



SCHOOL BUS RIDER HANDBOOK

2023-2024

Clifton ISD Transportation Department

105 CR 4290

Clifton, TX 76634

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Dear Parents/Guardians and Bus Riders:

Welcome to the 2023-2024 school year. We hope you had a wonderful summer and are ready for a new school year.

We are providing this School Bus Rider's Safety Handbook so all concerned will be familiar with our expectations and the transportation procedures. The Clifton Independent School District offers the privilege of bus transportation for all eligible student riders. Eligibility is generally determined by the application of School Board policy.

Every effort will be made to provide safe, comfortable and pleasant transportation service, while maintaining an appropriate level of efficiency. We ask that you read and discuss the contents of this handbook to promote a clear understanding of the responsibilities and expectations of riders. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents/guardians. We will not allow anyone to stop the District from providing a safe, comfortable and pleasant riding experience. Thank you for your cooperation and support regarding the care and safety of all our children.

Information concerning bus routes can be found on our website. www.cliftonisd.org, or by calling the Transportation Office at 254-675-1891. If you need information concerning student misconduct on buses, please call the Director of Transportation at 254-675-1891 or the student's campus principal.

Clifton I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended.

Thank you,

Andy Ball
Clifton I.S.D. Superintendent

Tommy Compton
Transportation Director

Danny Wallis
Maintenance Director

Eligible Riders

Generally, students that reside more than two miles from their school (as measured along public roadways) are eligible for state-funded bus transportation. Additionally, due to hazardous walk routes to CISD campuses, selected in-town bus stops and neighborhoods less than the two-mile limit have been designated for bus service.

Designated Bus Stops

Transportation will be provided on roads that are maintained by the county and the Texas Department of Transportation, unless the lack of maintenance makes it unsafe for riders or may cause damage to the bus. Buses will not travel down private roads, dead-end streets or private property, unless previously approved by the Director of Transportation. When designating bus routes, a concerted effort will be made to minimize students having to cross roads.

Each school year, changes and adjustments may need to be made to bus routes and bus stops. This year, there will be no stops on Highway 6.

Pick up and drop off times may fluctuate during the first few weeks of school, but as drivers establish their routes, few changes or delays should occur during the year. Please notify your child's campus principal if there any changes regarding your child.

Assigned Buses

In order to provide the safest possible care for your child while they ride the bus, and to avoid overcrowding, the number of students riding each bus must be controlled; therefore, students will only be permitted to ride their assigned bus. Also, students are only permitted to ride to and from their address registered on file with the school. For the safety of all students, we do not allow students to ride to destinations other than their designated drop-off spot. Students will be allowed to ride a different bus in emergency situations and after the campus principal has been notified of the need. Parents/guardians will be allowed to register one location for pickup and drop-off. To register your rider or make changes to your information throughout the year, please contact the campus your rider attends. Do not give a note to the driver because they are not responsible for, or allowed to, make changes to the bus routes.

Video

For safety and security, video cameras, with audio, will be utilized on Clifton ISD buses. When applicable, videos may be viewed by the Director of Transportation and school administrators. Video tapes or copies cannot be released.

General Rules

Due to the possibility of overcrowding, students will not be allowed to ride a bus other than their assigned bus. For safety and accountability reasons, along with the overcrowding, students will not be allowed to ride home with friends, even with a note sent to the campus principal. Also, some Band instruments, such as tubas, will not be allowed on buses.

After ten consecutive days of not using the bus service, a student may have that service discontinued. It will be the responsibility of the parent/guardian to contact the Director of Transportation and campus principal to discuss changes in service and restoration of service.

Waiting for the Bus

1. Students should be at their bus stop at least 10 minutes prior to the scheduled pick-up time. If a student misses the bus, drivers will not have the time or opportunity to return to a prior stop. For safety reasons, drivers will not be allowed to pick up students that are not at a designated bus stop.
2. When waiting for the bus, students should stand several feet back from the roadway and, when they see the bus, form a line and prepare to load when the bus stops.
3. Students should stand clear of the roadway and wait until the bus comes to a complete stop before approaching.

Loading the Bus

1. Line up. Let the bus come to a full stop and wait for the driver to open the door and motion for the student to load before moving toward the bus.
2. Do not push or shove.
3. Use the handrail provided as you enter the bus.
4. Go to your assigned seat. The bus will not move until all students are seated.
5. If you miss your bus at your designated bus stop, please do not run after the bus once it has pulled away from the stop

Conduct on the Bus

All bus riders are under the authority of the Clifton Independent School District and subject to all rules and regulations of campus handbooks and the Student Code of Conduct, along with this Handbook. Bus drivers are required to report any misconduct or concerns to the Director of Transportation.

Prohibited behavior includes, but is not limited to, the following:

1. Possessing any weapons, explosives (including fireworks), knives, water guns, pointed instruments, laser pointers or any other objects that could be considered dangerous, could distract the driver or could interfere with the safety of the driver or students.
2. Engaging in verbal abuse, name calling, sexual harassment, ethnic or racial slurs, derogatory statements, scuffling, fighting or using obscene language or gestures.
3. Possessing alcohol, drugs or tobacco in any form, including vapes.
4. Being disobedient or disrespectful to the driver.
5. Yelling, screaming or making any loud, unusual noises.

6. Participating in horseplay, teasing or disturbing other riders.
7. Spitting or throwing any object inside or outside of the bus.
8. Standing or moving around while the bus is in motion.
9. Blocking the aisle, either with body parts or belongings.
10. Changing seats without bus driver permission.
11. Tampering with the bus/or equipment. The emergency door or emergency exits should only be used in an emergency or during a supervised drill.

Exiting the Bus

1. Gather your belongings and be ready to exit the bus. Drivers are not responsible for items left on the bus.
2. Students will remain seated until the bus comes to a complete stop.
3. Use the handrail provided as you exit the bus.
4. Wait for your turn to leave the bus; pushing and shoving will only slow exiting.

Crossing the Street

For students that must cross to the left side of a street:

1. After exiting the bus, move to a point 10 feet in front of the right bumper and wait for the driver to signal it is safe to cross the street.
2. Once the driver signals, check both ways for oncoming traffic and immediately cross the road.

*When designating bus routes, a concerted effort will be made to minimize students having to cross roads.

Accidents or Emergencies

1. Follow the driver's instructions.
2. The following procedures will be used for evacuation in an emergency situation:
 - The student nearest the emergency door will open the door and hold it open.
 - Leave the bus in a single file as quickly and quietly as possible, leaving all belongings on the bus.
 - Evacuation will start with the seat closest to the door.
 - Once outside the bus, follow the driver's instructions completely.

Extra-Curricular Trips

1. Bus rules apply to all school-sponsored events.
2. Discipline on the bus will be the responsibility of the trip sponsor and campus administration.
3. Students are responsible for ensuring they have all their personal items with them and dispose of any trash as they exit the bus.

Discipline

Since students are under the authority of Clifton ISD, all violations will be reported to the principal of the student's school with action taken according to the bus Discipline Guidelines, Campus Disciplinary Guidelines and School Policies.

Principals have the sole authority to look at each occurrence individually and deal with each occurrence accordingly.

Level 1 Conduct Behaviors (including, but not limited to):

- Very loud talking, screaming.
- Using inappropriate language.
- Participating in horseplay, teasing or disturbing other riders.
- Failure to follow the bus drivers' instructions when they are given.
- Failure to stay seated when the bus is moving.
- Failure to keep hands, head or feet inside the bus.
- Throwing any object inside the bus or outside the bus.

Consequences of Level 1 Misbehavior will be according to the student code of conduct and may result in one of the following additional actions –

- 1st written referral -Parent notification and one or more of the following:
 - Warning (written or verbal)
 - Assigned to another seat.
 - Lunch Detention/After School Detention/Saturday School/In School Suspension (ISS)
- 2nd offense –
 - Warning (written or verbal)
 - Assigned to another seat.
 - Lunch Detention/After School Detention/Saturday School/In School Suspension (ISS)
 - bus riding suspension;
- Subsequent offenses – may result in extended lengths of bus riding suspension, in addition to other consequences.

Level 2 Conduct Behaviors (including, but not limited to):

- Possession of prohibited items.
- Vandalizing the bus or someone else's personal property.
- Hitting, punching, kicking or physically assaulting another student or driver.
- Engaging in verbal abuse, name calling, sexual harassment, ethnic or racial slurs, derogatory statements, scuffling, fighting or using obscene language or gestures.

Consequences of Level 2 Misbehavior will be according to the student code of conduct and may result in one of the following additional actions

- Saturday School/In School Suspension (ISS)/DAEP
- Suspended riding privileges to be determined by principal (riding privileges may be suspended for the remainder of the current school semester or year).

Note: Disciplinary action may begin with any level depending on the severity of the violation.

