

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

TRANSPORTATION GUIDELINES 2016 - 2017

The purpose of the following information is to request your assistance in making your child aware of the rules and regulations involved in your child's safe transportation.

RIDERSHIP ELIGIBILITY

Student transportation aboard school buses is a privilege. Busing is limited to those students living within the District's boundaries; and the attendance zone for their school. Only those students whose residence is within the busing zone for their home school are eligible to ride to and from school on the school bus.

The Acton-Agua Dulce Unified School District Governing Board provides transportation privileges for pupils residing beyond the walking distances. Students who are eligible to receive home-to-school transportation are those students in grades K-8 who live at least one mile from the school of their enrollment, and students in grades 9-12 who live at least two and one-half miles from the school of their enrollment.

PARENT/GUARDIAN RESPONSIBILITY

Parents are responsible to have their children ready to board the bus at their designated bus stop, 5 minutes prior to the pick up time. The driver **WILL NOT** return to a stop to receive a student who was late and missed the bus. The driver will not leave a stop prior to the pick up time.

Kindergarten students are to be released to a parent/guardian **ONLY**. All kindergarten students not met at their stop by a parent/guardian will be returned to their school site.

When a student is "undeliverable", they will be kept on board the bus until they can be returned to their school site. Parents of an "undeliverable" student should contact the dispatch office (661-269-5802) and/or their child's school to determine where they are to receive their student. Chronic problems may result in transportation privileges being suspended until proper arrangements are made by the parent.

LATE BUSES

Late buses are often unavoidable. It is nearly impossible to notify parents of late buses. In the event that buses are running late in the A.M., it is suggested that parents wait with their children until 15 minutes after the scheduled stop time. If the bus hasn't arrived by that time, call the dispatch office, (661-269-5802), to report the late bus. In the event that buses are running late in the P.M., it is suggested that parents wait at the stop until 15 minutes after the scheduled stop time. If the bus hasn't arrived after 15 minutes, parents should either call the dispatch office, (661-269-5802) or their child's school to find out the cause of the delay and the estimated time of arrival.

CHANGE OF ADDRESS, PICK-UP or DROP OFF LOCATION

Parents are responsible for notifying their child's school of any change in address or phone number. Students intending to exit at a stop other than their own must have the change inputted into the School's database, prior to the student boarding the bus. The only acceptable reasons for a change in Bus Stop assignment are address change; daycare provider; family custody. "Going to a friend's house; etc." is not a valid excuse. All changes will not become effective until the first day of the **following** week.

INCLEMENT WEATHER

Modifications to home-to-school transportation may be required due to inclement weather within the district. Bus transportation may be delayed or canceled at the recommendation of the Assistant Superintendent or his/her designee and the approval of the Superintendent or his/her designee. The decision to delay or cancel transportation will be relayed to local radio stations as soon as can reasonably be done. Parents/guardians are requested to listen to local radio stations for transportation changes or school closures.

STUDENT CONDUCT

Riding a School Bus is a **privilege, not** a right.

Section 14103 of the California Administrative Code.

Title 5, Education, governing pupil transportation, states:

"14103. Authority of Driver.

(a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

The School Bus Driver is responsible for informing students of the safety rules at the beginning of each school year. However, throughout the school year, other students may enroll, change schools, etc. Therefore, each driver will also have posted and/or available a listing of the School Bus Safety Rules inside the School bus.

School Bus Drivers have the authority to assign seating to pupils. The Transportation Lead Person instructs all drivers to seat their students when boarding to prevent unnecessary confusion.

The School Bus Driver may issue a "Bus Citation" to those students violating established safety rules while aboard the bus or at the loading area. In most cases, the Driver may first issue the student a verbal warning, notifying him/her of the violation. Students **must** provide the driver with their correct name, including spelling upon request. The Citation is turned into the Transportation Department. The Transportation Lead Person determines what disciplinary action will take place. Copies of the Bus Citation are then sent to the parent/guardian. In most cases, the Transportation Lead person determines that a "Warning" be issued first, affording parents the opportunity to discuss the situation with their child; reminding them of the importance of obeying the School Bus Safety Rules; and reinforcing that riding the school bus is a privilege.

Usually, the first three citations are marked as "Warnings." However, in serious or chronic situations, transportation may be suspended on the first violation. In the event a student continues to violate the safety rules:

- 4th Citation will result in a "Denial of Transportation" for 1 day
- 5th Citation will result in a "Denial of Transportation" for up to 3 days
- 6th Citation will result in a "Denial of Transportation" for up to 5 days (parent conference if necessary).
- 7th Citation will result in a "Denial of Transportation" for up to 10 days.
- 8th Citation will result in a "Denial of Transportation" for up to 20 days (parent conference required).
- 9th Citation will result in a "Denial of Transportation" for up to 30 days
- 10th Citation will result in the "Denial of Transportation" for the remainder of the trimester or school year.

The Transportation Lead Person may elect to deny a student's riding privilege at anytime, pending a "Satisfactory" Conference held with the Parent, student, driver and Transportation Lead Person. Parents will be notified of all transportation suspensions.

The school bus is an extension of the school campus. Therefore adherence to the District's "Zero Tolerance Policy" is extended to all persons aboard the school bus and/or at a designated school bus stop. As in the classroom, abusive body contact will not be tolerated. This infraction can result in immediate suspension of transportation. When a student is serving a "Denial of Transportation" this will include **all** school buses, including field trips and "extended day" buses.

Transportation aboard school buses has long been the safest manner in which to transport students to and from school. While we strive to make each a pleasurable experience, the school bus ride cannot be mistaken for a socializing playtime. In order to keep the driver and students from being distracted, strict guidelines are necessary for the safety of all students, drivers, and the public.

A complete copy of the School Bus Safety Rules is available upon request. However to prevent any misunderstanding, students should be instructed that they may do the following:

1. **Get on and off the school bus at their designated stop only.**
2. **Sit only where the driver instructs them.**
3. **Talk quietly with the person sitting next to them.**

STUDENT ABSENCE

All drivers will stop at each designated stop on their route sheet. The driver will wait for only one minute past the stop time and then proceed on.

FIELD TRIPS and EXTRACURRICULAR SERVICES

All persons, including chaperones, riding a school bus for a school sponsored field trip, or other extracurricular activity are required to follow the same safety rules as students on home to school buses.

It is the responsibility of the school site administrator to assure all "Parental Permission Slips" forms are on file for each student attending the activity. Parents may be allowed to ride the bus as chaperones if they have received prior consent from the school site administrator.

Children not registered in Acton-Agua Dulce USD, including siblings of Acton-Agua Dulce USD students, may not ride the school bus, even if accompanied by parent/guardian. Private vehicles may not be used for school-related trips. All students must ride on the school bus.

SPORTS EQUIPMENT, SPECIAL PROJECTS, ETC.

No item will be transported aboard a school bus that is unsecured (i.e., in a student's backpack, book bag, separate bag). Bus aisle and emergency exits must be kept clear of all items. Parents should make other arrangements to get such items to their child's school.

Live animals, including insects, are strictly prohibited aboard school buses by law. Glass containers and any other breakable containers are strictly prohibited aboard school buses. Medication, of any kind is strictly prohibited aboard school buses.

Any student at a bus stop with disallowed items will be directed to return home, if a parent is home; or instructed to leave the article at the bus stop.

ROUTE and/or STOP TIME CHANGES

Throughout the school year, routing changes may become necessary. Parents will be notified in writing of any route changes. Locations of existing bus stops are established. Unless there are several complaints from homeowners, or new housing development, most bus stops will remain as set. However, the Transportation Lead Person will consider all requests for the location change of a bus stop. Parents are requested to direct their child to the assigned stop location until a change is made.

Parents are responsible for assuring that their child's behavior at the bus stop is appropriate. Continued misbehavior, resulting in complaints of damage, destruction, or mayhem at a stop may result in the stop being moved or removed.

VIDEO MONITORING

Some buses are equipped with video cameras. The purpose of this is to assist the driver in monitoring student behavior. The tapes are reviewed as necessary by Transportation and School Officials. Parents may request to view a video tape of their student's route by contacting the Transportation Lead Person.

COMPLAINTS, CONCERNS, QUESTIONS

Complaints, concerns, comments and questions regarding transportation matters, may be directed to the Transportation Lead Person, (661) 269-5999 Ext. 107. All correspondence should be directed to:

Transportation Lead Person
Acton-Agua Dulce USD
32248 Crown Valley Rd
Acton, CA 93510
661-269-5999 Ext. 107