



CANUTILLO INDEPENDENT SCHOOL DISTRICT

SCHOOL BUS RIDER HANDBOOK 2017-2018

School Bus Rider Handbook with Rules and Safety Guidelines

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org
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Canutillo Independent School District Facilities & Transportation Services

Excellence Through Integrity and Innovation

Dear Canutillo Parents:

On behalf of the entire transportation department I am happy to welcome you back to the 2017 – 18 school year. We are looking forward to a safe and productive year for all children and we know that a strong partnership with you will help us achieve these goals.

Remember that we provide bus transportation to and from school as a courtesy service for students, and that riding the bus is considered a privilege. Please take a moment to go over the information included in this document, and share it with your child(ren); then, acknowledge receipt by completing and returning the enclosed card to the corresponding school administrator.

We ask for your assistance in making this another safe and successful school year. If you need additional information about the services we provide, please call the Transportation Office at for information at (915) 877-7730 or (915) 877-7731.

Thank you,

Bruno Vasquez
Executive Director of Facilities and Transportation



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835
Phone (915) 877-7742 • Fax (915) 877-7740 • www.canutillo-isd.org

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs.

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 CISD buses. The safe transportation of your child, as well as all children on the Bus is our number one priority. School buses are provided as a courtesy for the transportation of students; therefore, riding the bus is a privilege, not a right. Several rules are in place to prevent accidents that may be caused by unruly behavior on the bus. Students who do not obey those rules will be disciplined by campus administration and it can lead up to the student's loss of their riding privilege.

General Safety Rules

1. Obey the bus driver's instructions at all times.
2. Students should behave in a respectful manner to the bus driver and monitor (when available).
3. Only eligible students will be allowed inside the bus. All students must ride their assigned bus.
4. Boarding and exiting the bus should be made in an orderly manner and at the designated stop only.
5. Bus aisles should be completely unobstructed at all times. Place all backpacks, books, instrument cases, and all other items away from the aisles.

Waiting for the bus at your stop

1. Be at your stop at least ten minutes before the scheduled pick-up time. The driver will not wait for you or honk to announce departure.
2. Stand on the sidewalk or at least six feet (3 giant steps) away from the roadway.
3. As the bus approaches, form a line away from the roadway and be prepared to board as soon as cleared by bus driver. Do not move closer to the roadway while the bus is still in motion and the doors closed.
4. If you are not onboard step away from it as soon as the bus closes its doors. If you miss the bus, do not chase after it.
5. **Children should be advised on what to do if they miss the bus and find themselves alone. Bus drivers cannot wait for children that are late and not in line to board the bus at the required time.**
6. Parents/ caregivers are required to advise the Transportation Department if a student will be absent. Call (915) 877-7730 or 7731.
7. Only eligible Special Education students are provided with curb-to-curb service. For these students only the driver will wait a maximum of three minutes. If a student fails to show up then the parent will receive a warning; after three occurrences, the student may lose his/ her riding privilege.

Outside of the bus

1. Yellow flashing lights indicate that the bus is preparing to stop and load or unload passengers. Motorists are required to slow down and prepare to stop their vehicle.
2. Red flashing lights and extended stop signs indicate that the bus has stopped and that children are getting on or off. Motorists are required to stop their vehicles and wait until the red light stops flashing. Once the stop sign is withdrawn and the bus begins moving they can start driving again.

Boarding the bus

1. Do not run, push, shove or throw objects.
2. Use the handrails and take one step at a time.

3. Get to your seat as soon as possible and move over to the window seat unless someone is already there. The bus will not move until all students are seated.

Conduct on the bus

1. The bus driver is in charge of discipline and is authorized to assign seats.
2. Students should not refuse to sit on assigned seats or deny students a place to sit.
3. Assume a correct seating position: face the front, keep hands and feet to yourself, and remain on your seat at all times. Students are expected to remain seated for the duration of the trip and until the bus door is opened.
4. Talk softly and in a normal tone of voice – no yelling or screaming is allowed (this includes out the window). Loud or sudden noises may distract the driver and create an unsafe condition.
5. Keep head, hands and feet inside the bus.
6. Fighting, arguing or the use of obscene, vulgar, or profane language and gestures is strictly prohibited.
7. Do not cut, scratch, mark or otherwise vandalize any part of the bus. Parents/ legal guardians will be billed for any repairs needed if the bus is vandalized by a student.
8. No food, drinks, candy, or gum is allowed to be consumed inside the bus.
9. Pens, pencils, markers, scissors or paper should not be used inside the bus by students. Keep these items in your book bag.

Getting off the bus

1. Remain 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 delay the existing and may cause accidents.
4. Once off the bus move away from it and don't linger near the bus doors.
5. If an article falls or rolls under the bus DO NOT GO AFTER IT. Be sure to advise the bus driver and ask for his/ her 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. Parents/ caregivers should be at the bus stop at least ten minutes before the scheduled arrival.
8. The District's responsibility for the safety of students begins and ends at the bus doors. **It is the parent/ caregiver's responsibility to be on time to pick up children.** Bus drivers cannot wait to ensure all children are picked up once they exit the bus.
9. If the parent/ caregiver will not be able to pick up the child from the bus stop at the designated time they should call the Campus immediately, so that the bus driver is advised and can return the student to the campus. Note that communication is not instantaneous and we may not receive the message in time, before the student exits the bus. Riding privileges will be lost for the rest of the school year after if the parent/ caregiver is not able to pick up the child on time for a second time in the same school year.
10. **ONLY Pre-Kinder and Special Education Students are delivered to a parent/ caregiver.** If there isn't anyone available to pick them up, these students will be returned to their designated campus. The student will lose their riding privilege upon the third occurrence and the CISD Police Department will be notified if the child is not picked up from the campus by 4:00 p.m.

Crossing the street or highway

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

Prohibited items

1. Live animals or insects.
2. Unprotected glass containers.
3. Tobacco products, alcoholic beverages, illegal drugs.
4. Medication of any kind (including over the counter) unless they also carry with them the appropriate Doctor's Orders for such things as asthma inhalers, insulin, etc.
5. Weapons, explosive devices, harmful chemicals.
6. Matches or cigarette lighters.
7. Any object, such as musical instruments, school project, etc.; too large to be carried by the student and kept in his/ her lap.
8. Foods or drinks intended to be consumed in the bus.

Evacuations in case of accidents or emergencies

1. Follow the driver's instructions quickly and quietly.
2. Stay in a group if you must leave the bus.
3. Bus driver may designate any passenger to open the emergency exits and assist students to the front of the bus or emergency exits as indicated by the driver.
4. Leave the bus in a single line as quickly and quietly as possible.
5. 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 after discussing incidents with 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 will find these policies and rules in the Student Code of Conduct and Student Handbook.

Progressive discipline steps are as follows:

- a. First Offense: the student will be moved to the front seat of the bus.
- b. Second Offense: the student will be moved to the front seat of the bus for a week.
- c. Third Offense: the student will be suspended from the bus for 3 school days.
- d. Fourth Offense: the student will be suspended from the bus for 5 school days.
- e. Fifth Offense: the student will be suspended from the bus permanently.

The strongest penalty may be invoked at any time, depending on the infraction or the number of violations. Major offenses include, but are not limited to: bullying, fighting, cursing, obscenity, confronting the driver, and vandalism and will be handled according to the severity of the offense.

