

# Corrigan-Camden ISD Transportation

## Bus Rider Safety Handbook

*The policy outlined in this handbook was reviewed by the Corrigan-Camden Administration. Any statement contained within this policy which is found to be in conflict with governing statutes is automatically rescinded without effect upon the other parts of the policy.*

This handbook is designed to help provide a safe & enjoyable experience for the bus rider. The Student Information **Sheet attached must be completed & returned to the BUS DRIVER within 5 days. Failure to do so will result in the student losing his/her bus riding privileges.**

**To The Bus Rider:** Students who have the privilege of bus transportation to and from school are under the authority of CCISD and required to follow the instructions of the bus driver. All rules that apply in the classroom carry over to the bus. The discipline will be administered by the principal of the appropriate campus. All school board policies that apply to student conduct and other student related activities apply to the school bus. It is the student's responsibility to make the trip pleasant & safe for all riders. ***Note: Disciplinary action depends on the severity of the violation.***

**To The Parent:** Please go over the Bus Rider Handbook with your child/children, so that they understand the rules. All students must board & exit the bus at their designated bus stop. No student will be allowed to ride a different bus without written permission from a parent or guardian and a note from their school office. Any questions concerning bus routes or bus drivers, contact the Transportation Department at 936-398-2341, extension #8030 or #8031.

**To The Bus Driver:** CCISD regards student transportation to & from school and special trips as a serious responsibility and takes every precaution to insure student safety. When the students are on the bus, the driver has the same authority that a classroom teacher has in the classroom. Riders are expected to respect this authority and to behave in such a way that the driver will not be distracted while operating the bus. All bus drivers have valid driver's license from Texas Department of Public Safety and have completed a 20 hours of Texas Education Agency (TEA) course covering first aid, passenger loading/unloading, bus upkeep and other important information and have met CCISD standards for bus drivers. Drivers are required to take an eight hour refresher course every three years.

- **At The Bus Stop:**  
Students must be at the bus stop at least five minutes before scheduled pickup time.  
*Drivers will not wait or honk the horn.*
- Students must stand on the sidewalk or back from the roadway while waiting for bus.  
Students on major road or highway must stand back at least ten (10) feet.

- When the bus approaches, students need to stand clear until the bus comes to a complete stop.
- If a student misses the bus, they should go home immediately.
- It is the responsibility of the parent to get the student to or from school if they miss the bus.

### **Loading the Bus:**

- Form a single file line, do not push or crowd others while loading the bus.
- Use the handrail as you go the bus steps
- Go to your seat
- All students will be placed in assigned seating.
- Students will not be allowed to leave the bus at any point other than their school or assigned bus stop unless they have a signed bus pass from their campus office.

### **Conduct On the Bus:**

- Remain seated while the bus is moving. During the bus trip, students should be facing forward and keep feet on the floor in front of them out of the bus aisle.
- The bus driver will assign seats and students will remain in their seats until instructed otherwise by the bus driver.
- Normal conversation is permitted. Any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, use of obscene, vulgar or profane language, gestures is forbidden and may constitute dismissal from bus.
- Do not spit or throw any object inside or outside the bus.
- Do not mark, cut or scratch any part of the bus. Vandalism cost will be charged to the person responsible.
- The emergency door and exit controls should be used only during supervised drills or an actual emergency.
- Students will not extend any part of their body or any article out the bus window whether the bus is moving or not.
- Cell phones and iPods (with head phones only) are permitted; misuse of the devices will result in confiscation. Parents may pick up confiscated devices at the Transportation Department, located behind the football field.

### **Getting Off the Bus:**

- Stay seated until the bus comes to a complete stop.
- Use the handrail when exiting the bus.
- Do not push or crowd while leaving the bus.
- Students are not allowed to ride any bus other than their own without a signed note from the campus office. **This note must be given to the bus driver when boarding.**

- **Primary/Elementary age students, grades PK – 3**, for the safety of your child, someone needs to be at home when your child gets off the bus. If this is not possible, send a note saying they are allowed to get off the bus when no one is home to meet them. If you do not send a note stating your child can get off the bus without an adult present, your child will be returned to the bus barn for you to pick up. On the 3<sup>rd</sup> offense your child could lose the privileges of riding the bus for up to 1 week. **It is the parent’s responsibility to be there when their children are crossing the street or highway.**
- **Students** are not allowed to cross a roadway unless it’s unavoidable. If a student does have to cross a roadway, they should move 10 feet away from the side of the bus and walk 12 to 15 feet in front of the right bumper, look at the driver and wait until they are signaled to cross. Check both directions and walk directly across the roadway. **Never Cross behind the Bus. Students need to be Alert for vehicles that do not stop for the bus loading and unloading.**

**Prohibited Items:**

- Tobacco
- Any animals/insects
- Glass Containers
- Alcoholic Beverages
- Weapons, explosive, including fireworks, knives, water guns or any object that could be considered dangerous to others.
- Matches or cigarette lighters
- Food and soft drinks are not allowed on the bus. (bottles or cans whether full or empty)
- Bottled water is allowed

**Zero Tolerance:** CCISD provides transportation from home to school each morning and school to home in the afternoon to eligible students enrolled in the district. Eligible students must live 2 miles or more from the school or must cross a defined hazardous route to be eligible bus rider. If any parent has a question as to whether their child lives in an area defined as a hazardous route, please contact the CCISD Transportation Department at 936-398-2341, extension #8030/#8031.

**The primary** goal of CCISD is to provide safe and orderly transportation to eligible students to and from school. To accomplish this, CCISD will not tolerate misconduct while students are loading, unloading or while riding the bus. Students have the privilege of bus transportation and also have the responsibility to make the trip safe and orderly for all.

**Transportation** for eligible students is a privilege and can be revoked for just cause. This privilege depends on the rider’s behavior and cooperation.

**Bus riding privilege can be withdrawn if the rider:**

- Fails to observe proper safety rules

- Disregards the authority of the bus driver or other adult in charge
- Behaves in disorderly, distasteful or unsafe manner
- Creates excessive noise, loud talking, screaming, whistling
- Abuses, defaces and destroys property or equipment on the bus (Restitution may be required)
- Handles emergency equipment inside the bus (emergency doors, fire extinguisher)
- Throws articles within the bus, out the window or at other vehicles
- Behaves in such a manner that he/she jeopardizes the safe operation of the bus

**Assigned Buses Only:** Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Students must have a bus rider pass from the campus office to ride a different bus other than his/her assigned bus. Failure to ride assigned bus from bus stop or school may jeopardize student's safety and could result in disciplinary action.

**Note:** It is the parents responsibility to inform the school office and the transportation department if a change is made to a student's assigned bus stop, including address and phone numbers.

**Transportation of School Related/Nonrelated Items:**

No materials, including knives, guns, (loaded or unloaded) gasoline cans, (empty or full) animals or any other object of nature is allowed on the bus when students are being transported. Band instruments that will either fit in the students lap or under the seat will be allowed on the bus. Band instruments may not be in the aisles or take the place of another student's seat. Fundraiser items are the responsibility of the parent to get them to and from school. **The bus driver or the school district is NOT responsible for items left on the bus.**

**Accidents or Emergences:**

- Follow the bus driver's instructions.
- Do not touch the emergency equipment or safety release unless told to do so.
- If you must leave the bus, keep your hands free, leave everything behind.
- If you must jump from the bus, keep your knees bent slightly as you jump.
- Move quickly away from the exit and stay in a group away from any point of danger.

Video cameras are installed on each bus. Viewing will be done by the transportation director, principal and administration. Videos may also be viewed by the local Law Enforcement Agency and be subject to release through a court ordered subpoena.