

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

SPECIAL EDUCATION PROGRAM OFFICE:
(619) 725-7600

TRANSPORTATION SERVICES DEPARTMENT:
(858) 496-8460 (858) 496-8480

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 Special Education Program Office, Eugene Brucker Education Center

SCHOOL BUS SERVICE GUIDELINES

Transportation As A Related Service: A student's IEP will reflect if the related service of transportation is necessary for the regular and extended school years. A student's individual needs will be addressed in the least restrictive environment.

Bus Stop: Students will be assigned to a specific route and stop. Parents should provide the necessary supervision and assistance to ensure their child's safe and timely arrival at the designated bus stop. The need for this supervision will not determine the location of the bus stop. Pick-up or release of a student will not be made on private property without prior authorization or at a location determined by the driver to be unsafe. The bus will not depart from the stop before the designated pick-up time. Students may board and leave only on the specified route and at the stop to which they are assigned.

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.

“Must Be Met” Bus Stop Delivery: A parent or an adult designee is expected to be at the bus stop to deliver their student(s) to the bus in the morning and is expected to receive their student(s) when delivered by the bus driver after school. The parent or adult designee should be at the stop 10 minutes before the stop time. If the bus does not arrive within 15 minutes of the stop time, the Transportation Services Department or the school should be contacted.

The IEP team will determine if a student must be released at the bus stop to a specified adult. If so determined, the parent/guardian should contact the school to insure the name(s) of the designated individual(s) are listed.

A parent prevented by an emergency from meeting a child at the bus stop should notify the school and Transportation Services Department by telephone that another designated adult will be at the stop when the bus arrives. The school will issue a note or temporary bus pass to the driver noting the name of the designated person. The driver may not deliver the child to any other location and the designated adult must present identification to receive the student.

If no authorized individual is at the bus stop, the school bus driver will return the student to:

- the school of attendance before 3:30 p.m., or
- Lindbergh-Schweitzer Elementary School, East Campus, 6991 Balboa Ave., (858) 496-8225.

A social service agency will be called if the child is not picked up by the parent or if contact cannot be made.

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 or number, and pertinent bus stop information. Parents or guardians should notify the school immediately if a student's tag is lost or damaged.

Processing Changes: Address changes will sometimes result in changes in assigned service times and stop location information. When a change occurs, parents or guardians will be notified by a form given to the student

by the school. Route changes are typically processed within three weeks.

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. Strollers, 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

Car Seats: A student or a student's child who weighs less than 40 pounds must be transported while secured in a car seat that meets federal safety standards for child safety-restraint systems. The car seat should be certified, clean, in working condition, and not have been involved in a crash or have been recalled. The parent or guardian is responsible for providing the car seat. Transportation Services personnel are responsible for ensuring the car seat and child are secured appropriately.

Wheelchairs: Parents or guardians must provide a restraining belt attached to the wheelchair to secure the student in the chair. The belt should be of auto quality and not Velcro. The child must be secured in the wheelchair when the bus arrives. Wheelchairs are firmly secured to the floor of the bus by the school bus driver. The framing of the wheelchair must be sufficient to allow securement to the floor from four or more locations on the chair. Transportation of wheelchairs that cannot be secured to the bus without some modifications of the chair or bus equipment may be denied. All wheelchairs must be equipped with functioning and properly maintained brakes, appropriate trunk support, and working footrests. Powered wheelchairs must utilize spill-proof batteries (California Code of Regulations 1293, Title 13). The district complies with current industry standards in transporting students in wheelchairs and therefore lap trays will be removed and stored for transport. Parents or guardians should consult the wheelchair manufacturer's manual regarding the appropriateness of using the wheelchair to transport the student.

Special Equipment: Transportation staff will notify the parent or guardian of any safety conditions regarding a student's wheelchair, car seat, or other special services equipment. Direct questions about the transportation of wheelchairs and other special equipment should be referred to the Transportation Services Department at (858) 496-8480.

Personal Hygiene: Students still in the process of being toilet trained should be toileted just before boarding the bus. The ride to school may take up to one hour and drivers are not permitted to stop.

Transport of Medication: Medication should be transported to school by the parent, not the bus driver. If this is not possible, the medication must be given to the bus driver by the parent or school official in a sealed envelope marked with the student's name and school. Parents or guardians are encouraged to confer with school staff regarding this procedure.

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 (five or more days), a parent or guardian must notify the school or the Transportation Services Department. To resume service, the parent or guardian should call Transportation by 5 p.m. on the day before service is to be resumed.

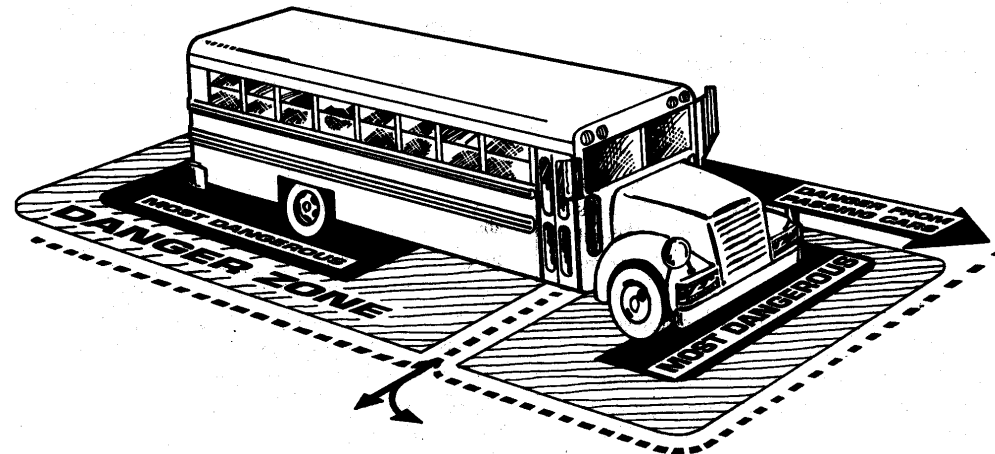
Change of Address/Telephone: In the event a family moves or has any other change of address or telephone number, parents or guardians must give the school of attendance at least 15 school days advance notice of the change to ensure uninterrupted transportation service.

Temporary Change of Bus Stop/Address: Drivers may not change established bus stops or routes without authorization from the Transportation Services Department. Bus stops and 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.

DANGER ZONES



**SAN DIEGO UNIFIED
SCHOOL DISTRICT**

**Information for
Children Receiving
Special Education
Transportation
Service**

