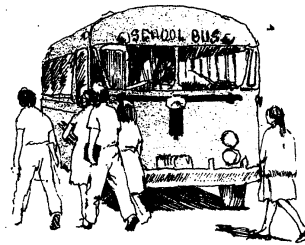


Special Education Transportation Parent Handbook



Folsom Cordova Unified School District

Introduction

Students who attend Special Education programs and are transported to school require a unique and coordinated transportation system. Drivers are highly competent and specially trained to provide safe, prompt and courteous service and protection to your child. Cooperation and communication are essential to providing this service. This parent handbook contains rules, guidelines and information about the Folsom Cordova Unified School District's special education transportation service.

If you have a question or comment regarding daily transportation, please contact:

Special Education Dispatcher

(916) 294-9100 ext 160130

If you move during the school year, please give the Transportation Department **ten (10) days advance notice** to insure uninterrupted transportation service. Do not send or take your child to school and expect the bus to bring your child home to the new address unless you have been notified that transportation has been arranged.

DO NOT CONTACT THE BUS DRIVER DIRECTLY EVEN IF ASKED TO DO SO BY THE DRIVER. DISTRICT POLICY REQUIRES THAT ALL COMMUNICATION REGARDING TRANSPORTATION BE HANDLED THROUGH THE TRANSPORTATION OFFICE.

EMERGENCY INFORMATION

Parents are responsible for completing the Transportation Information Form at the beginning of each school year. These forms are necessary for the safety of the children. Failure to complete and return the forms within five (5) days or to update changes during the year may result in a loss of bus riding privileges. **Completed forms must include an emergency contact person that can receive the child at their bus stop in the event the parent is unavailable. We will only transport students whose forms are complete and on file with our Transportation Department. Please attach a small photograph of each child to the form.**

STOPS

Alternative stops are not permitted. If a student needs to be dropped off or picked up at a stop other than their normal one, it is the parent's responsibility to get the child to that destination. ***All stops must be within Folsom Cordova Unified School District boundaries.***

GATED COMMUNITIES

It is the responsibility of the parent or guardian to provide a remote device or gate code to the Transportation Department for the driver to use to enter gated communities. This device must be provided before transportation will begin. Some buses sit too high to be able to use keypads from the driver's seat, and drivers are not permitted to exit the bus to enter a code to open a gate.

ROUTE CHANGE

Each student is assigned to a definite route and may be assigned to a particular seat. Pick-up time, routes, buses and pick-up points may need to be changed during the year to accommodate new students. No student will be permitted to leave the bus at a point other than his or her assigned stop without a note signed by the principal and given to the driver. Drivers are not allowed to deviate from assigned routes without permission from the transportation office.

BUS SCHEDULE

School buses operate on a time schedule and lost time cannot be regained. Therefore, all students must be ready to board the bus when the bus arrives. If the student is not there, the driver will leave, assuming that the child is not going to school that day. In the event of an emergency, and if significant delays are anticipated, attempts will be made to contact parents by telephone.

PICK-UP

Have your child ready five minutes prior to the scheduled pick-up time. Due to bus schedules, drivers cannot wait past the scheduled time. A parent or authorized adult must supervise the child until the bus has picked up the child. An authorized person must be with attended students at the door of the bus when boarding the bus to go to school. We understand that things can go wrong therefore we will do a two minute courtesy wait. After the third courtesy wait we will not wait for your child again for the remainder of the school year. **The driver will not honk the horn when they arrive as this is prohibited by Vehicle Code 27001.**

ABSENCES

If your student is not going to school, please place an 8 ½" x 11" red card in a window that will be visible to the driver when they arrive or call (916) 631-0401 no later than 8:00 AM to let the Transportation Department know. If your child is going to be out multiple days, please notify transportation with the scheduled return date. Notice must be received one hour before pick-up time the day the child is to return. If a child is absent three consecutive days and the transportation office is not notified, the bus will not return to pick up the child until notified that the child is ready to return to school.

ILLNESS

Do not send even a mildly ill child to school. In fairness to your child and other children, keep a sick child at home. Some of the children on the bus may be very fragile. We cannot risk their health by transporting an ill child.

DROP-OFF

Attended students must be met at the door of the bus by an authorized person. Return times could be earlier than normal, depending on how many students ride the bus that day, so please be ready to receive your child at least 15 minutes prior to the scheduled delivery time. If there is not an authorized person to receive a student we will attempt to deliver the student to the emergency stop or return them to school. If the absence of an authorized person continues to happen we will call Child Protective Services. No student will be delivered to any address other than the regularly scheduled stop except in an emergency situation. Only regularly assigned students may ride the assigned bus routes.

Students who are not attended will be dropped off at their bus stop without supervision.

EMERGENCIES

On rare occasions when a real emergency does arise and the parent is unable to meet the bus, arrangements must be made for another adult to be at the home when the bus arrives. That person must identify himself or herself as the person authorized to receive the pupil.

In the event no authorized person is at home to receive the child and no other arrangements have been agreed upon, the law enforcement office will be called to provide protective custody of the child.

WHEELCHAIRS – BRAKES AND RESTRAINING BELTS

Wheelchairs **shall** be equipped with brakes and seat belts that are bolted to the chair and properly maintained by the owner of the chair. Velcro seat restraints do not meet minimum state requirements and shall not be the sole source of seat belt restraint. It is the parent's responsibility to provide a seat belt that meets the minimum safety requirements. Brakes must be able to keep the wheelchair from rolling. If the seat belt does not work, the wheelchair has a flat tire or the brakes do not hold, your student cannot be transported until the problem is corrected.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. All wheelchair brakes must be maintained by the owner so as to prevent the wheels from moving when the brakes are applied. Restraining belts and harnesses on wheelchairs are also the owner's responsibility. Any wheelchair that does not meet the minimum safety standards **shall not be transported**.

Wheelchairs shall be kept clean and sanitary. This is the owner's responsibility.

BATTERIES – ELECTRIC WHEELCHAIRS

Batteries used to propel electric wheelchairs transported on school buses shall be both leak resistant and spill resistant or shall be placed in a leak resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident (CA Administrative Code 1293).

SEAT BELTS

Students on buses so equipped must wear a seat belt. If any student continually unfastens the restraint, he or she will be subject to student bus conduct report procedures that are included in this booklet.

HYGIENE

For the comfort of the other passengers on the bus, it is important that all students maintain adequate standards of personal hygiene.

MEDICATION

Medication will not be transported on a school bus. Do not place medication among the student's belongings.

PERSONAL PROPERTY

The Transportation Department assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owners. Transportation of anything other than a student's personal supplies necessary for one or two school days is not permitted.

INCLEMENT WEATHER

During periods of inclement weather, some roads and private driveways become hazardous or impassable. As conditions are subject to rapid change, every effort will be made to notify parents or guardians of weather-related changes in routes.

STUDENT BUS RULES

The following sections of the California Administrative Code are cited as the basic Transportation Department policy regarding student responsibilities and conduct on school buses:

a. 5 CA 14103 – Authority of Driver

Pupils transported in a school 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 or highway. 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.

b. 13 CA 1217(h) – Ejection of Pupils

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school.

c. Section 48904 – California Education Code

The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student or any person employed by or performing volunteer services for a school district or who willingly cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor.

d. Section 1714.1 – California Civil Code

An act resulting in injury or death to another person or injury to the property of another shall be imputed to the parent or guardian having custody or control of the minors 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 damage resulting from such willful misconduct.

Students shall at all times conduct themselves in a courteous and orderly manner so that the above code sections are obeyed, the bus driver is not distracted, and the rights and feelings of other students, passing motorists and pedestrians are respected.

Additionally, the following rules are to be observed by students and enforced by drivers while riding school buses and waiting at school bus stops:

- ◆ Driver requests will be obeyed without discussion. If requests are considered unreasonable, a student or parent/guardian may consult with the Transportation Coordinator.
- ◆ So that schedules can be maintained, students are expected to be at the bus stop or pick-up point **five (5) minutes prior** to the scheduled pick-up. **Waiting in a vehicle or in a building/residence is not considered to be at the pick-up point.** Students should stand back from the curb or edge of the road so that the bus can come to a stop without endangering waiting students.
- ◆ All parts of the body will be kept inside the bus.
- ◆ Knives, weapons of any kind, intoxicating liquors, other intoxicants, flammable devices or other dangerous articles may not be carried on a school bus. No animals, except guide, signal or service dogs may be transported. In such cases, the driver will determine if the dog needs to be muzzled.
- ◆ Students shall not light matches, lighters or cigarettes on the bus.

- ◆ Students shall be seated as rapidly as possible after boarding a bus, and shall remain seated at all times while the bus is in motion. Students shall not refuse to share seats with others. Students having a need to cross a street shall do so only by crossing in front of the bus with the driver's permission after all vehicles have stopped, the roadway is clear and safe, and the driver is in the roadway.
- ◆ Students shall not eat, chew gum or drink beverages while they are on the bus.
- ◆ Obscene gestures and obscene or loud language are not permitted.
- ◆ An orderly manner is to be maintained.
- ◆ Students will be loaded and unloaded only at designated stops.
- ◆ Tampering with apparatus and damaging or defacing the bus is not allowed.
- ◆ All unsafe and discourteous actions are prohibited.
- ◆ If the bus is equipped with seat belts, each child must wear a seat belt.

Students who commit willful damage to a school bus, or who are guilty of flagrant or repeated violations of the above rules and regulations, shall be reported to the principal, vice-principal, transportation supervisor and/or designees. Appropriate disciplinary action, which may include denial of the privilege of riding on school buses, will be taken.

BUS CONDUCT REPORTS

Bus conduct reports will be issued only after a driver has exhausted normal disciplinary procedures. The driver will not give conduct reports without considerable forethought.

Procedures

1. The driver will inform the student of his/her misconduct and that a report is going to be issued.
2. The driver will make out the report and submit it to the transportation or school office for disposition.
3. The school principal will take appropriate action following district policies.