



**CROSBY INDEPENDENT SCHOOL DISTRICT
BUS RIDER GUIDELINES**

2026-2027
CROSBY ISD
14670 FM 2100
CROSBY, TX 77532

BUS INFORMATION

School Bus Transportation: A Shared Responsibility

Safe and successful student transportation is a team effort involving Transportation staff, campus personnel, parents/guardians, and students. Everyone plays an important role in helping students travel safely to and from school each day.

The following information provides important guidance regarding bus stops, loading and unloading procedures, student expectations and rules, and parent/guardian responsibilities. Understanding and following these expectations helps create a safe, consistent, and efficient transportation experience for all students.

ROUTE DISTRIBUTION

Routes are designed with the student safety and conservation of the district's resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make its route thus minimizing the overall riding time for students. Stops are designed as community stops and are subject to change through the year. The transportation department will notify parents of changes through the MYRIDE K-12 app. For students who are transported on Special needs routes, parents will receive a call or email notifications.

Please note that Crosby ISD only drops at 1 stop in the morning and 1 stop in afternoon; a student is permitted to have different AM and PM stops; however, only one address change for transportation is permitted per semester.

All transportation changes are made through your child's campus.

PROCEDURES FOR WAITING ON THE BUS:

Waiting for the Bus:

1. Be at your designated bus stop 10-15 minutes before scheduled pick up time in the AM.
2. Driver will not pick up a student unless they are at their designated stop
3. Stand back from the roadway while waiting for the bus.
4. When the bus approaches, form a single file line and be prepared to load immediately.
5. Stand clear of the bus until it comes to a complete stop.
6. If you must cross a roadway to board the bus, wait until the driver signals you.

How to Cross the Road Safely when Loading or Unloading the Bus:

1. Stay on your side of the road, far away from the traffic.
2. WAIT for the bus to stop and for your driver's signal to cross the road.

3. DO NOT RUN TO THE BUS. BEFORE YOU MOVE, CHECK traffic both ways, then check again to make sure traffic is clear or stopped for the bus.
4. Cross by walking quickly directly across, 10 feet in front of the bus, so you can see the driver.
5. After crossing in front of the bus, walk alongside the bus 10 feet away so you can see the bus driver as you are coming to the door.

Loading the Bus:

1. Use the handrail and steps
2. Scan your Student ID badge as you get onto the bus
3. Walk to your seat; sit facing forward; keep feet on the floor; remain seated at all times, share your seat willingly (Some buses require up to three students per seat)
4. The bus will not move until all students are seated
5. Once the bus door is shut and the bus begins to move, a student should not attempt to approach the bus.

Unloading the Bus:

**Pre-Kindergarten, Kindergarten or SPED students must have a parent/guardian at the bus stop with a valid ID or Passport.*

1. As your bus is approaching your designated stop, make sure you have all of your personal items and not left any trash behind.
2. Wait till the bus comes to a complete stop and the bus is secured. Then proceed to the front of the bus.
3. Scan off the bus, using your student ID badge.
4. Hold onto the handrail and walk down the steps.
5. Walk away from the bus 10 ft., then proceed to either follow directions from the driver to cross the street, or head towards your home.

BUS CONDUCT

Safe and reliable school transportation is an integral part of the quality educational goal of the school district. School provided bus service is a privilege that can/will be withdrawn if student conduct does not meet expectations. To help ensure that every trip is safe and pleasant, each student is expected:

1. Follow instructions of the Bus Driver. Observe the same conduct as in the classroom.
2. Remain seated in the assigned seat while the bus is in motion.
3. No loud noises, yelling on the bus, or profanity. Cell phones need to be turned off or use earbuds or headphones to keep noise limited.
4. Eating food or drinking is not allowed. Do not be destructive and keep the bus clean.
5. Horseplay, throwing objects, fighting or inappropriate physical activities are not allowed. Keep your hands to yourself.
6. No use of any prohibited substances are permitted.

Prohibited items include, but are not limited to the following:

- Drugs, alcohol, electronic cigarettes, and tobacco products
- Glass containers or fragile items
- Pets or other animals
- Balloons

- Band instruments that can not be held in student's lap
- School projects larger than what can be held in one's lap.

Additionally, transportation will follow and adhere to the Crosby ISD Student Code of Conduct.

How will safety and/or discipline infractions be handled?

- The bus driver will discuss the safety infraction with the student.
- The driver will report the safety infraction to the Transportation Department.
- Transportation or Campus Administration will make the decision of what disciplinary action will be taken in accordance with the district's Student Code of Conduct and Bus Rider Guidelines.
- Transportation will work mutually with Administrators at the campus.

DISCIPLINE PROCEDURES

"The school bus is an extension of each campus, and students are subject to Crosby ISD Board Policy, Bus Rider Guidelines, and the Student Code of Conduct adopted by the Board of Trustees. The Transportation Department and the student's campus administration will administer consequences based on the offense and the number of infractions the student has received, and may skip steps if deemed necessary, in accordance with the Crosby ISD Student Code of Conduct, Bus Rider Guidelines, and Board Policy."

Students who damage or vandalize a bus will be charged for repairs, including parts and labor. Riding privileges will be suspended for a minimum of 5 school days. The student can return to riding the bus after the 5-day suspension if the damages are paid for. If the damages are not paid for after the suspension window, the student cannot ride the bus until the amount is paid.

Discipline Issues

- When a discipline issue arises that cannot be handled on the bus, the bus driver will complete an incident report/bus referral.
- This report is turned into the Transportation department.
- The appropriate administrator will complete the disciplinary actions necessary for the incident based on the student code of conduct and Bus Rider Guidelines.
- Campus administrator or Discipline Director will contact the parent/guardian of the incident and the consequences if assigned.

PARENT RESPONSIBILITIES:

Parents/guardians are responsible for the conduct, supervision, and safety of their student(s) before the school bus arrives and after the school bus departs from the assigned bus stop.

Parents responsibility for pick-up time:

- Have your child at the bus stop 10-15 minutes prior to scheduled pick-up time; students should be waiting outside of cars and in full view of the bus driver as the bus approaches the bus stop.
- If possible, teach your child their full name, lunch number, home address, and telephone number where an adult family member may be contacted in an emergency.
- Review the School Bus Safety Rules with your child.

- Remind students to watch for siblings at bus loading or unloading times, and encourage them to notify the bus driver of any concerns of a sibling not loading the bus, or getting off at the appropriate stop.
- Parents are not permitted to board a Crosby ISD school bus; boarding a bus can result in a \$500 Disruption of Transportation fine (Ed. Code 37.126). A person commits a Class C (misdemeanor) if he/she intentionally disrupts, prevents or interferes with the lawful transportation of students in a school district owned vehicle.
- Parents should discuss with their children a plan of action if the bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc.
- It is the responsibility of the parent to provide transportation to school if the student misses the bus. Buses are unable to return to stop locations to pick up students who missed the bus.
- If a student is not registered for AM transportation, the student will be transported to school. Documentation will occur and may result in disciplinary action.
- Parents, any items that cannot fit in your students' lap will not be allowed on the bus. It is your responsibility to make arrangements to transport these items. These includes large band instruments and school projects.

Parent's responsibility at drop-off time:

- **Pre-Kindergarten/Kindergarten/Special Service student.**
 - A parent/guardian or authorized receiver designated by the parent/guardian, which may be an older sibling, is required to be at the bus stop to receive their Pre-Kindergarten/Kindergarten/Special Service student.
 - An eligible receiver must be listed in Skyward. You can update this list through the campus.
 - To avoid missing your student, please be available to receive your student when school dismisses and be at the bus stop 10 minutes before the bus is scheduled to drop off.
 - **The caregiver must approach the bus to receive their students and provide a picture I.D.**
 - Students will be returned to the Operations Center where Transportation is located (14670 FM 2100) if an eligible receiver is not at the bus stop to receive the child.
 - Guidelines for parents/guardians failing to receive students
 - 1st return; written notice
 - 2nd return; suspension from the bus for 3 consecutive days
 - 3rd return; suspension from the bus for the remainder of the current semester.
 - 4th Subsequent Return (in Second Semester): If the student is returned again during the second semester, they will be suspended from the bus for the remainder of the school year.
- If possible, be at the bus stop ten minutes before the bus is scheduled to drop off your elementary aged child(ren).
- Reminder that CISD only drops at 1 stop in the AM and 1 stop in PM.

Other General Safety Rules

1. Follow Driver/Aide Instructions

Students must follow the instructions of the bus driver or aide at all times.

2. Assigned Bus Stops

Students may only board and exit the bus at their designated bus stop. **Students should never run toward or after the school bus.**

3. Eligible Riders

Only students eligible for transportation may ride a school bus. Students must ride their assigned bus unless otherwise authorized by the Transportation Department.

4. Bus Audio and Video Equipment

Most Crosby ISD school buses are equipped with audio and video recording equipment. Recordings are for District use and may be reviewed for safety, student management, or investigative purposes. Due to student confidentiality requirements, parents/guardians are not permitted to view bus video unless authorized by District Administration or otherwise required by law or court order.

5. Inclement Weather Conditions

Bus drivers will approach stops with caution and use appropriate safety measures based on current roadway and weather conditions. Unless otherwise notified by the District, students should be at their assigned bus stop and ready for the bus each school day. School closures, delays, or early releases will be communicated through District communication systems, including ParentSquare, the District website, and official social media.

6. Items Left on the Bus

Personal items left on a school bus will generally remain on the bus until the next scheduled run. District-issued technology found on a bus will be turned in to the appropriate District department.

Accident or Emergency Procedures

In the event of a school bus accident, incident, or medical emergency, **student safety and accountability are the first priority.**

1. Follow Instructions

Students must remain calm and follow all instructions provided by the driver, aide, emergency responders, or District personnel.

2. Emergency Evacuation

Students should not evacuate the bus unless instructed to do so. If evacuation is necessary:

- Evacuation will begin as directed by the driver or emergency responder.
- Students will exit quietly and in an orderly, single-file manner.
- Older students may be directed to assist younger students when appropriate and safe to do so.
- Students must move to a designated safe location away from the bus.
- Students must remain together, stay calm, and continue following instructions.

3. Emergency Response

Transportation Administration will respond to accidents or significant incidents involving

a District vehicle. **Law enforcement and EMS may be requested based on the circumstances and needs of the students involved.**

4. **Parent/Guardian Communication**

The District will use **ParentSquare and/or other District communication methods** to provide parents/guardians with information and instructions when appropriate.

5. **Minor Incidents**

For minor accidents or incidents, students may be provided written notification or parents/guardians may receive District communication regarding the event.

6. **Student Release Following an Accident**

Students will remain under District supervision until their release is authorized by the appropriate District official or emergency responder. When students are released directly to a parent/guardian at the scene, **valid identification may be required before the student is released.**

Parents/guardians should **not enter an accident scene, approach the bus, or remove a student without authorization** from emergency responders or District personnel.