

Dear Parents and Students:

This brochure will acquaint you with some of the policies governing school bus transportation. Your comments and cooperation will help us to maintain timely, reliable, and safe bus service. Please contact the Transportation Services Department or your school principal if you have suggestions.

Alexandra Robinson
Director, Transportation Services Department

Transportation Services Department:
(858) 496-8460, (858) 496-8480

Enrollment Options: (619) 725-5672

Este folleto informativo se puede obtener en español. Si desea una copia llame a la escuela de su niño/a o a la oficina del programa VEEP o Magnet.

Cuốn sách thông tin này có bằng tiếng Anh. Nếu quý vị muốn có một bản, xin liên lạc với trưởng của con em hay văn phòng của chương trình VEEP hoặc Magnet.

SCHOOL BUS SERVICE GUIDELINES

Minimum Ridership (VEEP and Magnet): For service to be established there must be a minimum of 15 riders within a High School Boundary.

MAGNET: Bus stops for all grade levels will be placed at one or two locations within your High School Boundary. Once established, stops will not change for the duration of the school year.

Eligibility for Resident Magnet Schools: Must reside outside the High School Attendance Boundary in which the school site is located and more than 2.5 miles from chosen Magnet School.

Eligibility for Dedicated Magnet Schools: Must reside more than 2.5 miles from chosen Magnet School.

VEEP: Bus stops for all grade levels will be placed at or near your neighborhood school (known as Express Routing). Once established, stops will not change for the duration of the school year.

Bus Stop: Students may board and leave only on the specified route and at the stop to which they are assigned. The bus will not depart from the stop before the designated pick-up time.

A student:

- is expected to arrive at the bus stop 10 minutes prior to his/her pick-up time.
- should wait 10 minutes past the pick-up time before returning home to inquire about a late bus.
- will not be dropped more than 10 minutes prior to the scheduled drop-off time.

The bus may not wait past the stop time for tardy students.

Seating: Students may be assigned specific seats on the bus.

Route Identification: Routes are identified by school name and the letters A-Z or numbers. Each bus displays the assigned route letter/number.

Student Tags: Elementary students are given tags to wear during the first month of school. The tag lists a student's name, school, bus route letter, and pertinent bus stop information. Parents or guardians should notify the school immediately if a student's tag is lost or damaged.

Bus Passes: A student may be instructed to obtain a bus pass from his/her school of attendance. A pass must be shown to the bus driver upon request. Lost passes will be replaced

by the school for a \$1 fee; additional replacements cost \$5 each. Damaged passes are replaced at no cost.

Delayed Buses: Traffic or inclement weather can delay buses. If a bus is delayed:

- the school bus driver notifies the Transportation Services Department via the communications radio in the bus.
- the Transportation Services Department notifies the school if a bus will be more than 10 minutes late.
- the Transportation Department will attempt to telephone residences if a delay exceeds 30 minutes.

Street Crossings: Students crossing the street after leaving a school bus MUST:

- use a crosswalk controlled by a traffic signal, or;
- cross under the protection of the red signal lights of the bus. Students in 8th grade or below will be escorted by the driver if there is no traffic signal.

Parents or guardians should instruct children not to cross the street diagonally or behind the bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the bus stop to avoid the possibility of a student being hit by traffic while crossing the street.

Travel Time: Travel time may change when modifications are made to a route. The district does attempt to limit riding time to less than one hour when possible.

Tardy Students: Students tardy to school will be excused if the delay is a result of transportation service. Students will not be excused, however, if they have caused discipline problems or were late in arriving at the bus stop. The school determines whether or not a student's tardiness is excused.

Animals: Per Civil Code 54.2, service, signal, and guide dogs are the only animals allowed to be transported aboard a school bus.

Personal Articles: Students are not permitted to bring aboard the bus items that the school bus driver or monitor determines to be dangerous. Students may not use plastic bags to carry personal belongings; lunches must be packed in appropriate containers.

Skate boards and razor scooters are not allowed on the bus.

Cell Phones: During the bus ride, these devices should be turned off and kept out-of-sight, preferably in a backpack, bookbag, or purse. Cell phones may be used only with the driver's permission. Students may not take photos of other passengers.

Lost Items: Parents or guardians may telephone the Transportation Services Department regarding lost items. The Transportation Services Department, however, is not responsible for personal belongings left on a bus.

SCHOOL BUS SAFETY

School bus transportation is rated by the National Safety Council as the safest form of passenger transportation. The district's bus drivers are specially trained to give students the best service available.

School Bus Driver Qualifications: Federal law mandates that a potential school bus driver complete classroom and behind-the-wheel instruction before receiving certification. In addition, the district requires school bus drivers to complete first-aid training and to attend ongoing training sessions to maintain their certification.

School Bus Equipment: School buses are inspected regularly by the bus driver and district

mechanics, and periodically by the California Highway Patrol to ensure each bus meets all safety standards.

Accidents: Any student injured in an accident will be treated at the district's expense after consent has been given by the parents. If a bus is involved in a non-injury accident, the parents or guardians of the students on board will be notified by a note from the school bus driver.

STUDENT RESPONSIBILITIES

Rules: Each student riding a bus is expected to:

- Follow any directions given by the school bus driver or monitor.
- Enter/exit the bus in an orderly manner in single file.
- Avoid physical playing or rough conduct.
- Show the bus driver a bus pass when boarding, if the student's school uses passes.
- Remain seated at all times.
- Keep head and extremities inside the bus.
- Avoid loud conversation.
- Refrain from playing musical instruments inside the bus.
- Ask the driver's permission before opening windows.
- Refrain from eating, drinking, gum chewing, or smoking while on the bus.
- Respect the rights of others inside and outside the bus.

Conduct: Many bus stops are designated at corners in residential areas. The bus stop is not a playground and students should respect other's property. Students who disobey bus rules will be subject to disciplinary action based on rules governing misconduct on campus. Malicious damage to a bus, private property at a bus stop, or persistent infraction of rules will result in denial of transportation service.

Unacceptable Behavior: If a student's behavior is unacceptable, the driver will file a written report with the school site administrator. The administrator will investigate the incident and take appropriate action. Suspension is considered when the unacceptable behavior jeopardizes other passengers or the safe operation of the bus.

PARENT RESPONSIBILITIES

Illness: Students who are ill should not be sent to school. A parent or guardian is responsible for taking the student home if the student becomes ill at school. A student who has a communicable disease will not be eligible for transportation until the Department of Health or a medical doctor certifies in writing that the disease is no longer contagious.

Absences: If a student will not be riding the bus for an extended period of time, a parent or guardian must notify the school or the Transportation Services Department.

Change of Address/Telephone: In the event a family moves or has any other change of address or telephone number, parents or guardians must give the school of attendance at least 15 school days advance notice of the change to ensure uninterrupted transportation service.

Temporary Change of Bus Stop/Address: Drivers may not change established bus stops or routes without authorization from the Transportation Services Department. Bus stops or routes are not changed to meet temporary needs.

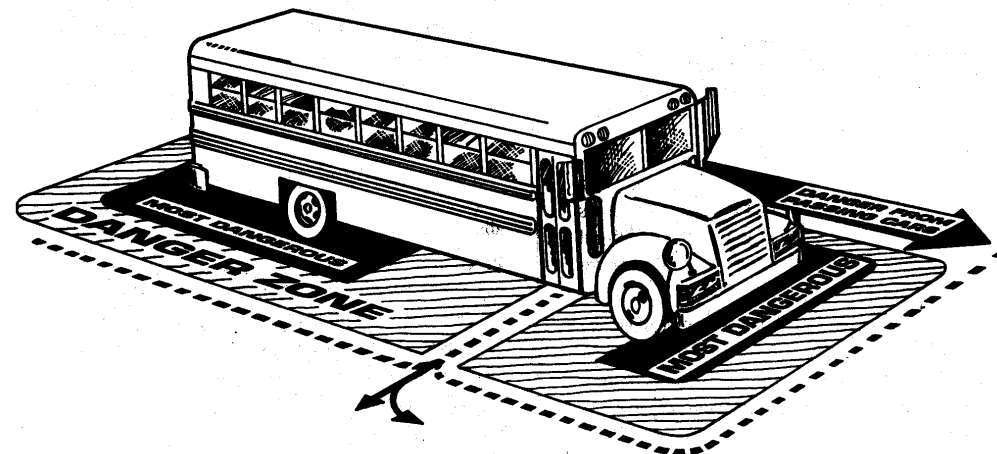
Child-Care Addresses: Parents or guardians often request that students be delivered to a child-care facility instead of the neighborhood stop in the afternoon. Students may be dropped at a child-care address if the service occurs on a consistent basis and if the service can be accommodated on an existing route.

Liability: Parents or guardians are liable for damages committed by their child(ren) to the bus and to private property at the bus stop.

DELIVERY LIMITATIONS

"Must-Be-Met" service is not provided in this program.

DANGER ZONES



SAN DIEGO
UNIFIED SCHOOL DISTRICT

Information about your School Bus Service



Revised 2009