



POLICIES & PROCEDURES MANUAL

Mission Statement:

To provide our district with quality transportation service that is safe, professional and cost-effective so that the pupils we serve may enhance their educational journey and extend their horizons beyond their everyday world.

FOREWORD

This manual has been provided to you so that you may be familiar with and responsible for the expectations of the Transportation Services Department. The policies laid out in this manual will be enforced in order to be certain that this department is providing the best possible service to Ventura Unified School District and the community it serves.

The transportation services department is a member of the educational team of the school district. As a department within the Business Services Division, we are part of an organization striving to make our schools Safe and High Performing. As transportation professionals, all members of the transportation team are entrusted daily with that which is most precious to any parent, their children. An effective transportation system is an integral part of making quality education available to students.

Every day the need for qualified employees is evident in order to cope with increased demands for service. Many processes must be effectively combined to produce a dependable, safe and quality transportation service. These processes rely on drivers, dispatchers, office staff, mechanics and managers.

The safest place a child can be is on a school bus, maintained by qualified mechanics and driven by a well-trained employee. Safe operation of a school bus is but one aspect of our impact on students. Our interaction with students contributes to setting the emotional climate for his or her day. For thousands of students, the first school official they will come in contact with is their school bus driver. When we greet them as they enter our buses and ensure their safe ride to school, we set the emotional climate for that child's "day of learning". The importance of this aspect of our responsibilities cannot be underestimated. An effective transportation system is an integral part of making quality education available to students, and I look forward to working with the people who ensure that our mission and goals are accomplished.

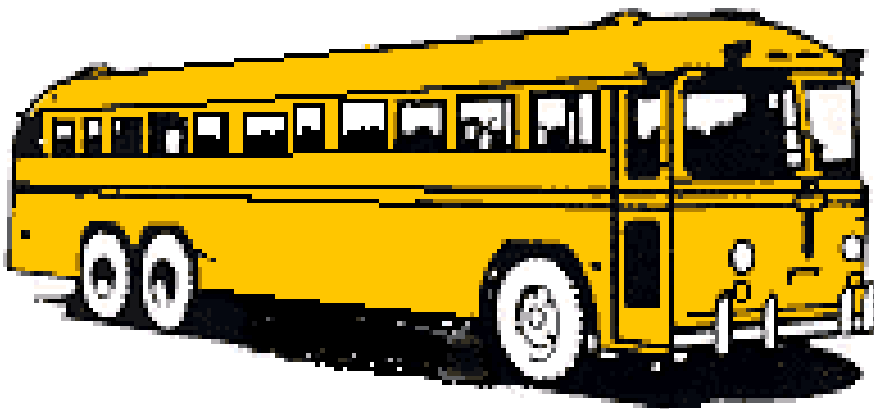
As an employee for the Ventura Unified School District, it is expected that you will use "good judgment" in the performance of your duties and responsibilities. It is important that we work together as a TEAM.

The number one rule we should all follow is:

"SAFETY FIRST!"

Transportation Services Dept. Staff
Arie Wiberg - Director of Transportation
Brad Wilkinson - Shop Supervisor
Pam Medina - Safety & Training Specialist
Mike McBride - Dispatcher
Sue Capelli - Dispatcher
Teri Roots – Senior Office Assistant

ADMINISTRATION



Section 1

Section 1

1.1 STRATEGIC PLAN

1.1.1 VISIONARY GOALS

A. COMMUNICATION

1. Staff communicates effectively with others inside and outside the Transportation Services Department, on an on-going basis, to understand and achieve common goals and interests.
2. Communication procedures are well defined within the Transportation Services Department to ensure that clear information reaches all department members in a timely manner.
3. The Transportation Services Department provides necessary information to the community concerning transportation services.

B. TECHNOLOGY

1. All unit members utilize technology effectively to accomplish the mission and goals of the Transportation Services Department.
2. The Transportation Services Department continues to improve its technological equipment and knowledge to automate tasks.

C. STAFF EVALUATIONS & DEVELOPMENT

1. All department members have annual evaluations in which goals are established to meet the mission and goals of the department and district.
2. All unit members have and are following an individual plan for professional development.
3. Staff development and training opportunities for effective and efficient job performance are designed to meet the needs of all members of the Transportation Services Department.
4. All staff is aware of and encouraged to participate in staff development opportunities.

D. CUSTOMERS AND STAKEHOLDERS

1. All staff members strive to meet the needs of the community we serve by identifying, understanding and meeting their transportation needs.
2. Customers and stakeholders are confident that the transportation services provided are safe.
3. Customers and stakeholders are confident that transportation services are timely and efficient.

E. PLANNING, MANAGEMENT, AND EVALUATION

1. Unit members anticipate and plan to successfully meet future needs of customers and stakeholders.
2. All staff exercise leadership and good judgment and make decisions relevant to their assigned duties and responsibilities.
3. Staff collaborates to effectively serve customers.
4. The Transportation Services Department collects and analyzes data, then makes improvements to better serve customers.

F. PRODUCTS, RESOURCES, AND SERVICES

1. Each staff member works to provide excellent service for internal and external customers.
2. The Transportation Services Department provides a safe, secure, and positive environment for customers and employees.
3. Transportation Services Department operates efficiently and effectively within the resources provided by Ventura Unified School District.

1.1.2 STRATEGIES

A. STRATEGY 1

1. Strengthen existing and develop new communication processes to improve the exchange of information with internal and external customers. Communication tools may include:
 - i. Comprehensive Communication Training
 - ii. Web Page
 - iii. Daily Employee Check-in/Mail Box System
 - iv. Communication Devices in all Vehicles/ Workstations
 - v. Written Publications Dispensed Regularly
 - vi. Frequent Informational Meetings

B. STRATEGY 2

1. Continually assess technology needs of the department and available resources in the industry. Maintain a living plan for hardware and software replacement/upgrade. Develop integrated data systems and automated processes.

C. STRATEGY 3

1. Develop a plan to identify avenues for professional growth. Plan will include, but will not be limited to:
 - i. A formal review of each individual's professional development plan held annually. Informal reviews held periodically within the year.

- ii. Use multiple communication strategies and techniques to identify stakeholder needs.
- iii. Provide training that improves performance in current assignment and prepares employees for promotional opportunities.
- iv. Provide information concerning opportunities for skill enhancement, job improvement, and career growth to all employees.

D. STRATEGY 4

- 1. Develop a customer relations plan that emphasizes exceeding customer expectations and informs customers concerning our safe, efficient, and timely performance.

E. STRATEGY 5

- 1. Develop management strategies that encourage collaboration, involve stakeholders, and analyze performance data for the purpose of becoming a better department. These strategies should:
 - i. Anticipate changing customer and stakeholder needs and modify department goals as needed.
 - ii. Recognize and reward employees for outstanding performance.
 - iii. Ensure periodic evaluation of department's performance.

F. STRATEGY 6

- 1. The Transportation Services Department will train all employees to meet the requirements to provide service that is safe, professional and cost effective.

1.1.3 KEY SUCCESS FACTORS AND PERFORMANCE MEASURES

A. KEY SUCCESS FACTOR 1 (Accident Frequency)

- 1. Reduce accident frequency by 2 collisions for every 100,000 miles traveled.
 - i. School Bus Accidents (preventable and non preventable; driver at fault and not at fault.)
 - ii. Vehicle Accidents (preventable and non preventable; driver at fault and not at fault.)

B. KEY SUCCESS FACTOR 2 (Staffing, Attendance and Tardiness)

- 1. Staffing

- i. 98 percent of all positions are filled.
- 2. Attendance
 - i. 98 percent of staff report to work daily.
- 3. Tardiness
 - i. 98 percent of staff report on time.

C. KEY SUCCESS FACTOR 3 (On Time Performance)

- 1. Missed Routes and Stops
 - i. 100 percent of all routes are covered.
 - ii. 100 percent of all stops are covered.
 - iii. 100 percent of all trips will be covered
- 2. Route and Stop Arrival and Departure
 - i. 99 % of all routes will arrive between 5 and 20 minutes before a.m. bell time.
 - ii. 99 % percent of elementary route buses will arrive within 5 minutes of the p.m. bell time.
 - iii. 99 % of middle school route buses will arrive between 5 and 20 minutes of the p.m. bell time.
 - iv. 99 % of high school route buses arrive between 20 and 40 minutes of the p.m. bell time.
 - v. 99 % of all field trip buses will arrive for departure on time. On time is defined as the bus arriving for loading 15 minutes prior to departure time.

D. KEY SUCCESS FACTOR 4 (Customer Satisfaction)

- 1. Surveys and Questionnaires
 - i. 90 percent of customers surveyed rate transportation average or above.
 - ii. 90 percent give transportation the highest possible rating.
- 2. Route, Bus Stops and School Bus Pass request
 - i. Special Education routes changes completed within 5 business days.
 - ii. Bus stop changes and request completed within 4 business days..
 - iii. Driver's request for route changes responded to within 48 hours.

E. KEY SUCCESS FACTOR 5 (Fleet Maintenance)

- 1. Buses Out of Service
 - i. 95 percent of school buses operational
- 2. Miles between break down
 - i. Reduce by 2 breakdowns for every 100,000 miles traveled.
- 3. Labor Utilization
 - i. Less than 4 percent on breakdowns
 - ii. Less than 23% on driver defect reports
 - iii. 75% on PM and PM repairs

1.3 ABSENCE FROM WORK

1.3.1 SICK LEAVE, BREAKS & TARDINESS

- A. SICK LEAVE NOTIFICATION: Employees who will be unable to work on a particular day for any reason must report the absence prior to the first working hour of each day absent by calling the Smartfind system at 805-653-7868 or by logging onto ventura.eschoolsolutions.com/logOnInitAction.do and follow the prompts to report an absence. Please refer to article 27 in the VUSD/VESPA Contract of Agreement for any other sick leave questions.
- B. Mechanics only - The mechanic assigned to open the shop shall inform the Shop Supervisor at 805-794-3022 at least one hour prior to an absence, or tardiness.
 - i. If the mechanic is unable to reach the Shop Supervisor he shall leave a message on the Transportation Services Department Line at 805-641-5000 ext. 1320.

A. REPORTING TO WORK

- 1. Employees shall report to work at their scheduled time.
 - a. Employees shall be in their assigned work areas in uniform, and equipped to begin work at their designated times.
 - b. Employees assigned to operate a school bus are allowed 20 minutes to perform their pre-trip inspection. The 20 minutes allowance is reflected on the route sheet and the employee should not arrive before the time posted on the route sheet.

1.3.2 TIME OFF

- A. Any absence from work must follow district policies/procedures-
 - 1. All requests must be in writing on the "request for time off" form.
 - 2. Shop personnel need to schedule vacation with the shop manager.
 - ~~3.~~ Drivers are not authorized vacation days during the school year.
 - 4. With the exception of emergencies, drivers are expected to finish each portion of their bus route in its entirety. Do not call other drivers to cover a piece of your route in order to finish early.

1.4 TWO WAY COMMUNICATIONS

1.4.1 TWO-WAY COMMUNICATIONS – USAGE POLICY

A. 10-codes are to be used whenever possible. Conversation should be kept to a minimum.

VENTURA UNIFIED SCHOOL DISTRICT			
Transportation Services Department			
10 – CODES			
10 - 2	Radio Check	10 - 8	In-Service
10 - 4	Message Received	10 - 9	Repeat Message
10 - 6	No Students at _____	10 - 19	Return(ing) to Base
10 – 7	Out of Service	10 - 20	Location

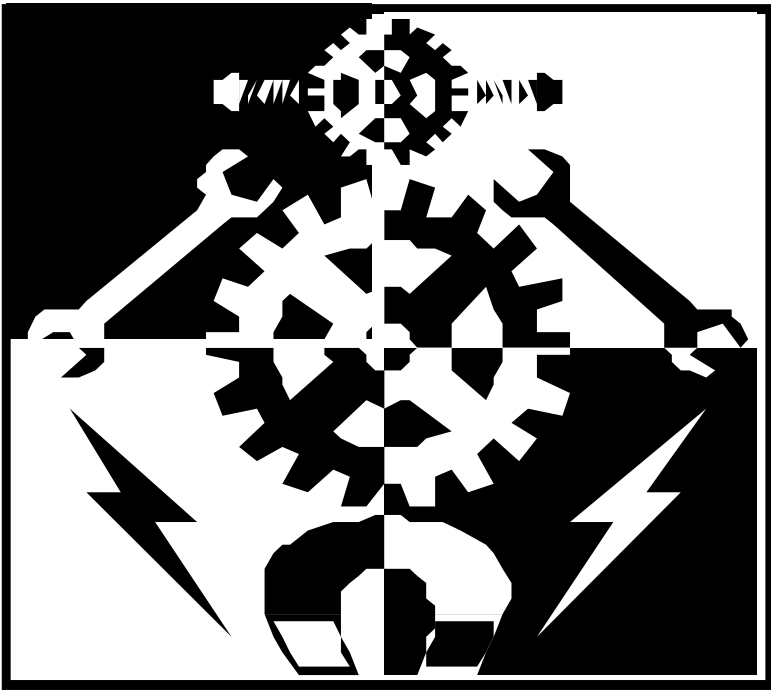
A. For safety reasons all radios MUST be turned on with the volume up at the beginning of the day and only turned off at the end of the day.

B. All two - way communications is to be directed to dispatch.

C. During an emergency, or “YELLOW BUS” situation, please do not use the radios until dispatch gives the all clear on the emergency.

D. The use of cell phones or any earpiece by the driver while the bus is moving or students are on board is prohibited.

FLEET SERVICES



Section 2

2.1 FLEET SERVICES OPERATIONS

2.1.1 PREVENTATIVE MAINTENANCE & SAFETY INSPECTIONS

- A. For items marked Needs Attention – Check the appropriate box and note any comments in the comments section.
 - 1. Comments Section – Give a description of the item that needs attention. Note any measurements or repairs.
 - 2. Fleet Services Staff are to notify the Shop Supervisor or Mechanic in charge of any areas that need attention.
- B. Fleet Services Staff will sign and date the inspection sheet on each page and complete a work order for all repairs made during the inspection. Fleet Services Staff will sign the work order.
 - 1. The Shop Supervisor or Mechanic in charge will notify dispatch when the vehicle is back in service.
 - 2. The Shop Supervisor or Mechanic in charge will arrange for the vehicle to be returned to the ESC.
 - 3. Once the vehicle is placed back in service, the work order will be completed within two business hours. If the vehicle is placed out of service and the repairs are assigned to another mechanic the work order will be closed out and completed within two business hours.
- C. The Shop Supervisor will review the work order and inspection sheet.
 - 1. Any items marked needs attention will be scheduled for repair and noted on the projects and repair list.
 - 2. The Shop Supervisor will update the preventative maintenance schedule on the Fleet Maintenance Calendar.
- D. The Lead Mechanic will sign and close out the work order and inspection sheet within three business hours of the bus being placed back in service.

2.1.2 RULES & REGULATIONS

- 1. Maintenance personnel shall comply with all safety policies and regulations prescribed by the department. Employees failing to use the provided safety equipment may face immediate suspension and or termination.
- 2. Maintenance personnel shall be expected to perform work at a rate comparable to guidelines set forth by the department.
 - 1. 3 hours for A-Inspection
 - 2. 1.0 hours for B-Inspection
 - 3. 1.0 hours for C-Inspection
- 3. Maintenance personnel shall report to work clean and appropriately dressed. Uniforms are provided, employee shall wear complete clean uniform each day. Steel toe shoes are required.

4. Maintenance personnel shall inform the Shop Supervisor at 805-443-8326 or if the shop supervisor is not available they shall notify the Transportation Service Department line at 805-641-5000 Ext. 1320 at least one hour prior to an absence, or tardiness, and state when they will return to work.
5. The mechanic or mechanics assigned to open the shop shall inform the Shop Supervisor at 805-443-8326 at least one hour prior to being absence. If the Shop Supervisor is unable to be reached, he shall notify the Transportation Service Department line at 805-641-5000 Ext. 1320.
6. Maintenance personnel shall immediately report all injuries or accidents to the Shop Supervisor or Director.
7. Maintenance personnel shall sign all maintenance-related sheets or forms to verify that the work has been completed.
8. Maintenance personnel shall not use fleet maintenance facility, equipment, or parts for the repair of personal vehicles, during or after work hours, on weekends or days off, unless prior approval is received.
9. When parts need to be ordered, or you cannot find one in inventory, contact the Shop Supervisor or his designee.
10. When a school bus is taken out of service, an out of service sign must be placed where a driver can see the sign from the outside of the bus.
11. All verbal complaints by drivers must be documented on a D.B.R. Any repairs must be noted on the D.B.R. and signed off by the mechanic. If it is not a safety defect, the mechanic must sign the area that states "Defect need not be corrected for safe operation of Vehicle."
12. Employee must provide insurance for personal tools. Personal tools are not covered by VUSD insurance.
13. Maintenance personnel shall properly protect, handle, and maintain all shop tools, equipment and other property with which they come in contact with.
14. Work orders to be completed and turned in within 30 minutes of completion of work.

B. The Shop Supervisor will make scheduling and assignment of duties. In the absence of the Shop Supervisor, the Director of Transportation or his designee will schedule and assign all work.

C. Ordering Parts:

1. All sales reps shall be referred to the Shop Supervisor.
2. Mechanics: When a part needs to be ordered, or the department does not have the part in stock, contact the Shop Supervisor and he will order it for you. In the absence of the Shop Supervisor the Director of Transportation or his designee will order parts.
3. All part receipts must have the bus number and parts code written on them for inventory control, billing and maintenance records. Parts will be entered into TransTraks by the Shop Supervisor or designated staff.

D. Employees shall clean their workstation at the end of each day. All employees are responsible for the neatness and orderliness of his/her work area.

1. Keep tools in chests, drawers and or cabinets while not in use.

2. Used parts will be placed in the proper disposal containers upon completion of a job.
3. All oil, anti-freeze or other spills will be cleaned up immediately.
4. Access to fire extinguishers and exits should be maintained at all times.
5. Place all soiled rags in proper containers.
6. All hoses are to be rolled up and placed on the holsters when not in use.
7. Creepers, jacks and stands will be placed in their proper storage area when not in use.

2.1.3 OPENING & CLOSING PROCEDURES

A. Fleet Services Facility – Opening Procedures.

1. Turn off alarm
2. Open shop doors turn on lights and compressor.
3. Review the Out of Service Board
4. Take maintenance trucks out of shop (Check oil and tires twice a week.)
5. Unlock Fuel Pump

B. Fleet Services Facility – Closing Procedures.

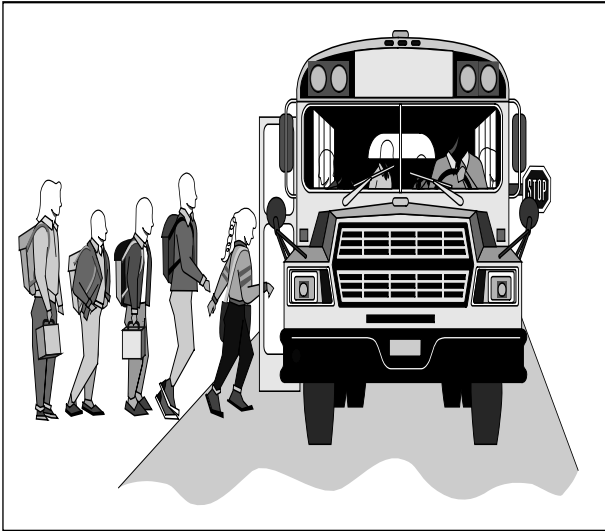
1. Park maintenance trucks in shop.
2. Close all doors in shop area except one roll up door in front of shop.
3. Close last roll up door, turn off radio, close and lock interior doors, turn off compressor, set alarm and lock door on way out.
4. Lock Fuel Pump

2.1.4 GENERAL SAFETY RULES

- A. Employees must wear safety goggles or shields at all time when operating a machine.
- B. Secure all parts on any machine being worked on.
- C. Air hoses and extension cords should be positioned to insure safety of all employees in the facility.
- D. Never remove manufacture's guards from any piece of equipment.
- E. A grounding circuit's continuity should be checked periodically.
- F. Never climb on shelves, supplies, or any other makeshift item to get into or up to something.
- G. Do not attempt to lift a heavy load beyond your lifting capacity. Dare lifting or strength test lifting is prohibited
- H. Ladder:
 1. Always make sure your ladder has proper footing.
 2. Never use a ladder with broken or missing rungs.
- I. Hand Truck:
 1. When using a hand truck, make sure your load is low and up front.
 2. Never walk backwards with a hand truck.
- J. Hoist:
 1. Never exceed the load limit of a hoist.
 2. Check all ropes, chains or slings on hoist and make sure all are safe before usage.

- K. Jacks:
1. Never exceed the load limit of a jack.
 2. When using a jack, keep your body and head clear of the handle.
 3. When not in use, return the jack to its proper place.
 4. When using a jack, always secure the vehicle from movement with block and hand brake.
 5. Always insure vehicle is secure prior to working on vehicle, when jacks support vehicle.
- L. When doing electrical work, insure your safety by using properly insulated tools.
- M. Use of Tools:
1. Do not utilize a screwdriver as a punch, wedge or pry bar.
 2. Do not apply a screwdriver to objects held in your hand.
 3. Do not use dull tools -- keep them sharp.
 4. Never strike or pull tools toward your body.
 5. Never use a steel hammer on hardened metal surfaces.
 6. When swinging a sledgehammer, make sure you have a clear circle in which to swing.
 7. When chipping or shearing with a chisel, warn others in your area to wear safety goggles.
 8. When applying excessive force, use caution so if the object were to suddenly give way, it would not cause you bodily harm.
 9. Do not use pliers or wrenches as hammers.
 10. All electrical tools must have a ground wire, which must be connected to a ground, when the tool is in use.
- N. Tires:
1. Always block the tires of the vehicle you are working on.
 2. Never inflate a tire that has gone flat, always remove and inspect the tire for damage.
 3. Install valve stem on inside of dual wheels so access can be obtained from outside the tire.
- O. Welding Equipment
1. Welding goggles, gloves, apron and other safety equipment must be worn while operating welding equipment.
 2. During elevated height welding, take the necessary precautions to prevent hot material from landing on you clothing or on a bystander.
 3. Do not leave hot material unguarded, unless you tag the item as being hot.
- P. Acids & Caustics
1. Do not store acids or caustics in glass containers near heat or in direct sunlight. Expansion can cause a fire or explosion.
 2. Protective clothing, eye goggles and rubber gloves should be worn while handling acid or caustic materials.
 3. Never pour water on top of acid. Acid may be added to water in small quantities.
- Q. Only authorized personnel shall drive District vehicles.
- R. Never move a vehicle without first checking to see if no other individuals are working on the unit.

OPERATIONS



Section 3

3.1 OPERATIONS

3.1.1 STANDARD OPERATING PROCEDURES - SPECIAL EDUCATION ROUTES

Turn on 2-way radio after starting the bus so the radio can perform its startup procedure.

10 – 8 when starting your AM, MID and PM route.

***The above duties are not completed until dispatch responds.**

- A. Follow the directions on the route sheet. If you have questions on the directions, (Rights or Lefts etc.) notify dispatch.
- B. Only pick-up and drop at the designated stops on the route sheet.
- C. Review the list of students eligible to ride the bus.
- D. The time on the route sheet is the departure time.
- E. If the student does not come out, advise dispatch. Please give a 10-6 with students first and last name. DO NOT LEAVE BEFORE THE DEPARTURE TIME.
- F. Do not drop student unattended unless noted to drop alone on the route sheet which will be indicated by 2 asterisks (**).
- G. When dropping students at school, release them to a teacher or aide, unless you are authorized to drop students unattended. If you are not certain, CALL DISPATCH.
- H. If you are running ten minutes late or more, notify dispatch. If you are late arriving to a home or stop, you must wait one minute before notifying dispatch of a 10-6 for the student and then proceed on.
- I. When picking up students at school, check students off on your route or roster as they enter the bus.
- J. If a student does not come out to your bus at a school site and it is time to depart, call dispatch and report a 10-6 for that student and wait for the OK from dispatch before leaving.

- K. If a pupil must be received and the parent or guardian is not home, call dispatch. If the parent or guardian cannot be reached, the pupil will be returned to school. Issue a bus ticket to the parents and give to the transportation director.
- L. Respect the privacy of the pupils. It is illegal to discuss information with anyone outside of the scope of your job. Never discuss any information regarding a pupil with anyone, other than the parent, guardian or school official.
- M. 10 – 7 when you have completed your route AM, MID and PM.
- N. Cameras are on all buses and are recording while the key is on.
- O. GPS and 2 way communication devices are installed on all buses.
- P. Personal use of the buses is prohibited without prior permission from the director or dispatch.
 - a. If the bus/driver is involved in a collision during unauthorized use of the vehicle, the driver may not be covered by the district's insurance and may be liable for damages.

3.1.2 STANDARD OPERATING PROCEDURES - REGULAR EDUCATION ROUTES

- A. Turn on 2-way radio after starting the bus so the radio can perform its startup procedure.
- B. 10 – 8 when starting your AM, MID and PM route.
- C. Only drop and pick up at designated stops on the route sheet.
- D. Follow the directions on the route sheet. If you have questions on the directions, (Rights or Lefts etc.) notify dispatch.
- E. The time on the route sheet for the stop is the departure time. Do not leave the stop before that time.
- F. If you are running ten minutes late or more, notify dispatch
- ~~G.~~ Do not drop kindergarten students unattended. All kindergarten students must be released to an adult on the emergency contact list or an older sibling.

- H. Respect the privacy of the pupils. It is illegal to discuss information with anyone outside of the scope of your job. Never discuss any Information regarding a pupil with anyone, other than the parent, guardian or school official.
- I. When you are loading or dropping at a school site, you are required by law to shut down your engine.
- J. Do not deny transportation to a student who is at a bus stop. All students are to be transported into school. If the student has been advised previously that they shouldn't be transported, do not deny transportation. Issue a bus conduct report and refer the student to a site administrator.
- K. Student ID'S/Bus Passes (High School & Middle School): It is our policy for students to have an ID and show it to the bus driver before loading the bus. The ID must indicate the route number or have the appropriate colored sticker.
 - 1. If you are at a bus stop in the morning and the student does not have their ID, check for the name on the roster. If the name is on the roster let the child know that they need to bring their ID to ride the bus in the future. If the child continues to forget their ID you may issue a bus conduct report. DO NOT deny transportation to any student in the morning..
 - 2. If you are at a school site and a student does not have ID, do not allow the student to board. Send the student to the school office.
- L. 10 – 7 when you have completed your route AM, MID and PM.
- M. Cameras are on all buses and are recording while the key is on.
- N. GPS devices are installed on buses.
- O. Personal use of the buses is not allowed without prior permission from the director or dispatch.
 - 1. If the bus/driver is involved in a collision during **unauthorized use** of the vehicle, the driver may not be covered by the district's insurance and may be liable for damages.

3.1.3 STANDARD OPERATING PROCEDURES - FIELD TRIPS

- A. Verify directions that are on the trip ticket. If you are unclear about the directions, make sure you check with dispatch prior to the trip.
 - 1. Please note all stops on the trip. If the teacher, athletic coach or other group leader is telling you that an additional stop will be made such as a stop at a park to eat lunch, or a

food stop and it is not indicated on your trip sheet, call dispatch immediately prior to departing on your trip. **Unscheduled stops are unauthorized stops!** If you have to make an emergency stop, notify dispatch or call the director or on-call staff person immediately!

- B. Read the trip sheet completely, and make sure you know what type of trip you are doing.
 - 1. Round Trip (Transport the group to their destination; sit and wait and then return the group.)
 - 2. One Way Take (Drop the group at their destination and the trip is complete)
 - 3. One Way Return (Pick up the group at a designated location and return the group.)
 - 4. Drop and return (Transport the group to their destination; leave and then return to pick up the group and then return the group. When doing a drop and someone else is picking up the group, notify dispatch where you dropped the group and what time and location the group needs to be picked up.
 - 5. Non school-sponsored event - red lights and school bus signs must be covered.

- C. The spot time is the time you arrive for loading (15 min. before departure time). Depart time is the time you leave the pick up location with the passengers.
 - 1. CONFIRM THE RETURN TIME PRIOR TO DEPARTURE. IF YOU ARE DOING A TRIP BETWEEN ROUTES, PLEASE BE SURE THE GROUP WILL BE BACK IN TIME OR NOTIFY DISPATCH AS SOON AS YOU LEARN OF THE DISCREPANCY. IT IS UNACCEPTABLE FOR A SCHEDULED FIELD TRIP TO CAUSE THE DRIVER TO BE LATE FOR HIS/HER ROUTE.

- D. During business hours 10 – 8 when starting your trip and 10-7 when your trip is completed.

- E. If you are running more than ten minutes late for a pick up or returning the group, notify dispatch.

- F. Arrival at the pick- up location:
 - 1. Introduce yourself to the teacher, advisor or chaperon and verify destination and directions.
 - 2. If group is not present when you arrive, go to the office and tell them who you are there to pick up.
 - 3. If you have not seen or heard from the customer after 10 minutes call dispatch.
 - 4. Review and explain the emergency and evacuation directions to your group as required by law. **Be sure to sign the field trip sheet and have your group leader sign the sheet as well, indicating the emergency procedures have been given.**

- G. Down Time:
 - 1. The bus will be parked at the site of the drop-off point (or as close as possible) during the duration of the event for which the passengers were transported. The driver may exchange cell phone numbers with the group leader or provide him/her with the VUSD Transportation Office number for emergency purposes. If circumstances warrant, the employee may leave the parking site with the bus to secure a meal.
 - 2. Coordination must be made with the sponsor or responsible party of the trip.
 - 3. The bus may not be used to perform errands of a personal nature during the field trip (except to get a meal) without authorization from dispatch or the director. If the bus/driver

is involved in a collision during **unauthorized use** of the vehicle, the driver may not be covered by the district's insurance and may be liable for damages.

4. Clean the inside of your bus and recheck the bus and make sure it is clean and in good working order.
- H. The District may reimburse employees who turn in receipts (up to \$35 total) at the end of their on duty hours for meals taken while on assigned trips. Receipts must be itemized and time stamped within the hours of the field trip. The following conditions apply:
1. Evening Meals - When an assigned trip requires departure prior to 4:00 p.m. and returns after 7:00 p.m. (up to \$15 itemized).
 2. Noon Meals - When on a weekend or holiday, assigned trip requires departure prior to 10:30 a.m. and returns after 2:00 p.m. (up to \$10 itemized).
 3. Weekends – breakfast meals added when the trip leaves prior to 8:00 am (up to \$10 itemized).
 4. On overnight trips, employees may be reimbursed for expenses for meals up to \$35 per day. Lodging will be handled by the group or the district for overnight trips.
- I. On Duty Hours:
1. Notify dispatch if you are going to go over on duty hours (16).
 2. Notify dispatch if you are on a trip and it turns out you will be illegal to do your own route the next day (less than 8 hours off duty).
- J. Turn in all logs, dailies, meal receipts and trip tickets to dispatch at the end of duty. Since the equal distribution of trips depends on previous trip hours, future trips may be withheld until trip tickets are properly submitted.
- K. Stand By:
1. Employees will be paid 30 minutes of stand by under the following circumstances.
(Employees must fuel or clean the bus while they are on stand by)
 - i. Field trips stand by: If there is less than 30 minutes between a trip and route. (For example: An employee assigned to the ESC completes a field trip at Saticoy Elementary at 1:45 and has a run for Citrus Glen that signs on at 2:15. The employee would go on stand by and not return to the ESC).

3.1.4 SCHOOL BUS OPERATIONS

PRESCRIBED DUTIES: Duties are prescribed by the policies and procedures of this manual and the Director of Transportation or other District Administrator may later issue such additional policies and procedures as needed. Drivers must familiarize themselves with these policies and procedures and operate in accordance with them. These policies are enforceable.

SITUATIONS NOT COVERED: Whenever a problem arises that is not covered by these policies and procedures, employees will contact the Director of Transportation. When unable to contact the Director of Transportation the employee should contact dispatch for further instructions. Employees will report the problem to the Director of Transportation at the earliest possible opportunity. This may include situations that may be interpreted as a safety issue.

- A. Employees will observe all laws as set forth by the California Vehicle Code and the California Education Code, pertaining to the operation of District vehicles.

- B. Employees assigned to operate a school bus will report to the bus yard at the time indicated on the route sheet. The time on the route sheet allows 20 minutes for a pre-trip inspection and other route preparatory duties. Only one pre-trip per day is required per driver per bus. If a driver switches buses anytime during the day, they will be allowed to come in 20 minutes before the next start time posted on the route sheet to perform another pre-trip inspection.

- C. Employees will 10-8 prior to starting their run.

- D. Performing a complete pre-trip inspection is required by State law. It is District Policy for the driver to inspect the engine compartment daily, prior to operation.

- E. Employees will complete a "Daily Condition of Bus Report" on each vehicle driven during any one day.
 - 1. During the pre-trip inspection if any defects are noted, take the Daily Condition of Bus Report (DBR) to the site mechanic. The mechanic will determine whether the defect needs to be corrected or the defect does not need to be corrected for normal safe operation.
 - 2. Per law, the Daily Condition of Bus Report (DBR) is to be turned in at the end of the employees shift.
 - i. If there is no defect, the pink copy is retained by the employee. The yellow copy reviewed by the Safety and Training Office and retained for three (3) months. White copy to operations.
 - ii. If a defect is noted that does not meet out of service criteria, the white copy shall be turned into the Fleet Maintenance Office. The defect will be repaired or the vehicle will be scheduled to be brought into the shop.
 - iii. If a defect is noted that does not meet out of service criteria, the white/yellow copy shall be submitted to the Director by the Safety and Training Office. The Director will work in conjunction with the Lead Mechanic to schedule the repair of the defect.
 - 3. Each bus has affixed in the driver's compartment, a service record annotated with the mileage and date of the next Preventative Maintenance (PM) Inspection due. Employees are required to submit on the daily inspection report "Service Due" when the odometer

in the bus is within 150 miles or three (3) days of the indicated mileage due (for inspection) date. No bus will be operated when the mileage or date indicated for PM inspection has elapsed.

- F. Employees will maintain a current route sheet in their buses at all times. Changes to the route sheet may not be made without prior written approval of management.
- G. Employees shall not return a bus with students to a school without dispatch approval.
- H. Employees are required to check their assigned box **twice each day** to ensure that information is passed on quickly. It is the employees' responsibility to read bulletin boards, message boards and emails daily to keep informed.
- I. Request by employees to park assigned buses at their residence between morning and afternoon routes will be considered on an individual basis, and may be approved if it is determined to be clearly cost neutral or benefit the school district.
- J. Children or friends of employees are not permitted to ride on school buses during regular routes unless authorized by management.
- K. Children or friends of employees are not permitted to ride along on field trips unless approved by the Transportation Services Department and school administrator.
- L. Employees, as representatives of the school district, must maintain a neat and clean appearance. Uniform shirts have been provided and must be worn daily. Shorts that reach 4 inches above the knee and long pants are allowed. High heel shoes, open toed shoes and shoes without a strap on the heel shall not be worn. Leggings and yoga pants are not considered appropriate.
- M. The following practices/requirements shall be observed by all employees:
 - 1. Buses will not be left unattended with students on board. The ignition keys will remain in the possession of the driver.
 - 2. Buses are to be parked in their assigned parking spot when not in use (unless other arrangements have been granted by dispatch).
 - 3. The interior of the buses must be kept clean at all times.
 - 4. Doors on buses shall be closed when the bus is in motion.
 - 5. Smoking is not permitted in school buses or District property at any time.
 - 6. Bus windows will not be down more than about ½ way.
 - 7. No loose items are to be placed/stored on the dash of school buses at any time (i.e., clipboards, cups, etc.).

8. No decorations, pictures, drawings or other items shall be placed on the inside walls, ceiling or sun visors of the bus.
9. The speed limit in the transportation facility is 5 MPH. The speed limit on school grounds is 5 MPH.
10. Each employees is responsible for refueling of his/her assigned vehicle for the day. You may not call other drivers to fuel your bus for you.
11. No smoking while fueling buses. No bus shall be fueled with passengers on board.
12. When refueling is completed, buses are to be moved clear away from the fuel pump promptly.
13. No bus shall be driven with an out-of-service sign posted.
14. CHILD CHECK: Upon completion of each run, the employee shall walk from the front of the bus to the back of the bus and inspect the interior of the bus for sleeping students, damage, graffiti, or any articles left on the bus.
15. Employees with medical restrictions or any other changes to their credentials must report them to the District Director of Transportation promptly.

N. At the end of each day's operation, employees will perform the following tasks:

1. Leave at least 1/2 tank of fuel in the bus.
2. Drain brake system wet tanks (if so equipped).
3. Shut down all electrical components (radio, lights etc.).
4. Close all windows and doors.
5. Bus keys shall be returned to the key board at the end of each shift. Drivers shall not take bus keys home at anytime.
6. Buses shall be secured when left unattended.
7. Drivers shall not exceed an eight (8) hour workday without authorization from management.

O. Stand By:

1. Employees may be paid 30 minutes of standby time waiting between runs or for a field trip. (Employees must fuel or clean the bus while they are on standby.)

3.2 DISPATCH

3.2.1 DISPATCH STANDARD OPERATING PROCEDURES

- A. Turn computer on and activate TRBONet (dispatching program).
- B. Check Voice mail for absent drivers (Line 1320). Password is 1320
 - 1. Update dispatch log.
 - 2. Update Dispatch Board
- C. Print routes sheets for open routes. All employees covering a route must have a current route sheet with correct directions. Highlight special notes like banking day schedules, etc.
- D. Review trip log and reassign driver(s) if necessary.
- E. Make 7:30 general announcements.
- F. Complete Dispatch log for next business day. Complete log by 8:30.
 - 1. Assign a stand by person for AM routes. This employee shall check out a transit and a van to cover late routes or for drivers who call in absent after business hours.
 - 2. If all cover drivers and sub/on call drivers are assigned to a route notify Director and all lead staff immediately.
 - i. Priority in assigning open routes and Cover Drivers:
 - a. Cover Driver(s)
 - b. Mechanic 1's
 - c. Safety & Training Specialist and dispatchers rotate equally
- G. Check drivers off as they complete their runs. (Driver's need to 10-7 by route number)
- H. Print routes sheets for next business day.
- I. Make 2:20 general announcements.
- J. Confirm field trips with customers.
- K. Update and maintain routes, route sheet binder, student database, route summary.
- L. Update dispatch board and dispatch log on the hour.
- M. Assign driver to deliver mail to employee mailboxes in the annex at ESC

3.3 ROUTING

3.3.1 REGULAR EDUCATION ROUTING

- A. The Superintendent or designee shall design routes and stops to help ensure the safety of students. Students who reside beyond minimum transportation distances as defined below shall be eligible for transportation service to the school of their attendance area: (5 CCR 15241)
1. For elementary school students:
 - i. Grades K-3: 3/4 mile
 - ii. Grades 4-5: One mile
 2. For middle school students:
 - i. Grades 6-8: Two miles
 3. For high school students:
 - i. Grades 9-12: Three miles
- B. The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.
- C. School Bus Registration: It is the policy of the Ventura Unified School District that all students planning to ride the bus to and/or from school must be registered at the school site. Once registered with school, the student is registered for transportation as long as they live beyond the minimum walking distance for their grade level and are attending their home school. Student's eligibility is determined by the student's home address that is provided at time the student is registered for school. If student's parents/guardians have joint custody, the second residence and parent/guardian must be listed on the student's emergency information card at their assigned school
- D. School Identification Cards/School Bus Passes
1. Middle and High school students shall be required to show their student identification card when boarding the bus. Middle or High School sites may issue school identification cards with the student's route number on the ID card. The student's route number will be placed on the school identification card or a sticker with the route number will be placed on the school identification card. Students who fail to show the driver a proper school identification card or school identification card with a route number will be subject to school bus rules of conduct and school bus discipline guidelines.
- E. Transportation to Day Care Providers
1. Students may be assigned to a stop near their day care provider. Eligibility is determined by the student's residence not the location of the day care provider.

3.3.2 REGULAR EDUCATION ROUTING GUIDELINES

- A. All student pick up locations shall be routed on the right side of the street or roadway.
- B. Stops that are not at a corner must be identified by an address. (I.e. Saticoy Community Center – 11168 Violeta Street.)
- C. Corner stops must be identified by direction. NW (North West), NE (North East), SW (South West), SE (South East)
- D. Street names need to be correct and listed.
- E. Departure time shall be listed on the route sheet.
 - 1. Departure time from a school site is 5 minutes from the time of the dismissal or from the time the bus arrives. A shorter time period or additional time must be approved by the Director of Transportation.
- F. Bus stop list must be included and match the left and right directions.
- G. It should be assumed that each stop requires a red light crossing and the driver should be prepared to cross all students. The driver must ask at each stop if any student will be crossing the street and if so provide a red light crossing. The driver needs to notify dispatch if a stop requires a red light crossing so that the stop is highlighted on the route sheet. Red light crossings must be identified.
- H. Left and rights shall include direction to the schools or sites.
- I. Route changes submitted to dispatch if dispatch agrees with the proposed changes shall be completed and returned to the employee within 2 business days.

3.3.3 SPECIAL EDUCATION ROUTING

- A. Federal and state laws require schools to serve students with disabilities in the Least Restrictive Environment (LRE). This means, students with disabilities, to the maximum extent appropriate, are to be educated with their peers who are not disabled. This principle also applies to transportation services. As a student's needs dictate, accommodations in services can be made from the least restrictive environment, i.e., walking to a centralized stop, to the most restrictive environment, such as a specialized bus. Transportation as a related service will be authorized by the IEP team.
- B. Length of Time on Bus
 - 1. BP 3541.2 The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. The Director of Transportation will review any route that the student is scheduled to ride more than 75 minutes.

C. Eligibility for Transportation

1. Transportation as a related service must be authorized by the IEP team. Request for changes to a student's transportation program must be submitted and approved by Pupil Service/Special Education.

3.3.4 SPECIAL EDUCATION ROUTING GUIDELINES

- A. All student pick-ups shall be routed on the right side of the street or roadway.
- B. Stops that are not at a corner must be identified by an address. (i.e. Saticoy Community Center – 11168 Violeta Street.)
- C. Each student must be listed with their stop.
- D. Street names need to be correct and listed.
- E. Students that can be dropped unattended must be identified and have a form on file indicating the ability to be left unattended. Students who have a form on file indicating their ability to be left unattended shall be indicated with two asterisks (**).
- F. Any special equipment must be listed. (Wheelchair, Harness, Car Seat etc.)
- G. Route changes submitted by drivers or staff shall be reviewed and changed when deemed necessary and returned to the employee.
- H. New students and route changes from Pupil Services/Special Education shall be completed within five (5) business days.
- I. At the beginning of the school year, the parent\guardian shall be notified in writing the route information. After school has started, the parent/guardian will be notified by phone any route changes and any pertinent information including the following.
1. AM & PM route number
 2. Pick up time
 3. Drop off time
 4. Parent Responsibilities
 5. Student Responsibilities
 6. School Bus Rules
- J. Parents who call and request changes to their child's pick up or drop location(s) shall be referred to the Special Ed Department.

3.4 FIELD TRIPS

3.4.1 FIELD TRIP ASSIGNMENT PROCEDURES

- A. Priority of assignments:
 - 1. Trips are assigned to permanent/probationary drivers who volunteered for field trip extra time.
 - 2. Sub/On Call Drivers

- B. Process for assigning trips: Please see Article 13 “transportation” of the VESPA/VUSD bargaining agreement.

- C. Cancelled Trips:
 - 1. If a trip cancels at spot and the driver has no other assigned duties for the day, the employee is paid the minimum call in time.
 - 2. If a trip has multiple buses and buses are cancelled at spot, the driver with the least seniority will return to base or their other duties. If passengers have already loaded the buses, the bus that is empty or the bus that is last in line will return.

3.4.2 FIELD TRIP BOOKING PROCEDURES

- A. Transportation Request Review:
 - 1. School Site/Department submits Transportation Request or Athletic Schedule to Educational Services Division. ESD authorizes request and submits to Transportation.
 - 2. Transportation request or athletic schedule is date stamped and reviewed. If the request is incomplete it is sent back to the school site/department.
 - 3. Request or athletic schedule is reviewed to determine the availability of buses.
 - i. If buses are not available the appropriate area is checked “has not been confirmed”. Provide a reason for the denial and return the canary copy to the school site/department. The white and green copy is retained and filed in the field trip book.
 - ii. If buses are available, the transportation request is input into the transportation data management system and assigned a trip number. The request is approved by a Director of Transportation or Dispatcher.

- B. Trip Confirmation:
 - 1. The trip confirmation, school site/department copy of the transportation request or athletic schedule and the rules and regulations are sent to the requesting school site/department.
 - 2. The trip confirmation and all supporting documentation are filed in the field trip binder by month/date.

C. Re – Confirmation

1. One week prior to the trip departure date reconfirm the trip with the person who requested the trip.
 - i. Confirm the following information:
 - a. School Site/Department
 - b. Trip Number
 - c. Destination
 - d. Departure Date
 - e. Return Date
 - f. Bus will arrive for loading
 - g. Bus will return to School Site/Department
 - h. Number of Passengers
 - i. Number of buses
 - j. Twenty-four (24) hour cancellation policy

D. Change in transportation request:

1. Enter the change in the transportation data management system and print a new trip confirmation.
2. Send the new trip confirmation to the school site/department.
3. File the new trip confirmation with the documentation that is currently in the field trip binder.

3.5 EXTRA HOURS

3.5.1 EXTRA HOURS

Extra hours other than field trips are assigned to those employees who have notified management they are available for extra hours. Extra hours are any assignment that is outside of their assigned time.

A. Priority of assignments:

1. Extra hours other than field trips are assigned to permanent/probationary drivers who volunteered for extra hours.
2. Sub/On Call Drivers

B. Extra hours other than field trips will be assigned on a daily basis.

3. Employees must notify dispatch by 7:30.

- i. If there are no permanent or probationary employees who notify dispatch by 7:30 a.m. extra hours other than field trips will be assigned to any available employee.

4. Extra work must be completed within the assigned time.

- i. Additional time must be approved by a member of the management team or the director.
- ii. Employees shall not exceed an eight hour work day without authorization.

5. Office Work:

- i. Employee must demonstrate the ability to complete the assigned task in the time allotted.
- ii. A list of employees will be kept by the Director of Transportation.

On occasion, there are unplanned and/or unexpected assignments that occur. These assignments will be given to the first available employee who can complete the task.

3.6 PUPIL MANAGEMENT

3.6.1 SCHOOL BUS DISCIPLINE GUIDELINES

The conduct of students aboard a school bus must be controlled in order to provide safe and efficient transportation. The students aboard a bus are under the authority of the bus driver and directly responsible to the driver. The attached articles are provided for driver guidance in maintaining student discipline.

In the enforcement of student discipline, the drivers should work closely with school administrators. In the event of unresolved problems aboard the bus, after consulting with school administrators, drivers should bring the matter to the attention of the Director of Transportation.

- A. When enforcement of discipline is required, the following steps should be followed:
 - 1. At least two verbal warnings.
 - 2. Two written warnings.
 - 3. Recommendation of denial to the school administrator.

- B. Examples of reasons to recommend denial of riding privileges:
 - 1. Tampering with bus equipment, i.e., emergency door, brakes, switches or other devices used in the operation of a school bus.
 - 2. Intentional destruction or defacing of seats or paneling within the bus.
 - 3. Jumping out of or entering through windows of the bus.
 - 4. Inflicting injury upon other students through the use of physical force.
 - 5. Using physical force upon the driver. Degrading, vulgar or profane speech or gestures directed at the driver.
 - 6. Lighting matches, exploding firecrackers or burning of papers or other material aboard the bus.
 - 7. Smoking or vaping within the school bus.
 - 8. Refusal to remain seated while the bus is in motion, after continued verbal warnings.

The above violations of pupil conduct are serious offenses and are regarded as disorderly conduct. The Discipline Flow Chart will not be followed; a recommendation to deny transportation will be given. Students found to be in violation may be denied transportation from 1 - 30 days. The school administrator will determine the length of time. The effective date of denial is the first school day following the issuance of a denial and notification of the student's parent/guardian.

On occasion, a school administrator may request a driver to attend a parent conference or a driver may request to attend the parent conference. In either case, arrangements to attend or participate in a parent conference should be coordinated through the Transportation Services Department.

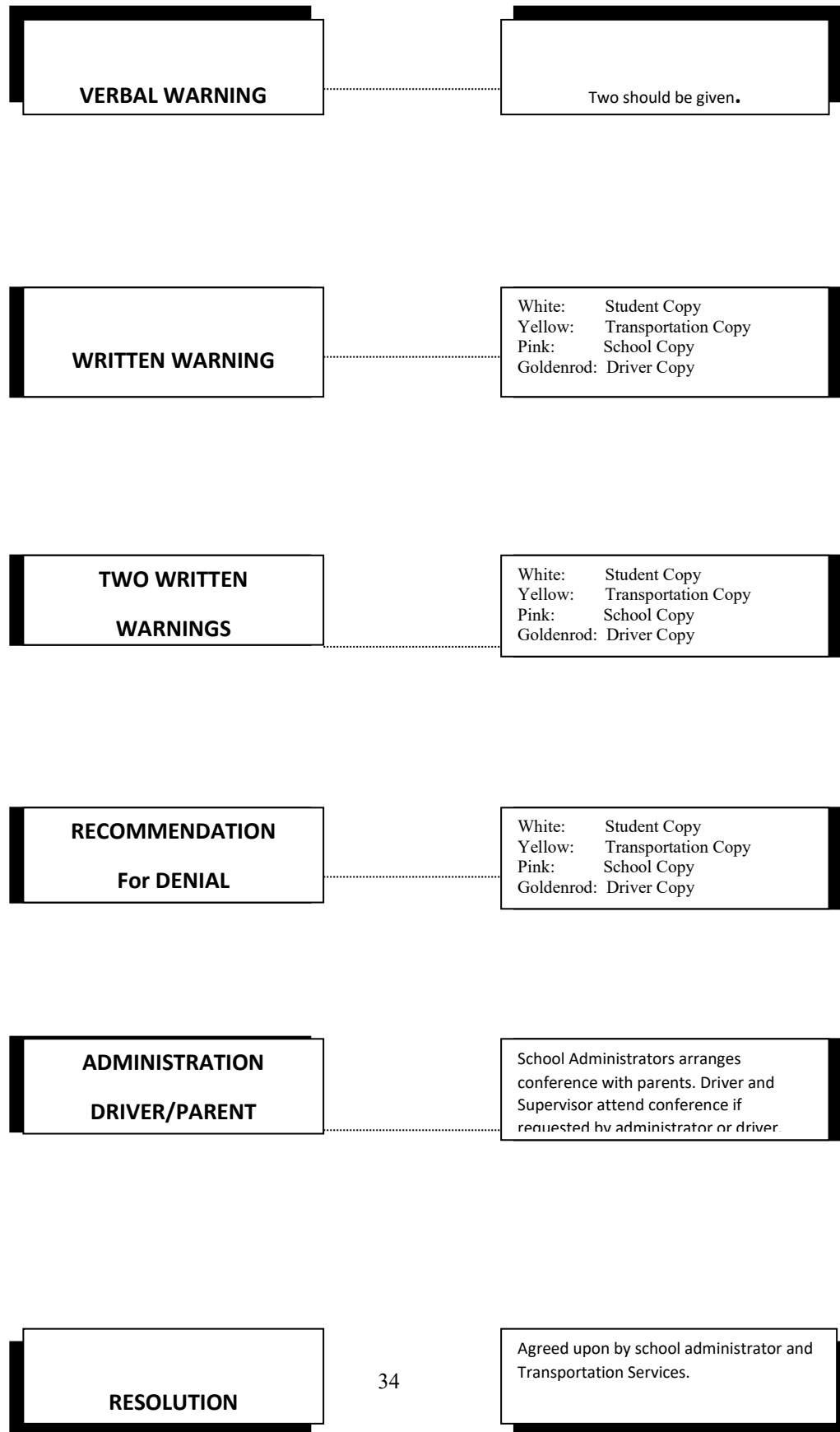
3.6.3 PUPIL MANAGEMENT

As in the classroom, student discipline is an important matter on board a school bus. Unlike a teacher, the driver has their back to their charges and their hands and mind are primarily occupied with guiding thousands of pounds of steel through morning and afternoon traffic. Unless definite discipline guidelines are developed and maintained on the bus, and good rapport established between driver and passengers, the driver may lose control of the children whose lives are entrusted to them daily.

- A. Drivers shall adhere to the following steps for establishing good behavior on board the school bus:
1. When leaving the driver's seat, remember to SECURE YOUR VEHICLE! This means set the parking brake, transmission in neutral or park, engine off and key in your pocket.
 2. Refrain from threatening and/or issuing an order that can't be enforced. Follow the department's school bus discipline guidelines and school bus rules of conduct.
 3. When attempting to stop bad behavior, try to refrain from telling the student "what not to do," instead suggest a positive behavior that he/she might consider doing.
 4. After requesting a student to behave in a given manner, give the pupil time to react, don't expect an instant reaction at the moment of command. Yes, the students may stop exhibiting the unapproved behavior momentarily, but it might take a few moments for the pupil to readjust to a more socially approved behavior.
 5. If possible, be able to give a reason for what you ask a student to do. If students understand why they are to behave in a given manner, the odds are much more in your favor that they will behave in the manner requested. Whether those in authority like it or not, many of today's students question what they are requested to do. Also, set a good example - students will be more likely to behave properly if they see adults adhering to their own principles.
 6. Bus operators and school officials must be consistent and fair in the discipline of students. Not only should the school bus drivers and associated school officials be consistent in holding students accountable for their behavior, they must also let them know when they exhibit acceptable behavior while riding, boarding, and unloading the vehicle. They may simply consist of a verbal comment, a friendly "hello" in the morning and afternoon and so forth.
 7. It is extremely important that a bus driver be friendly with the students who ride the bus. Always exhibit an interest in what they are doing and comments that they make to you.

8. Reinforce good behavior and be sure to comment on "good" qualities and actions of students. It may be difficult to see good qualities and actions, but try to locate at least one in each child and zero in on it.
9. Touching student in an aggressive manner should never be employed, unless it is to protect them from hurting themselves or someone else. Be sure to use the very minimum of restraint because it could aggravate the problem.
10. Refrain from taking your personal feelings and prejudices out on a given student.
11. When speaking to an offender, speak in a firm but courteous manner.
12. If and when you have to correct a student for misbehavior, be sure and provide "positive" comments at a later time to show that you still have respect and confidence in him/her. It is extremely important for a child to know that although you did not approve of a particular act, you still have respect for the child as a fellow human being.
13. Set a good example yourself in regard to your behavior and treatment of others. Remember that a bus driver sets the emotional tone for the bus. Generally, a student will tend to mimic the behavior of an authority figure.
14. A bus driver or any school official should never ridicule a student. If at all possible, conduct student conferences in a private setting.
15. Regulations and rules regarding bus transportation shall be gone over with students by the bus driver. In addition, these rules should be posted in the bus.
16. A student should never be put off a school bus for disciplinary reasons at any location other than his home or school.

3.6.4 Student Discipline Flow Chart



SAFETY & TRAINING



Section 4

EC 39831.3 TRANSPORTATION SAFETY PLAN

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

(Amended by Stats. 2016, Ch. 721, Sec. 2. Effective January 1, 2017.)

VC 22112. School bus Signal and School bus Stops

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or the head or principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

(Amended by Stats. 2012, Ch. 769, Sec. 35. (AB 2679) Effective January 1, 2013.)

VC 28160 CHILD SAFETY ALARM SYSTEM

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) (A) Except as provided in subparagraphs (B) and (C), on or before March 1, 2019, each school bus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(B) If a school district, county office of education, or charter school with an average daily attendance of 4,000 pupils or fewer, or a private school with 4,000 pupils or fewer in attendance, cannot meet the requirements of this section on or before March 1, 2019, the school district, county office of education, charter school, or private school shall submit to the department, on or before March 1, 2019, documentation that demonstrates that it has, before March 1, 2019, ordered or purchased the child safety alert system or child safety alert systems, and includes an estimate of repairs or installation, the total number of vehicles described in subparagraph (A) in the fleet and the number of vehicles described in subparagraph (A) that do not have an installed child safety alert system, the proposed date of installation, and the name of the vendor or individual who will install the child safety alert system or child safety alert systems. Upon providing this documentation, the school district, county office of education, charter school, or private school shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(C) Any entity other than a school district, county office of education, charter school, or private school that operates a school bus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, or child care motor vehicle that is subject to the requirements of this section may submit documentation as specified in subparagraph (B) to the department. Upon providing this documentation, the entity shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(D) This section shall apply to all school districts, county offices of education, charter schools, and private schools, including those that began the 2018–19 school year before September 1, 2018.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) The department shall consult with the State Department of Education to develop frequently asked questions related to the implementation of this section and of Section 1294 of Title 13 of the California Code of

Regulations. The department shall also consult with, at a minimum, the California Association of School Transportation Officials when developing the frequently asked questions. The department and the State Department of Education shall each post the frequently asked questions on their respective Internet Web sites.

(d) A “child safety alert system” is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

(e) For purposes of this section, the following definitions apply:

(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code.

(Amended by Stats. 2018, Ch. 426, Sec. 34. (AB 1840) Effective September 17, 2018.)

BUS TRANSPORTATION

Students are instrumental in keeping a bus on schedule and promoting maximum safety conditions to and from school. Each student is to arrive at the bus stop on time and ready to board the bus in an orderly manner as soon as the bus arrives. Only students that live within home school boundaries are permitted to ride the district school buses as long as they live outside of the specified walking distance. The bus driver has been instructed to maintain discipline just as the teachers do in the classroom.

Continued or extreme misbehavior will cause a student to lose the privilege of riding the bus even though he or she may be permitted to continue attending school. It will then be the parents’ responsibility to get their child to school.

A MESSAGE TO PARENTS ON SAFE SCHOOL BUS RIDING

Parents are expected to have their children at the bus stop on time and to inform their children that they are to maintain good behavior at the bus stop as well as on the school bus. Your child should understand school bus riding is a privilege and permission to continue riding can be refused if order and conduct is unruly.

Please do not park personal vehicles at the designated bus stop. This will eliminate traffic situations at the bus stops. The school bus should be able enter and exit from stop safely.

Remind Children Rules of Conduct in School Bus Stops: As the school bus approaches please wait until the school bus has stopped at a safe distance (12 feet) and the driver has opened the door before approaching. The following rules of conduct apply at all times when students are riding a school bus, including school activity trips. It is against the law for an unauthorized person to enter a school bus.

SCHOOL BUS RULES OF CONDUCT:

- 1) Please leave early enough to arrive at your bus stop on time. Arrive approximately 3-5 minutes prior to the arrival of the school bus.
- 2) Passengers should walk directly to and from their homes to the school bus stops.
- 3) School Bus Danger Zones*: Passengers and parents should be aware that there are areas around the bus where it is difficult for the driver to see a passenger. **(See Appendix A)**

- 4) Child shall wait for the bus in a safe place and on the right side of the street. The child shall enter the school bus in safe, orderly manner and take a seat.
- 5) Child shall follow the “bus rules” and instructions from the school bus driver.
- 6) Child shall remain in their seat at all times while the bus is in motion
- 7) Keep the aisle clear at all times
- 8) Speak in their normal speaking voice, no yelling or screaming and no “profanity”.
- 9) Be courteous to the school bus driver and fellow passengers.
- 10) Riders shall not use tobacco products, eat, or drink while riding the bus.
- 11) Be aware to the traffic conditions when disembarking the school bus.
- 12) Child shall use the handrail when entering and exiting the bus.
- 13) Please remind your child of the “Passenger Restraint System” (seatbelt) on the school bus.

SCHOOL BUS LOADING AND UNLOADING PROCEDURES

The safety of school bus passengers is the most important part of school bus operation. In order to provide safety to our passengers and effective use of school buses, the following procedures are in force:

UNESCORTED LOADING PROCEDURE:

1. Wait for the school bus to come to a complete stop and wait for the driver’s direction to enter the school bus.
2. Passengers shall enter the bus in an orderly manner and go directly to a seat. The driver may assign seats or passengers should load from the rear seats to the front seats.
3. Passengers shall fasten the seat belt as soon as the passenger is seated and the seat belt shall remain fastened until arriving to their school or bus stop.

ESCORTED LOADING PROCEDURE:

Street Crossing Instructions in the event a passenger arrives late to the bus stop and requires the safety of an escort. The passenger shall:

- a. Wait for the driver to reach the middle of the street.
- b. Wait for the driver to call “Cross Now”.
- c. Passengers shall enter the bus in an orderly manner and go directly to a seat.

ESCORTED UNLOADING PROCEDURE:

Passengers must remain seated until the bus comes to a complete stop and the driver gives instruction to line up in the aisle.

- a) Passengers remain in the bus until the driver is in the center of the roadway with the hand held “STOP” sign.
- b) Passengers shall remain quiet so the driver’s instructions can be heard.
- c) Passengers shall exit the bus in an orderly manner only after the driver calls “Exit Now” or “Cross Now”. Passengers requiring an escorted crossing shall always walk in **between the driver and the front of the bus only.**

- d) Parents crossing the roadway with their children are to cross in front of the bus under the protection of the escort of the bus driver.

ACCIDENT/FIRE PROCEDURE

1. When an accident occurs:

When an accident first occurs, follow this checklist to insure passenger safety.

- ┆ Turn off the ignition
- ┆ Set brakes
- ┆ Use warning devices
- ┆ Remain calm - reassure passengers
- ┆ Be alert regarding fire or the possibility of fire
- ┆ Check for ruptured fuel tank and fuel lines
- ┆ Check for electrical fire
- ┆ Look for smoke
- ┆ Check for hot tires which may catch fire - caused by metal rubbing a tire from impact to final resting place
- ┆ Check for injury of passengers
- ┆ If passengers are injured, follow first aid procedures
- ┆ If passengers are not injured and need to be removed from the scene, follow standard evacuation procedures
- ┆ Keep all passengers in the bus, with the exception of fire or other dangers
- ┆ Account for all passengers Notify the Highway Patrol
- ┆ Notify the Transportation Department and the District/School Administration of the location of bus accident Protect the scene
- ┆ Protect passengers and bus from further accidents and injuries
- ┆ During the investigation of the accident, **do not release any passenger** to anyone unless told to do so by the District/School Administration

2. Give Information Only to Person in Authority

The driver shall not discuss in any manner the cause or contributing factors to the accident with any person other than the officer at the scene. Be courteous at all times, do not enter into any arguments, evaluate questions and give concise and clear answers. Drivers are required to furnish only the following information to other parties involved in the accident.

- A. Driver's license
- B. Bus license number and bus number
- C. Name, address, and phone number of employer and driver's immediate supervisor

3. Witnesses

Immediately after canvassing all passengers for injuries, obtain the names and addresses of as many witnesses as possible, plus names and addresses of your passengers.

4. Accident Reports

A full and complete accident report covering **every** accident, however small, must be made out by the driver and given to the Safety & Training Specialist on the same day it occurs. Note carefully on the written accident report all obstructions, such as cars parked at or near the scene of the accident, hedges, trees, buildings, etc. If any of the above were, in your opinion, contributing to the accident, clearly indicate them on the accident report. If Officers are present, obtain their badge numbers.

5. Information from Other Drivers

Drivers involved in an accident are required to give their name, address, driver's license number and vehicle information. Be ready to give this information to the other driver and, also receive and write down the same information from the other driver involved.

REDUCED VISIBILITY

The following section is quoted from Vehicle Code 34501.6. "The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility."

BUS EVACUATION INSTRUCTION

All pre-kindergarten through eighth grade passengers who receive home-to-school transportation shall receive safety instruction, at least once each school year, which includes proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. As part of the instruction, pupils shall evacuate the school bus through the emergency exit door(s) [not the entrance door]. Specified information must be documented and retained for one year and is subject to inspection by the California Highway Patrol. Additionally, the law requires safety instruction to be given to all pupils regardless of grade level prior to departure on each school activity trip. The instruction must include the location of the emergency exits and location and use of emergency equipment. This applies to both school buses and School Pupil Activity Buses (SPABs).

BUS SAFETY INSPECTION/VEHICLE CONDITION

The following section is quoted from 13 CCR 1215: It shall be unlawful for the driver to drive a vehicle that is not safe condition or is not equipped as required by all provisions of law and this subchapter. The driver is specifically responsible for the following:

- 1) Daily Inspection: Prior to operation, the driver shall inspect each vehicle daily to ascertain that it is in safe condition, it is equipped as required by all provisions of law, and all equipment is

in good working order. For school bus, SPAB, and GPPV drivers, the inspection shall include, but is not limited to:

- a) All gauges, indicators, and warning devices
- b) Horns
- c) Driver's seat and seat belts
- d) All doors, door emergency releases, and windows
- e) All seats, handrails, and modesty panels
- f) Interior and exterior lighting systems
- g) All heating, cooling, and ventilating systems.
- h) All glass and mirrors, including adjustment of mirrors
- i) Windshield wipers and washers
- j) All required emergency equipment
- k) All tires, wheels, and lug nuts
- l) Brake system
 - i) Air compressor governor cut in and cut out pressures
 - ii) Static pressure for air loss
 - iii) Applied brake pressure loss
 - iv) Low air pressure warning devices
 - v) Emergency stopping systems (drain reservoirs in dual air systems is not required)
 - vi) Parking brake
 - vii) Antiskid device (if equipped)
 - viii) Vacuum gauge, ensuring it reads not less than 15 inches
 - ix) Low vacuum warning device(s)
 - x) Brake pedal for brake adjustment
- m) Wheelchair securements and lift.

- 1) Daily Report: At the completion of the driver's work, each driver shall submit a daily documented report to the employer indicating the condition of the vehicle and recommending any repairs deemed necessary. Whether discovered by or reported to the driver, all vehicle defects and deficiencies likely to affect safe operation or cause mechanical breakdown of the vehicle shall be listed, and a negative report shall indicate that no such conditions are present.
- 2) Repairs: Unless the Driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repairs of the bus or its equipment except necessary emergency repairs on the road.

HIJACKING AND KIDNAPPING

In the past, school buses have been hijacked both by a pupil passenger and by persons who were not passengers. School bus drivers must know what to do and what not to do in the event of a hijacking situation or a kidnapping.

Definitions:

Predation—Kidnapping for money or for personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.

Pathological—Abduction for homicidal, suicidal, or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person, and the person with suicidal tendencies are examples of pathological behavior.

Political or Social—Hostage taking as a means of securing political, social, or personal objectives is included in this category.

Escape—Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act. The trapped felon or the skyjacker are examples of escape-hostage situations.

All of the situations described above are potentially dangerous to passengers if handled incorrectly. Guidelines for handling these types of situations correctly are noted below:

- 1) Do not try to be a hero. Accept the situation as it is, and be prepared to wait until help arrives. In a hostage situation, both the hostages and those holding hostages are under great stress.
- 2) The first 15 to 45 minutes may be the most dangerous for all who are involved in a hostage situation. Therefore, following the instructions of your captors without upsetting them is crucial. Keep in mind that the longer you're together, the less danger there is that you will be harmed. However, the more tense the situation is, the greater the danger is that the captor may act in an unpredictable and dangerous way.
- 3) Do not speak unless you are spoken to in a hostage situation. Be calm and courteous in responding to questions and instructions.
- 4) Do not make suggestions to the captors. If suggestions go wrong, the captors may think that was planned.
- 5) Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make good your escape before trying it. Even if you are sure, consider it very carefully before you try it.
- 6) Observe carefully everything that occurs, everything that you see and hear.
 - a) Try to memorize the number of captors, their descriptions, their conversation, the number and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
 - b) Try to memorize the number and identity of other hostages, such as pupils. If released, your information could help the police.
- 7) If permitted to speak on the telephone for any reason, you should follow the instructions of the abductor very carefully. Be prepared to answer "yes" or "no" only to questions asked by the person with whom you are speaking on the telephone. The party speaking may ask questions regarding problems and location.
- 8) Do not turn your back on your captors unless ordered to do so. Avoid staring at the captors. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
- 9) Do not be argumentative. Exhibit a cooperative attitude, and instruct other passengers to do the same.

- 10) Avoid physical resistance. You have little chance of success in resisting, and you may significantly increase the risk of harm to all who are involved.
- 11) If there are pupil passengers, the main concern must be for their safety. Given the opportunity, ask the captors to permit you to give necessary instructions to the pupils. If you are firm and remain calm, the passengers will be more likely to follow your instructions and not panic.
- 12) Be patient and remember that time is in your favor. When the police arrive at the scene, remember that they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue you unharmed and as soon as possible.

§ 14105. School Bus and School Pupil Activity Bus (SPAB) Passenger Restraint System Use.

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an age-appropriate manner in the use of passenger restraint systems required by Education Code Section 39831.5(a)(3). The instruction shall include, but not be limited to, the following information:

(a) Proper fastening and release of the passenger restraint system:

(1) Fastening: To fasten, insert the latch plate (the metal "tongue" attached to one side of the webbing) into the proper buckle (the receptacle that comes out from the "bight" in the back of the seat, a slot in the seat cushion, or from the side). The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.

(2) Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle. The buckle has a release mechanism that, when manually operated during "unbuckling," breaks the bond and separates the two sections.

(b) Acceptable placement of passenger restraint systems on pupils: Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area. Place the shoulder belt snug across the chest, away from the neck. Never place the shoulder belt behind the back or under the arm. Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder. Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.

(c) Times at which the passenger restraint system should be fastened and released: Passenger restraint systems shall be used at all times the school bus or school pupil activity bus is in motion except when exempted in subdivisions (e) and (f) of this section.

(d) Acceptable placement of the passenger restraint systems when not in use: When not in use, passenger restraint systems shall be fully retracted into the retractors so that no loose webbing is visible, or stored in a safe manner per the school bus manufacturer's instructions.

(e) This section does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.

(f) This section also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, "emergency" means a natural

disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

NOTE: Authority cited: Sections 33031, 38047.5, 38047.6 and 39831, Education Code. Reference: Sections 38047.5, 38047.6, 39830, 39830.1 and 39831.5, Education Code; and Sections 27316 and 27316.5, Vehicle Code.

SCHOOL BUS RULES AND REGULATIONS

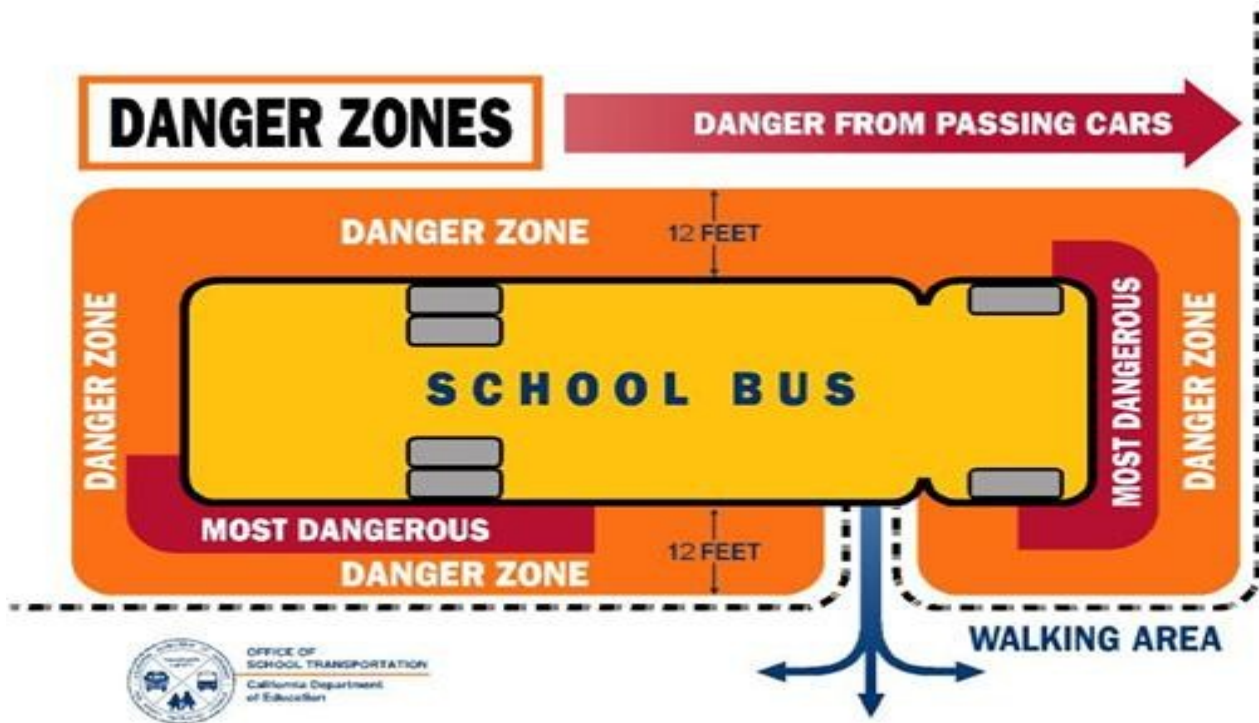
Video cameras with microphones may be installed on all Ventura Unified School District Buses

DRIVER'S AUTHORITY: Pupils in a school bus are the complete responsibility of the bus driver and under his/her direction. Pupils must be courteous and show respect for the driver, and obey the driver's instructions at all times. 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 be 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. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties."

1. DEVICES: Students may bring electronic devices onto the bus **ONLY** if those items are permitted at school. Students may use cellular phones or similar devices provided that the students use ear buds or keep the sound on silent. Inappropriate music will not be tolerated.
2. **SCHOOL ID/BUS PASS:** Middle and High school students are required to show their student identification card when boarding the bus. Middle or High School sites may issue school identification cards with the student's route number on the ID card. Students who fail to show the bus driver a proper school identification card or school identification card with a route number may be denied transportation privileges. School ID Bus Passes will not be recognized on any bus other than the bus for which the pass was issued. Possession of any pass, not the property of the possessor or allowing another student to utilize your pass, may result in a 30 – day denial of transportation privileges.
3. NON-BUS RIDERS: Students who are not regular bus riders may get one day bus passes from the school office to give to the bus driver. Students will not be permitted to ride without the pass.
4. BUS STOP ASSIGNMENT: Students may not get on or off the bus at any location other than their regularly designated stop. When emergency situations occur, a parent may arrange for an alternative authorized bus stop on a limited basis.
5. BUS STOP CONDUCT: Students must behave in a safe manner while waiting at the bus stop. Students must line up in an orderly fashion. Horseplay at the bus stop will not be tolerated and may result in suspension of bus riding privileges.

6. BUS DEPARTURE TIMES: Students should be at the bus stops at least 5 minutes prior to bus arrival; buses must operate on a definite schedule and drivers will not wait for late arrivals. Students are not to arrive at the stop more than 10 minutes prior to the departure time. *Continued late arrival to the bus stop will result in disciplinary action.*
7. BOARDING THE BUS: As the bus approaches, pupils must form an orderly single-file line and stand no closer than twelve feet. Students shall not move toward the bus until it has come to a complete stop. Pupils must enter the bus one at a time, with no pushing or shoving in line.
8. SEAT ASSIGNMENT: Pupils are to take the seat indicated by the driver. They may not exchange seats without the driver's permission.
9. PUPILS MUST REMAIN SEATED: Pupils must sit upright, face the front of the bus, keep feet out of the aisle, and in no way obstruct aisles or bar progress of other pupils in or out of the bus. Standing, walking, or any movement out of seats while the bus is in motion is prohibited.
10. SEATBELTS: Students shall fasten any passenger restraint systems and keep them fastened during the entire bus ride.
11. BUS WINDOWS: Windows may not be lowered without the driver's permission and at no time shall they be lowered beyond the second notch. (The window should not be open more than 6 inches).
12. HANDS/BODY OUT OF WINDOWS: Pupils may not extend hands, arms, head, or any part of the body out of the window on a school bus. Unauthorized exiting from emergency doors and windows is prohibited.
13. TAMPERING WITH BUS EQUIPMENT: Tampering of any kind with bus doors emergency exits, radio or controls is prohibited.
14. PUPILS MAY NOT SMOKE OR VAPE: Smoking, the use of vaping products, the use of tobacco products, or lighting of any material is prohibited.
15. EXCESSIVE NOISE/DISORDERLY CONDUCT: Pupils are prohibited from creating disturbances, such as whistling, playing musical instruments, yelling or talking loudly, throwing articles, shooting rubber bands, scuffling, etc. Pupils shall quietly converse only with those pupils sitting in the same seat that they occupy. Distractions and noise inside the bus must be kept to a minimum so that the driver can hear or observe approaching emergency vehicles, horns or other impending hazards. Bullying will not be tolerated and may result in suspension of bus riding privileges.
16. PROFANE LANGUAGE/GESTURES: Using profane language or obscene gestures is prohibited.
17. LITTERING: Littering or throwing objects of any kind is prohibited.
18. FIGHTING: Pupils may not interfere with others, nor destroy property of others. Students may not intimidate or threaten anyone on the bus. They must keep their hands to themselves: fighting, slapping, hitting, poking, shoving, pulling hair, etc., in the bus or at the bus stop is prohibited.
19. EATING/DRINKING: Drinking or eating, including gum and candy, is not allowed in school buses.
20. PROHIBITED OBJECTS: Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, skateboards (unless in a backpack), aerosol cans of any type, matches, lighters, radios, dangerous objects such as knives, scissors, guns, vape pens, alcoholic beverages or drugs may NOT be carried aboard the bus. **Musical instruments that can fit on a student's lap, next to them on the window side of an empty seat or in the luggage rack (if equipped) may be carried on the bus. Large instruments may be carried in the cargo bay under the bus at the students' risk. VUSD will not be responsible for instruments damaged in the cargo bay during the ride. No instrument shall block the aisle during transportation. Tubas will NOT be transported because they do not fit in the cargo bay and are too large to transport in the passenger cabin.**
21. RED LIGHT CROSSING: Kindergarten through 8th grade pupils may NOT cross the street when loading or unloading from the bus, without obtaining assistance from the driver. They must wait until the driver has secured the bus, turned on the red crossover lights, and entered the roadway to ensure

that all traffic has come to a complete stop. Students must maintain a 12-foot clearance around the bus while loading/unloading. Please see the diagram of the danger zones.



- 22. RED LIGHT CROSSING: 9th through 12th grade pupils may not cross the street once the bus is in view, or when being discharged from the bus until the driver has secured the bus and turned on the red crossover lights to ensure that all traffic has come to a complete stop.
- 23. DAMAGE TO SCHOOL BUS OR BUS STOP: Students may not damage or vandalize the school bus or the bus stop. *Parent/guardian will be required to pay for damage done by their child either to the school bus or to private property at school bus stop location.*

PROGRESSIVE DISCIPLINE PROCEDURES SPECIFIC TO TRANSPORTATION

- B. When enforcement of discipline is required, the following steps should be followed:
 - 1. At least two verbal warnings.
 - 2. Two written warnings (bus conduct reports).
 - 3. Recommendation of denial to the school administrator.

- C. The following are reasons that may deny transportation without progressive discipline:
 - 1. Failure to show ID/Bus Pass
 - 2. Failure to wear seatbelt during the ride/failure to remain seated/improper seating
 - 3. Hands/body out of windows
 - 4. Throwing objects inside the bus
 - 5. Tampering with bus equipment, i.e., emergency door, brakes, switches or other devices used in the operation of a school bus.
 - 6. Intentional destruction or defacing of seats or paneling within the bus.
 - 7. Jumping out of or entering through windows of the bus.

8. Inflicting injury upon other students through the use of physical force; fighting, pushing, intimidation (bullying)
9. Damage to the bus or property at a bus stop
10. Using physical force upon the driver. Degrading, vulgar or profane speech or gestures directed at the driver.
11. Lighting matches, exploding firecrackers or burning of papers or other material aboard the bus.
12. Smoking/vaping within the school bus.
13. Bullying / inappropriate bus stop conduct.
14. Refusal to remain seated while the bus is in motion, after continued verbal warnings.

The above violations of pupil conduct are serious offenses and are considered disorderly conduct and progressive discipline does not apply; parent(s) will be notified that transportation may be denied, the length of time of the denial and the start/end dates. Time off the bus will depend on the severity of the violation. The transportation director will work with school administrators to determine the length of time off the bus. The denial will begin after parents have been notified.

On occasion, a school administrator may request a driver to attend a parent conference or a driver may request to attend the parent conference. In either case, arrangements to attend or participate in a parent conference should be coordinated through the Transportation Services Department.

FREQUENTLY ASKED QUESTIONS

When I'm present at my child's bus stop, may I walk my child across the street without the school bus driver's assistance?

NO. California law dictates that all students in grades K through 8 **MUST** be escorted across the street by their school bus driver, even if the child's parent is present.

Will an elementary school student be dropped off at the bus stop if no adult is there to meet them?

Only **KINDERGARTEN STUDENTS** are required to have a designated person at the bus stop to receive them. ***Parents of kindergarten students may sign a waiver that allows the kindergartener to walk home unattended or to be picked up by someone else (this includes siblings who may walk with the kindergartener on minimum days).*** This form may be obtained from your bus driver. All students' grades 1 through 12 need not have a designated person to receive them at the bus stop and will be dropped off at the bus stop without an adult there to meet them.

What happens if there is no one to receive a kindergarten student at the bus stop?

Kindergarten students will be returned to their school of attendance. It will then be the parent's responsibility to pick up the student(s) from the school site. Future transportation privileges may be suspended if a student is returned to school. Frequent occurrences of a kindergartener not having an adult to receive may result in denial of transportation.

Are school buses safe?

All school buses must be certified by the Motor Carrier Division of the California Highway Patrol annually. Additionally the transportation terminal is inspected annually by the Motor Carrier Division to ensure that the buses are maintained according to state established standards and an approved, documented maintenance program is in place.

ADDITIONAL TRANSPORTATION POLICIES

1. Inter-district or intra-district transfer students are not eligible for transportation (unless the student has an IEP with transportation as a related service).
2. Bus stop determination is based on the student's residence. A student may not ride a bus route that is different from their assigned route on their ID card to go to a child care provider or other relative without prior written approval from the school or transportation department, and on a temporary, emergency basis only.
3. If your child loses his or her ID, a new one can be obtained from the school office for a fee.
4. All students in Kindergarten and grades 1 through 12 who are transported in a school bus or school activity bus shall receive instruction in school bus emergency procedures prior to departure on a field/activity trip.
5. At least once each school year, all students in Kindergarten through grade 8 inclusive who receive home to school transportation shall receive safety instruction which includes, but not limited to, proper loading and unloading procedures, escorting by the driver, proper passenger conduct, bus evacuation, location of emergency equipment, responsibilities of passengers seated next to an emergency exit, and practice the procedures to evacuate the school bus through emergency exit doors, NOT THE FRONT ENTRANCE DOOR!