

Student Safety

Student safety is always of the utmost importance and at the top of the priority list for CSISD. The district strives to ensure that eligible students are being transported and delivered to and from their school campuses and homes safely.

By law (issued from the Department of Public Safety), students are required to have assigned seats and student seating charts must be submitted by the drivers to record student attendance.

The safety of students also requires that all students conduct themselves according to the rules and guidelines put in place by the district and bus drivers while students are entering, riding, and exiting the buses.

Transportation services are a privilege, and as such, students must do their part to ensure that these privileges can continue to be enjoyed safely by all who are eligible. Failure to display appropriate conduct, can and will lead to temporary or permanent suspension of riding privileges. Please see the entire list of rules and policies in the China Spring Transportation Bus Rules section below, as well as those stipulated by the [CSISD Student Code of Conduct](#).

Safety Reminders: State law mandates that all vehicles come to a complete stop when approaching a school bus with the red loading lights flashing.

Furthermore, state law also dictates that "a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to and from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district."

China Spring ISD Student Transportation Bus Rules

The China Spring ISD Student Transportation Bus Rules were established for the safety of all students riding on CSISD buses.

General Safety Rules

1. Obey the instructions of the bus driver or monitor. At no time should a student be disrespectful or refuse to cooperate with the driver or monitor.
2. Student(s)' assigned bus pick up/drop off is determined by **only one** of 3 options:
 - a) parent's residence,
 - b) grandparent's residence
 - c) licensed daycare facility.
3. Students may only board and leave the bus at their designated bus stop.
4. All students must ride their assigned bus.

5. Do not ask to ride home on another bus with a friend.
6. It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
7. The driver and monitor have the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
8. The driver and monitor will not allow parents or any unauthorized person to board the bus.

Bus Stops

1. Students living in sub-divisions and/or high population density areas will be picked up at designated congregate (group) bus stops usually located at corners or where streets intersect.
2. **Regular, Full Length Buses will not enter cul-de-sacs, dead-end streets or driveways**
3. Congregate bus stops could be as far as $\frac{1}{4}$ mile from a student(s)' designated residence.

Procedures for Waiting for the Bus

1. Be at your bus stop five minutes early and visible before scheduled pickup time.
2. The driver will not wait or honk, nor will he/she stop for late students or students running for the bus.
3. 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 at bus stops.
4. Before the bus approaches, form a line and be prepared to load immediately.
5. Stand still and clear of the bus. Move toward the bus ONLY after door opens and/or driver signals you to load.
6. 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 the bus after the doors are closed without administrative approval.

Conduct on the Bus

1. Classroom dress code and conduct rules shall be followed.
2. Seatbelts must be worn at all times if the bus is equipped with seatbelts
3. Students shall remain seated at all time and face forward for the duration of the trip and shall keep their feet in front of them and out of the bus aisle.
4. Normal conversation is permitted; avoid loud noises or elevated volume from electronic devices that may distract the driver and create an unsafe condition.
5. Keep all body parts inside the bus.
6. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
7. Student and/or parent will be held responsible for damage to the bus caused by students. Please do not litter, write-on, cut or scratch any part of the seats or bus.
8. The emergency door and exit controls should be used by students only during supervised drills or an actual emergency.
9. Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.
10. No eating or drinking 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 exit the bus. Do not chase or hang onto the bus at any time. Get out and 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 the assistance of the driver.

Dropping Off Kindergarten-2nd Grade Students

An authorized parent/guardian or designee (*designee is defined as a person(s) 7th grade or older*) must be at the bus stop to receive students ranging from Pre-Kindergarten to 2nd grade. **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 to the campus multiple times may have his or her riding privileges suspended.

Designated Stop/Changes

Students will be picked up and dropped off at their designated bus stop. Only one location for pick-up and drop-off is allowed.

Prohibited Items on the Bus

1. Tobacco, including e-cigarettes or vapes.
2. Animals or insects.
3. Glass containers.
4. Alcoholic beverages, drugs, or chemicals.
5. Weapons, explosive devices, stun guns, pellet guns, pepper spray, sharp objects or firecrackers.
6. All carry-on objects must fit in students' laps. Objects such as large musical instruments, shop projects, or tri-folds are not permitted.
7. All items must be kept on the student's lap or within the seating compartment to prevent another student from being denied a seat.
8. Balls, balloons, and skateboards.
9. Food or drinks (no eating or drinking on the bus).
10. Matches or lighters.
11. Any other item prohibited by the CSISD Student Code of Conduct.

Accidents or Emergencies

1. Follow the driver or monitor'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 line 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 campus, and discipline will be administered by campus administrators. All school board policies that apply to student conduct and other student related activities apply to the school bus.

1. The driver may briefly 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 the Director of Transportation upon returning to the Transportation Department. The notification shall be made in writing on the CSISD referral document.
3. The Director of Transportation shall share the referral with campus administration.
4. Referral procedures taken by campus administration: (parents/guardians shall be contacted)

1st Offense: Warning - Contact parents/guardian and inform of them of incident and consequences if there are future behavioral issues.

2nd Offense: Campus disciplinary action taken – detention, ISS, etc. – informed that next offense could possibly result in suspension of transportation services.

3rd Offense: Temporary suspension of transportation services, campus disciplinary actions taken.

4th Offense: Permanent suspension of transportation services, campus disciplinary actions taken.

Note: In the case of serious misconduct that endangers the safety of other students, the driver or monitor, the student(s) may be removed from the bus by any school official or law enforcement official.

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. See CSISD Student Code of Conduct.
2. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language towards students, driver(s) or monitor(s).
3. Preventing the school bus from operating in any manner.
4. Making threats against or engaging in physical contact with a school bus driver or monitor.

The campus administration may impose additional consequences or take appropriate additional disciplinary action in accordance with the Student Code of Conduct.

Surveillance

Individual school buses are equipped with video cameras that may record the conduct of students and verbal communication between students and the driver/monitor. This recording may be used for disciplinary purposes.

The above rules of conduct, as well as the Student Code of Conduct, apply to China Spring 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 CSISD 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 Campus Administrator and Director of Transportation 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.

Refer to the Texas Education Code §26.009(b), CNA (Legal), CNA (Local) for more information.

Frequently Asked Questions:

What happens if I'm not at the bus stop to receive my child after school?

An adult is **required** to be at a bus stop for student(s) **Pre-K thru 2nd grade only**. If an adult is not present, the student will be returned to the campus.

Can my student change/switch buses and be dropped off/picked up at different location?

Students are assigned a bus according to **only one** of 3 options chosen by the parent/guardian: 1. Parent's residence, 2. Grandparent's residence or 3. Licensed Day care. Due to potential overcrowding and ensuring student(s) are picked up and delivered to their correct destinations, students are not allowed to switch/change buses without receiving approval from the Director of Transportation. The change **will only be to one** of the previously mentioned options and will remain that way for the duration of the school year unless it is approved by the Director of Transportation.

What if my child misses the bus?

Should a student miss the bus, it becomes the responsibility of the parent/guardian to provide transportation to/from school. The bus will not return to the bus stop.

What do I need to do if I have a change of address?

If your child's address has changed, please contact the campus registrar to update your address.

How is discipline handled on the bus?

In the event of a disciplinary issue on the bus, the driver will write a Bus Referral. The referral will be submitted to campus administration by the Director of Transportation. Disciplinary action will be taken at the campus' discretion. Repeated Bus Disciplinary violations could result in temporary and/or permanent suspension of transportation services.