

SPECIAL EDUCATION SCHOOL BUS SERVICE GUIDELINES

TRAVEL DISTANCE TO STOP: Students will receive service that is appropriate to serve them safely in the least restrictive environment. For many students with special needs, curbside service will be provided. However, other service levels, including neighborhood bus stops, may be used. Day care drops must be within home school or school of enrollment.

PICK-UP AND DROP-OFF LOCATIONS: Students may have one pick-up and one drop-off location. The pick-up and drop-off location must be within their home school or assigned school boundary. We cannot accommodate locations outside of these parameters. Buses do not enter apartment complexes; parents will be responsible for bringing students out to the safety scheduled pick-up location.

BUS PASSES: Bus passes are required for all students. Passes will be issued with the student's name, school, and assigned bus stops.

TRAVEL TIME: Travel time may change when modifications are made to a route. The District attempts to limit riding time to less than one hour when possible.

ILL STUDENTS: Students that are ill should not be sent to school. A parent or guardian is responsible for taking the student home if the student becomes ill at school.

STUDENTS NOT RIDING: If a student does not ride the bus for five consecutive days, the driver will stop going by the stop. In order to resume service please contact Transportation Dispatch at (714) 424-5091 the day before service is to begin.

To cancel a pick-up, please call the same number as soon as possible on the morning of pick-up.

ASSIGNED SCHOOL BUS: In keeping with the goal of serving students in the least restrictive environment, the District may serve students with special needs on one of a variety of school buses. Although efforts will be made to provide the same bus, it may be changed for operational reasons.

MEETING YOUR STUDENT: It is expected that a parent or designee will meet students who receive curbside service. Exceptions to this guideline should be addressed in terms of independence goals by the IEP team.

If no one is present at the drop-off time to meet a "Must Be Met" student, the driver will attempt to return to the stop after others have been dropped off. **Note:** For safety reasons, unmet students will be returned to their school or to the local Police Department.

LATE STUDENTS: In order to keep to the schedule, the bus driver will not wait more than two (2) minutes for late-arriving students. Parents are asked to have students ready five (5) minutes prior to the scheduled pick-up time.

LATE BUSES: There are extenuating circumstances that could cause a bus to be delayed. After waiting 15 minutes, parents should contact Transportation at (714) 424-5091.

CAR SEATS: Since school buses are so safe, car seats are not required. For some students, however, the IEP team may determine car seats are necessary. Transportation staff should be included in these IEP team decisions.

SEATBELTS: Seatbelts should be used when present.

WHEELCHAIRS: Wheelchairs must meet national safety standards in order to be transported. Any student requiring a wheelchair will be transported only in that mobility device.

LOST ITEMS ON BUSES: Students may retrieve lost items from the bus on the next school day. Unclaimed items are turned over to the school.

CAMERAS: Video cameras may be used on school buses to monitor student behavior. Boarding a school bus is considered consent to be photographed. Video images will not be made public.

ALTERNATE SERVICE ADDRESSES OR CHANGES OF ADDRESS: For the safety of the students, parents must submit a written request to the school office, if there is a temporary need for the student to be bused to another location. It must be within the home school or assigned school zone. With site approval, the school can issue an Emergency One-Way Pass for the day. Other changes of service address should be submitted to the Special Ed. zone office. Once approved, these will be forwarded to the Transportation Department and may take up to five days to modify routes and notify all involved.

THERAPY SERVICE: Bus service in support of IEP specified therapies is available between 9:30 a.m. and 1:00 p.m. Any changes to the schedule must be processed through the Special Ed. zone office. Transportation in support of therapy service is available only on regular school days and during school hours.

STUDENT CONDUCT: The following are procedures for safe transportation of students as established by the Education Code, the Vehicle Code, and the Administrative Codes of the state of California.

1. At least once at the beginning of each school year, each student shall receive appropriate instruction in safe riding practices and shall participate in emergency bus evacuation drills.
2. The bus driver is responsible for the safety of students. He/she must be obeyed at all times on or around the bus.
3. Students are expected to observe rules of good behavior. Excessive noise and disruptive behavior are not acceptable.
4. The bus driver may designate where students are to sit on the bus. Students are to remain seated.
5. Eating, drinking, chewing gum, littering, or smoking are not permitted on the bus.
6. Bulky objects or objects that present a safety hazard to other riders may not be carried onto the bus. Live animals are not permitted on the bus, even in containers or cages. Service dogs are an exception.
7. When it is necessary to cross a street after leaving the bus, the student must cross in front of the bus while the flashing red lights are in operation and under the direction of the bus driver.

Disciplinary Action: When unacceptable bus behavior is observed and reported, the Transportation Department will be in contact with school site administration. If this behavior is related to the student's disability, the student's case carrier will be notified. If it is not, parents and students will be counseled, as appropriate, by the principal or designee.