



College Station ISD Student Bus Safety Manual
Student Transportation Services
College Station Independent School District
(979) 764-5440

Dear Parent(s):

The College Station Independent School District provides bus transportation to and from school as a privilege for students residing in the district. Our goal is to safely deliver each child to and from school daily. Your child needs to be registered to ride **EACH** year before school starts. The information is vital to the transportation department in case of any emergencies.

To meet the conditions outlined by CSISD and ensure the safe and prompt movement of all students, the district has adopted standard regulations and procedures, along with restrictive measures for violations of these rules. They are outlined herein for your information and for the guidance of your child. You can assist in this by reading the Bus Safety Manual provided. We ask for your cooperation with school personnel in developing proper behavior patterns for those students who ride buses.

School transportation is a vital component in providing a successful education. CSISD is committed to providing a safe transportation option for all students. Most school districts set travel distances to bus stops. At CSISD, we aim to keep travel distances to bus stops around two-tenths of a mile for primary students and a half mile for secondary students. Student travel distance to bus stops may vary due to safety concerns such as narrow or rough roads, inadequate turnarounds, and inability to access certain areas, such as gated neighborhoods. Distances within apartment complexes and gated communities may also affect the distance traveled to bus stops. In each of these situations, stops are placed at the nearest accessible location. If you should need information concerning routes or student misconduct on buses, call the Transportation Office at 979-764-5440 or visit us at www.csisd.org.

Thank you,
Shannon Calltharp
Director of Transportation

Student Responsibilities:

- Respect and obey the bus driver at all times - no disrespectful behavior or comments
- Only board/exit at your assigned stop and the designated bus
- Follow the district dress code while on the bus

Administrative Requirements:

- Any changes to stops or buses must be requested in writing and approved by a school administrator

Parent Responsibilities:

- Arrange how your child gets to the bus stop (walking, driving them, etc.)
- Provide alternative transportation to school if your child misses the bus or is suspended from bus privileges

Timing Requirements:

- Arrive 5-10 minutes early - drivers won't wait or honk
- This applies to individual students and daycare pickups

Safety Positioning:

- Wait on sidewalks or well back from the road
- Stay visible to the bus driver and other traffic
- Form an orderly line at least 10 feet from where the bus will stop
- No playing or roughhousing while waiting

Boarding Protocol:

- Only move toward the bus after it has completely stopped
- Wait for the door to open or the driver's signal before approaching

Missed Bus Procedures:

- Go home immediately if you miss the bus
- Parents need to have a backup plan and communicate it to their children

"Danger Zone" - Critical Safety Area:

- 10 feet on all sides of the bus and 10 feet in front
- **Never go behind the bus**
- Only approach when the door opens or the driver signals

Boarding Process:

- No pushing or shoving
- Use handrails and take steps one at a time
- Go directly to your assigned seat (driver determines seating)
- The bus won't move until everyone is seated

Schedule Impact:

- Delays from improper boarding affect traffic flow and all subsequent stops

Seating Requirements:

- Stay in your assigned seat throughout the trip
- Cannot refuse your assigned seat or prevent others from sitting in theirs

Noise and Distraction Limits:

- Normal conversation is allowed
- Loud noises that could distract the driver are prohibited (safety issue)

Prohibited Behaviors:

- No fighting, scuffling, or physical altercations
- No profane, vulgar language or inappropriate gestures
- No throwing objects inside the bus or out the windows

Property Damage:

- No littering, marking, cutting, or scratching the bus
- Students responsible for the damage cannot ride until the district is compensated for repairs

Controlled Exit Process:

- Wait until the bus completely stops and the door opens before standing
- Use handrails and take steps carefully
- Exit in an orderly fashion - no pushing or crowding

Critical Safety Rule - Dropped Items:

- **Never retrieve items that fall near or under the bus**
- Alert the driver immediately and ask for help
- This rule could be life-saving

Emergency Equipment:

- Only touch emergency exits/door controls during official drills or real emergencies
- Students cannot operate passenger doors or other bus controls except in extreme emergencies
- This prevents accidental activation that could create dangerous situations

Proper Seating Position:

- Face forward throughout the entire trip
- Keep feet in front of you and out of the aisle
- This ensures safety during sudden stops and keeps aisles clear for emergencies

Electronic Device Policy:

- **No photography or video recording** with any device (phones, tablets, cameras)
- Music and games are allowed, but you must use earbuds
- This protects student privacy and prevents distractions

Head Start, Pre-K, (Mandatory Supervision):

- Parent or designated adult **must** be at the bus stop
- The adult must show a state/government-issued ID to the driver
- No exceptions - these students will not be dropped off without adult supervision

Kindergarten, 1st, and 2nd Grade (Conditional Independence):

- Can be dropped off without an adult present **only if** parents complete the waiver in registration
- Without a signed waiver, the same supervision requirements as Head Start, & Pre-K students

Consequences for No-Shows:

- First time: Student returned to campus (warning)
- Second time: Student returned to campus
- Third and subsequent times: **3-day suspension** from bus transportation
- Parents are responsible for picking up returned students from school

Required ID Check:

- The driver must verify the adult's identity with a government-issued ID before releasing the student

Single Location Rule:

- Only **one** designated pickup location per student
- Only **one** designated drop-off location per student
- Students cannot alternate between multiple stops

Service Discontinuation:

- After 10 consecutive days of not riding, bus service may be canceled
- This helps the district manage routes efficiently

Guest Rider Process:

- All stop changes must be requested through and approved by the student's school campus
- Campus then notifies the transportation department
- Requests after noon are processed the next day

Rationale:

- Multiple stop changes create confusion for students and staff
- Consistent stops improve safety and operational efficiency

Crossing Protocol:

- Students who live on the **left side** of the road (opposite from where the bus stops) must cross
- After exiting, move to a point **15 feet in front of the right bumper**
- **Wait for the driver's signal** before crossing

Safety Logic:

- The 15-foot distance keeps students visible to the bus driver
- Being in front of the right bumper ensures the driver can see the student
- The driver has the best view of oncoming traffic from both directions
- The driver controls when it's safe to cross

Command Structure:

- The driver remains in charge and gives all instructions
- No one leaves the accident scene until a school administrator releases them after an investigation

Emergency Evacuation Protocol:

- **Door Assignment:** Students nearest the door open and hold it
- **Exit Pattern:** Single file line, quick but quiet
- **Evacuation Order:** Start from front seats (nearest the door) unless directed otherwise

Key Safety Elements:

- Organized evacuation prevents panic and trampling
- Single file ensures orderly exit through limited door space
- "Quick but quiet" emphasizes urgency without chaos
- Front-to-back order is logical but allows flexibility for the driver's judgment

Investigation Requirement:

- Everyone must remain at the scene until official release
- This ensures proper documentation and accountability
- Protects the legal interests of all parties involved

Universal Application:

- All the safety rules, behavioral expectations, and prohibited items policies apply to field trips, sports events, academic competitions, and other school activities
- No relaxed standards just because it's a "fun" trip or special event

Practical Implications:

- Same seating, conduct, and safety requirements
- Same consequences for rule violations
- Same emergency procedures
- Same prohibited items restrictions

Transportation as Privilege:

- Bus riding is not a right but a privilege that can be revoked
- Students must earn and maintain this privilege through proper behavior

Video Surveillance:

- Cameras may be installed in district vehicles for safety and compliance monitoring
- Video recordings are protected student records under FERPA (Family Educational Rights and Privacy Act)
- This means videos can't be shared publicly, but can be used for disciplinary purposes

School Extension Principle:

- Buses are treated as an "extension of the classroom."
- Same behavioral expectations and consequences as the school environment
- Students are expected to help maintain the bus's condition and ensure safe transportation

Student Responsibility:

- Students are partners in maintaining safe transportation
- Expected to actively assist in keeping buses in good condition
- Shared responsibility for everyone's safety

Safety Hazards:

- No glass containers, weapons, explosive devices, or aerosol containers
- No skateboards, baseball bats, ropes, or chains (potential weapons or projectiles)
- No tobacco, vapes, matches, or lighters (fire hazards)

Health and Cleanliness:

- No animals or insects (alive or dead) - prevents disease/allergic reactions
- No food, gum, or drinks except water - reduces mess and choking hazards
- No alcohol, drugs, or chemicals

Space and Access Requirements:

- All items must fit on the student's lap or in their seating area
- Cannot block aisles, emergency exits, or deny seats to other students
- Band instruments are included in this rule

Identification and Privacy:

- **No headgear** - drivers must be able to identify all students
- **No photography/video** with any device while on school property or at school events

Additional Restrictions:

- All items prohibited in the student handbook also apply on buses

Student Discipline:

Two-Strike Rule for Minor Offenses:

- Only 2 minor referrals allowed per school year
- After that, all infractions become major offenses

Minor Offenses Include:

- Noise/disruption issues (loud talking, yelling)
- Seating violations (not staying seated, feet in aisles)
- Cleanliness issues (leaving debris)
- Following directions (late to stop, not obeying the driver)
- Minor physical contact (pushing, tripping, hitting)
- Prohibited items (animals, glass, oversized objects, headgear)

Minor Offense Consequences:

- 1st/2nd: Parent contact attempts
- 3rd: Campus administrator conference and consequences

Major Offenses Include:

- Serious safety violations (body parts out windows, distracting driver)
- Aggressive behavior (fighting, profanity, harassment)
- Serious misconduct (bodily fluids, sexual/racial language, gang activity)
- Vandalism (with restitution required)
- Dangerous items (weapons, explosives, drugs, tobacco)
- Unauthorized bus use during suspension

Major Offense Consequences (No Warnings):

- 1st: 3 days suspension
- 2nd: 5 days suspension
- 3rd: 10 days suspension
- 4th: 30-day suspension
- 5th: Removal for the remainder of the school year