

## Transportation Bus Rules:

CBISD Transportation Procedures were established for the safety of all students riding on Columbia-Brazoria ISD buses.

Revised 7/27/2018

Transportation bus cards permit CBISD students to ride a school bus. These bus cards must be kept on file in the Transportation Department at all times. At the beginning of each school year, the bus drivers are given two weeks to distribute and receive completed bus cards from each student that boards the bus. Thereafter, the cards may be obtained at the students' school campus and students must present a bus card in order to board the bus.

Please discuss the following information with your child, and sign and return the designated portion of this document to the transportation office, or School Bus driver within the first 2 weeks of school starting.

### 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.
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.
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.
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 remain seated at all times. 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. Shall use seatbelts if bus is so equipped.
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 assistance from the driver.

### Dropping Off Pre-kindergarten 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.

## Prohibited Items on the Bus:

1. Tobacco (Including Vape, and smokeless Vape).
2. Live animals or insects.
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 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.
9. Food or drinks (no eating or drinking on the bus, excluding water only)
10. Matches or lighters.
11. Sound producing electronic devices (All sound producing devices, such as Phones, iPod, iPad, mp3 players, game devices, DS, PSP, etc. must have either headphones, or the sound turned off. If the student chooses to wear headphones, they must keep the volume level low enough that the student can still hear the driver).
12. Any other item prohibited by the CBISD 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 situation:
  - 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 Director 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. Discipline action taken varies depending on the severity of the incident. Action taken can include verbal or written warnings, bus suspension, and fines.

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

5. The student will be given a copy of the report to take home for the parent's signature and return signed copy to the driver.

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 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:

School buses are 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.

**Videotapes are confidential student records and cannot be taken off of District property.**

The above rules of conduct, as well as the Student Code of Conduct, apply to Columbia-Brazoria 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 Columbia-Brazoria 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 CBISD 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)

Please fill out the attached form and return it to either the CBISD Transportation department office, or to the Students School Bus Driver on, or before **Sept 3, 2018**.

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RECEIPT OF THE GUIDELINES GOVERNING STUDENT CONDUCT ON CBISD SCHOOL BUSES

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT: I have received, read or have had explained to me the contents of the Columbia-Brazoria Independent School District Guidelines Governing Student Conduct on CBISD School Buses.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT, GUARDIAN, OR PERSON RESPONSIBLE: I acknowledge receipt of the Columbia-Brazoria Independent School District Guidelines Governing Student Conduct on CBISD School Buses. I have reviewed the contents of the Guidelines Governing Student Conduct on CBISD School Buses with my child, in a manner appropriate for my child's age and developmental level, and agree to help my child abide by it.

Parent/Guardian/Person Responsible Name: \_\_\_\_\_

Parent/Guardian/Person Responsible Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(NOTE: Failure to sign and return this receipt does not take away the responsibility to abide by the contents of the Guidelines Governing Student Conduct on CBISD School Buses.)

Received by: \_\_\_\_\_