

# 2019-2020 Transportation Bus Rules

Revised 8/1/19

CCISD Transportation Procedures were established for the safety of all students riding on Clear Creek ISD buses.

Transportation registration in Skyward is required for **ALL CCISD Students** to ride a school bus. Each student Grades PK – 12<sup>th</sup>, must complete a “Yellow Bus Information Card” that must be kept on file in the Transportation Department. At the beginning of each school year, verification is done on-line thru the registration process and completion of the “Bus Yellow Card” must be done to ride the bus. These cards are available from the school or the bus driver. Thereafter, after Labor Day the campuses will assist with updating Skyward for the on-line registration for transportation and completing Bus Transportation Request Forms.

Generally, students who reside more than 2 miles from their school (as measured along public roadways) are eligible for bus transportation. All Pre-K through 1st grade students must wear an official CCISD bus tag when riding the bus. (See individual schools for details). Additionally, selected neighborhoods less than 2 mile and have been designated as hazardous walk areas by application of CCISD Board policy, students within these areas will also be provided bus service. Otherwise, students less than 2 miles, will be considered, walkers, carpool, daycare riders, or other. Please note that regular bus riders are not transported to Day Cares, Babysitters, Piano, Swimming or Golf Lessons, etc. Transportation is routed and provided based on residence address that is in Skyward and will be picked up and dropped off at that address.

## **General Safety Rules**

1. Obey the instructions of the bus driver. At no time should a student be disrespectful or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned bus. Student transportation on a bus other than the bus regularly assigned will be granted in **EMERGENCY SITUATIONS ONLY**. This permission must be approved by the **student’s principal**, and a “Bus Transfer Slip” issued. Most emergency situations would involve medical problems, accidents or the unforeseen necessity for the parent/guardian to be out of town.
4. Do not ask to ride home on another bus with a friend, unless approved by a school administrator.
5. It is the **responsibility** of the parent/guardian to provide transportation to school if a child misses the bus.
6. The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
7. The driver will not allow any unauthorized person to board the bus.

## **Procedures for Waiting for the Bus**

1. Be at your bus stop five minutes early and visible before scheduled pickup time. The driver will not wait or honk, nor will he/she stop for late students or students running for the bus. Parents are allowed to bring students to the next stop.
2. Students should be no closer than 10 feet from the bus, which is called the "Danger Zone." Be in plain sight of the approaching bus driver and other traffic. Be watchful and don't play around.
3. Before the bus approaches, form a line and be prepared to load immediately.
4. Stand still and clear of the bus. Move toward the bus **ONLY** after door opens and/or driver signals you to load.
5. Parents/guardians should instruct their children on what to do if they miss the bus.

## **Loading the Bus**

1. Do not push or shove; always use the handrail, know as 3 point contact.
2. Stay out of the bus "Danger Zone." Wait until the door opens or driver gives signal before approaching the bus.
3. Go directly to your assigned seat. The bus will not move until all students are seated. Students must always remain seated, while bus is in motion. Delays affect traffic and schedules.
4. Seating arrangement will be assigned. The bus driver may change seating arrangements anytime he/she deems necessary.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone". At the Campus while loading in the afternoon, students will not be allowed to board bus after the doors are closed, without administrative approval.

## **Conduct on the Bus**

1. Classroom dress code and conduct rules shall be followed. Shoes must be worn while riding the bus
2. Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to driver while bus is in motion.
3. Keep all body parts inside the bus.
4. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures are forbidden.
5. Do not spit or throw objects inside or out of the bus.
6. Do not litter, mark, cut or scratch any part of the bus. Student is responsible for damage.
7. Do not tamper with bus equipment.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergency.
9. Students shall never attempt to operate the passenger door or other controls except in case of emergency.
10. Students shall remain seated at all times and face forward for the duration of the trip. Shall keep their feet in front of them and out of the bus aisle.
11. Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.

## **Getting Off the Bus**

1. Stay seated until the bus has come to a complete stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Students must move away from the bus as soon as they disembark. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
5. If crossing the street, cross in front of the bus and wait for the driver to signal.
6. If an article drops or rolls near or under the bus, get the attention of the driver immediately and have the driver assist you to retrieve the article. Do not attempt to retrieve the item without the assistance from the driver.

## **Dropping Off Prekindergarten and Kindergarten**

Parents or a documented designee must be **at the bus stop** to receive P-K and K-G students. If no one is there to receive the student, the student **will be** returned to the campus. It is the responsibility of the parent to see that students who are returned to school are picked up. **Any** student returned three times, will have their riding privileges suspended for the remainder of the school year.

## **Designated Stop/Changes**

Students will be picked up and dropped off at the student's designated bus stop. Only one location for pickup and one location for drop-off will be allowed.

### **Procedures for Bus Tag System for PK & Kinder Students:**

- Campuses will distribute Bus tags on the first day of school on bright yellow card stock.
- These YELLOW tags will need to have all information filled out in its entirety. The bus tag should be marked with a large "K" or "PK" on the back. **PLEASE Do not mark other grade levels of students with Yellow Tags.**
- Pre-K, Kindergarten and Bilingual students must have a tag attached to their backpack for the entire school year. Schools will replace these tags when necessary.
- The Parent/Guardian and any siblings, whom the Parent/Guardian would like for the student to get off the bus with, will also need a matching tag.
- Siblings will need to attach the tag to their backpack, the **siblings tag should be marked with a large "S" on the back of tag.** We encourage the parent to take a picture of the tag and save it in their cell phone, for use to receive student off the bus. Other persons authorized to pick up students must be registered with the school and Transportation.
- Students placed on the wrong bus, will be returned to the school, at the end of the route or whenever possible.

### **Prohibited Items on the Bus**

1. Tobacco, E-cigarettes, any smoking material
2. Live Animals
3. Glass containers
4. Alcoholic beverages, drugs or chemicals.
5. Weapons, explosive devices, stun guns, pepper spray, sharp objects or firecrackers.
6. Objects such as (large musical instrument, shop project or tri-fold).
7. All items brought on bus, must be kept on the student's lap or within the seating compartment and may not deny **another student a seat.**
8. Balls, balloons and skateboards, bats, golf club(s).
9. Food or drinks (no eating or drinking on the bus).
10. Matches or lighters
11. Liquid Cleaning Supplies
12. Perfumes, or any type of body sprays.
13. Sound producing electronic devices or headphones without permission.
14. Video recording or photos, on bus and position on Social media is prohibited.
15. Pencils or pens that do not remain in their pocket or backpack.
16. Any other item prohibited by the CCISD Student Code of Conduct.

### **Accidents or Emergencies**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group and move to a safe location as directed.
3. The following procedures will be used for evacuation in an emergency:
  - a. Students nearest the door will open the door and hold it open.
  - b. Leave the bus in a single file as quickly and quietly as possible.
  - c. Evacuation will start with the seat nearest the front door unless otherwise instructed.
  - d. Follow the driver's instructions completely

## **Discipline**

The school bus is an extension of the classroom and discipline will be administered by the Transportation Department with assistance from the bus driver. All school board policies that apply to student conduct and other student-related activities apply to the school bus. The following procedures shall be followed when discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. The driver may pull the bus over and stop in order to safely manage student behavior.
2. If the student refuses to comply with a reasonable request, the driver will report the incident to their Route Supervisor upon returning to the Transportation Department. The notification shall be made in writing on the School Bus Safety Report.
3. The Route Supervisor shall investigate the incident and notify the driver of the action taken.

### **4. Consequences**

- 1st report = Written Warning/Verbal Correction
- 2nd report = Written Warning or 3-day suspension from Bus
- 3rd report = 5-day suspension from riding the bus.
- 4th report = 10-day suspension from riding the bus.
- 5th report = 30-day suspension from riding the bus.
- 6th report = suspension from riding the bus for the remainder of the year.

Note: At the discretion of the Transportation Department, bus riding privileges may be suspended due to the nature of the infraction. (See Below)

A suspension from the **Home to School/School to Home** school bus includes, **ALL CCISD School buses** including Midday, and After School Program Buses.

School Administration reserves the right to discuss with transportation and/or adjust suspension dates based on school calendar and severity of the incident and if multiple infractions occur.

When a student loses their bus riding privileges, a staff member from the School and/or the Transportation Department will contact the parent / guardian by phone, email or USPS, to confirm the suspension start/end dates. If a parent / guardian cannot be reached after multiple attempts, a letter will be sent home with the student in an envelope for the parents /guardian.

Note: In the case of serious misconduct that endangers the safety of other students or the driver, the student(s) may be removed from the bus by any school official or law enforcement assistance.

Serious Violation: The Director of Transportation or his designee has the authority to bypass steps from serious violations or to repeat a step if the behavior is not a serious violation. Some examples of a serious violation are fighting, cursing, threatening the driver, etc. The campus administration may impose additional consequences or take appropriate additional disciplinary action in accordance with the Student Code of Conduct.

**Immediate appropriate legal/disciplinary action may be taken against any student(s) engaging in any of the following misconducts:**

1. Possession of firearms, a knife, or other dangerous devices will not be permitted and will result in immediate loss of bus privileges for the remainder of the school year.
2. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language toward the students or the driver.
3. Hindering in any manner the operation of a school bus or obstructing, unnecessarily, any roadway on which a school bus travels.
4. Making threats against or engaging in physical contact with a school bus driver.

**Detection**

Individual school buses may be equipped with video cameras that will record the conduct of students and any verbal communication between students and driver. This recording may be used for disciplinary purposes.

The above rules of conduct, as well as the Student Code of Conduct, apply to Clear Creek ISD students who are being transported by buses or other vehicles owned, operated, and controlled by the school district. A student who damages or defaces a Clear Creek ISD vehicle may be subject to disciplinary and/or legal action and may be required to make restitution. Any violation of these rules will be reported by the bus driver to the Route Supervisor for corrective action. These safety rules will be enforced by appropriate action that may include the temporary or permanent withdrawal of riding privileges and/or consequences specified in the Student Code of Conduct. The consequences for any given action will depend upon the seriousness of the violation and all other circumstances.

*Pursuant to Texas Education Code §26.009(b) and consistent with CCISD Board Policy FO (Legal), the district may, without consent of a child's parent/guardian, make a videotape or recording of the child "for the purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses." However, under the Federal Educational Rights and Privacy Act (FERPA), videotapes revealing images of students and other "personally identifiable information" is protected from disclosure absent parent/guardian consent. Therefore, if a parent/guardian wishes to view a bus video recording in response to a disciplinary action, the parent may do so only if video does not contain images or information related to other students. See FL (Legal), FL (Local), and FO (Local)*