



Crosby Independent School District Bus Rider Guidelines

2022-2023

Crosby ISD

14670 FM 2100

Crosby, TX 77532

Dear Parent,

The Crosby Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported. The school district is pleased to provide transportation for its eligible students, and solicits your assistance to help maintain safety, order, and the rights of others. We ask and need your cooperation with school personnel in developing proper behavior patterns for those pupils who ride buses.

For any questions concerning bus routes, or student discipline please contact Transportation at (281) 328-9200, option 4.

Also, if you would like to talk with your child's bus driver, please contact the transportation department. If the driver is out, you may leave a message. Please do not stop or delay the bus while on route.

John McGee

Director of Transportation

BUS INFORMATION

BUS RULES

1. Listen and follow driver instructions.
2. Sit properly with your hands and feet to yourself. Keep belongings in your lap.
3. Talk quietly and use courteous language.
4. No eating or drinking allowed.
5. Keep your bus clean--use the trash can!
6. Drivers are authorized to assign seats.

Procedures for Waiting on the Bus:

1. Be at your bus stop ten minutes before scheduled pick up time both AM/PM
2. Driver will not pick up a student unless they are at their designated stop
3. Stand on the sidewalk 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

Loading the Bus:

1. Use the handrail and steps
2. 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 in one seat)
3. The bus will not move until all students are seated
4. Once the bus door is shut and the bus begins to move, a student should not attempt to approach the bus

BUS CONDUCT

Safe and reliable school transportation is an integral part of the quality education 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. Be courteous to everyone
2. Keep all body parts and belongings on the bus
3. Keep the aisles free of obstacles that would prevent a quick evacuation
4. Keep conversations in a normal tone. Screaming and loud talking is not allowed
5. Remain seated while the bus is in motion
6. Keep hands and feet off of other students
7. 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
- Cell phones that distract bus drivers because of obnoxious ring tones, or setting the volume at maximum

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 Student Discipline Coordinator
- Administrators at the campus and Transportation will mutually make the decision of what disciplinary action will be taken in accordance with the district's Student Code of Conduct.

DISCIPLINE PROCEDURES

The school bus is an extension of each campus and students are subject to the Crosby ISD Board Policy as well as the student code of conduct adopted by the Board of Trustees. Students who fail to follow safety or behavior rules will receive a Bus Conduct Report for each infraction. The student's campus administration will administer the consequences based on the number of infractions the student has received and may skip steps if deemed necessary.

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 and forwarded to the student's campus administration.

The campus principal or appropriate administrator will complete the disciplinary actions necessary for the incident based on the student code of conduct. The campus administration will contact the parent/guardian of the incident and the consequences if assigned.

NOTE: Bus conduct reports will begin the first day of school and end the last day of school. There will be no "start over" between semesters.

***The purpose of School Transportation is to safely transport students to and from school. Bus transportation is a privilege, not a state requirement. School bus safety regulations must be followed. Our #1 goal is transporting students safely.**

HOW TO CROSS THE ROAD SAFELY

CROSS THE ROAD SAFELY WHEN BOARDING YOUR BUS

Follow the 10-foot rule:

- STAY on your side of the road, far away from the traffic.
- WAIT for the bus to stop and for your driver's signal to cross;
- CHECK traffic both ways, then check again;
- CROSS by walking directly across in front of bus, checking traffic both ways;
- WALK approximately 10 feet ahead of the bumper, and board the bus quickly.

CROSS THE ROAD SAFELY WHEN LEAVING THE BUS

- WALK along the side of the bus 10 feet ahead until you can see the driver.
- STOP and wait for the signal to cross.
- WALK/LOOK for traffic in both directions, crossing the road quickly after all vehicles have stopped.

STUDENT SAFETY: EVERYONE'S RESPONSIBILITY

A team effort is required by transportation and campus personnel as well as parents and students to ensure that each child travels to and from school safely each day. The following questions and answers may assist parents and students in understanding their role in helping transportation and campus personnel accomplish this goal:

PARENT RESPONSIBILITIES:

What are the parent's responsibilities?

Parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop.

- Have your child at the bus stop ten minutes prior to scheduled pick-up time.
- 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.

What is the parent's responsibility at drop-off time?

- In the event you are unable to be home when your child arrives, arrange an alternate plan with your child: where to go, a hidden key, talk to a neighbor, etc. Careful planning for the unexpected can greatly reduce your child's anxieties!
- 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.

• A caregiver/eligible 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 student.** An eligible receiver must be listed in Skyward. To avoid missing your student, please be available to receive your student when school dismisses and be at the bus stop ten minutes before the bus is scheduled to drop off. The caregiver should approach the front step of the bus to receive their students and always be prepared to 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 failing to receive students

1st return; written notice

2nd return; suspension from the bus for 3 consecutive days Return on: _____

3rd return; suspension from the bus for the remainder of the semester

Second Semester Returns

1st return; suspension from the bus for 3 consecutive days Return on: _____

2nd return; suspension from the bus for the remainder of the semester

STUDENT RESPONSIBILITIES:

General Safety Rules

1. Obey the instructions of the bus driver or monitor
2. Board and leave the bus at the rider's designated stop only. **DO NOT RUN TO THE BUS**
3. Only eligible students ride the bus and must ride their assigned bus
4. It is the responsibility of the parent to provide transportation to school if the student misses the bus

NOTE: 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.

Bus Audio and Video Equipment

Most of CISD school buses are equipped with cameras. These cameras are audio and video capable. The cameras are for the use of Crosby ISD only. Due to student confidentiality requirements parents are not allowed to view the video unless court ordered or approved by district administration.

Inclement Weather Conditions

Bus drivers are directed to approach each stop with caution and to use their discretion relating to daily weather. Students need to be out and waiting for their bus each day. The district will announce any school closings, delays, or early releases on their websites, blackboard, and social media outlets.

Items left on bus

Any item that is left on the bus will remain on the bus until the next run.

Route Distribution

Routes are designed with the student safety and conservation of the district resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make on its route thus minimizing the overall riding time for students. Stops are designed as community stops and are subject to change throughout the year. The Transportation department will notify students where bus stops will be located and any changes in the routes.

Accidents or Emergencies

In the event of an accident or medical emergency, students should:

1. Follow the driver's direction
2. If an evacuation is necessary, the following procedures will be used:
 - When the bus driver gives the instructions, evacuation will begin with students closest to the door
 - Quietly leave the bus in single file
 - Older students will assist younger students in safely exiting bus if able
 - Students must stay in a group in a safe distance from the bus
 - Students should remain quiet and follow the driver's instructions
3. Transportation administration is trained in accident investigation. Police and EMS personnel will be called to the scene to clear any students or drivers.
4. Blackboard message system will be used to communicate with families.
5. If accident is minor, a student may receive a letter when released at bus stop.