

Cotulla I S D



2016-2017

Transportation Handbook

310 North Main Street, Cotulla, Texas 78014

Tel: (830) 879-3073 ext.2900

www.cotullaisd.org

Dear Parents:

One of the goals for the Cotulla ISD Transportation Department is to provide safe and efficient transportation to and from school for all eligible students attending our schools. The State of Texas prescribes the conditions governing school bus operations and partially funds the service by allotting the district a given amount for eligible students transported.

Eligible students are defined by State statute as those residing in the District at **least two miles from the school** they should attend, as measured by the nearest practical route on a public road. Cotulla ISD also chooses to transport ineligible students at District expense if hazardous conditions exist (Hazardous Routes) and not approved by the State of Texas. A "Request for Transportation" form must be completed each school year in order to receive these services.

In order to meet the conditions outlined by the State and provide safe, prompt movement of students, the Transportation Department has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your child.

Cotulla ISD is pleased to provide transportation for its eligible students and solicits your assistance in creating a safe, healthy operation. We ask that you read and discuss the contents of this handbook with your children to promote a clear understanding of the responsibilities and expectations of those pupils who ride buses. Please note that **transportation services may not be provided to students placed in DAEP, determination will be on an individual basis.** Each parent and student is asked to review the guidelines and sign receipt of them. **Signed forms must be turned in at the District wide registration week or to the Principal's Office who will submit them to the Transportation Department.**

It should be noted that in an effort to streamline our operations, the **bus routes** have been designed to maximize our staff efforts and cost to the district and will be posted on the web site for future reference. Contact the Transportation Office at 830-879-3073 ext.2900 or 830-202-0015 and 830-202-0027, if you have any questions concerning bus routes, or any other transportation issues.

We believe all students can behave appropriately and safely while riding on a school bus. With your assistance, this school year will be a safe and successful one for all of our students. Thank you for your continuous support and cooperation.

Sincerely,


Alfredo Vela

Director of Finance

Transportation Goals

The administration and staff are entrusted to make sure that the following objectives are achieved:

1. that safe and efficient transportation to and from school is provided for all eligible students attending our schools
2. that student's safety is paramount at all times
3. that staff exercises the prudent care in carrying out its duties
4. that the staff is obligated to report problems and incidents each and every time to administration and parents
5. that customer service includes providing the best bus services to students and parents in accordance with state mandated guidelines.
6. that operations will be managed efficiently.

Responsibility of Parents

1. Fill out a "Request for Transportation" form at the beginning of the school year or upon enrollment.
2. Provide the necessary protection for students traveling to and from the bus stop during times of inclement weather.
3. Assume joint responsibility with school authorities for the proper conduct of students.
4. Explain the bus rules and regulations to their children so that both parents and students understand.
5. Provide transportation to the school of a student who is suspended from riding the bus.
6. Instruct their children on what to do if the bus is missed.
7. Maintain the lines of communication with children and the school staff in relation to transportation issues.
8. Become acquainted with the designated bus routes and work with administration to make sure that efficiency and safety are achieved.

Bus Rider Responsibilities

Prior to loading/going to the bus stop:

1. Dress for the weather and time of day: If it is rainy or dark, and visibility is poor, wear a raincoat or bright colored clothing with reflective material, etc. Start early, walk carefully and stay alert.
 2. Be on time. Plan to be at the designated bus stop five (5) minutes before the bus will arrive. Other people are waiting on the bus and the bus driver cannot wait around for you. The driver will not wait or honk. If a bus must wait one (1) minute at each bus stop for the students to get to the bus stop, this could require the bus to start its route 30 minutes earlier.
 3. At the designated bus stop, wait away from the edge of the road, so you won't get hurt.
 4. Follow the transportation rules and regulations.
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Loading the Bus

1. Line up. Let the bus come to a full stop and wait for the driver to open the door before moving towards the bus.
 2. Do not push or shove.
 3. Use the handrail provided as you enter the bus.
 4. Go to a seat, or an assigned seat. The bus will not move until all students are seated.
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Riding on the Bus

1. Follow all directions the first time they are given by the bus driver.
 2. Bus riders are expected to be courteous to fellow students, the bus driver, and all school personnel.
 3. Stay seated on the bus with feet on the floor, keeping hands, feet, and objects to oneself and the aisles clear. Bus riders are not permitted to leave their seats while the school bus is in motion. Avoid leaning against the windows.
 4. Visiting with neighbors is acceptable as long as you talk softly and are seated properly. Do not use offensive language, gestures or tease anyone on the bus.
 5. Keep your belongings in your lap where they can't slide or fall, never on the edge of a seat or in the aisle. This includes books, book bags, band instruments, shop projects, packages, coats, etc.
 6. Keep hands, arms, head and objects inside the bus at all times.
 7. Prohibited items: alcoholic beverages, food or drinks in glass containers, matches or cigarette lighters, firearms, clubs, knives, or other dangerous objects, tobacco products, drugs or any controlled substance including being under the influence of such things. Food and plastic bottle beverages are allowed only when traveling more than 25 miles or for extracurricular trips and may be inspected by school officials.
 8. Horseplay, scuffling or fighting is not permitted around or on the school bus.
 9. Throwing anything inside the school bus or out of the school bus will not be permitted.
 10. Bus riders should never tamper with the school bus or any of its equipment. Treat school bus equipment as you would valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
 11. In case of an emergency or mechanical problem, students are to remain on the school bus unless otherwise instructed by the bus driver.
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Departing the Bus:

1. Gather your belongings and be ready to depart the bus.
 2. Students will remain seated until the bus comes to a complete stop.
 3. Use the handrail provided as you exit the bus.
 4. Wait for your turn to leave the bus; pushing and shoving will only slow exiting.
 5. You must have a signed note from the principal to get off at a bus stop other than our own. The note must be given to the driver when boarding the bus.
 6. Cross the street in an orderly fashion. Traffic should stop, but be very careful as you cross the street in front of the bus.
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Accidents or Emergencies:

1. Follow the driver's instructions.
 2. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the emergency door will open the door and hold it open.
 - b. Leave the bus in a single file as quickly and quietly as possible, leaving books, coats, etc. on the bus.
 - c. Evacuation will start with the seat closest to the door. Once outside the bus, follow the driver's instructions completely.
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Extra-Curricular Trips:

1. Bus rider rules apply to all school-sponsored events.
 2. Students will respect the instructions of the sponsor appointed by the school.
 3. The students are responsible for seeing that the bus is clean after the trip.
 4. Parents who are sponsors may not bring other children on the trip unless previously approved by the Superintendent.
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Discipline:

Riding the bus is a privilege which may be temporarily suspended or permanently revoked at the discretion of the campus administrator if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. The campus administrator has the authority and responsibility to discipline a student for any inappropriate conduct that occurs on the school bus. Disciplinary consequences shall be administered according to the level of the offense committed. For more information about disciplinary consequences, refer to the Student Code of Conduct.

Transportation privileges may be withdrawn if the rider:

1. Fails to observe proper safety rules
 2. Behaves in a disorderly, distasteful or unsafe manner
 3. Abuses, defaces, or destroys property, equipment, or the bus.
 4. Fails to attend classes after riding the bus to school
 5. Fights on the bus or at the bus stop
 6. Handles the emergency equipment inside the bus (emergency doors, fire extinguisher, etc)
 7. Behaves in such a manner that he/she jeopardizes the safe operation of the bus
 8. Fails to exhibit good manners toward all others on the bus by using profanity, vulgar language, obscene gestures, insults, racial slurs, bullying, harassment, or exhibiting other disruptive or abusive behavior.
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School Closing:

When severe weather conditions or other factors pose a threat to the normal operations of school, school officials shall evaluate the hazards and determine if school is to be held on a particular day. In the event that schools are closed, announcements will be made by radio and television stations and on the district website at www.cotullaisd.org .

Bus Routes

Bus Routes have been designated and will be posted on the district's web site for reference. Parents, students, and administrators are encouraged to review the manual and the bus routes to make sure that the students are safe at all times.

**Cotulla Independent School District
2015-2016 Transportation Handbook
Acknowledgment Form**

Parent/Guardian Printed Name: _____

Parent/Guardian Signature/Date: _____

School Campus: _____ Grade Level: _____

I (parent/guardian) have read, understand, and agree to abide by Cotulla Independent School District's Transportation Rules and Regulations for the 2015-2016 school year.

In addition, I (parent/guardian) agree to review the CISD Transportation Rules and Regulations with my child/children and make sure that they know and understand that they will be held accountable for the expectations and disciplinary consequences outlines in the Transportation Handbook.

Student's PRINTED name/GRADE

Please sign and return this form to your campus principal. Failure to return this form may delay final approval of transportation services for your child.

**COTULLA ISD
REQUEST FOR TRANSPORTATION
2016-17 SCHOOL YEAR**

I _____, am requesting that my child/children be considered for transportation
(Name of Parent/Guardian) Please Print
services to and from school by Cotulla ISD. I understand that I must provide documentation to verify my residence to confirm that my child will be eligible for this benefit. I also understand that it will be my responsibility to read the Cotulla ISD Transportation Policies along with my child and to make sure that my child abides by all rules and regulations to maintain eligibility.

Parent Signature

Date

Was/Were your child/children eligible for CISD transportation for the 2015-16 school year? ___ Yes ___ NO

STUDENT INFORMATION:

Name of Student

Grade

Campus

Route #

Name of Student

Grade

Campus

Route #

Name of Student

Grade

Campus

Route #

Name of Student

Grade

Campus

Route #

Name of Student

Grade

Campus

Route #

Physical Address (street name and number)

City

PARENT / GUARDIAN INFORMATION:

Parent / Guardian Name

Mailing Address

City and State

Home Telephone #

Alternative Telephone #

Reason for requesting Transportation if student is not a regular bus Student:

Office Use Only

___ Two Mile Eligible Pick up Stop _____ Drop-off Stop _____ Date: _____ **APPROVED:** _____

___ Hazardous Eligible Pick up Assigned _____ Drop-off Assigned _____ **NOT APPROVED** _____

___ Ineligible Pick up Route _____ Drop-off Route _____ _____

Administrator's Signature

Bus Route: _____ Bus #: _____ Bus Driver: _____ Seat: _____



Transportation Eligibility Letter 2016-2017 School Year

Date: _____

Dear Parents:

Your son/daughter:

_____	_____
Print Student's Name	Print Student's Name
_____	_____
Print Student's Name	Print Student's Name
_____	_____
Print Student's Name	Print Student's Name

is _____ **eligible** _____ **not eligible** for transportation services to and from school for the 2016-17 School Year.

If your child is **eligible** for transportation service he/she must abide by all rules and regulations as prescribed in the Transportation Handbook.

If your child is **not eligible** for transportation services, the requirement(s) listed below were not met:

_____ Two Mile Radius _____ Hazardous Route

If you have any question please contact the Transportation Dept. at (830) 879-3073 ext. 2900 or cell# 202-0015 (Mrs. Jasso) or 202-0027 (Luis Flores)

Transportation Office