet away from the roadway while waiting for the bus.
2. No student should ever approach the bus until the bus has completely stopped and the driver has set the air brake. The air brake system will make a loud air noise when the bus is secured.
3. The driver will open the door and motion for the students to load. Once on the bus, go directly to your assigned seat. Pushing and shoving is very dangerous and may result in injury or loss of riding privileges.
4. Any area within 10' of a school bus is considered "The Danger Zone". Students within this area are in a place where they may not be seen.

### **Exiting at the Campus:**

1. As the school bus is approaching the campus un-loading zone, all students should remain seated until the bus has completely stopped and has been secured. Each campus has specific times to unload students. Students should follow the directions of the driver.
2. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in injury or loss of riding privileges.
3. Any articles found on the bus by the driver will be retained for the student until the afternoon run. If not claimed that afternoon, the item can be collected at the Transportation Department.
4. Students should never use the emergency exits unless directed by the driver. Emergency doors, windows and roof hatches are available only during evacuation procedures.

### **Boarding at a Campus:**

1. When the students are released from the school they are expected to go directly to their bus. Students waiting for their bus to arrive from another campus should form a line along the sidewalk area of the campus-loading zone. Administrators are outside to assist if needed.
2. Students who are moving in or around the buses while they are parked are in the “The Danger Zone” of the bus so extra caution must be exercised. This is an unsafe procedure, so it should be avoided.
3. Once students board the bus, they are expected to stay on the bus and sit in their assigned seat.
4. Each campus allows a specific amount of time for each bus to load. Once the driver has shut the door and the air brake is released, students are not to chase after the bus or run along the side of the bus. The student should let an administrator know what has happened and that administrator can radio the bus to return.

### **Exiting at a Bus Stop:**

1. As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured.
2. No student should ever walk down the center aisle of the bus while the bus is moving.
3. Students are expected to exit at their designated bus stop only.
4. The driver will open the door once the bus has been secured. The amber warning lights signals (AWLS) will be activated before the bus stops. Once the bus has stopped and the door is opened, the red warning lights signals (RWLS) will be activated signaling for all traffic to stop. The driver will allow adequate time for each student to unload. All students crossing in front of the bus should watch the driver for assistance.
5. Any area within 10’ of the School Bus is considered “The Danger Zone”. Students should immediately walk away from the school bus as they unload. No one should ever stand, walk or cross the street directly behind a school bus (blind spot).
6. Be alert for vehicles that do not stop when the bus is loading or unloading students. Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off the bus as well as while crossing roadways.
7. Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the school bus.
8. Cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.

**Disruption of Transportation:**

1. Anyone who creates a disruption of transportation services may lose their riding privileges.
2. Students are expected to follow safety procedures while riding the school bus to or from school. Each student is expected to follow their Corsicana ISD Code of Conduct while riding. If it is not allowed inside the classroom, it is not allowed on the bus.
3. Drivers are not required to physically break up fights on the school bus. However, the drivers will verbally instruct the students to stop, notify Dispatch and then verbally instruct the students who are not fighting or involved and keep them out of harm's way.
4. A student who has been threatened by physical aggression or harassment, should immediately notify their Parent / Guardian, the Bus Driver, a teacher or Campus Administrator.
5. School Bus Drivers may pull the bus over at a safe location to speak with students about behavior and bus safety procedures.

**Cell Phones & Electronic Devices:**

1. Students may be encouraged to contact their parents / guardian when the bus has been delayed (after 10-15 minutes) and they are getting home late. We strive to keep our buses on schedule; however, some delays are beyond our control. When doing so, do not allow the phone use to become a distraction to the driver.
2. 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 903-602-8510 and make arrangements to speak to the director on any concerns they may want to address.
3. Students who allow their cell phones to become a distraction or disruption on the school bus will be asked to put the phone away. Failure to do so may result in a violation of and riding privileges.
4. Students who allow their phones or other electronic devices to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in a violation and riding privilege being taken away. Parents will be notified of the student(s) action.
5. Bus drivers are not responsible for lost or stolen items used or left on the bus.
6. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Students must be able to always hear instructions from the driver.
7. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.

**Carry-on Items:**

1. All carry-on items must be kept in the student's lap while riding.
2. All students who carry an instrument will be assigned a seat toward the front of the bus. This will prevent the student from carrying the instrument over the heads of other riders.
3. Students who bring very large heavy band instruments on the bus may be challenged to safely board and exit the bus. Special arrangements may need to be made for the student from the school if the instrument cannot be held in the student's lap or seating space is limited on the school bus.
4. All basketballs, footballs, soccer balls, skateboards, etc, must be always contained in a bag. Students may be denied transportation at a campus. Items will be confiscated at a bus stop by the driver and turned over to an administrator.

## **Weather Conditions**

School buses operate on any day that school is being held. Currently four options exist on bad weather days.

1. School starts on time & ends on time.
2. Early dismissal: On days of early dismissal due to weather conditions, schools must determine whether a child has appropriate supervision at home. If the campus puts a student onto the bus, that student will be delivered to their neighborhood bus stop/drop off point.
3. Delayed start: If school is delayed due to the weather, the buses will run two hours later than normal.
4. Cancel school: A decision to cancel classes for the day will be made by 6:00 a.m. and radio and television stations will be notified immediately. Please check the Corsicana ISD Website and social media sites.

## **Inclement Weather:**

The Corsicana ISD Administration will keep the Transportation Department and the school district notified during inclement weather conditions.

1. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as appropriate.
2. When excessive rain occurs, due to the safety of students and drivers, we will notify campuses of the designated pick up and drop off locations for each route that is affected.

## **Parent's Responsibility:**

1. Read and discuss with your student(s) the contents of this bus rider's handbook.
2. Please inform your student(s) of the bus number, time and location of their bus stop. This information is available on the Corsicana ISD website (Transfinder System) or contacting the Transportation department.
3. Please have your student(s) at the bus stop 10 minutes prior to the actual loading time.
4. Please discuss what a privilege it is to ride the school bus and how it may help your family. Student attire and behavior on the school bus is the same as in the classroom.
5. Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.
6. Report serious issues that occur on the bus or at the bus stop to your campus Principal.
7. Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract (found on the last page) to the bus driver.
8. If this contract is not returned within 7 days, student(s) will not be able to ride.
9. You are responsible for the transportation of your student(s) to and from school during suspension from the bus. If a student does not attend school during this time, the absence is unexcused.

### **Emergency Evacuation:**

1. Stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.
2. Follow the driver's instructions. He or she is in charge of the bus and has been trained to take action to protect all the students.
3. All students must remain on the bus. Students cannot leave the area until released by the School Administration. Parents are expected to cooperate and not force themselves onto the school bus. School Administration, Police, and Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.
4. The following procedures will be used for evacuation in an emergency situation under the direction of the driver:

The rider nearest to the door will open the emergency door, exit, and then hold the door open. The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus. Evacuation will start with the seat closest to the door. The third rider to exit will act as the guide and will lead the other students to a safe place. Usually, fifty giant steps away from the bus. Once outside the bus, stay together, and follow the driver's instructions as safely, quickly, and as completely as possible. Buses with side doors will follow the same process starting from whichever side (back or front) is closest to the danger. The driver is usually the last person off the school bus. The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and decide to evacuate or keep the students on the bus. The safest place is where we want the students to be.

### **Emergency Equipment:**

1. School Buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, Blood Borne Pathogens spill kit and a minor first aid kit. Your driver has been trained for the proper use of each piece of equipment.
2. Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus, or the students are being trained in emergency evacuation.
3. Students who tamper with these exits may lose their riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a warning from the driver and the parent / guardian will be contacted by Transportation.



**Eligible Bus Rider Form**

**Return this form to the driver or camp to establish rider eligibility within 7 days.**

Student Name \_\_\_\_\_

Home Room Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Bus Number: \_\_\_\_\_

Home Address (No P.O. Boxes) 911 Address:

\_\_\_\_\_

**Campus (Circle One):**

Elementary: Bowie Carroll Fannin Navarro Sam Houston

Intermediate: Collins

Middle: Corsicana

High School: Corsicana

Parent/Guardian: \_\_\_\_\_

Home/Cell Phone number: \_\_\_\_\_

Work Phone number: \_\_\_\_\_

As a student, I acknowledge that I have read and understand the rules in the Student School Bus Handbook.

Student Signature:

\_\_\_\_\_

As Parent/Guardian, I acknowledge that I have read and understand the rules in the Student School Bus Handbook.

Parent/Guardian Signature:

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