

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Transportation Department Guidelines

129 Berry Street

Roseville, CA 95678-1310

Phone: (916) 786-2723 -- Fax: (916) 786-6435

Web: RJUHSD.US, under Departments, click Transportation

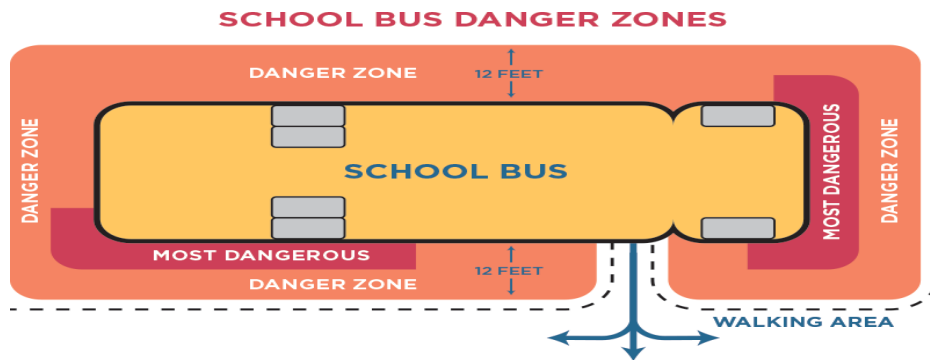
To qualify for busing, a student must live beyond the 3-mile District-mandated walking distance area (per Board Policy 3541). Distance is determined by the district and is based on the shortest path of travel. Inter-district and intra-district transfer students do not qualify for transportation.

Qualified students who are issued a current school year bus pass will be eligible to board the bus upon presentation of the actual bus pass. Passes shall be issued on a round-trip or one-way annual basis. **Students must show the issued bus pass to the driver before boarding every time they ride. Students not showing their bus pass will not be permitted to board the bus. Cell phone photos of bus passes are prohibited.**

Completion of Bus Pass Application

Please submit the completed application for home-to-school transportation to the Transportation Department office for processing. All passes are distributed to the student by the bus of the appropriate route. Falsification of information—such as address—is cause for revocation of bus pass and bus riding privileges.

1. Provide all information requested on the application. A parent/guardian signature acknowledging the Transportation Guidelines is required on the original application and remains valid only for the current school year.
2. Once application is received and approved, an invoice will be issued to the email address provided on the application.
3. If applying for a free- or reduced-price bus pass due to income, the student must first be approved for the Free/Reduced Lunch Program (FRLP) for the current school year.
4. Freshmen or students new to the district must provide a current, portrait-style, color photo. Student database photos will be used for all other students' passes.



BUS PASS Replacements and Refunds

Replacements/Charges

In the event a bus pass is lost, stolen, or mutilated, a request for a replacement pass is required and a \$10 replacement fee is applicable.

Refunds

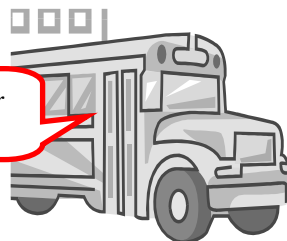
Refunds must be requested within ten days of last use. A prorated refund will be issued for a bus pass only for the reasons below. No refunds will be made for single ride courtesy tickets or for replacement passes.

- A student who subsequently is reassigned to a special education program and whose individual education program requires special transportation.
- Students who move out of the busing area.

A written request for refund, along with the bus pass, must be sent directly to the Transportation Department and must contain the following information: Name of student, confirmed date of last use, reason for the refund, school of attendance, and address where the refund is to be sent.

*FYI, The route may be covered in a different bus due to mechanical issues or regular driver absent or reassigned so students should identify their **route and stop** vs by bus number and driver. Knowing your route number and bus stop quickly tells the dispatcher which driver to contact when you call for information about your bus.*

*Route number
is displayed*



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****Routes are subject to changes.** Any changes are distributed through your driver or email provided on bus application. In the event of significant changes of 10 minute or greater, there will normally be three days between the announcement and change implementation.

STUDENT CONDUCT ABOARD THE BUS

The governing board of Roseville Joint Union High School District, in cooperation with the California Highway Patrol, believes that better informed students and parents will help to safeguard the lives of all who ride the buses.

The driver shall have absolute jurisdiction over the conduct of all students while riding the bus. The bus driver has a valuable passenger load and is driving on roads that are frequently hazardous. A moment's distraction from driving could result in a serious accident. For this reason, the driver must be responsible, not only for the bus, but also for the conduct of all the students on the bus.

Title V (CCR) states: Section 14103(a) – *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. 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 en route between home and school or other destinations.*

Please note that video surveillance cameras are used on district buses. Boarding the bus is consent to audio and video recording.

BUS RIDERSHIP RULES & REGULATIONS

Parents/guardians and students shall be familiar with the Bus Ridership Rules and Regulations.

The compliance of RJUHSD Ridership Rules and Regulations by all students and parents is required so that students being transported under school authority shall be provided the greatest possible safety. Students must realize that the safety of their own lives as well as those of their schoolmates depends upon cooperative bus conduct. Failure to comply with safe riding practices may result in the loss of the privilege of riding the bus.

Bus Conduct Rules

1. **Smoking and Vaping are illegal for any person under the age of 21. Any student found in possession or using these products will be referred to their school administration and/or law enforcement for further action.**
2. *Students are expected to stay in their seats facing forward while being transported on the bus. If school bus is equipped with seat belts, passengers are expected to wear them while bus is in motion. The driver may assign students seats.
3. Eating, drinking, chewing gum, will not be allowed on the buses.
4. No part of the body may be extended out of the windows.
5. The following items are not permitted on the bus at any time: skateboards, scooters, aerosol cans, balloons, glass, pets or other animals.
6. If any item cannot be comfortably carried on student's lap or secured on or in their backpack, it is prohibited from the bus.
7. Students are not permitted to interfere with other students or their property.
8. Screaming, shouting, playing loud and inappropriate music, or causing any unnecessary loud noise will not be allowed.
9. Profane language, throwing of articles, shooting rubber bands, scuffling or any other unnecessary commotion, or disturbance is not permitted.
10. Students are to refrain from touching other students; fighting and horseplay and public displays of affection (such as kissing, cuddling) are prohibited.
11. Students defacing buses, in any way, will be required to pay for damages and may lose bus riding privileges.
12. Students shall not tamper with or operate any of the equipment on the bus unless instructed to do so by the driver in an emergency situation.
13. Shoes must be worn at all times, however; cleats or spikes may not be worn on the bus.
14. In the event of an emergency evacuation, students will remain with the bus driver until district transportation is provided. Students may be released only to parent/guardian or authorized agent.
15. Any behavior which is not considered to be in compliance with safe riding practices will be subject to citation and possible loss of riding privileges.

Bus Stop Regulations

Procedures for all students to follow as they board and exit the appropriate school bus at their school, school bus stop, or their trip destination:

- Students should arrive at the bus stop at least five minutes prior to departure time. Students are not allowed to cross the street within the sight of a bus, until the school bus driver deems it is safe to proceed. Each time before crossing the street to enter or exit the bus all *High School Students* must:
 - Cross the roadway only when the bus driver tells them it is safe to do so.
 - Walk across the highway between the bus driver and the front of the bus.
 - After crossing, shall stay clear of the roadway.
- Students should not wait on the opposite side of the street from the bus stop unless told to do so by the bus driver.
- Students shall follow the instruction of the school bus driver, who is in charge at all times.
- Students shall board and exit the school bus only at bus stops designated by the School District Superintendent or his/her Designee.
- Students shall not approach the school bus to board, or leave their seats to exit, until the school bus has come to a complete stop and the front door has been opened.
- Students shall board and exit the school bus in an orderly manner, one at a time, and move quickly to an open seat.
- If a student drops papers or other objects while boarding and exiting the bus, he/she should get the

attention of the bus driver. Students must never go under or near the school bus to retrieve objects since the bus driver may not see them.

- No pushing, shoving, or horseplay is allowed when exiting and boarding a school bus. Students are to stay out of the street and wait in an orderly manner. Students are not to deface private property at or near bus stops. Students are subject to the transportation discipline policy while waiting for a bus.
- Parents should not flag down or drive in front of a bus in order to stop it as buses are not allowed to stop at any place other than a designated school bus stop.

The school bus driver shall inspect the interior of the bus at their last stop prior to returning to the bus yard to ensure that no student is left unattended on a school bus.

Administrative Rules / Regulations / Discipline **Regarding Behavior of Students While Riding the School Bus**

1. The bus driver is responsible for the behavior of the students aboard the bus.
2. The bus driver shall expect, and will receive, full administrative support in exercising his/her duties in maintaining proper student behavior aboard the bus. This support, of necessity, is based on the premise that the bus driver has exercised reasonable judgment in performing his/her duties.
3. No student shall be permitted off the bus except at the designated stop.
4. Suspension
 - a. A violation of a safety measure, i.e., turning off warning lights when bus is stopped, opening emergency exit, or any action which endangers the bus and/or passengers, is an automatic suspension of up to 10 days. A Transportation Manager, in consultation with the bus driver, shall make a recommendation to the principal.
 - b. The first incident of misconduct, other than violation of a safety measure, shall result in the student receiving a notice of warning from the bus driver. A copy of this notice will also be given to a site administrator.
 - c. A second warning will result in an automatic suspension of busing privileges for a period to be determined and a conference between the parent, student, principal, and bus driver, if deemed necessary.
 - d. A third or subsequent warning may result in an automatic suspension for the remainder of the school year

Reference: BP 3250, BP 3540.2, BP 3541

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. The RJUHSD Nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact Equity Compliance Officer & Title IX Coordinator: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504's, please reach out to our Section 504 Coordinator: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 cgarabedian@rjuhsd.us