

Bonsall Unified School District

Transportation Services

Policies and Procedures

RIDERSHIP INFORMATION

Providing SAFE, EFFICIENT AND COST EFFECTIVE transportation services to students is our greatest concern.

Currently, the Bonsall Unified School District transports over 300 students to and from school daily, aboard 5 District owned and operated school buses, and 3 specially equipped vans. Additionally, the District provides school bus transportation to extra-curricular and athletic events throughout the year.

District Administration and the School Board have adopted policies and procedures pertaining to providing transportation services in accordance with pertinent laws, codes and regulations. This pamphlet deals primarily with our home to school transportation program and outlines those rules affecting them.

STUDENT CONDUCT

All passengers aboard a school bus or crossing the street to return home after disembarking from the bus are accountable to and under the direct supervision and authority of the School Bus Driver. (5 CCR ' 14103)

Parents are advised that the District does not supervise bus stops and parents are encouraged to supervise their children until they are safely aboard the school bus.

We believe that all students are capable of behaving appropriately and riding the school bus safely. Our expectations of student conduct are not difficult to follow and exist in support of safe, efficient transportation for all.

All students are expected to remain properly seated with seat belts fastened, facing forward, keeping their hands to themselves, talking at a reasonable volume level and complying with safe riding regulations. Drivers, except in serious cases, work with students to improve their conduct before resorting to any disciplinary action.

Students whose conduct violates safe riding rules are subject to disciplinary action as adopted by the Board of Education. Repeated or flagrant violations of safe riding regulations listed herein will be documented via a bus referral and may result in a warning or suspension of bus riding privileges as deemed appropriate by the Lead Bus Driver and Director of Transportation.

Drivers will discuss these safe riding rules with students during the first week(s) of school, periodically throughout the school year, when conducting yearly bus evacuation drills, and upon departure for any activity trip. ***Please review these rules with your child.*** Thank you in advance for your support of our efforts to provide a safe, efficient pupil transportation program.

Students riding school buses shall:

- Follow the bus driver's directions the first time they are given.
- Remain properly seated in their assigned seat (if applicable) at all times.
- Speak to others in a normal tone of voice avoiding yelling or other loud distracting noises.

- Keep the aisle clear of feet, legs and objects.
- Keep all parts of their body inside the bus and to themselves at all times.
- Not use profane, vulgar or otherwise offensive language and/or gestures towards anyone.
- Not be disrespectful to the driver and/ or other passengers.
- Not eat or drink onboard the bus.
- Not throw objects in or out of the bus or litter.
- Wear shoes and shirt while on the bus. No hats or caps shall be worn on bus (headwear shall not impede driver identification of any individual)
- Behave in an orderly manner at the bus stop.
- Board and exit the bus in a safe manner and cross the street (if permitted) as directed by the driver.
- Be at their assigned bus stop 5 minutes before the buses scheduled arrival time.
- Use only their assigned bus or bus stop(s). Prior written permission from a parent, the school principal or his/her designee is required when boarding or exiting buses at other than a student's designated stop.
- Not fight on the bus.
- Not bring animals of any kind, (except those listed in Civil Code '54.2) onto school buses.
- Not damage or vandalize the bus or other School District property.
- Not tamper with any mechanism, device or control of the bus.
- Give proper identification to the driver or other district official immediately upon request.
- Refrain from other unsafe or unauthorized activities.
- Not possess or operate a laser of any kind.
- Use all electronic devices in accordance with the District's Internet Use Agreement and Contract
- Not smoke, vape or light matches on the bus.
- Not bring glass containers on the bus.
- Not bring potentially hazardous objects onto the bus. These items have suspendable consequences. What is or is not hazardous is at the driver's discretion however they include but are not limited to the following:
 - Fire Arms, including but not limited to ammunition, BB guns, compressed air guns, flare guns, flares, gun lighters, gun powder, parts of guns, pellet guns, replicas of firearms, starter pistols, and similar items
 - Sharp objects such as box cutters, disposable razors, ice axes/ice picks, knives, meat cleavers, razor-type blades, sabers, safety razor with blades, scissors, swords, and similar items
 - Sporting goods such as baseball bats, bows and arrows, golf clubs, hockey sticks, lacrosse sticks, pool cues, skates, ski poles, spear guns, and similar items
 - Tools such as axes and hatchets, cattle prods, drills and drill bits, hammers, screwdrivers/wrenches/pliers, and similar items
 - Self Defense items such as billy clubs, black jacks, brass knuckles, kubatons, martial arts weapons, night sticks, nunchucks, self-defense sprays, stun guns/shocking devices, throwing stars, and similar items.
 - Explosives such as aerosols, blasting caps, chlorine for pools and spas, dynamite, fire extinguishers and other compressed gas cylinders, fireworks, flammable liquids, gel or aerosol paint, flammable paints, fuels, gas torches, gasoline, gel-type candles, hand grenades, lighter fluid, lighters, liquid bleach, non-flammable liquid, gel or aerosol, replicas of explosives, replicas of incendiaries, recreations oxygen, safety matches, small

compressed gas cartridges, spillable batteries, spray paint, strike-anywhere matches, tear gas, torch lights, turpentine and paint thinner, vehicle airbags and similar items.

- Observe all Rules of Student Discipline

Student behavior that compromises the right of others to a safe ride to and from school, defies the authority of the driver, or prevents the driver from doing their job will not be tolerated. Buses will depart from stops at their assigned times. Buses will not return for late students.

BUS DISCIPLINE PROCEDURES

The Governing Board of the Bonsall Unified School District has adopted specific policies and procedures dealing with student conduct on buses. Violations of these policies and procedures may result in a loss of bus riding privileges. Bus referrals are cumulative throughout the school year (July 1 - June 30) regardless of the offense for which they are written. Drivers will inform students when they are submitting a referral for improper conduct. Penalties for violations of bus riding rules are as follows:

- 1st Bus Referral: Student will be warned (orally and in writing) by the driver, may be assigned a seat (at the drivers discretion) and parent/guardian will be notified.
- 2nd Bus Referral: 1 day bus riding suspension.
- 3rd Bus Referral: 3 day bus riding suspension. (Note: The penalty at the 3rd Bus Referral for the same violation may result in a longer bus riding suspension)
- 4th Bus Referral: 5 day bus riding suspension.
- 5th Bus Referral: 10 day bus riding suspension.
- 6th Bus Referral: Denial of bus transportation for balance of school year.

AUTOMATIC AND IMMEDIATE BUS RIDING SUSPENSION (min. 10 days up to balance of school year)

for gross misconduct, defiance of the bus driver, possessing potentially hazardous objects, lighting matches, smoking, vaping, vandalism to or destruction of district property, threatening or causing actual bodily harm to yourself and/or another.

A meeting between the Director of Transportation, the Lead Bus Driver, the Principal or Designee, the student and the student's parent(s) shall take place prior to the conclusion of the minimum 10 day suspension to determine if a longer suspension will be imposed. A Restorative Practice program option may be made available to the student and his/her parents and upon successful completion of the Restorative Practice program, the student may be considered for reinstatement of bus riding privileges.

ACTIVITY TRIPS

General rules of conduct applicable to home to school transportation also apply to Athletic and Activity trips. These additional rules govern conduct on these trips.

- Students shall not board buses unless the driver and certificated staff/chaperones are present. Certificated staff shall ride buses to and from the destination.
- Application of hair sprays, deodorants or other personal grooming products is prohibited onboard buses.
- Students shall return on the bus with their group unless they have a note from their parent or guardian, countersigned by a school official, granting them permission to not return with the bus.
- Students or staff while on buses shall not wear cleats.

- Throwing athletic or other equipment is prohibited.
- Musical instruments may be transported so long as the instrument is in its case, can be safely held by the student in their lap and does not block aisles, exits, or is left unattended on a seat or floor.
- Passengers shall not dress or undress on the bus.

LIABILITY

Parents / guardians of students committing acts of vandalism to school buses will be required to reimburse the district for the cost of repair of damage caused by their student.

BUS AND BUS STOP ASSIGNMENT

A student shall be transported only on their assigned bus, to and from their assigned stop. Students wishing to use other than their assigned stop must present a note from their parent or guardian countersigned by the school principal or designee.

Kindergarten students are required to be met by a parent / guardian or responsible designee. Failure to meet a Kindergarten student in the above manner will result in the driver returning the student to school.

Reassignment to a different route or stop may be requested by the parent or guardian through the Transportation Department. However, all decisions regarding bus and stop assignment are the sole discretion of the Director of Transportation or Designee.

California law prohibits School Bus Drivers from delivering students to other than their designated stops. Under no circumstances may a bus driver of their own accord honor a request to drop a student at other than their designated stop.

PICK-UP TIME / PLACE

At the beginning of the school year, parents will be notified of their child's pick-up time and location. Parents will be informed of changes in pick-up / drop-off times throughout the year as necessary and in the event a bus becomes non-operative. Bus Route numbers and (colors beginning 2018-19 school year) will be posted on the bus and to the extent possible, buses will line up in the same order on a daily basis however it is up to the student to ensure they are riding their assigned bus. If the student is in doubt, the bus driver will provide route information.

Parents are expected to provide necessary supervision and direction to ensure their child's safe and timely arrival at the bus stops. The need for supervision, in and of itself, will not determine the location of the assigned stop.

Safety of all students entrusted to us is our ultimate concern; therefore, under no circumstance will a driver drop-off or pick-up any student at a location which they deem to be unsafe. Transportation Department staff will determine the safety of bus stops based on legal and policy criteria and the decision is final. All students shall be at their bus stop 5 minutes prior to the scheduled pick-up time.

All students must have a current bus pass (color coded to coincide with student's bus color beginning 2018-19 school year) to ride the bus. The bus pass provides the driver with the knowledge that the District has the students correct and current parental contact information. No student will be allowed to ride the bus without a valid, current bus pass.

Elementary Schools' Bus Dismissal Procedure

- All teachers, including substitutes, must have an updated list of students riding on buses. The district office staff is responsible for ensuring each school has an updated list throughout the school year. Each school must determine a consistent method for distributing updated lists to all teachers, including substitutes.
- Teachers must walk students to the front of the school or site designated area. Bus riders must walk in the front of the line
- Before dismissing students to the bus pick up area, teachers must check that each bus rider has a current bus pass (with color coded sticker beginning 2018-19). In the event an elementary student does not have a pass, the teacher/staff member will escort the student to the office and verify that the student is on the list to ride the bus. The student will be given a pass from the office to ride the bus for that day, and the school will contact the parents to inform them they must obtain a pass within 72 hours or their child will not be able to ride the bus.
- Before entering the bus, each bus driver must also check that each student has a current bus pass (with color coded sticker beginning 2018-19).
- No student will be allowed to ride the bus without a valid, current bus pass.
- The district office must ensure that each bus driver and school office managers have a current copy of each student's first and last name. In the event that a parent must be called, drivers will contact the school office manager to contact parents.
- A route number and color is placed in the front window of each bus. The bus color must coincide with each student's bus pass color. Note: Bus colors and student bus pass color will begin in the 2018-19 school year. Student bus stop/school site location will also be noted on each student's bus pass at the beginning of the 2018-19 school year.
- When a bus pass is issued, the route number must be entered by district office staff into the Bus Field category in Aeries.

Middle School and High School Bus Dismissal Procedure

All middle school and high school students must follow the above procedures with the exception of the following dismissal procedures.

- Students must walk and wait for the bus at the site designated area. Students must wait until the bus comes to a full stop before walking to and entering the bus in an orderly, safe and respectful manner.

- The middle school and high school must have reasonable supervision of students during dismissal and until buses are loaded and begin exiting school grounds.

TRAVEL TIME

Parents should be prepared for changes in buses, routes, and times of pick-up / drop-off throughout the school year. Travel time will vary from route to route.

Your cooperation will assist us in maintaining safe reliable and cost effective transportation service. Your constructive comments, suggestions and concerns assist us in providing better transportation service. Questions, comments, complaints should be directed to the Transportation Department staff at 760-631-5213. Office hours are from 8:00 a.m. - 4:00 p.m. during regular school days.

I have read, understand, agree to, and promise to abide by the policies and procedures outlined herein. I agree to the rules of Student Conduct and the Bus Discipline Procedures.

_____	_____
Parent	Date
_____	_____
Parent	Date
_____	_____
Student	Date

Transportation Department Contact Information
 Director of Transportation 760-631-5200 ext 1014
 Lead Driver 760-631-5213