Community Independent School District

School Bus Riders' Safety Handbook 2026-2027

CISD Transportation Mission

To foster safe, professional and dependable student transportation to their destination while engaging with students to enhance their educational experience.

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 student the rules outlined in this handbook. We ask for your cooperation with the bus drivers in helping create a safe and reliable operation. 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 not eat, drink, or chew gum on the bus. Water only and in an enclosed container is permitted. If the bottle is not in use, store it in a backpack.
4. Keep head, hands, feet, and ALL objects to yourself, clear of the aisle, and inside the bus.
5. Electronic devices are permitted. IF they become a distraction to the driver or other students they must be put away and this privilege will be revoked.
6. 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.
7. Speak in a reasonable tone of voice (no shouting/yelling).
8. Students are to sit in their assigned seats, remain seated until instructed to get up, and wear their seatbelt if the bus is equipped.
9. Do not deface school property. It is the parents'/guardian's responsibility to reimburse the district the cost of repair/replacement if their student damages school property.
10. No prohibited items allowed.

Prohibited Items

- Tobacco, alcohol, drugs, knife, gun, vapes, glass containers, and balloons.
- Weapons, explosive devices, matches or lighters, harmful drugs, prescription drugs or chemicals.
- Hazardous materials on the bus include gases or dangerous liquids.
- Live animals or insects.
- Any object (musical instruments, shop projects, sports equipment, sport balls or baggage) that is too large to fit 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.

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. 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.
8. It is the responsibility of the parents to provide transportation if their child misses the bus.
9. If a student does not ride for five (5) consecutive days, the stop will be taken off the route until parents notify the transportation department.

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.
4. If the bus is equipped with seat belts, students must wear them.
5. The driver will not leave the stop until all passengers are seated.

Unloading from 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 are only allowed to get off at your designated stop.
5. Stay clear of the bus after exiting. 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. Parents must provide 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. Notes must be approved and signed by the student's campus administrator and a bus pass will be given to the student. It is the guardian's responsibility to ensure approval from the campus.

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 riding the bus, 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 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 stop more than 3 times, the child will no longer be able to ride the bus. 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.

Electronic Devices

Students who use their electronic devices that 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

Please refer to School-Sponsored Field Trips in our Student Handbook for more information.

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 also apply to the school bus. The driver may refer a student to the Assistant Principal of Transportation to maintain effective discipline on the bus. If a student is not properly observing bus safety regulations, the Assistant Principal of Transportation 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 speak with the student about the problem behavior. Every effort will be made to solve the problem prior to reporting the student to the Assistant Principal of Transportation.

Step 2: The driver will submit a bus conduct referral form to the Assistant Principal of Transportation.

NOTE:
The Director or Assistant Director has the authority to escalate the progression of discipline based on the severity of the event.

- 1st Bus Conduct Referral Conference with student and Phone contact with parent
- 2nd Bus Conduct Referral Conference with student and Phone contact with parent and up to 4 day bus suspension.
- 3rd Bus Conduct Referral Conference with student and Phone contact with parent and up to 8 day bus suspension.
- 4th Bus Conduct Referral Conference with student and Phone contact with parent and suspension up to the remainder of the school year.

Further Offenses	Conference with student and Phone contact with parent and student will be removed from the bus for the remainder of the school year.