Carroll ISD Bus Safety Handbook for Parents, Guardians, and Students

GENERAL TRANSPORTATION GUIDELINES:

Since a school bus is considered an extension of the classroom, bus drivers possess the same authority as a teacher in dealing with student management. The rules and regulations of the school district (including the Student Code of Conduct) shall be applied to both locations in the same manner. Additionally, students will be expected to abide by the following regulations and guidelines:

1. Students must board and leave the bus at their designated stops only and must ride an assigned bus based on their address of record in Skyward. Each bus stop is designed to maximize safety and efficiency. Elementary students may be required to walk up to .25 miles to a bus stop. Students in grades 5-8 may be required to walk up to .33 miles. Students in grades 9-12 may be required to walk up to .4 miles.
2. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school. Parents/guardians should instruct students on a pre-planned procedure for this situation.
3. The bus driver's instructions and directions shall be obeyed at all times. Students must not be disrespectful or refuse to cooperate with the bus driver. The bus driver is authorized to assign seats.
4. The proper use of seatbelts is mandatory on all buses equipped with seatbelts. Students not wearing or not properly wearing seatbelts are subject to disciplinary action. This is Texas law, Senate Bill 693, effective September 1, 2017.
5. Student use of fictitious names and/or addresses will result in a bus conduct referral.
6. For the safety of all riders, the driver shall exclude items that represent a danger or hazard. These may include, but are not limited to: weapons, drugs, tobacco products; food, drinks, gum, live animals, glass containers, flammable materials, strollers, car seats, skateboards, roller blades, scooters, and any other “prohibited item” as described in the Student Code of Conduct.
7. An adult must meet his/her kindergarten student at the designated bus stop daily unless there is an older sibling responsible for the student. Any kindergarten student without a parent or older sibling present will be returned to the campus of origin. For greater safety, parents are encouraged to meet their children at the bus stop.
8. Permission to ride another bus or use another bus stop must be approved by a campus administrator using the "Alternate Transportation Request Form." A bus driver cannot accept a note from a parent. Transportation Services must confirm space is available on the bus.
9. Requests to ride more than one bus or use more than one bus stop on a regular basis must be submitted to the Transportation Department in writing (e-mail preferred) and approved by the Director of Transportation.

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SAFETY PROCEDURES FOR WAITING FOR THE BUS:

1. Be at your bus stop at least 5 minutes before the scheduled pull-off time. The bus driver will wait until the designated pull away time, but cannot wait or honk.
2. Stand at least 10 steps away from the roadway while waiting for the bus.
3. When the bus approaches, form a single line 10 steps away from the bus.
4. After the bus has stopped and the air brake is set, be prepared to board.

BOARDING THE BUS SAFELY

1. Never walk behind the bus.
2. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for directions.
3. Do not push or shove.
4. Use the handrail at all times.
5. Go to your seat immediately. The bus will not move until all students are seated.
6. In the campus bus loading zone, for student safety the driver will not stop to load students after the passenger door is closed and the bus is moving.

SAFE BUS BEHAVIOR:

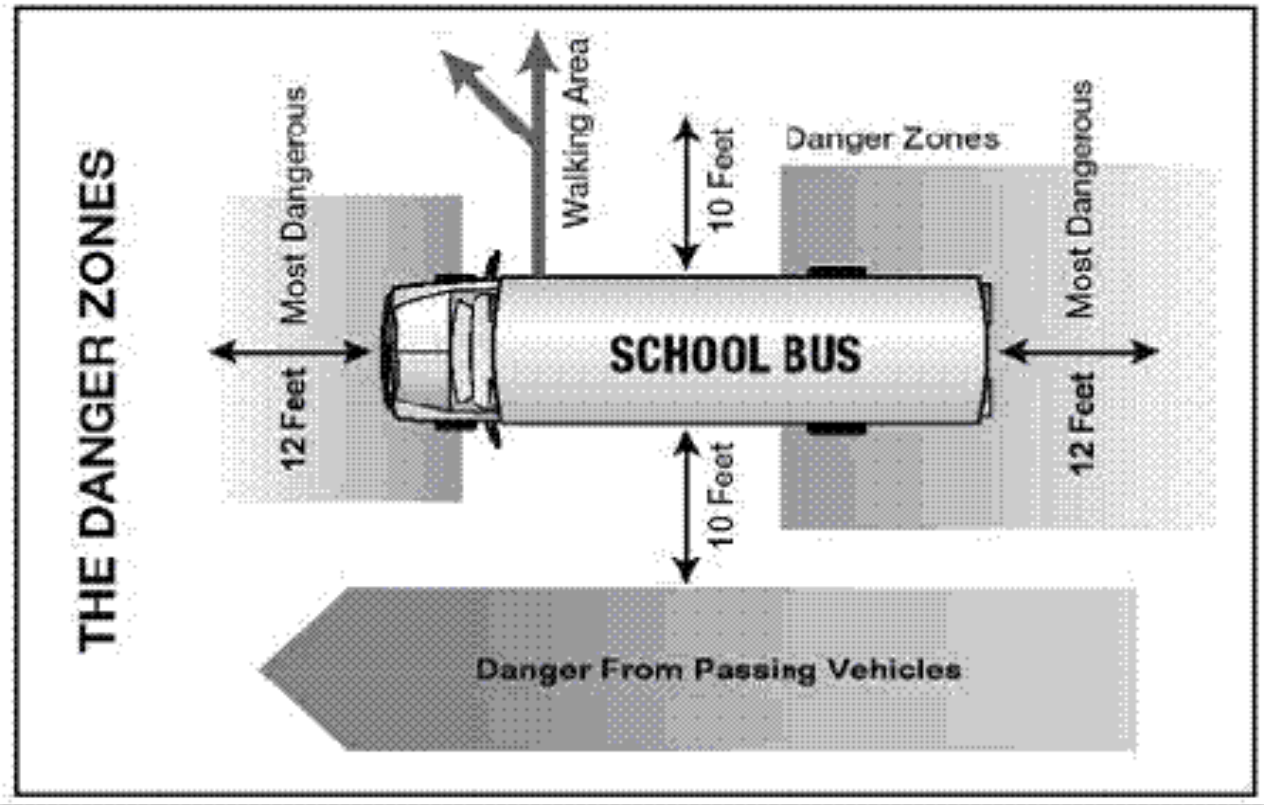
1. DO NOT DISTRACT THE DRIVER.
2. Cooperate with the bus driver at all times.
3. Students are to remain seated in their assigned seat at all times (except for loading/unloading). For safety, students are considered safely seated when facing forward, feet out of the aisle, with their back to the seat (not backpacks), and not sitting on anything (such as their legs or books). Students are not allowed to sit on the floor.
4. Students will not change seats while the bus is moving.
5. A student shall not refuse to sit in an assigned seat or deny another rider a place to sit.
6. Normal conversation is permitted, but loud noises may distract the driver and create an unsafe condition.
7. Scuffling, fighting, or physical/verbal harassment is not permitted.
8. Keep heads and hands inside the bus and feet out of the aisle.
9. Do not throw objects inside or out of the bus.
10. Do not mark, cut, or scratch any part of the bus. These are acts of vandalism and will be treated accordingly.
11. Use the emergency door and emergency equipment only during supervised evacuation drills or in an actual emergency.
12. Never sit in the driver's seat or attempt to touch the driving controls.
13. All personal items should remain in students' bags or purses, including sporting equipment, tablets, books, and school supplies, to lessen the risk of loss or delays at bus stops.
14. All carry-on items will be held in the student's lap, including band instruments. Nothing is allowed in the aisle or blocking exits. Carry-on items are not allowed to occupy a student's seat.

GETTING OFF THE BUS SAFELY:

1. Stay seated until the bus has completely stopped and the air brake is set.
2. Use the handrail when on the steps.
3. Wait your turn to leave the bus; pushing and crowding may cause accidents.
4. Stay clear of the bus after exiting.
5. Never walk behind the bus.
6. Never chase or attempt to hang onto the bus.
7. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for directions.

CROSSING THE STREET OR HIGHWAY SAFELY:

1. All students crossing a roadway shall exit the bus and move to a point 10 giant steps away from the bus and wait for the driver to signal a safe crossing. Use caution and look both ways.
2. After checking both directions, walk directly across the road.
3. CAUTION: Be alert for vehicles — motorists do not always stop for a school bus.
4. Cross all streets at intersections and obey traffic signs and signals when walking home from the bus stop



ACCIDENTS OR EMERGENCIES:

If an accident or emergency occurs:

1. Students must follow the driver's instructions regarding which door to use for evacuation.
2. Students will leave the bus in single file as quickly and quietly as possible, leaving all belongings on the bus.
3. After evacuating, stay in a group at a safe distance from the bus (100 feet or more).
4. When using the back-door emergency exit, the student nearest the door will open it, get out, and assist other students.
5. During a back-door evacuation drill, each student will sit down at the back door then drop to the ground feet first, exiting from the floor of the bus to the ground.

EXTRA-CURRICULAR TRIPS:

1. All bus rider rules apply to any school-sponsored events.
2. Discipline shall be the responsibility of the bus driver and the trip sponsor.
3. The trip sponsor is responsible for ensuring the bus is returned clean.

VIDEO-MONITORING SYSTEM:

District buses may be equipped with video-monitoring systems to maintain a safe bus and promote safe student behavior. The Carroll Independent School District has the exclusive rights to use the video or reproductions as deemed necessary by authorized school employees.

EXPECTATIONS AND CONSEQUENCES:

All students are expected to follow the same standards for conduct on the bus as established for the classroom and other school-related activities. Parents should emphasize safe behavior while waiting for the bus and when boarding, riding, and exiting. Students must treat every bus rider and their possessions with respect.

Should a bus rider violate these rules, the driver will submit a student referral. Upon investigation, appropriate disciplinary action will be taken, which may include suspension or revocation of transportation privileges.

(Refer to your Student Code of Conduct handbook for a list of offenses and consequences.)

CARROLL I.S.D. TRANSPORTATION DEPARTMENT
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