



Transportation Department

# School Bus Rider's Handbook



## **TRANSPORTATION SAFETY PLAN**

A reference guide for  
students, parents, school staff, and school bus drivers

## **PURPOSE**

The purpose of this handbook is to provide students, parents, and staff with a source of information that addresses issues, responsibilities, and concerns involving school bus transportation. The full scope of the transportation operation is much broader than can be contained in this booklet. Therefore, it is not intended to be all-inclusive, but rather an attempt to share important information with all parties associated with student transportation. It is imperative that parents read and discuss with their children, the vital information contained in the booklet to ensure maximum safety for all student riders. Should you have any questions that this handbook does not address, feel free to contact:

### **Chino Valley Unified Transportation Department**

5130 Riverside Drive • Chino, Ca 91710

(909) 628-1201 – Ext. 1525

The mission of the Transportation Department is to promote the educational process by providing excellence in transportation services for all students, K through 12th grade. Transportation is committed to professionally delivering safe, prompt, dependable, efficient, and cost-effective services in response to the needs of students, staff, and the community.

# **TABLE OF CONTENTS**

General Transportation Parameters .....	1
Transportation Fees – Mandatory Bus Passes .....	2
Authority of the School Bus Driver.....	4
Student Conduct and School Bus Safety Rules .....	4
Responsibilities .....	9
Pick-up and Delivery of Special Ed Students .....	13
Bowel and Bladder Accidents.....	13
The Danger Zone .....	14
Red Light Crossing Instructions .....	15
Personal Items of Students .....	16
Inclement Weather .....	17
Closing Thoughts.....	17

# GENERAL TRANSPORTATION PARAMETERS

Generally, the Chino Valley Unified School District (CVUSD) will provide the privilege of fee supplemented transportation services to and from the home school of enrollment for students residing beyond the following minimum distances (measured from the closest access point to the school) established by the Board of Education. **(Board Policy 3541)**

Kindergarten	1 ½	miles from school
Grades 1 – 6	2	miles from school
Grades 7 – 8	3	miles from school
Grades 9 – 12	4	miles from school

In addition, the Board of Education shall ensure that appropriate transportation services are provided for students with disabilities. The Superintendent or designee shall make home-to-school transportation available for these students at no cost to parents/guardians in accordance with the Individuals with Disabilities Education Act and/or Section 504 of the Federal Rehabilitation Act of 1973. **(Board Policy 3541.2)**

Each school will be provided with a complete list of bus stops and scheduled times for eligible students. Parents are encouraged to review the bus schedule with their children, explaining what bus stop is to be used. After school, bus riding students are allowed five (5) minutes once the dismissal bell rings to board the bus before it leaves. Students without a bus pass, including friends of eligible bus riders who are not eligible themselves, will not be permitted to ride the school bus. For safety reasons bus riding students must use the assigned bus stop which corresponds with their official home residence address. CVUSD cannot allow students to use alternate bus stops regardless of the reason. However, students with a valid bus pass may be permitted to enter or exit the bus at a different approved bus stop on a one day case by case basis only if the child presents to the driver a detailed note signed by their parent and the school principal. Again, this is good for one day only.

Chino Valley Unified School District buses do not use private driveways or enter gated communities in the course of providing transportation services. If a student is in doubt or has any questions concerning their bus or bus stop, they should consult the bus driver immediately.

# **TRANSPORTATION FEES MANDATORY BUS PASSES**

Since 1992, California state law allows for school district governing boards to charge fees for home-to-school transportation on a general basis and assuming established criteria is met. Districts cannot charge a transportation fee greater than the statewide average cost for public transit service that might be charged to transport a student to provide similar service.

On February 27, 2003, the Chino Valley Unified School District approved an action to assess a fee in order to partially offset the costs associated with regular home-to-school transportation services. Beginning with the 2003/2004 school year, the Transportation Department implemented a fee supplemented home-to-school transportation program. Eligible bus riders, and in some instances other students on a space available basis, are granted permission to ride an assigned school bus once their bus pass has been purchased.

To enable the Transportation Department to provide service to eligible student riders, it is required that parents complete the bus pass application process and pay the associated fees to obtain a bus pass. Online school pictures will be used for bus passes. Application packets are available at school locations that receive regular transportation services. The application process can be completed by mail, online at [myschoolbucks.com](http://myschoolbucks.com), or at the Transportation Department Office.

For kindergarten bus riders, a red mark on the bus pass indicates that the child can only be released to an authorized person waiting at the bus stop. A green mark indicates that the child may be released at the bus stop in the same fashion as other regular education students.

All bus riding students, K through 12, must scan their valid bus pass each time they board the bus both a.m. and p.m. and also scan their pass when exiting the bus at home or school. The bus pass serves to identify eligible/paid bus riders and designates both the school and the assigned bus stop. Students without their valid bus pass will be denied transportation services. Those exempt from fees are listed as follows:

- Students qualifying for temporary transportation services under the McKinney-Vento Homeless Student Assistance Act or the Choice Program in association with “No Child Left Behind” legislation.

- Qualified participating Cal-SAFE students, and their babies, enrolled in the District's parenting program.
- Special education students whose Individualized Education Program (IEP) requires that transportation services be provided. However, a transportation fee may be imposed for special education students whose IEPs do not require transportation services be provided.
- Certain students who qualify for transportation services under Section 504 of the The Rehabilitation Act of 1973. However, a transportation fee may be imposed for Section 504 students who do not qualify for transportation services.
- Eligible children of indigent parents/guardians under Education Code (Sections 39807.5 and 36800-36809.5) based on California Department of Education Income Eligibility Guidelines in conjunction with the food service free lunch program parameters. Every free or reduced exemption application will require proper verification or the standard fee will apply. All replacement passes for all programs will be charged the replacement fee.
- Students transported as a result of overflow from the school in their local attendance area.

Please note: The District will impose an additional fee for all returned checks and all replacement bus passes. Refunds will be extended on a prorated basis only if the student(s) officially moves out of the District, the busing area or if space available eligibility is lost. Refunds will not be extended on behalf of students who lose their bus riding privileges as a result of poor conduct on the bus or any other student discipline issues.

- The cost for replacement bus passes is \$25.00 (**no exceptions**).

## **Bus Pass Procedures**

Original bus pass applications must be completed, fees paid, and bus passes obtained prior to the opening of school. This can be done by mail, or at the Transportation Department Office, or at [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

1. Replacement passes and new passes after the start of the school year will be available at the Transportation Department between the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday. Bus passes are valid for one (1) school year only.
2. Eligible/paid student riders who show up without their bus pass must be verified by the driver or the student may be denied transportation services for that day. Lost or mutilated passes must be replaced by parents at the Transportation Department within three (3) days. After said period, students will be denied transportation. In most cases a check or cash for replacement

- passes may be given directly to driver who will bring in to the office for immediate replacement and returned to the student.
3. Students using another student's pass to board a bus will receive a citation and lose bus-riding privileges for three (3) days. (Board Policy 5131.1)
  4. Students creating or found in possession of a counterfeit bus pass will be disciplined in coordination with school administration and may lose their bus riding privileges for the remainder of the school year.

## **AUTHORITY OF THE SCHOOL BUS DRIVER**

California state law and District policy clearly states that students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The bus driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. (CCR Title 5, Section 14103) (Administrative Regulation 3542)

The driver is held accountable for the orderly conduct of not only students, but all other passengers as well. This includes parents, aides, coaches, and teachers, etc. Given the nature of the school bus driver's responsibilities, all passengers are required to adhere to the driver's instructions. A Bus Conduct Report to Parents (citation) will be issued to students for infractions of rules and regulations at the bus driver's discretion and enforced based on the bus driver's assessment, judgment, and determination of the situation.

Please bear in mind, the bus driver is in charge of his/her bus and will be extended the final word in situations dealing with student discipline matters. Appeals will be subject to due process.

## **STUDENT CONDUCT AND SCHOOL BUS SAFETY RULES**

It is the intent of the District to transport students as safely and comfortably as possible. The bus driver is responsible for ensuring that passengers behave in a safe and prudent manner. To accomplish this, it is expected that passengers will conduct themselves in a courteous and orderly fashion. Any behavior that is not conducive to safety, or compromises the well-being of any occupant on the school bus, will be subject to disciplinary action. This also pertains to students' behavior at bus stops. All students receiving school bus-riding privileges are subject to the bus rider rules of conduct. (Board Policy 5131.1)

An initial major offense or continuous minor offenses may result in the suspension of bus-riding privileges. The following regulations are deemed necessary to ensure that passengers are transported in a manner that is safe for all occupants on the bus.

General rules governing student conduct while riding the bus will include, but shall not be limited to, those already adopted by the Board in regard to student behavior. (Board Policy 5131.1)

Specific rules and regulations governing student conduct while walking to and from the bus stop, waiting at the bus stop or school loading zone, and while riding on the bus will include:

**A. Walking to and from the bus stop**

1. Bus riding students should:
  - a. Find and follow the safest route to/from the bus stop, utilizing sidewalks, crosswalks, and traffic signals whenever possible.
  - b. Never litter, walk on planted areas, or disturb the private property of others.
  - c. Not talk to or accept rides from strangers.
  - d. If approached by a stranger, immediately (ASAP) notify the bus driver and a school official.
  - e. Arrive at the bus stop at least five minutes prior to the scheduled pick-up time.

**B. At the bus stop and school loading zone**

1. Each student is expected to:
  - a. Have bus pass out and ready to show the bus driver and scan onto the bus.
  - b. Maintain acceptable conduct while waiting for, entering, or exiting from the bus.
  - c. Use their assigned bus stop only as designated by the Transportation Department.
  - d. Wait in an orderly fashion at least 12-feet from where the bus parks to load and unload. DO NOT approach until the driver opens the bus door.
  - e. Enter and exit from the bus in a safe and orderly manner while utilizing only authorized entrances and exits and scan bus pass before exiting bus.
2. Each student is expected to refrain from:
  - a. Fighting while waiting for, riding on, entering, or exiting the bus.
  - b. Aggressive personal contact (slapping, hitting, pushing, shoving, or pulling hair; etc.).
  - c. Building fires of any kind.



- d. Profane language or degrading gestures.
- e. Throwing objects at persons, cars, or property.
- f. Playing in streets or on neighboring property.
- g. Trespassing or damaging property at bus stops.
- h. Littering of any kind at or around bus stops.
- i. Any unauthorized or unsafe behavior.

Note: Parents who deliver or pick-up student(s) at their bus stop should always park their vehicles on the same side of the street as the bus stop.

### **C. On the bus**

- 1. In the interest of safety and to avoid personal injury, all passengers are expected to conduct themselves in a proper and orderly manner and obey the bus driver at all times. This also applies to passengers while on field trips.
- 2. Each student is expected to observe the following:
  - a. Upon boarding the bus there shall be no aggressive personal contact (slapping, hitting, poking, shoving, kicking, pulling hair, crowding, etc.)
  - b. There shall be no loud talking, shouting, singing or unnecessary confusion that may divert or distract the bus driver's attention from his/her driving duties.
  - c. Students must enter the bus in an orderly manner and go directly to their seats and remain seated until their destination has been reached. Seats may be assigned by the bus driver at his/her discretion. Once seated, students shall not change seats while the bus is in motion or at any bus stop.
  - d. Before exiting the bus, students must wait until the bus comes to a complete stop and the driver opens the door.
  - e. Students must scan bus pass when exiting buses.
  - f. Rowdy behavior or fighting on the bus will not be permitted. Passengers must remain courteous to the bus driver and to fellow passengers.
  - g. While riding in the bus, students shall keep all portions of their body inside the bus at all times.
  - h. Students shall sit in the bus seats, facing forward with their feet flat on the floor and must refrain from opening, closing, or tampering of any kind with the bus doors, windows, emergency exits, bus radio, or controls.
  - i. Students are expected to keep the bus clean and sanitary – use the trash receptacle.

- j. Trash or other articles shall not be thrown out of the bus at any time.
- k. Consumption of food, including chewing gum and candy or beverages of any kind are not permitted on the school bus.
- l. Athletic shoe cleats are strictly prohibited from being worn while boarding, riding, and disembarking a school bus.
- m. Students shall not shout, make offensive or profane remarks, or degrading gestures to fellow students, pedestrians, or motorists.
- n. No pets, glass containers, insects, worms, goldfish, snakes, etc., or large parcels or objects will be permitted on the school bus.
- o. The aisle of the bus must be kept clear of books, lunches, backpacks, feet, etc.
- p. After leaving the bus, students who must cross the roadway shall cross in front of the bus only after the driver has signaled it is safe to do so. Students must be escorted across the street at bus stops where required by law or extreme traffic hazards exist.
- q. Any damage to seats and/or any other parts of the school bus caused by malicious mischief or misbehavior of students, shall be investigated by school authorities to determine responsibility, and the parent/or guardian will be held liable for all damages.
- r. Students must promptly report to the bus driver, any damage to the seats or any other parts of the bus near where they are sitting, so that they are not held responsible for such damage.
- s. Students must ride their assigned bus, and are required to board the bus at the same stop each day and return home to the same stop.
- t. Permission to leave or board the bus at other than the regular assigned bus stop, must be cleared with the principal and parent in writing, with proof of this permission presented to the driver.
- u. Students will receive a Bus Conduct Report to Parents (citation) and may lose their bus-riding privileges for presenting false identification to the bus driver, and/or presenting someone else's bus pass.
- v. Cell or wireless phones are prohibited on buses except in an emergency situation.

## **D. Serious infractions**

The following is a list of infractions that are very serious in nature. Any student committing such infractions will be subject to severe disciplinary action. Such infractions include, but are not limited to:

1. Throwing any object in, out of, or at the school bus that can cause injury to persons or damage to property.
2. Endangering life or limb of other people by overt actions.
3. Deliberately causing bodily injury or threatening to cause bodily injury.
4. Deliberately causing property damage or threatening to cause property damage.
5. Carrying or using a gun, knife, or any weapon.
6. Possession or use of any object that may be commonly considered to be a dangerous weapon, or what might be used as a dangerous weapon.
7. Possession or ignition of any firearm or explosive device while on the bus.
8. Possession or use of tobacco, or any product containing tobacco or nicotine products while on the bus.
9. Unlawfully possessing, using, selling, or otherwise furnishing, or being under the influence of any controlled substance listed in Section 11053 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind while on the school bus.
10. Creating or found in possession of a counterfeit bus pass.
11. Not wearing seat belts.
12. Unnecessary or malicious use of wireless phones or camera phones.
13. Calling ahead to have the bus met by anyone intending to harm any passenger.

## **E. Penalties for violations of District rules and regulations by student bus riders.**

It is the responsibility of each student to obey all rules and regulations listed herein, and any school rules of behavior not specifically covered. It is the responsibility of the Chino Valley Unified School District to ensure that any behavior that would in any way endanger fellow students or the student himself, not be permitted to occur. The District has the right and responsibility to determine and enforce such rules and regulations as it deems necessary, to establish a safe climate for students and property at each bus stop and on the bus.

1. The Board of Education has approved a schedule of penalties for use by school authorities when students are issued a Bus Conduct Report to Parents (citation) for infractions of these rules and regulations. (Board Policy 5131.1)
  - a. First Citation: Warning, or possible bus riding suspension.
  - b. Second Citation: Three-school day bus riding suspension.
  - c. Third Citation: Ten-school day bus riding suspension.
  - d. Fourth Citation: Bus riding suspension for balance of semester or school year.
  - e. Seat belts violations are subject to 3 day suspension from bus.

Note: Pending circumstances, any exception will be considered on a case-by-case basis.

2. A student who violates bus rules and regulations may be issued a citation by the bus driver or school official. Citations must be signed by the parent/guardian and returned to the bus driver for further administrative processing before the student is readmitted on the bus. Violations that constitute grounds for suspension or expulsion, shall be handled in accordance with Administrative procedures (Regulation 5144.1)
3. Citation for items in Section C, 1-2 may be grounds for suspension or expulsion from school, and/or the school bus in accordance with rules and regulations.
4. Citations will ultimately be processed by the school administration in conjunction with the Transportation Department.
5. Parents reserve the right to appeal the penalties specified by a citation to the Transportation Department and/or the school administration and a conference may be requested. However, final enforcement will be based on the bus driver's assessment, judgment, and determination of the situation. Please bear in mind, the bus driver is in charge of his/her bus and will be extended the final word in situations dealing with student discipline matters.

## **RESPONSIBILITIES**

### **A. School Bus Drivers**

It shall be the responsibility of the school bus driver to:

1. Safely transport students to and from school and school activities.
2. Check for students and property left on the bus each time the bus is emptied of passengers.
3. Ensure the overall safe operation of the bus.

4. Properly inspect the school bus daily prior to transporting passengers.
5. Immediately report all vehicle and school bus accidents where the driver is involved.
6. Be prepared to administer the emergency evacuation plan when appropriate, in the event of an accident or incident.
7. Be prepared to provide appropriate first aid to students and/or other passengers.
8. Maintain order on his/her bus in accordance with California state laws and regulations, and District policies.
9. Check bus passes daily for all regular home-to-school students.
10. Create a professional and friendly climate while preserving a positive attitude when interacting and/or communicating with students, school staff, and the community.
11. Maintain validity of all required credentials in accordance with California state law.
12. Assist students on and off the bus as required for safety and/or circumstances surrounding a student's disability condition.
13. Activate red lights and escort students needing to cross a street, highway, or road in accordance with California state law and District policy.
14. Complete and immediately furnish to the school administration, properly documented citations for any student violating bus rules in accordance with state laws, regulations and/or District policies.
15. Notify the school administration of any signs of abuse, threats of violence, or a significant change in a child's behavior.
16. Notify Dispatch ASAP of any delays in route service of ten (10) minutes or more.

## **B. Student Riders**

It shall be the responsibility of the student to:

1. Obey the bus driver and established bus rules at all times.
2. Respect the rights of other student passengers.
3. Utilize lap restraint/seat belt device if bus is so equipped.
4. Be at the bus stop ready **to board the bus five (5) minutes prior to the designated pick-up time**. Buses cannot wait for tardy students due to adhering to continuing bus schedules.
5. Have bus pass ready to show the bus driver and scan bus pass upon boarding and exiting the school bus.

## **C. Parents**

It shall be the responsibility of the parent to:

1. Provide accurate and up-to-date information regarding child, including phone number and address changes and/or emergency information, to school officials.

2. Provide the Special Education Department, school officials, and the bus driver with up-to-date information concerning any medical conditions, ongoing 24-hour medication requirements, or behavioral tendencies which might affect the student's safety or health while on the bus.
3. Complete prior to the start of the new school year the bus pass application process and pay the associated fees to obtain a bus pass. The application process can be completed by mail, at the Transportation Department, or at **myschoolbucks.com**
4. Ensure the child meets the bus at the designated pick-up time. Buses will not return for late students.
5. Ensure an authorized person will be on time at the bus stop when required to receive a kindergarten student or a student with special needs, when the bus arrives at the stop after school.
6. Support and reinforce the established bus safety rules in concurrence with the bus driver.
7. Call the Transportation Department for information when the bus is later than 15 minutes.
8. Ensure their child has a valid and scannable bus pass at all times when riding the bus.

#### **D. School Site Administration**

It shall be the responsibility of the school administration to:

1. Ensure transported students are ready to board their buses at the dismissal time established by the principal and the Transportation Department.
2. Maintain and update pertinent student information via the Chino Valley Unified School District student data system (Aeries).
3. Support and reinforce the established bus safety rules.
4. Provide staffing to deliver to and receive from the bus driver, students with special needs.
5. Notify the Transportation Department and parents of schedule changes that may affect student transportation (e.g., early dismissals, etc.)
6. Participate annually as required by California state law, in the school bus evacuation drill conducted by the transportation department, (grades K through 8).
7. With regards to mid-day field trips, support and ensure teacher compliance involving scheduled return times.

8. Accept and process completed citations involving students violating bus rules in accordance with state laws, regulations and/or District policies.
9. Investigate reported incidents and act upon the report in a fair, firm, and consistent manner according to the prescribed policies and regulations of the District.

## **E. Transportation Department**

It shall be the responsibility of the Transportation Department to:

1. Establish a transportation plan for each application school in accordance with an agreed upon tiered bell schedule.
2. Assign each eligible student to a bus and route in conformity to District policies and applicable laws.
3. Investigate and address concerns from parents, school staff, bus drivers, and the motoring public in a fair, and consistent manner, regarding the operations of the student transportation as prescribed by the District.
4. Equip, maintain, and inspect all school buses in accordance with state laws and governed by the California Highway Patrol.
5. Establish and enforce transportation procedures, rules, and regulations.
6. Appraise and determine bus stop locations while incorporating safety measures, evaluate accessibility, and regulate route efficiency in compliance of state laws, regulations, and District policies.
7. Conduct annually, as required by California state law, the school bus evacuation drills, (grades K through 8)
8. Provide appropriate and ongoing training for school bus drivers, including first aid.

## **F. Special Education Department**

It shall be the responsibility of the Special Education Department to:

1. Provide timely information to the Transportation Department regarding placements of special needs students requiring school bus transportation.
2. Provide information to the Transportation Department of any known medical condition or behavior, which might affect a student's safety or health while on the bus.

# **PICK-UP AND DELIVERY OF SPECIAL EDUCATION STUDENTS**

Generally, students with special needs are transported home-to-school receiving curb-to-curb service. Chino Valley Unified School District buses do not use private driveways or enter gated communities in the course of providing transportation services. Cul-de-sac streets, condominium and apartment complexes are evaluated on a case-by-case basis for safety and accessibility.

Buses are scheduled to accommodate the arrival and dismissal times for each school and to maximize the efficiency of transportation for all students transported to and from school. The Transportation Department cannot honor requests to lengthen or shorten a student's bus ride to accommodate one student at the expense of other students, nor to accommodate a parent's schedule.

Students with special needs must be ready to board the bus at the designated pick-up time. Bus drivers cannot blow their horns to alert parents/students of the bus' arrival. Buses run on a prescribed schedule and cannot wait for students who are not ready to board the bus at the designated pick-up time. Additionally, buses will not return for late students.

The parent or guardian of a student with special needs must be at home to receive the student when the school bus arrives after school. No one home to receive a student with special needs will result in the child being transported back to school.

When transportation services are not needed for a given day, please notify the Transportation Department in advance of the school bus pick-up time at (909) 628-1201, x1525. This will allow for the driver to change his/her route and avoid unnecessary stops. The parent or guardian should notify the Transportation Department to request that bus service be resumed when the child has missed two (2) or more consecutive days.

## **BOWEL AND BLADDER ACCIDENTS**

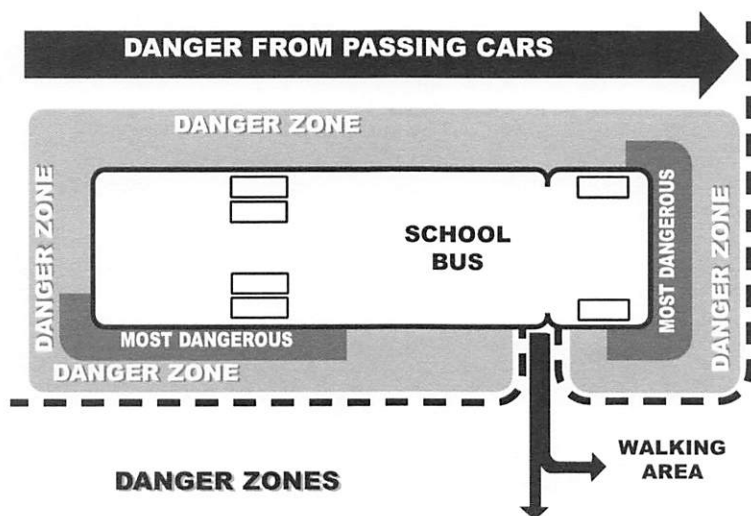
The following procedures for addressing bowel and bladder accidents on the bus were developed to best protect the health of the individuals involved.



1. Bus drivers are instructed by the Transportation Department not to accept students for transport with soiled clothes from bowel or bladder accidents.
2. If a bladder or bowel accident occurs during the bus trip, drivers are instructed not to attempt to clean up the accident en route, but to proceed to the scheduled stop at the school or home. At that point, the student will immediately be escorted to the parent/guardian (home) or staff member (school) for appropriate attention. The bus driver is then responsible for cleaning and disinfecting all affected surfaces on the bus.

## THE DANGER ZONE

Although school buses provide the safest form of student transportation available, there are specific steps that children can take to secure their safety around the bus. The diagram below illustrates a hazard area around the school bus known as the “Danger Zone”.



The “Danger Zone” extends twelve (12) feet away from the bus on all sides of the bus. Students must always stay clear of this area. The driver may not see children present inside this zone, especially around the wheels. **It is extremely dangerous to be in this area.**

# RED LIGHT CROSSING INSTRUCTIONS

The bus stops in the Chino Valley Unified School District are established to eliminate, as much as possible, the need for your students to cross the roadway to wait for the bus. However, the law states that when students have to cross the highway where the bus is stopped, and there is not a signal light or a police officer to cross them, the bus driver shall:

1. Escort all students who need to cross the road whether or not a parent or adult is present.

Every effort is made to establish bus stops in the safest available locations. There may be instances when the bus cannot drop off on the appropriate side of the street closest to the student's home. When this occurs, the following procedure is followed:

1. If your child's a.m. bus stop is not located where there is a traffic signal, and he/she is not already at the bus stop when the bus arrives, by law the driver shall escort the student across the road.
2. Students must never cross the roadway while the bus is approaching or is parked at the stop, until the driver can provide a safe crossover.
3. Students must always cross the street **between the driver and the front of the bus** after the driver gives them a verbal command to do so.
4. When told to cross, students must walk, not run, completely across the roadway.
5. When the bus is dropping students after school, the procedure for crossing is the same with the students remaining on the bus and following the directions of the driver. The driver will then safely escort students needing to cross, to the opposite side of the roadway.

6. **IMPORTANT** – Generally, the law requires school bus drivers to activate their flashing amber lights on approach to stop and then their red lights whenever the bus stops to load or unload students. This is regardless of whether or not students need to cross the roadway. The law also requires that all other motorists stop whenever a school bus is flashing its red lights.

## **STOP!** It's the law!



- **Flashing red lights mean stop.**
- **Children are present.**
- **Do not proceed until the red lights stop flashing**

### **PERSONAL ITEMS OF STUDENTS**

The following is a partial list of items students should not bring on board the school bus:

- |                           |                               |
|---------------------------|-------------------------------|
| Radios                    | Baseball bats                 |
| Skateboards               | Laser light/pens              |
| Electronic/Computer Games | CD players/Tape recorders     |
| Glass objects             | Roller skates/blades/scooters |
| Plants                    | Pets                          |
| Outdoor play equipment    | Large cumbersome items        |
| Balls                     | Pressurized air tanks•        |

•(except for students requiring oxygen associated with their disability)

# **INCLEMENT WEATHER**

The Transportation Department will make every effort to maintain a safe and efficient pupil transportation system at all time. In keeping with this purpose, buses may run late on days where inclement weather limits driver visibility. On days of severely inclement weather and/or reduced visibility of the roadway to 200 feet or less, the Transportation Department shall suspend home-to-school transportation services. (Vehicle Code 34501.6)

When atmospheric conditions demand, an inclement weather procedure will commence as follows:

Transportation will:

1. observe weather conditions.
2. make a phone call to the California Highway Patrol.
3. make a phone call to radio station KFRG 95.1 FM to declare a delay in schedule. Announcements will be made on the air every thirty minutes. (909) 825-9525, (909) 431-3764, FAX (909) 514-0951
4. make a phone call to the Superintendent and principals of each school of delay in bus service due to inclement weather.
5. resume services when weather conditions improve.

## **CLOSING THOUGHTS**

It is the responsibility of all associated parties to do everything within their power to ensure the policies of the District are followed. This will help serve to provide safe, prompt, dependable, efficient, and cost-effective transportation services in response to the needs of students, staff, and the community.