



COMMERCE ISD TRANSPORTATION DEPARTMENT

CISD BOARD POLICY

STUDENT TRANSPORTATION — STUDENT CONDUCT AND BUS SAFETY

PURPOSE

The purpose of this policy is to establish standards of conduct for students utilizing district transportation services and to ensure the safety, order, and efficient operation of school buses.

I. STUDENT CONDUCT ON SCHOOL BUSES

Students who are transported on district-operated buses are subject to all district rules, regulations, and policies. Riding a school bus is a privilege, not a right, and may be revoked for failure to comply with established standards of conduct.

A. General Conduct Requirements

1. Students shall comply with all lawful directives issued by the bus driver and/or bus monitor at all times.
2. Students shall treat the bus driver, bus monitor, and other passengers with respect and shall not engage in disrespectful, abusive, or inappropriate conduct.
3. Students shall remain seated while the bus is in motion and shall not move about the bus until it has come to a complete stop.
4. Students shall not engage in behavior that disrupts the safe operation of the bus or distracts the driver.
5. Students shall not use obscene, vulgar, or profane language.
6. Students shall refrain from yelling, screaming, whistling, or engaging in excessive noise.
7. Students shall not bring animals onto the bus.
8. Students shall not bring blankets, quilts, robes or pillows onto the bus
9. Students shall not eat, drink, chew gum, or litter on the bus. (If the school provides your student with any take home food items, they must remain in the students backpack until they exit the bus)
10. Students shall not use or apply strong-smelling sprays, perfumes, colognes, or similar substances that create a disruption.
11. Assigned seating will be done by the Driver and students are required to adhere to the seating chart.

B. Safety and Equipment Regulations

1. Students shall not touch or tamper with emergency equipment or exits except in the case of an actual emergency.
2. Students shall not extend any part of their body, clothing, or personal belongings outside the bus windows.
3. Students shall wear seatbelts at all times when riding a bus equipped with seatbelts.
4. Students shall remain fully seated with their back against the seat and feet on or toward the floor until reaching their destination.
5. Students shall not throw or project any object inside the bus or from the bus.

C. Prohibited Items and Activities

1. Students shall not possess or transport weapons, explosives, fireworks, unsheathed pointed objects, knives, or any item capable of causing harm.
2. Students shall not possess or use tobacco products, intoxicating beverages, narcotics, or illegal substances on the bus.
3. Large items, toys, and non-school materials are prohibited. All personal belongings must be stored in a manner that does not obstruct aisles or exits.
4. Electronic devices, including cell phones and headphones, shall remain stored in backpacks and may be confiscated by the bus driver if used improperly.
5. Students shall not record the voice or image of another person without consent or use electronic devices to view, share, or display inappropriate or obscene material.

D. Boarding and Exiting Procedures

1. Students shall be at their stop **ten minutes** before the scheduled pick-up time. Drivers will not honk or wait past their scheduled pick-up time.
2. It is the responsibility of the parents to provide transportation to school if their child misses the bus.
3. Students shall only board and exit the bus at their assigned stop or school unless written authorization is provided by a parent/guardian and approved by the campus principal or designee.
4. Students wishing to ride home with another student must provide written parental permission for both students and receive approval from the campus principal or designee.
5. If students do not ride for ten (10) consecutive days, the stop will be taken off the route until parents or guardians notify the transportation department.

E. District Responsibility

The district shall not be responsible for personal items left unattended on the bus or for the loss, damage, or theft of student-owned electronic devices while on district property.

II. DISCIPLINARY CONSEQUENCES

Violations of bus conduct rules shall be categorized as minor, major, or severe. Disciplinary action may include warnings, suspension of bus privileges, referral to campus administration, or permanent removal, as appropriate.

A. Minor Referrals

Minor referrals include violations of general conduct rules that do not present a direct safety risk.

Examples: Littering, eating or drinking on the bus.

- First Offense: Documented warning by the Transportation Department and parent/guardian notification from Transportation Department
- Second Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for five (5) school days
- Third Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for twenty (20) school days
- Fourth Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for the remainder of the semester

Reset Provision:

Disciplinary referrals reset at the beginning of each semester. If a student accrued twenty (20) or more days of bus suspension in the previous semester, the student shall receive one (1) warning during the subsequent semester. A second referral shall result in suspension of bus privileges for the remainder of the school year.

B. Major Referrals

Major referrals include violations that affect student safety or significantly disrupt the driver's ability to safely operate the bus.

Examples: Failure to remain seated, changing seats while in motion, yelling or screaming, driver distraction, disrespectful conduct toward others, cell phone use, or inappropriate language.

- First Offense: Documented warning by the Transportation Department and parent/guardian notification from Transportation Department
- Second Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for five (5) school days
- Third Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for twenty (20) school days
- Fourth Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for the remainder of the semester

Reset Provision:

Disciplinary referrals reset at the beginning of each semester. If a student accrued twenty (20) or more days of bus suspension in the previous semester, the student shall receive one (1) warning during the subsequent semester. A second referral shall result in suspension of bus privileges for the remainder of the school year.

A major referral shall result in a formal disciplinary referral to campus administration and may result in suspension of bus privileges consistent with or exceeding the penalties outlined for minor referrals, based on the severity of the incident and at the discretion of campus administration.

C. Severe Referrals

Severe referrals include conduct that substantially endangers the safety of students, staff, or property.

Severe violations shall result in immediate suspension of bus privileges and may result in law enforcement involvement or citation. Long-term or permanent removal of transportation privileges shall be determined by the Transportation Director and the campus Principal or designee.

Examples: Fighting, sexual misconduct, vandalism, destruction of property, possession or use of weapons, fire devices, narcotics, or alcoholic beverages.

- First Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for five (5) school days
- Second Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for twenty (20) school days
- Third Offense: Formal disciplinary referral to campus administration and suspension of bus privileges for the remainder of the semester

Reset Provision:

Disciplinary referrals reset at the beginning of each semester. If a student accrued twenty (20) or more days of bus suspension in the previous semester, the student shall receive one (1) warning during the subsequent semester. A second referral shall result in suspension of bus privileges for the remainder of the school year.

III. PROPERTY DAMAGE AND RESTITUTION

Parents or guardians shall be financially responsible for any willful damage / vandalism to district property caused by their child. Restitution shall be assessed by the Transportation Department and must be paid in full prior to reinstatement of bus privileges.

IV. POLICY IMPLEMENTATION

The Superintendent or designee shall be responsible for the implementation and enforcement of this policy. This policy shall apply to all students utilizing District Transportation Services.