

K.C.I.S.D

Bus Riders Safety Handbook for Parents and Riders

Buses or Other School Vehicles

The goal of Bus Rider Safety Rules is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should please take time to read and discuss this section with your children. Riding a school bus is a privilege provided by the school district, and should be treated as such.

Riding a Different Bus:

1. If a student wishes to ride a different bus than they normally ride, they must have a pre-approved pass from the office.
2. They must bring a note from a parent that will be verified by the principal's secretary.
3. After verification of the note/phone call the principal's secretary will issue a one time bus pass to the student.
4. The student will then present the pass to the driver of the bus they wish to ride.

School- Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be release to the parent or to another adult designated by the parent.

Extracurricular Trips:

1. The same bus rider rules apply to all trips.
2. Discipline will be the responsibility of the trip sponsor and the building principal.
3. The bus must return clean when returning from the trip.

Office of Special Education Responsibilities

1. Assist the Transportation Department in getting appropriate updated information from

the schools at the end of each school year.

2. Keep the Transportation department informed of changes in the health and well being of the child that may affect the route and/or care of your child.

Transportation Department Responsibilities

1. Assign each eligible student to a bus. No one may assign a student to a bus or reassign a student to a different bus without the permission of the Transportation department.
2. Determine bus stop locations according to the handicapping condition of the student and the accessibility of the residence.
3. Be prepared to effectively and efficiently evacuate the bus in the event of an emergency
4. Understand and support the privacy and confidentiality of the families whose children they transport.
5. Complete and submit a notice of unsatisfactory conduct to the designated school administrator if a behavior problem occurs on the bus.
6. Report to the school administration any significant changes in a child's behavior.
7. Assist students on and off of the bus as required by their handicapping condition. At the school, it is the administrator's responsibility to make appropriate arrangements to assist the driver and aide in loading and unloading students.

Waiting for the Bus:

1. Be at your bus stop **FIVE (5) minutes BEFORE** scheduled pick-up. Drivers will not wait nor honk.
2. Stand on the driveway or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home **IMMEDIATELY. Do not chase the bus.**
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Students will abide by the individual's school rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus:

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat immediately. The bus will not move until all students are seated.
4. Students will sit starting from the front with Pre-K through High School. Unless otherwise assigned by the driver.
- 5.

Getting off the bus:

1. Stay seated until the bus is completely stopped.

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. You must use your assigned stop at both A.M. and P.M. routes.
5. Stay clear of the bus when the engine is running. Do not chase or hang onto the bus at any time.
6. If any article drops or rolls near or under the bus, **DO NOT** go after it. Safely go to the door of the bus and ask the driver for help.

Crossing the Street or Highway:

If possible- we will avoid any crossing of the street or highway by the students. If you must cross...

1. All students living on the left side of the roadway shall exit the bus and move to a point, 10 to 15 feet, in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. Always stay at least ten (10) feet away from the sides of the bus.
5. **CAUTION!** Be alert for vehicles that do not stop when the bus is loading or unloading students.

General Safety Rules:

1. Obey the instruction of the Bus Driver. At no time will a student act toward, or address comments to a Bus Driver in a disrespectful manner, or refuse to cooperate with the Driver.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported, and must ride their assigned bus.
4. In order to ride a different bus you must have a note from your parent that has been approved by the office prior to boarding a bus.
5. It is the responsibility of the parent to provide transportation to and from school if a child misses the bus.

Conduct on the Bus:

1. Remain seated while the bus is moving.
2. Do not change seats. The driver is authorized to assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
5. Normal conversation is permitted; any loud noises may distract the driver and create an

unsafe condition.

6. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut, or scratch any part of the bus. **THE PERSON WHO IS RESPONSIBLE WILL PAY VANDALISM COSTS.**
9. Students should never attempt to operate the passenger door, or other controls except in cases of extreme emergency.
10. Students should face forward for the duration of the trip; keep their feet on the floor in front of them and out of the bus aisle.

Prohibited Items:

1. Tobacco, Alcohol, live or dead animals or insects, glass containers and matches or cigarette lighters.
2. Weapons, explosives, drugs or chemicals.
3. Any object, (musical instrument, shop project, etc.) too large to be carried by the student.
4. Food or drinks. (No eating or drinking is permitted).
5. Radios or music playing devices.
6. Hair brushing/combing is prohibited.
7. Laser lights/pens, mirrors, or flashlights.
8. The use of any perfumes, colognes, body spray, hair spray, or nail polish is prohibited.

Accidents or Emergencies

1. **FOLLOW THE DRIVER'S INSTRUCTIONS.**
2. If you must leave the bus, stay in a group.
3. Evacuation Procedures:
 - A. The student nearest the door will open the door and hold it open.
 - B. Leave the bus in a single file line as quietly as possible.
 - C. Evacuation will start with the seat closest to the door.
 - D. Once outside the bus, follow the driver's instructions completely.

Cameras:

Kirbyville CISD has placed video cameras on its buses. The purpose is to provide safety for the students and the driver. Our goal is to transport students to and from school in the safest possible manner. If students follow bus rules, he/she will not be subject to disciplinary actions. The principal and the director of transportation may use the videotapes in disciplinary matters.

Discipline:

The school bus is an extension of the classroom, and the principal will administer discipline 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 as well.

** The Building Administrator, Transportation Director, or Bus Driver may call a parent conference at any time.

Consequences of Violating Rules:

1. **First Offense** – Warning to student and a written report may be sent to the parent. The building administrator may take action in accordance with the Code of Conduct and riding privileges may be revoked.
2. **Second Offense** – The building administrator will take necessary action and riding privileges may be revoked.
3. **Third Offense** – May result in suspension of riding privileges. Code of Conduct will apply in all the above.
4. Riding privileges may be denied if the offense is of a serious nature, or a student has been a discipline problem in the past.
5. No person nor parent should attempt to stop a school bus to discuss discipline or other problems with the driver. Items for discussion should be referred to the campus administrator.
6. Student discipline is determined by the building administrator at the campus the student attends in accordance with the Student Code of Conduct.

Riding a school bus in the Kirbyville School District is a PRIVILEGE which may be revoked for failure to comply with the rules of conduct.

Warning

Penal Code 42.01

The use of abusive, indecent, profane, or vulgar language, offensive gestures, or abusive, threatening behavior is a crime punishable with a fine not to exceed
\$500.00

Disruption of Transportation Ed. Code 37.125
\$500.00

KCISD Website	kirbyvillecisd.org
High School	(409)423-7500
Jr. High	(409)420-0692
Elementary	(409)423-8526
Transportation Department	(409)423-3057