

**PACKET FOR BUS RIDERS ONLY**

TO: Parents/Guardians of Registering Student(s)

FROM: Southwest Transportation Agency

SUBJECT: Compliance Instruction Form

Please sign this cover page along with documents 1 and 2 (if applicable) and return them back to your school office. The rest of the documents are for your reference.

This packet includes the following documents:

1. Student Release Agreement (only for Preschool and K students)
2. Medical Information and Authorization form (if applicable)
3. Standards of Conduct for School Bus Transportation
4. Red Light Crossing Instructions
5. School Bus Stops-Light Systems and Procedures
6. School Bus Danger Zones
7. Reporting to Bus Stop
8. Passenger Restraint Systems
9. Citations

In compliance with SB2019, the following information is being provided to ensure you and your student have all the information required as we provide the safest transportation to school.

Your signature acknowledges the information has been provided to you and your student.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

<b>Name of Student (s)</b>	<b>Age</b>	<b>Grade</b>	<b>School</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**STUDENT RELEASE  
TO SIBLING AND/OR ADULT AGREEMENT  
(English/Español)**

School/Escuela: \_\_\_\_\_

Grade/Grado: \_\_\_\_\_

Route/Ruta: \_\_\_\_\_

Student Address/Dirección del Estudiante: \_\_\_\_\_

Phone Number/Numero de Telefono \_\_\_\_\_

.....

This agreement will allow the student(s) named below to be released to a sibling and/or an adult listed below. This agreement also relieves Southwest Transportation Agency from any responsibility once the student is released.

I, \_\_\_\_\_, give permission for \_\_\_\_\_ to get  
Parent Name Full Student Name

off the bus and/or be released to \_\_\_\_\_  
Full Name(s) of Sibling(s)/Adult(s)

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**ACUERDO DE LA ENTREGA DEL ESTUDIANTE  
AL HERMANO(A) Y/O A UN ADULTO**

Este acuerdo permitirá que el estudiante(s) mencionado abajo sea entregado al hermano(a) y/o al adulto nombrado abajo. Este acuerdo también libera a Southwest Transportation Agency de cualquier responsabilidad, una vez que el estudiante sea entregado al hermano(a) y/o al adulto nombrado.

Yo, \_\_\_\_\_, doy permiso que \_\_\_\_\_ se baje  
Nombre Completo del Padre/Madre Nombre Completo del Estudiante

del autobús y que sea entregado(a) a \_\_\_\_\_  
Nombre Completo del Hermano(a)/Adulto

\_\_\_\_\_

Firma del Padre/Madre

\_\_\_\_\_

Fecha

ENGLISH

ESPAÑOL

**MEDICAL INFORMATION AND AUTHORIZATION FORM FOR STUDENTS  
UTILIZING SOUTHWEST TRANSPORTATION AGENCY SERVICES**

The purpose of this form is to give Southwest Transportation Agency (SWTA) information regarding student riders who have medical and/or special needs. This information will be provided to school bus drivers and emergency medical technicians as necessary. A copy of this form will be kept with SWTA and another copy will be kept in a secured area of the school bus for immediate access as necessary. Completion of this form grants SWTA authority to provide and arrange for medical care in the event of a medical emergency for your child.

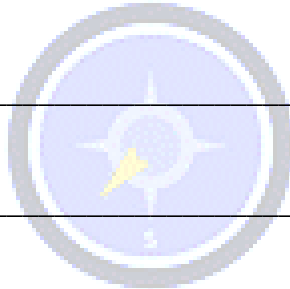
\_\_\_\_\_  
Route

*To Be Completed by Student Rider's Parent/Guardian*

\_\_\_\_\_  
Student Rider's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student Rider's Address



\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
School of attendance

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Physician's Name

\_\_\_\_\_  
Physician's Phone

\_\_\_\_\_  
School Nurse Phone

\_\_\_\_\_  
Medical Insurer/Health Plan

\_\_\_\_\_  
Allergies (including allergies to medications)

**My child's medical needs are:** *(Please describe conditions and any additional relevant information.)*

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**My child requires medication for:** *(describe conditions and circumstances)*

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**My child's special needs are:** *(Please describe any behavioral or communication challenges and responses.)*

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**Please List Medications**

**Where Kept**

**Dosage**



Please List Medications	Where Kept	Dosage
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

*Please attach additional information as necessary.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***By Initialing Below, I:***

\_\_\_\_\_ Do hereby state that I have legal custody of the aforementioned student rider.

\_\_\_\_\_ Authorize and provide my consent for SWTA's employees and agents to take the action they believe is appropriate under the circumstances.

\_\_\_\_\_ Authorize and provide my consent for SWTA's employees and agents to administer general first aid treatment for any minor injuries or illnesses experienced by the student rider.

\_\_\_\_\_ Authorize SWTA's employees and agents to summon any and all professional emergency personnel to attend to, transport, and treat the student rider if the injury or illness requires emergency intervention or treatment and to issue consent for any necessary treatment upon the advice of any such medical or emergency personnel.

\_\_\_\_\_ Agree to assume financial responsibility for all expenses of such care.

\_\_\_\_\_ Agree to indemnify and hold harmless SWTA and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the emergency care of my child (student rider).

This authorization will be in effect from July 1, 2021 to June 30, 2022.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## STANDARDS OF CONDUCT FOR SCHOOL BUS TRANSPORTATION

Southwest Transportation Agency is dedicated to delivering maximum safety while providing pupil transportation services. To ensure this level of safety, each student is expected to behave in a manner that will not distract the school bus driver from his or her primary driving responsibility.

TITLE 5 CALIFORNIA ADMINISTRATIVE CODE § 14103:

“Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road.”

### BUS RULES:

1. Cooperate with the driver. Follow directions the first time they are given.
2. Arrive at the bus stop no less than 5 minutes before the scheduled bus arrival. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at a bus stop could cause the stop to be moved to a possible more inconvenient location.
3. Board and leave the bus in an orderly manner. Do not push other students. Follow driver's instructions concerning seating location and loading/unloading procedure.
4. Be seated promptly. Be willing to share seat with fellow bus riders.
5. Always sit facing front of bus. Remain seated when bus is in motion. Do not change seats without permission of driver. Do not “save” seats.
6. Keep hands off other people and their possessions.
7. Keep head, hands and arms inside the bus at all times. Do not yell out of windows to others outside the bus.
8. Animals, insects and reptiles are not permitted on the bus. Guide dogs and signal dogs excepted. (California Civil Code § 54.2)
9. Large musical instruments, radios, tape players, playground equipment, etc., and other large bulky items that cannot be carried on the student's lap are prohibited on the bus. (Special arrangements must be made to transport such items when required.) Personal items must be kept in a backpack such as roller skates, skateboards, marbles, balloons, etc. Special arrangements must be made for the transportation of athletic equipment. Cleats and/or spikes must be cleared before entering the bus. Glass containers are not permitted on the bus at any time.
10. Bus aisle and emergency exits must be kept clear of books, lunches, musical instruments, etc.

11. Keep the bus clean. The students are not to eat, drink or chew gum or tobacco in the bus. Exceptions must be cleared through the Agency.
12. The students must wear shoes and shirts at all the times while on the bus. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking and igniting of matches is not allowed on the bus. No hazardous material (liquid, solid or gas) is permitted on the bus.
14. All students are responsible for their individual behavior. The action of others does not constitute nor condone student's misbehavior.
15. Do not deface or destroy bus equipment. Damage to seats, windows and/or other elements of the bus are unnecessary and expensive. The student responsible for the damage will pay for such damage.
16. Avoid loud talking, loud laughter or unnecessary confusion. (It may divert the attention of the driver and could result in an accident.)
17. Students having to cross the street upon being dropped off shall be escorted by the driver.
18. Luminescent indicators, lasers or other such devices are prohibited on the bus. These devices will be confiscated immediately and will **not** be returned.
19. All students must be properly fastened in their seat when on a bus that is equipped with a restraint system.

I have read, understood and agree with the rules of the bus as indicated in the Standards of Conduct for School Bus Transportation.

\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_  
Parent/Guardian Signature / Date

**SCHOOL BUS STOPS  
LIGHT SYSTEMS AND PROCEDURES  
California Vehicle Code (CVC) Section 22112**

(The following is in reference in part to CVC § 22112)

- 1) On approach to a school bus stop where students are loading/unloading a school bus, the school bus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The school bus driver shall then operate the flashing red light signal system and stop signal arm at all times when the schoolbus is stopped for the purpose of loading/unloading students. 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 official traffic control signal.
- 2) The schoolbus driver shall stop to load/unload students only at a schoolbus stop designated for students 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.
- 3) When a school bus is stopped on a highway or private road for the purpose of loading/unloading students, 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 schoolbus.
- 4) When a school bus is stopped on a highway or private road for the purpose of loading/unloading students, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the schoolbus driver shall do all of the following:
  - a) Use an approved hand-held "STOP" sign while escorting all students in prekindergarten, kindergarten, or any of grades 1 to 8, who need to cross the highway or private road upon which the schoolbus is stopped.
  - b) Require all students to walk in front of the bus as they cross the highway or private road upon which the school bus is stopped.
  - c) Ensure that all students who need to cross the highway or private road upon which the schoolbus is stopped have crossed safely, and that all other students and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.
- 5) 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:
  - a) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.
  - b) Where the schoolbus is disabled due to mechanical breakdown.
  - c) Where a student requires physical assistance from the driver or authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus is stopped beyond the time required to load/unload a student that does not require physical assistance.
  - d) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice.
  - e) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus is completely off the main traveled portion of the highway.
  - f) Any location approved by the Department of the California Highway Patrol to present a traffic or safety hazard.
- 6) The California Highway Patrol may require the activation of an approved flashing amber warning light system at any location where the department determines that the activation is necessary for the safety of school students loading/unloading from a school bus.



## RED LIGHT CROSSING INSTRUCTIONS

Failure to Stop While

Loading/Unloading School Children

California Vehicle Codes § 22454 & § 22454.5

**Failing to stop is a violation of California Vehicle Code § 22454. The code states in part:**

The driver of any vehicle, upon meeting or overtaking, from either direction, any SCHOOL BUS stopped for the purpose of loading or unloading any school children and displays a flashing red light shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop signal arm, if equipped with a stop signal arm, cease operation.

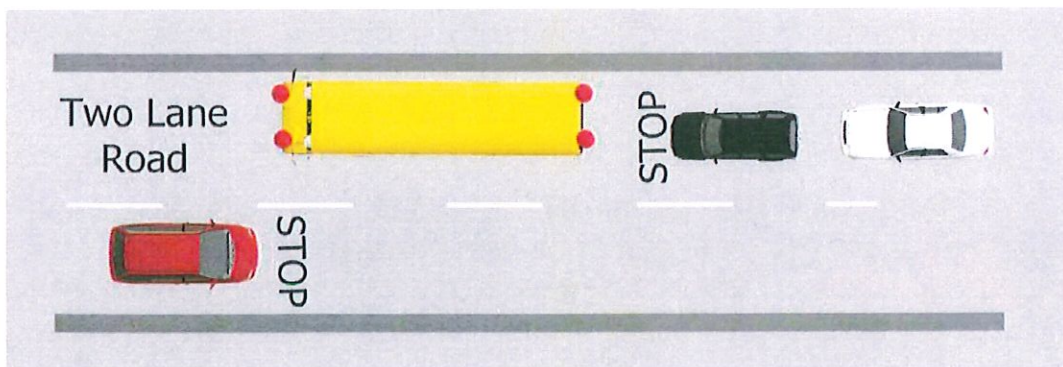
The driver of a vehicle upon a divided highway or multiple-lane highway need not stop upon meeting or passing a school bus that is upon the other roadway.

**California Vehicle Code § 22454.5 states in part:**

First violation – punishable by a fine not less than \$150.00 or more than \$250.00.

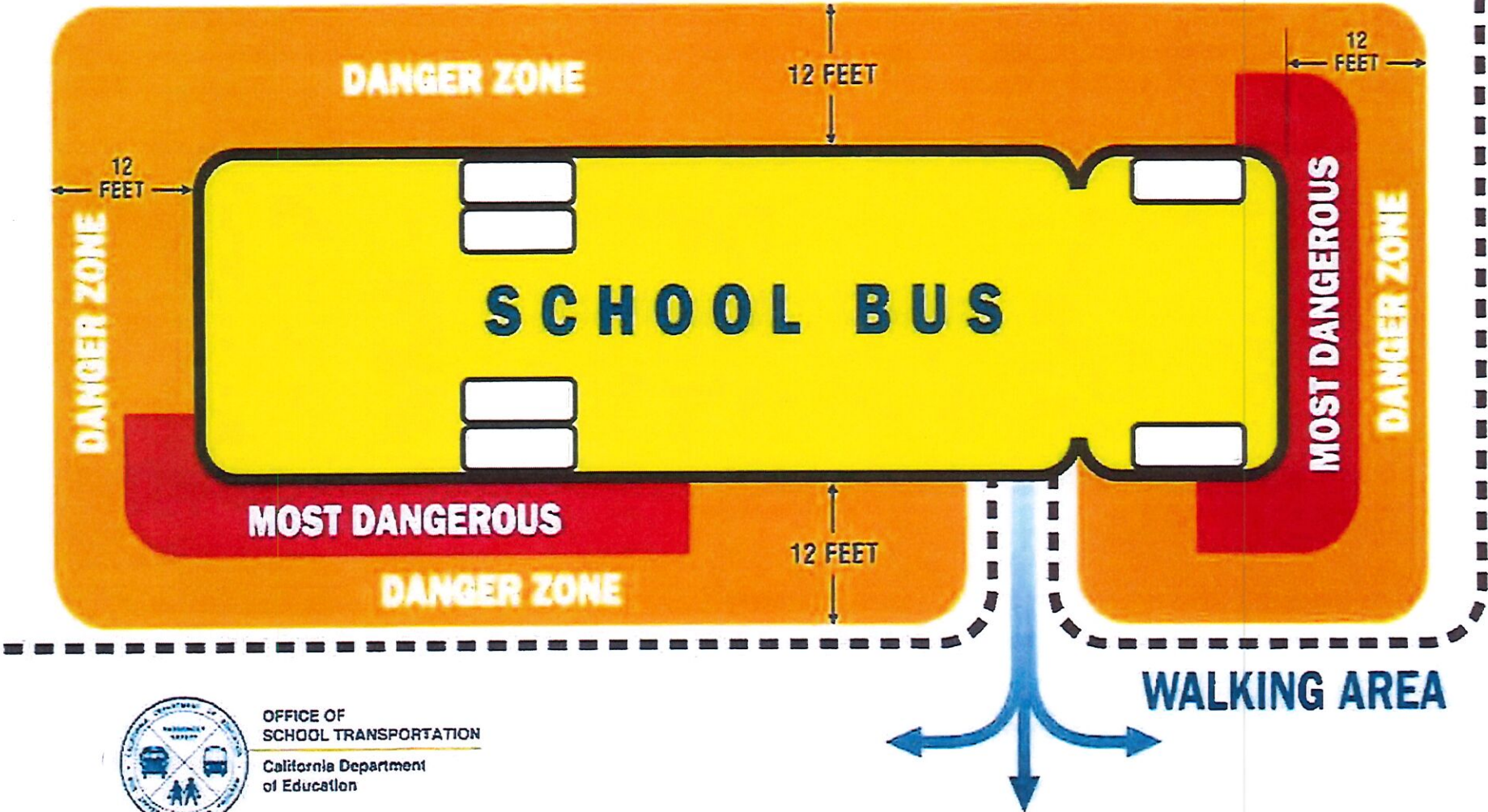
Second violation – punishable by a fine not less than \$500.00 or more than \$1,000.00.

Third violation – if offense occurs within 3 years of two or more violations of Section 22454, the Department of Motor Vehicles (DMV) shall suspend the person's privilege to operate a motor vehicle for one year.



# DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF  
SCHOOL TRANSPORTATION  
California Department  
of Education

## MEMORANDUM

**To:** All Parents/Guardians of Bus Riders

**From:** Joyce Weber, Transportation Supervisor

**Subject:** Reporting to Bus Stop

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Southwest Transportation Agency requires all bus riders to be at their bus stop no less than five (5) minutes prior to the bus arrival. This policy was developed as part of the Agency's ongoing commitment to safety.

If needed, a bus driver could issue a student citation for violation of this policy.

In order to ensure the safety of the students we transport, we ask that you help us by having your student at the bus stop no less than five (5) minutes prior to the scheduled bus arrival. If the bus stop is across the street from your home, please have your student across the street before the bus arrives.

Arrive at Bus Stop \_\_\_\_\_

Bus Arrival Time \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## Passenger Restraint System Use

(Seat belts and/or booster seats)

Drivers who transport students in school buses equipped with passenger restraint systems must comply with California Code of Regulations, Title 5, Section 14105. The following is in reference in part to that section and includes the following:

All passengers in a school bus that is equipped with passenger restraint systems (seat belts and/or booster seats) shall use said systems. All students shall be instructed in an age-appropriate manner in the use of passenger restraint systems. The instruction shall include, but not be limited to, the following information:

1. Proper fastening and release of the passenger restraint system:
  - a. 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.
  - b. Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle.
2. Proper placement of passenger restraint systems on students: 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.
3. When not in use, passenger restraint systems shall be fully retracted into the retractors so that no loose webbing is visible.
4. Passenger restraint systems shall be used at all times the school bus is in motion except when exempted in exemptions section of this notice.

### Exemptions:

1. Passenger restraint systems are not required on passengers with a physically disabling condition or medical condition that would prevent appropriate restraint in such system, providing that a licensed physician duly certify the

condition or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.

2. In an emergency (natural disaster or hazard) that may necessitate the loading of schoolchildren on a school bus in excess of the limits of its seating capacity requiring students to be moved immediately in order to ensure their safety.

It is the responsibility of the professional school bus driver, up to and including:

1. require all students to properly use the passenger restraint systems;
2. provide training for all students on the first day of school and/or after being assigned a bus equipped with passenger restraints and/or all new students assigned to a route mid-year.

Students are required to properly use the appropriate restraint system and drivers are to follow the progressive discipline procedures for students who refuse to comply. Drivers are required to comply with all manufacturers recommendations relative to passenger's age and weight when determining appropriate restraint system.





# CITATION FORM

## Student/Bus Information

**STUDENT NAME**

**GRADE**

**DATE**

**SCHOOL**

**DRIVER**

**ROUTE NO.**

**SCHOOL ADMINISTRATOR**

**EXPLANATION OF THIS STUDENT'S MISCONDUCT**

**CITATION NUMBER**

**AT A MINIMUM THE FOLLOWING CONSEQUENCES ARE MANDATED (FOR OFFICE USE ONLY)**

**SUPERVISOR NAME**

**SUPERVISOR DATE**

**ACTION BY ADMINISTRATOR**

**ADMINISTRATOR NAME/SIGNATURE**

**DATE**

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