

**Natomas Unified School District
PARENT HANDBOOK
with School Bus Safety Rules and
Procedures**



**TRANSPORTATION
DEPARTMENT
1931 Arena Blvd.
Sacramento, CA 95834
(916) 567-5493**

INTRODUCTION LETTER

Dear Parents and Guardians,

The Natomas Unified School District's Transportation Department has prepared this informational handbook to acquaint you with the rules and regulations covering your child's school transportation. Our goal is to provide the safest, most reliable transportation service possible for your child.

Please read the information found on the following pages to familiarize yourself with the district's transportation guidelines and procedures. Your cooperation with these guidelines and procedures are needed to ensure reliable, safe, and efficient school bus service.

I look forward to working with you this year.

Sincerely,

Jo Jo Summerton

Transportation Coordinator

NO BUS PASS, NO RIDE POLICY:

An online Bus Pass Application must be filled out prior to your child's receipt of a bus pass; applications must be renewed yearly. Students are expected to carry their bus pass daily and present it to the driver when loading the bus. Bus transportation is a privilege and may be revoked at any time, for failure to comply with all laws, rules, policies, and procedures. All passes are District property and must be surrendered upon request.

RULES OF CONDUCT for BUS RIDERS

It is important to remember that students have responsibilities which they must meet if they are to retain the privilege of riding a school bus. Riders will...

- Follow the instructions of the driver.
- Be respectful of drivers and other students. Profane language, and obscene gestures will not be tolerated.
- Bullying of any kind is not tolerated and will result in automatic suspension.
- Behave in a manner that will not create distractions that affect the driver's ability to operate the bus safely.
- Help keep the bus free of litter by not eating or drinking on the bus unless authorized by the driver.
- Provide written permission to the driver if he/she will be exiting the bus at a different bus stop other than what is designated on bus pass. (for middle and high school students only)
- This written permission must be signed by the parent/guardian and given to the driver when the student boards the bus at school.
- Remain seated, facing forward, with legs, feet, and other objects clear of the aisle while the bus is in motion.
- Keep all parts of the body inside the bus at all times.
- Avoid abusive body contact while at the bus stop and while on the bus.
- Fighting at the bus stop or on the bus will result in an automatic and immediate suspension of riding privileges.
- Remain quiet at railroad crossings.

- DO NOT LITTER! Littering public roadways is an unlawful offense, punishable by fines. Students are not to throw anything out of the bus windows.
- Leave pets, rodents, bugs, and animals at home or school; they are not allowed on the bus.
- Leave valuable items such as cell phones, iPods, or other expensive belongings at home . If this rule is disregarded, it is done at the rider's own risk. Natomas Unified School District accepts no responsibility for personal items brought onto the bus that may be misplaced or stolen.
- Board bus with sporting equipment enclosed in a bag; equipment will remain in the bag while the student is on the bus. Skateboards, basketballs, footballs, etc. must remain in a bag. Emergency exits and aisles must be kept clear in case of an emergency.

CALIFORNIA CODE REGULATIONS | TITLE 5 SECTION 14103

Authority of the Driver: (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 enroute between home and school or other destinations. (b) Governing board shall adopt rules to enforce this section.

DISCIPLINE PROCESS

Any student who breaks the rules and/or regulations of the Transportation Department may receive a "School Bus Citation" (see Appendix) and may be denied transportation.

First Citation – Warning and notification of parent/guardian.

Second Citation – 1-2 day suspension of transportation privileges and notification of parent/guardian.

Third Citation – 3-5 day suspension of transportation privileges and notification of parent/guardian.

Fourth Citation – 10 day suspension of transportation privileges and notification of parent/guardian.

Fifth Citation – Transportation privileges denied for the remainder of the school year and notification of parent/guardian.

Please note ⇒ For cases of severe misconduct, students may be assigned additional discipline as determined by the superintendent's designee or school principal.

BUS STOPS

Please refer to the bus schedule available online for a listing of current stops by school site. The supervision and safety of students become the responsibility of the school system at the time they board the school bus. This responsibility ends when children are delivered to their designated stop. Drivers are not permitted to change or modify any bus stop or route. Any changes in routes or school bus stops will be authorized by the Transportation Coordinator or Director and posted on the website.

For Pick-up: Children will only be picked up at their designated stop. The parent/guardian is responsible for assisting the child from the house to the bus. Parents/Guardians are not allowed on the bus at any time due to confidentiality laws. Children must be ready to board the bus five minutes prior to the scheduled pick up time. Drivers are not allowed to use the school bus horn to notify the parent/guardian of their arrival as the Department of Motor Vehicles prohibits drivers from honking their horns except in a driving emergency.

The driver will wait only one minute beyond the scheduled pick-up time before continuing on the route. The driver will not be able to return if the child misses the bus. A bus will not be sent back to pick up a child who was not ready on time. We ask for your cooperation in order to provide efficient service to all our bus riders. We need you to make sure we do not continually have to allow the additional one minute.

For Drop-offs: No student will be permitted to leave the bus at any point other than the assigned stop unless the driver is provided with written permission (signed by parent/guardian/school official) when the student initially boards the bus.

FOR NON-AMBULATORY CHILDREN / WHEELCHAIRS

Children who are non-ambulatory must board the school bus via the wheelchair lift seated in a wheelchair. Parents must make sure that wheelchairs are in safe working condition before a child is brought out to the bus for transportation. Velcro lap-belts are not acceptable for securing your child in the wheelchair. The brakes on the wheelchair must be fully functional, otherwise we will have to deny transportation. If, upon daily inspection, the driver determines that the wheelchair is not in safe, working condition, your child will not be transported, and your child's school and the Special Education Department will be notified. Before transportation can resume, a representative from the Transportation Department must inspect the wheelchair at the child's home or school to determine if it is in safe, working condition.

Children using wheelchairs must be brought out to the bus by a responsible adult. It is the bus driver's responsibility to load and unload children onto the bus and to ensure that the wheelchairs tie-downs are secured and all seat belts are fastened.

DROP OFF PROCEDURE FOR STUDENTS WITH EXCEPTIONAL NEEDS

The parent/guardian or care provider must be at the assigned stop to receive the student when delivered by the bus driver. No student will be permitted to leave the bus at any point other than

the assigned stop. In the event the parent/guardian has an emergency and cannot meet the school bus at the designated drop-off time, the parent/guardian must make arrangements for a responsible adult to meet the school bus and notify the Transportation Department. If there is no one to meet the student, the following steps will begin

- The Transportation Department will make every effort to contact the parent/guardian or emergency person using the Transportation Information Form and the Driver will continue on their route.
- The school of attendance will be notified.
- At the completion of the route, if no responsible adult has been located, the child will be delivered back to school.

If you wish to allow your child to get off the bus with no adult supervision, a “waiver” form is available.

EMERGENCY EVACUATION PROCEDURES

Drills are conducted yearly and use both the front and rear doors. All children will participate in the drills, although some non-ambulatory children will remain in their mobility aids (wheelchairs) and be evacuated via the bus lift. However, in a real emergency, these children may be removed from their wheelchairs and carried out the safest exit.

TRANSPORTATION DISPATCH

6:00 A.M.—5:00 P.M. (916) 567-5493 AFTER HOURS CALL 911