

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**  
**TRANSPORTATION RULES**

STATE LAW AND THE LOCAL BOARD OF TRUSTEES HAVE ESTABLISHED THE FOLLOWING RULES AND REGULATIONS. THE BOARD OF TRUSTEES HAS ELECTED TO PROVIDE LIMITED TRANSPORTATION ALTHOUGH TRANSPORTATION FOR STUDENTS IS NOT REQUIRED BY THE STATE.

**SCHOOL BUS SAFETY RULES**

1. Arrive at the bus stop not more than 5 minutes before the scheduled bus arrival. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at a bus stop could cause the stop to be moved to a possibly more inconvenient location.
2. Board and leave the bus in an orderly manner. Do not push other students. Follow driver's instructions concerning seating location and unloading procedure.
3. Be seated promptly. Move over promptly and cheerfully to share a seat with fellow bus riders.
4. Always sit facing front of bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver. Do not "save" seats.
5. Keep head, hands and arms inside bus at all times. Do not yell out of windows to others outside of bus.
6. Keep hands off other people and their possessions.
7. Animals, insects and reptiles are not permitted on the bus.
8. Glass containers, skate boards large musical instruments and other large bulky items that cannot be carried safely on student's lap are prohibited on the bus. Parents should make other arrangements to transport such items when required.
9. Cooperate with the driver. No talking to the driver while the bus is in motion; however, report any emergency to the driver.
10. Bus aisle must be kept clear of books, lunches, musical instruments, etc.
11. Help keep the bus clean. Students are not to eat, drink, or chew gum on the bus.
12. Students must wear shoes at all times while on the bus.
13. Obscene or profane language, smoking or lighting matches is not permitted on the bus at any time.
14. Students will be responsible for their individual behavior. It is not possible for a driver to watch all students at all times; therefore, saying, "somebody else was doing it too", does not exempt a misbehaving student.
15. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows and other parts of the bus is unnecessary and costly. The student responsible will pay for any damage.
16. Remember that loud talking, laughter or unnecessary confusion diverts the driver's attention and could result in an accident.
17. Tape players, radios, playground equipment (including but not limited to bats, balls, racquets, hula-hoops, etc.) are not permitted on the bus.
18. Students living across the street upon which the bus is stopped to unload them, SHOULD CROSS ONLY WHEN THE DRIVER INDICATES THAT IT IS SAFE TO DO SO. Students MUST cross in front of the bus and walk straight across the street.
19. BUS PASSES MUST be displayed each time a student enters the bus.

**GUIDELINES FOR TICKETS/CITATION (10 STEP DISCIPLINE PROCEDURE)**

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|------------------------------------|--|
| 1. Verbal warning                  | 7. 10 day transportation suspension                      |
| 2. Written warning                 | 8. 20 day transportation suspension                      |
| 3. 2 <sup>nd</sup> written warning | (parent conference required)                             |
| 4. 1 day transportation suspension | 9. 30 day transportation suspension                      |
| 5. 3 day transportation suspension | 10. Transportation suspended for remainder of the school |
| 6. 5 day transportation suspension | year ("Authority of the Driver" – section 14105)         |
| (parent conference, if necessary)  |  |

***FOR INCIDENTS DEEMED SERIOUS (INCLUDING BUT NOT LIMITED TO FIGHTING, DISRESPECT, DAMAGE TO EQUIPMENT, ETC.) DISCIPLINE WILL BE HANDLED ON AN INDIVIDUAL BASIS. (MINIMUM SUSPENSION OF TRANSPORTATION PRIVILEGES WILL BE 3 DAYS).***

**EVEN THOUGH A TRANSPORTATION FEE IS CHARGED, TRANSPORTATION IS A PRIVILEGE. FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.**