



San Felipe Del Rio Consolidated Independent School District Transportation Department

Student Transportation Requirements and Eligibility

Overview

In accordance with federal and state policy, school districts may operating a regular transportation system for eligible students. A “regular eligible student” means a student who resides **two or more miles from the student's campus of regular attendance**, measured along the shortest route that may be traveled on public roads, and who is not classified as a student eligible for special education services; or is a homeless child or youth, as defined by *42 U.S.C. 11434a. Education Code 48.151(b)(1)*

A “special education eligible” student is a student who has been recommended and approved to receive transportation services by an Admission, Review, and Determination (ARD) Committee and the transportation services are included and described in the students Individualized Education Plan (IEP).

On determining eligibility for transportation services, the Board of Trustees allows a parent to designate one of the following locations instead of the child's residence as the regular location for purposes of obtaining transportation under the system to and from the child's school, if the location is an approved stop on an approved route:

1. A child-care facility; or
2. The residence of a grandparent of the child.

In order to approve this designation, parents must annually submit a request form.

Student School Bus Safety Rules

Student safety is always of the utmost importance. SFDR CISD strives to ensure that eligible students are transported safely to and from their school campuses and homes. 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.

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. Students may only board and leave the bus at their designated bus stop.
3. All students must ride their assigned bus.
4. Never ask to ride home on another bus with a friend.
5. It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
6. Bus drivers and monitors have the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
7. Bus drivers and monitor are not permitted to allow parents or any unauthorized person to board a school bus.

Procedures for Waiting for the Bus

1. Students must be at bus stops at least 10 minutes early and visible before scheduled pickup time.
2. Bus routes are on a scheduled timeline. The driver cannot wait or honk, nor will he/she stop for late students or students running for the bus.
3. For safety reasons, students should be no closer than 10 feet from the bus. This is considered a "Danger Zone." Students must be in plain sight of the approaching bus driver and other traffic. Be



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watchful and never play around at bus stops.

4. Before the bus approaches, form a line and be prepared to load the bus 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.
4. Students must remain seated at all times. Delays affect traffic and schedules.
5. Seating arrangement may be assigned. The bus driver may change seating arrangements anytime he/she deems necessary in the interest of safety.
6. Stay clear of the bus when the engine is on. Do not chase or hang onto the bus at any time. Always stay out of the bus "Danger Zone".
7. Students must promptly load the bus promptly during after-school pick-up. Unless approved by an administrator, students will not be permitted to board the bus after the bus's doors have closed or the bus has driven away.

Conduct on the Bus

1. School dress code and conduct rules shall be followed at all times.
2. Students shall remain seated at all times and face forward for the duration of the trip. Feet must be kept in front and out of the bus aisle.
3. Normal conversation is always permitted. Unnecessary shouting, screaming, loud noises, or elevated sound from electronic devices should be avoided as it may distract the driver and create an unsafe condition.
4. Students are required to keep all body parts inside the bus.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden and subject to disciplinary action and possible suspension from bus privileges. Students with recurring referrals for misconduct on the bus are subject to permanent suspension of bus privileges.
6. Do not litter, write-on, cut or scratch any part of the seats or bus. Parents will be held responsible for any property damages to the bus caused by their child.
7. Students should use emergency door and exit controls only during supervised drills or an actual emergency.
8. Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.
9. 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."



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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 must be at the bus stop to receive Pre-Kindergarten(PK) through 2nd Grade children. If the parent/guardian is not at the designated stop 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 is subject to having his/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.

Carry-On Items

All carry-on objects must fit in students' laps. All items must be kept on the student's lap or within the seating compartment to prevent another student from being denied a seat.

Prohibited Items on the Bus

1. Tobacco, including e-cigarettes or vape devices.
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. Objects such as large musical instruments, shop projects, or tri-folds are not permitted.
7. Balls, balloons, and skateboards.
8. Food or drinks (no eating or drinking on the bus).
9. Matches or lighters.
10. Any other item prohibited by the SFDR-CISD Student Code of Conduct.

Misconduct on the School Bus

To transport students safely, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

Disciplinary Management

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 Field Supervisor upon returning to the Transportation Department. The notification shall be made in writing on the School Bus Safety Report.
3. The Field Supervisor shall investigate the incident and notify the driver of the action taken.



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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. These may include but not limited to:

1. Possession of firearms, a knife, or other dangerous devices will not be permitted.
2. Use of abusive, profane, or threatening language or indecent gestures on or near a bus in which students are being transported;
3. Preventing the school bus from operating in any manner.

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.

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 San Felipe Del Rio CISD 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 San Felipe Del Rio CISD vehicle may be subject to disciplinary and/or legal action and may be required to make restitution. The bus driver shall report any violation of these rules to the SFDR CISD Police Department and Transportation Director. 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.