



School Bus Rider Handbook 2016-17

School Bus Rider Handbook with Rules and Safety Guidelines

GO Canutillo *Excellence Through Integrity and Innovation*



Dear Parent,

The Canutillo Independent School District provides bus transportation to and from school as a courtesy service for students. The State of Texas prescribes the conditions governing school bus operation.

In order to meet the conditions outlined by the State and to provide safe, prompt movement of students, the District has adopted standard regulations and procedures and has provided restrictive measures for students who violate these rules.

We ask for your assistance in helping create a safe, healthy environment for your child. Please read the enclosed material and acknowledge receipt by completing and returning the enclosed card to the corresponding school administrator.

If you should need information concerning bus routes, please call the Transportation Office for information at (915) 877-7730 or (915) 877-7735

Thank you,

Mr. Bruno Vasquez
Executive Director, Facilities and Transportation

Parents and Bus Riders

The Goal of this Bus Rider's Handbook is to provide you with information which will help your child have a safe and enjoyable experience while riding the school bus. The safe transportation of your child, as well as all children on the Bus, is our number one priority. Riding the bus is a privilege, not a right. Bus accidents are very often the result of Discipline problems which distract the driver. School buses are provided as a courtesy for the transportation of students. Students who do not obey the rules will be disciplined. Punishment will be strictly enforced for all students.

General Safety Rules

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Only students who are eligible to ride may be transported and must ride their assigned bus.
3. Board and leave the bus in an orderly manner at your designated stop only.
4. Place backpacks, books, instrument cases, feet, and other objects away from the aisle.
5. It is the responsibility of the parent to provide transportation to and from school if a child misses the bus.

Waiting For the Bus at Your Bus Stop

1. Be at your bus stop no more than ten minutes before scheduled pick-up-time. The driver will not wait or honk.
2. Upon eligibility, Special Education students are provided Curb-to-curb service. The driver will wait a minimum of three minutes. On the third occurrence if student does not show, the student will lose transportation privileges. A parent/caregiver is responsible for advising the Transportation Department if a student will be absent.
3. Stand on the sidewalk or back from the roadway.
4. Do not run, push, shove, fight, or throw objects.
5. When the bus approaches, form a line at least 3 giant steps (6 feet) away from the curb or loading area and line up away from the street. Be prepared to load the bus immediately.
6. Wait until the bus stops, the door opens, and the driver says that it is okay before approaching the stepping onto the bus.
7. If you miss the bus, Do Not Chase or Touch the Bus. Go home immediately.
8. Parents should instruct their children on what procedures to follow if the bus is missed.

Yellow flashing lights Indicate that the bus is preparing to stop to load or unload children. Motorists should slow down and prepare to stop their vehicle.

Red flashing lights and extended stop sign indicate that the bus has stopped and that children are getting on or off. Motorists must stop their vehicles and wait until the red lights stop flashing, the stop sign is withdrawn, and the bus begins moving before they can start driving again.

Loading The Bus

1. Do not push or shove.
2. Use the handrails and steps.
3. Get into your seats as soon as possible and move over to the window unless someone is already there. The bus will not move until all students are seated.
4. Students are required to show their bus pass at all times before boarding the bus. If a bus pass is lost, the Transportation Department will replace the first card free of charge. Thereafter there will be a \$5.00 fee for every lost bus pass. The bus driver may refuse transportation to any student failing to provide his/her bus pass.

Conduct on The Bus

1. The bus driver is in charge and is authorized to assign seats for any reason.
2. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Sit in your seat correctly. Face the front, keep hands and feet to yourself, and stay in your seat at all times. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door is opened.
4. Talk softly in a normal voice - no yelling or screaming, any loud noises may distract the driver and create an unsafe condition.
5. Keep head, hands and feet inside the bus. No yelling out the window. No throwing objects inside or outside the bus.
6. Scudding, fighting and the use of obscene, vulgar, or profane language and gestures are forbidden.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. No gum, candy, drinks, or food is allowed on the bus.
9. No pens, pencils, markers, scissors, or paper, will be used on the bus by students. Keep these items in your book bag.
10. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
11. Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a "look alike" (something represented to be a prohibited substance) is illegal. No type of tobacco is allowed.

Getting Off The Bus

1. Stay seated until the bus comes to a complete stop and the door is open.
2. Use the handrail and take one step at a time.
3. Wait for your turn, pushing and crowding will only slow exiting and may cause an accident.
4. Stay clear of the bus, do not chase or hand on the bus.
5. If an article drops or rolls near or under the bus, Do Not Go After It. Be sure the driver sees you then go to the door of the bus and ask the driver for help.
6. If you fail to get off the bus at your stop. Stay On The Bus. You will be taken back to the school and your parents will be called.
7. If parent/caregiver is not present for a Pre-Kinder student, the student will be returned to their designated campus. The student will lose transportation privileges upon the third occurrence and the El Paso County Sheriff's Department will be notified. The El Paso County Sheriff's Department will also be notified if the child is not picked up by 4:00 p.m.
8. If parent/caregiver is not present, the Special Education student will be returned to their designated campus. The student will lose transportation privileges upon the third occurrence and the El Paso County Sheriff's Department will be notified. The El Paso County Sheriff's Department will also be notified if the child is not picked up by 4:00 p.m.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet (4 to 5 giant steps) in front of the right bumper and wait for the driver to signal that it is safe to cross. Be sure the bus driver can see you before you cross.
2. Check in both directions and walk directly across the road.
3. CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
4. Cross all streets at intersections. Obey all traffic signals and signs.

Prohibited Items

1. Tobacco.
2. Live animals or insects.
3. Unprotected glass containers.
4. Alcoholic beverages.
5. Weapons, explosive devices, harmful drugs or chemicals.
6. Any object (musical instrument, school project, fund raisers) too large to be carried by the student and kept in his/her lap.
7. Matches or cigarette lighters.
8. Food and drinks (no eating or drinking on bus).

Evacuations in case of Accidents or Emergencies

1. Follow the driver's instruction quickly and quietly.
2. Stay in a group if you must leave the bus.
3. Use the following evacuation procedures in an emergency.
 - A. Students and/or adults chosen by the driver will open the door and assist the students down the aisle to the front of the bus and/or exit indicated by the driver.
 - B. Start the evacuations with the seat nearest the door and alternate across the aisle to the exit indicated by the driver.
 - C. Leave the bus in a single file as quickly and quietly as possible.
 - D. Follow the driver's instructions completely once outside the bus.

Discipline Procedures

The school bus is an extension of the classroom and discipline will be administered by the campus administrator with the assistance of the transportation supervisor. All other district policies and rules that apply to student conduct and other student related activities apply to the school bus. Parents and students may find these policies and rules in the Student Code of Conduct and Student Handbook.

Steps and consequences for improper conduct on the school bus include the following:

1. **FIRST OFFENSE:** the student will be moved to the front seat of the bus.
2. **SECOND OFFENSE:** the student will be moved to the front seat of the bus for one week.
3. **THIRD OFFENSE:** the student will be suspended from the bus for 3 school days.
4. **FOURTH OFFENSE:** the student will be suspended from the bus for 5 school days.
5. **FIFTH OFFENSE:** the student will be suspended from the bus permanently.

Strongest penalty may be invoked at any time depending on the infraction. (I.e. bullying)

Major offense including, but not limited to, fighting, obscenity, cursing, confrontation with the driver, vandalism, etc., will be handled according to the severity of the offense. The campus administrator has the authority to skip steps according to the severity of the violation or the number of violations.

"DON'T LOSE YOUR RIDING PRIVILEGE"



FOLLOW THESE RULES

1. Bus drivers are in charge & authorized to assign seats for any reason.
2. Students shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Sit in your seat correctly, face the front, keep hands and feet to yourself, and stay in your seat at all times. Each student will be expected to remain seated & remain seated until the bus door is opened.
4. Talk softly in a normal voice - no yelling or screaming, any loud noises may distract the driver and create an unsafe condition.
5. Keep head, hands and feet inside the bus. No yelling out the window.
6. Scudding, fighting and the use of obscene, vulgar, or profane language and gestures are forbidden.
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8. No gum, candy, food, or drinks are allowed on the bus.
9. No pens, pencils, markers, scissors, or paper, will be used on the bus by students. Keep these items in your book bag.
10. Possessing or being under the influence of marijuana, alcohol, controlled substance, dangerous drug, or a "look alike" (something represented to be a prohibited substance) is illegal.

PROHIBITED ITEMS

1. Tobacco, live animals/insects, unprotected glass containers, alcoholic. Beverages, weapons, explosive devices, harmful drugs or chemicals, matches, gum, food, drinks, or cigarette lighters.

CANUTILLO ISD BUS RIDER PERMIT

This form must be completed and RETURNED TO THE CAMPUS OFFICE STAFF

FOR PARENTS TO COMPLETE:

Student: _____
Last Name First Name Middle Initial

Grade: _____ Campus: _____

Home Address: _____
Street Number City

Home Phone: _____ Work Phone: _____

Parent's/Guardian's Name: _____
Please print clearly

Alternate Individual to Contact _____ Phone Number (s) _____

Parent's Guardian's Signature _____ Date _____

Student's Signature _____ Date _____
