



**OROVILLE UNION HIGH SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

**PARENT AND DRIVER INFORMATION FOR STUDENTS RECEIVING
SPECIAL EDUCATION TRANSPORTATION SERVICE**

Oroville Union High School District
2139 Washington Ave.
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www.ouhsd.org

Dear Parents and Guardians,

The Oroville Union High School District Transportation Department has prepared this information handbook to notify you with the rules and regulations covering your child's school transportation needs. Our goal is to provide the safest and most economical and reliable transportation service possible for the students.

Please read this information to familiarize yourself with the guidelines and procedures for transportation. Your cooperation is needed to ensure reliable, safe and efficient school bus and van services.

BUS AND VAN STOPS

Under most conditions, students with an Individualized Education Program (IEP) are transported from the curb to school and back if this service is indicated by the IEP team as necessary. All transportation services are during the student's school day. All students shall be transported from their home address only.

Unless physically impossible for the bus or van, the stop will be in front of and on the same side of the street as the student's address. Pick up or release of a rider will not be made in any area determined to be unsafe. Safety always takes precedence over other criteria.

Drivers are encouraged NOT to pull in and out of private driveways. It is extremely helpful if room can be left at the curb/street in front of your home for loading and unloading purposes. Drivers are encouraged NOT to do any backing if it is at all possible.

Each student is assigned to a definite bus or van route and may be assigned to a particular seat. State law requires that no child be permitted to leave the bus or van at a point other than their assigned stop. Parents or guardians must not make private arrangements with the bus or van driver. All changes must be cleared through the transportation department.

Drivers must follow established routes. They may not make changes in these routes unless authorized by the transportation office or the dispatch office.

BUS AND VAN SCHEDULES

Prior to the beginning of each school year, parents/guardians will be notified of their students pick up and drop off schedules. Bus/van routes and times may need to be changed throughout the school year to accommodate new students. Parents/guardians will be notified of time changes of more than ten (10) minutes. Buses and vans may run late during the days of unfavorable weather conditions such as rain, fog or snow.

PICK UP PROCEDURE

An adult must supervise each student until the bus or van arrives. You are required to have the child ready for pick up five (5) minutes prior to the scheduled time. Motor vehicle regulations prohibit drivers from using the horns except in a driving emergency. Buses and vans must operate on a definite schedule in order for classes to start on time. Buses and vans will not depart from a stop prior to the designated pick up time and will wait only two (2) minutes past the designated pick up time before continuing on the route.

A bus or van will not be sent back to pick up a student who was not ready on time or missed a bus/van.

The parent/guardian is responsible for assisting the student from the house to the bus or van. The bus or van driver may not leave the bus or van except to operate the lift gate for students in wheelchairs. It is the bus and van driver's responsibility to load and unload the students and to ensure that the wheelchairs are secured and all seat belts are fastened.

DROP OFF PROCEDURE

The parents/guardians or care providers must be at the assigned stop to receive the student when delivered by the bus or van driver. No student will be permitted to leave the bus or van at any point other than the assigned stop. If there is an emergency and the designated adult is unable to meet the bus or van, arrangements must be made for another adult to be there when the bus or van arrives. If the parents/guardian feels that the student does not need to be met by an adult, this must be authorized and approved and noted on the route sheet. A Transportation Request form will need to be on file with the transportation office.

In the event that no responsible adult is available to meet the student at the designated drop off location and there is no authorization on file to drop the student unattended, the following procedure will be observed.

- The bus or van driver will notify the dispatcher by radio immediately and, if other students are on board, the driver will continue the route. The transportation office will make every attempt to locate a parent/guardian or an alternate drop off point using the information provided on the Transportation Request form. At the completion of the route, if no responsible adult has been located, the student will be delivered to the Police Department or the Sheriff's Office.

Consistent failure to meet the bus or van will be cause to suspend transportation service.

TRANSPORTATION REQUEST FORM

In order to keep emergency information on each student as current as possible, parents/guardians will be required to complete this form at the beginning of each school year. The transportation office will provide the form to the parents/guardians along with their student's bus or van schedule prior to the start of the school year. The completed form can then be mailed to transportation or given to the student's bus or van driver. The transportation office must receive the request form ten (10) days prior to commencing transportation services.

CHANGES WHICH AFFECT YOUR STUDENT'S TRANSPORTATION

If you move or make any changes that will affect your student's transportation during the school year, you must notify your school or the Special Education Department five (5) days in advance to insure continuous transportation service.

Once you provide the school with the new information, the school will forward the information to the transportation department. Transportation will assign your student to a bus or van route and you will be notified of the new pick up time and return time.

*Bus drivers cannot accept changes of address from parents. Transportation will not be provided until we receive the new address information from the school.

ILLNESS

Please notify the transportation department by telephone at least one hour prior to the pick-up time whenever you are not sending your student to school.

Please do not send even a mildly ill student to school because the student may become acutely ill on the bus. In fairness to your student and other students, keep a sick student at home. Most doctors recommend that students be free of fever for at least 24 hours before sending them back to school.

If a student becomes ill at school, the parent will be asked to transport the child home.

After three (3) consecutive days of a student not riding the school bus or van, the bus/van service will be discontinued until parents/guardian calls the transportation office to restart the service.

If you drive your student to school, you will need to call the transportation office to let them know if your student needs a ride home.

Medication – For safety purposes, medication must be placed in a plain, brown paper bag and handed directly to the bus/van driver by the parent and/or school staff member and must not be placed among the student's personal belongings.

Personal Hygiene – For the comfort of the other students and staff on the bus and vans, it is important to maintain adequate standards of hygiene. Please be sure to toilet students before they board the bus or van. If your student has a problem in this area, please be sure to supply the school with a change of clothes and a bag for transporting them in.

Emergency Medical Information – Please notify the school office and the transportation office of any medical conditions (seizures, asthma, allergy to bee stings, etc.) your student may suffer from. Each school bus and van must be provided with an emergency medical information card, giving the bus driver basic instructions on what to do when faced with a medical emergency on the bus or van.

LOST ARTICLES

Please label all personal items sent to school. The transportation department assumes no responsibility for lost or stolen items on the school bus or van. Any articles found on the bus or van will be returned to the school.

BUS AND VAN RULES FOR STUDENTS

Please discuss the following rules with your student:

1. Students may be assigned to a particular seat.
2. Students must remain seated at all times when the bus or van is in motion.
3. Seat belts are to be worn at all times.
4. For safety purposes, conversations and singing need to be kept within reasonable limits.
5. Hands, arms, legs and feet must be inside the school bus and vans at all times.
6. No foul or abusive language is permitted.
7. Eating or drinking is not permitted on the school bus or van. No chewing gum.
8. No items may be brought aboard the bus or van that could be hazardous to other passengers.
Example – large toys, glass, straight or safety pins, lighters, insects, animals (with the exception of seeing eye dogs and canine companions), plastic bags, knives, skateboards, bowling balls, weapons of any kind, irritants and objects too large to hold safely on the lap.
9. Smoking / Vaping is not permitted on the school bus or in the van.
10. Fighting, pinching, hitting, biting, spitting, etc. will not be permitted.
11. Vandalism to the interior or exterior of the bus or van is prohibited.
12. Be courteous, respectful and obedient to the driver at all times.
13. Follow the driver's instructions at all times.
14. Visitors are prohibited from riding the school bus.

BUS AND VAN SUSPENSION POLICY

The bus and van driver has the authority to recommend the suspension of students for disruptive and/or dangerous behavior, including, but not limited to, infractions of the school bus/van rules. Any student may receive the maximum suspension and/or be denied bus/van transportation if it is determined that the student created a safety hazard on the bus or van. The principal of the student's program will make the determination of the suspension.

Citations will be issued for serious or chronic violations of the bus/van rules. Prior to issuance of the citation, the driver has repeatedly warned the student verbally, and in most cases will have notified the parents/guardians and the teacher. In each instance, the student, principal and parent will receive a copy of the citation.

RECOMMENDED ADMINISTRATIVE PROCEDURES

Note: Only the principal or program operator has the authority to suspend services.

First violation: Verbal warning. Driver informs teacher.

First Citation: Student warned, citation to teacher, copy to principal and notice sent to parent.

Second Citation: Citation to teacher, copy to principal, notice sent to parent and possible two (2) day loss of riding privileges.

Third Citation. Citation to teacher, copy to principal, notice sent to parent and possible five (5) day loss of riding privileges.

Fourth Citation - Citation to teacher, copy to principal, notice sent to parent and possible two (2) week loss of riding privileges.

Fifth Citation: Citation to teacher, copy to principal, notice sent to parent and loss of riding privileges for the remainder of the school year.

This process will be followed except when the circumstances and/or severity of the misbehavior warrants emergency action.

VANDALISM

The California Civil Code, Section 1714.1 states: Any act of willful misconduct of a minor which results in the injury or death of another person or in any injury to the property of another shall be imputed to the parent or guardian having custody or control of the minor for all purposes of civil damages, and such parent or guardian having custody or control shall be jointly and severally liable with such minor for any damages resulting from such willful misconduct up to a maximum of \$10,000.00.

CAR SEATS AND WHEELCHAIRS

Students who cannot sit safely secured by a seat belt or safety vest must be transported in approved car seats or wheelchairs.

Each parent shall arrange for a properly equipped car seat as needed. Wheelchairs shall be equipped with brakes and seat belt properly maintained by the owner of the chair. (Velcro fasteners do not meet minimum state requirements and shall not be the sole source of seat restraint.) All wheelchair brakes must be maintained so as to prevent the wheels from moving when the brakes are applied.

Electric wheelchairs transported on school buses or vans shall be capable of being locked in gear when placed in a school bus or van or shall have an independent braking system capable of holding the wheelchair in place. Wheelchair power shall be turned off prior to being transported in a school bus or van. Batteries used to propel electric wheelchairs shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident.

Any wheelchair, which does not meet minimum state requirements shall not be transported. It is the parents/guardians responsibility to provide all equipment, which meets the minimum safety requirements.

SCHOOL BUS AND VAN EQUIPMENT

To assure use of safe equipment, all school buses and vans are inspected daily by the bus/van driver and annually by the Department of the California Highway Patrol for school buses. In addition, each vehicle must be certified so that it meets all applicable regulations and laws relating to pupil transportation in the State of California. All school buses and vans are equipped with two way radios, video recording and global positioning services.

Not all school buses are equipped with seat belts for passengers. However, if the vehicle is equipped, students will be required to wear them while riding the school bus or van. Seat belts are not to be unfastened until the bus has stopped at the proper destination. Safety vests are available for students unable to sit upright without the extra support.

SCHOOL BUS DRIVER QUALIFICATIONS

Special education transportation requires drivers who are especially competent to give the best service and protection for your student. To assure safe drivers for the students, the Oroville Union High School District requires all school bus and van drivers to attend regularly scheduled safety meetings and in-service training sessions to improve their skills in transporting students with IEP's. In addition, state law requires each bus driver to have a valid School Bus Driver Certificate and first aid training, to pass a physical examination, and to obtain a traffic and criminal clearance. School bus and van drivers are enrolled in a random drug and alcohol selection pool. School bus and van drivers also receive, annually at a minimum, a report from the State of California, informing the transportation department of any activity associated with the bus and van driver's license.

SCHOOL BUS AND VAN ACCIDENTS

A school bus accident is any accident, no matter how minor, involving a school bus while students are on board. In every instance, a law enforcement officer must respond to the scene and delays of up to one hour are common. When an accident occurs, it is the transportation departments' responsibility to determine if there are any injuries and the extent of the damages, and to notify the proper authorities, to include California Highway Patrol, the driver's supervisor (who must also respond to the scene), Ambulance (if necessary) and the Oroville Union High School District transportation office. The transportation office will notify the parents/guardians and the schools immediately upon determining the names of the students on board, the extent of the injuries (if any), the location of the accident, and a description of the accident. This process also applies to district used vans for transporting students.

SERVICE PROBLEMS OR COMPLAINTS

Oroville Union High School District is committed to providing the finest quality school transportation service to you and your student. For any service related questions, please contact the transportation office directly at 530-538-2300 Ext. 1126. Please be prepared to give your students name, bus route and state the nature of your concern.

For your information, you may contact us at:

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