

TRANSPORTATION SAFETY PLAN AND
PROCEDURES (Revised 4/4/24)



820 Cluff Ave. Lodi, Ca. 95240
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DIRECTOR OF TRANSPORTATION
ANNETTE GALINDO

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LODI UNIFIED SCHOOL DISTRICT

27,760 Students/52 Schools

35th largest district in California

Bus 902,591 miles each year

MISSION STATEMENT

The Lodi unified School District will ensure the best education for students to be successful in life.

MOTTO

Educating students for success

VALUES

1. Every student,
2. High student achievement and accomplishment,
3. Parents and partners,
4. Diversity,
5. Contributions and commitments of teachers and all staff as educators,
6. Trust, honesty, and respectful communication with each other.

VISION

1. Each student realizes their maximum potential.
2. There is no achievement gap between groups of students.
3. We have a diverse staff who are highly qualified and enjoy their work.
4. Schools are inviting and responsive to parents, engaging them as partners in their children's education.
5. We provide resources to support quality education and safe, attractive learning environments in all our schools.
6. We have a trusting, working relationship between the Board of Education, the school district, and the community.



**To: All Principals and Vice Principals
Pre-Kindergarten Through 6th Grade**

From: Annette Galindo, Director of Transportation

SUBJECT: Instructions on Transportation Safety Procedures for School Personnel Relating to Education Code Sections 39831.3 & 39831.5

California Education Code Section 39831.3 and Section 39831.5 require the superintendent of a school district that provides transportation to or from a school or school activity to develop a "Transportation Safety Plan" to ensure the safe transport of pupils. The plan shall be revised as required. A copy of the Transportation Safety Plan can be found online at the Lodi Unified School Transportation Department website for parents. A copy to be retained by each school site and subject to inspection upon request by an Officer of the California Highway Patrol.

California Education Code 39831.5 (a) (1) states that upon registration at a school with pre-kindergarten through 6th grade students not previously transported in a school bus the student "shall be provided with written information on school bus safety". To satisfy this most important registration requirement, the Transportation Department has developed **the procedures online in the Transportation Safety Plan and the "SCHOOL BUS SAFETY TIPS" when the parent/Guardian apply for ZPASS badge for their student at ([Transportation Bus Application \(Informed K-12\)](#))** Lodi Unified School District sites servicing pre-kindergarten to 12th grades

1. An outline of the entire "Transportation Safety Plan."

2. A letter to parents/guardians of new enrolling students regarding transportation and acknowledgment of receipt of the "Lodi Unified School District School Bus Safety Tips"
3. Students must scan their school badge prior to entering the bus.
4. Instructions to the ZPASS app for parents to download to know when the student gets on and off the bus.

To ensure the safe transport of a student, the principal, or designee, must instruct your office staff to conduct the following:

1. Upon registration of a new student to your school, provide the Parent/Guardian the website for the School Bus Safety Tips and the ZPASS school bus pass application.
2. The parent must read the School Bus Safety Tips.
3. The parent must fill out the ZPASS school bus pass application.
4. Filling out the ZPASS school bus pass application, the parent acknowledges they have read the School Bus Safety Tips with their student.
5. The application will automatically be sent to the Transportation Department in an email and a staff will respond with the assigned bus schedule if the student is qualified to ride the bus.
6. Students are only to use the assigned designated bus stop to load, and unload assigned by the Transportation Department Staff.
7. If it is confirmed that the student is an authorized rider, the closest and safest bus stop will be selected by the Transportation Department Office staff. The safest bus stop would be described as the stop that keeps the student from crossing a hazardous natural or manmade barrier or cross the street at a bus stop that is not designated on the route schedule as a red-light crossover. If the parent/guardian is uncertain about the assigning specific stop, instruct the parent/guardian to call the Transportation Department Dispatch Office at 331-7170, Option #2 for further assistance.

8. Parent/Guardian must read the Transportation Safety Plan and the School Bus Safety Tips for Lodi Unified School District before filling out the Bus Pass Application. Parent/Guardian will sign and date the Buss Pass Application acknowledging you had read Transportation Safety Plan and the School Bus Safety Tips. The acknowledgement will be filed at the transportation site, so that it is available for inspection upon request by CHP Officer or Transportation Personnel.



Transportation Department

Dear Lodi, Unified School District Parents,

Lodi Unified School District Transportation Department is notifying parents a ZPASS badge application is available online. Parents must read the Transportation Safety Plan and fill out the ZPASS bus application. Parent/ Guardian will sign and date the Bus pass Application acknowledging you have read the Transportation Safety Plan and the School Bus Safety Tips. Students must qualify for transportation.

The ZPASS system allows parents to know the location, and time their students get on and off the bus. To use the ZPASS system, please follow download the ZPASS instructions at (<http://www.zpassplus.com>)

If your student needs a replacement a ZPASS Badge, the parent must fill out a second application online. The cost to replace a ZPASS badge is \$5.00. Please send the money to the Transportation Department at 820 Cluff Ave. Lodi, Ca. 95240.

Thank you

Annette Galindo

Annette Galindo Director of Transportation



Transportation

Dear Parent or Guardian,

Welcome to the Lodi Unified School District. The District generally provides transportation to students if they live within the District's boundaries and reside within their school of attendance boundaries: The Lodi Unified School District Board of Education has established the following criteria: "Students will not be transported home-to-school or school-to-home if they reside within the following walking distances of their school of residence";

<u>Grade Level</u>	<u>Minimum Distance from School</u>
K-6	1.5 Miles
7-8	2.5 Miles
9-12	3.5 Miles

The only exception to this policy would be for students who live in a school attendance area where the school is overcrowded or a special education student with transportation requirements included in their Individual Education Plan (IEP).

If you believe your student(s) are entitled to transportation, in most cases the schools' office staff can assist you with finding your student(s) the safest and closest bus stop to your home. If there is a safety issue, i.e., your student(s) need to cross a very busy street to get to the stop or your student(s) must cross the street and there is no school bus red light designation for this stop, then Transportation must be contacted for bus stop assignment.

If your student(s) are entitled to transportation, the Transportation Department has developed a **"Lodi Unified School District Safety Tips"** that meets the State

requirements for "School Bus Safety Emergency Procedures and Passenger Safety Plan (EC 39831.5) ', which includes tips for walking to and from a bus stop, waiting at school loading zones and bus stops, crossing the street, and bus rules and regulations. It is important for your student(s) safety for you to receive/obtain this brochure from the school staff and review it with your student(s). Your help is necessary to assist us in providing the safest transportation available to all students we transport.

Sincerely,

Annette Galindo

Annette Galindo
Director of Transportation



Transportation Department

Estimados Padres y Guardianes,

Bienvenidos al Distrito Escolar Unificado de Lodi. Por lo general el distrito provee transportacion a los estudiantes que viven dentro los limites del distrito y residencia dentro la area de asistencia de su escuela. La Mesa Directiva de Educaci3n de Gobierno del Distrito Escolar Unificado de Lodi ha establecido el siguiente criterio: "Los estudiantes no van a ser transportados de la casa a la escuela de la escuela a la casa si ellos residen dentro las siguientes distancias para que caminen a sus escuelas de residencia".

Nivel de Grado

K-6

7-8

9-12

Distancia Minima del la Escuela

1.5 Millas

2.5 Millas

3.5 Millas

La unica excepcion a esta policia sera para los estudiantes quienes viven en la area de asistencia de la escuela donde la escuela esta sobre poblada o si el estudiante esta en educaci3n especialy su Plan de Educaci3n Individualizado (IEP) requiere e incluye la transportacion.

Si usted cree que su(s) estudiante(s) tiene(n) en su derecho de recibir transportacion, en la mayoria de los casos el personal de la oficina de su escuela le puede ayudar a encontrar la parada mas cercana y segura de su casa. Si hay un asunto **de seguridad**, por ejemplo que su estudiante(s) tiene que cruzar la calle y no hay una luz roja de designacion para el camion escolar en esta parada, entonces

el Departamento de Transportacion debe ser contactado para asignar una parada de camion.

Si su estudiante(s) tiene(n) en su derecho de recibir transportación, el Departamento de Transportación ha desarrollado el folleto "**Consejos de Seguridad del Distrito Escolar Unificado de Lodi**" que satisface los requisitos del Estado para "Los Procedimientos de Emergencia de Seguridad del Camion Escolar y el Plan de Seguridad para el Pasajero (EC 39831.5)", que incluye consejos para caminar a la y de la parada del camion, mientras aguardan en las zonas de espera donde los camiones los recogen y en las paradas de camion, al cruzar la calle, reglas del camion y regulaciones. Es importante para la seguridad de su estudiante(s) de que usted reciba u obtenga este folleto del personal de la oficina de su escuela y que lo repase con su hijo(a). Su ayuda es necesaria para que nos ayuden a proveer la transportacion mas segura para todos los estudiantes que transportamos.

Atentamente,

Annette Galindo

Annette Galindo, Director of Transportation

Transportation Safety and Procedure Plan

The Transportation Department of the Lodi Unified School District has the responsibility to transport students to and from school and school activities. This department, in accordance with Education Codes, Vehicle Codes of California, and Title 5, 13 CCR, for the continuing safety and protection of its students, has prepared this safety and procedure plan to insure these goals. The provisions of this plan include

Field Trips

While on special trips, field trips, or sport trips, bus drivers will require all students to leave the bus at one time. Students will be required to take everything needed upon exiting the bus and will not be allowed back on the bus until the completion of the trip when boarding is required for returning to the school.

1. No bus driver will leave a field trip site without accounting for all passengers. Care must be taken to ensure that no student is left behind at the field trip site.
2. The school bus driver has the final authority to decide when the student must leave the field trip site.
3. No student shall be transported by parents/guardians/staff members to and/or from an off-site activity in a vehicle other than a Lodi Unified School District vehicle, or properly chartered vehicle unless a “personal vehicle use form” is properly filled out and signed off by the district.

Lodi Unified School District school bus drivers shall, before the departure of all activity trips, offer verbal safety instruction on the location of all emergency equipment. This process is documented on the Trip Request Form, by the bus driver giving the instruction and kept on file in the transportation department for one year from the date of the trip.

When District transportation is provided, students may be released from using District transportation for the return trip, only with the written permission of their parents/guardians, and the approval of the site administrator.

THIS DOCUMENT IS TO BE KEPT ON FILE AT EACH LODI UNIFIED SCHOOL SITE AND SHOWN UPON REQUEST TO AN INSPECTOR OF THE DEPARTMENT OF THE CALIFORNIA HIGHWAY PATROL.

EC 39831.3 (a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required.

The Lodi Unified School District (LUSD) Transportation Safety plan shall include address all the following

(1) Determining if pupils require escort pursuant to [paragraph \(1\) of subdivision \(d\) of Section 22112 of the Vehicle Code](#).

(2)(A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 6, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus. A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

Emergency Procedures and Passenger Safety EC 39831.5

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county

superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 12, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all the following:

(A) A list of school bus stops near each pupil's home.

(B) General rules of conduct at school bus loading zones.

(C) Red light crossing instructions.

(D) School bus danger zone.

(E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all the following:

(A) Proper fastening and release of the passenger restraint system.

(B) Acceptable placement of passenger restraint systems on pupils.

(C) Times at which the passenger restraint systems should be fastened and released.

(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location

of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

(1) Name of school district, county office of education, or private school.

(2) Name and location of school.

(3) Date of instruction.

(4) Names of supervising adults.

(5) Number of pupils participating.

(6) Grade levels of pupils.

(7) Subjects covered in instruction.

(8) Amount of time taken for instruction.

(9) Bus driver name.

(10) Bus number.

The school bus driver along with assigned school site staff will monitor pupils exiting the school bus before and after school to ensure an orderly and safe process. The school bus driver will have the same responsibility on activity trips.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Loading Transportation and Unloading Procedures

In accordance with 13 CCR 1238, VC 22504 (c), and VC 22112, the following procedures have been established to ensure student safety in all aspects of being transported to and from school. Additionally, the Lodi Unified School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding the buses of the School District. These rules will assure safe and proper travel to and from school and are to be observed when waiting at bus stops and while riding the bus.

(a) **VC. 22112** On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, always when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or the head or principal of a private school or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all the following:

(1) Escort all pupils in kindergarten, or any of grades 1 to 6, inclusive, who need to cross the highway or private road upon which the school bus is stopped. **Grades prekindergarten - 12 shall be escorted, per district policy.** The driver shall use an approved hand-held “STOP” sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

Red Light Crossing Instructions

1. Activate amber warning lights 200 feet before the bus stop
2. Driver shall activate the turn indicator 100 feet before the bus stop
3. Once stopped, the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle code.
4. The driver shall identify the students who must cross the roadway/highway and prepare the students to exit the school bus.
5. Any time a driver leaves the driving compartment while students are aboard, the driver is required to turn off the engine, set the park brake, removed the keys from the ignition, and retain possession of the keys.
6. If a Red-Light Crossover is to be performed, the driver must use the handheld stop sign to regulate traffic as students cross the street between the front of the bus and the driver. No Hand Signals.
7. The driver shall ensure the flashing red signal lights and stop arm, if so equipped, are activated and ensure it is safe to exit the bus.
8. The driver shall require all students to walk in front of the bus as they cross the roadway upon which the bus is stopped.
9. If a student drops papers or other objects while boarding the bus, the student should get the attention of the driver. **The student shall never go under or near the school bus to retrieve objects since the driver cannot see the student.**
10. The driver shall ensure all students who needed to cross in front of the bus at their designated stop have safely crossed the street.
11. The driver shall ensure the safety of riders and pedestrians are a safe distance from the bus.
12. The driver shall cancel the flashing red lights as soon as practicable and ensure it is safe before setting the bus in motion.
13. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart their designated bus stops in a timely manner.
14. **NOTE:** All "Red light Crossovers" will be determined according to a student's address and the specific route to which that student has been assigned.

Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the

15. flashing red light signal system and stop signal arm at any of the following locations:

- 1) School bus loading zones on or adjacent to school grounds or during an activity trip if the school bus is lawfully stopped or parked.
- (2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.
- (3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.
- (4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.
- (5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
- (6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.
- (f) The Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school.

The lights **DO NOT** allow students to cross the roadway or highway unless the driver has given the student direction that it is safe to cross. Students are to remain on the curb or sidewalk until the bus driver gives directions that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light.

Lodi Unified School District Transportation Department has prepared procedures including instruction in school bus emergency procedures and passenger safety. These procedures are online in the Transportation Safety Plan and “SCHOOL BUS SAFETY TIPS” when the parent/Guardian applies for a bus pass for their student on the Lodi Unified School District website for Transportation. [Transportation Bus Application \(Informed K-12\)](#) for Lodi Unified School District sites servicing pre-kindergarten to 13th grades.

Driver Responsibilities

The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's transportation safety plan.

Drivers shall not require any student to leave the bus en- route between home and school or other destinations.

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee or authorized by the Superintendent or designee for school activity trips.

1. The condition of the bus at the completion of each workday (13 CCR 1219)
2. The driver duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)
3. Any traffic accident involving the bus (13 CCR 1219)
4. Traffic violations
5. Consistently late school dismissals which cause transportation delays.
6. Overload runs.
7. Recurring and serious student misbehavior.
8. Parent/ guardian and student complaints
9. The school bus driver will be responsible for identifying those stops that require pupils to be escorted across the roadway. To accomplish this, it will be the responsibility of the driver to notify dispatch of any changes in their route schedules pertaining to red light escort.

Arriving early to a bus stop to load or unload Students

1. The bus driver shall make every effort to arrive at the bus stop at the scheduled time for pick up.
2. The driver will wait until the scheduled time before departing, to remain on schedule.
3. The driver cannot wait at any stop beyond the scheduled pick-up time.
4. Drop off times are considered more flexible than pick up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This can occur when students are absent, and the driver does not have all the bus stops.

Unloading students off in rural areas.

1. Students grades pre-kindergarten, Kindergarten through 1st grade, must be picked up by a parent, unless the parent has given a written consent or email to a supervisor, informing the supervisor it is okay to let the student off with no supervision.
2. Arriving early at the hub stop and the parent is not there to pick up the student, keep the student on the bus, report it to dispatch, dispatch will try to contact parent. If dispatch was not able to contact parent, the driver will make another attempt to drop off the student at the regular bus stop schedule.

When unloading Regular Ed, McKinney Vento, Overflow and Foster Youth students after the dismissal bell.

1. Student shall be drop off at their designated hub stop.
2. If a parent is usually at the hub stop to pick up their student, do not leave the student. Keep the student on the bus, call it into dispatch, dispatch will contact the parent to inform the parent the student is on the bus.
3. Arriving at a school to unload students and the parent is usually there on time to pick up their student, call it into dispatch. Dispatch will call the school where the student is designated to unload to receive the student and if the school will remain open.

Arriving early to unload Special Need students to their designated bus stop:

1. The driver shall report it immediately to dispatch once the driver is aware they will be arriving early.
2. The driver will give the student's name, school, phone number, grade level and the school the student attends.

3. Dispatch will contact the parent to inform them of the early arrival for their student and if the parent will be able to arrive early to receive the student.
4. If dispatch was not able to contact the student parent or if the parent was not able to be at the bus stop early, the driver will keep the student on board until the driver is able to return to the student bus stop at their designated time.
- 5.

Route updates

1. Every Wednesday, drivers must update route books with any new changes. Changes include directions, bus stop times and students not riding.
2. If a student or students at a hub stop is not riding more than 3 days, it is the responsibility of the driver to report it dispatch and supervisors.

Vehicle Idling

The driver of a school bus or student activity bus shall: (13 CCR2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour.

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers.

Qualifications, Training and Monitoring

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be

reviewed, and remedial action taken, as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

All drivers employed to operate school buses or student activity buses shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles:

1. A valid driver's license for the appropriate class of vehicle to be driven.
2. A certificate which permits the driver to operate either school buses or student activity buses, as applicable.

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to driver a school bus of student activity bus.

The Superintendent or designee shall ensure that school bus drivers receive training that includes:

1. First aid practices
2. (Education Code 39831)
 - b) The Department of the California Highway Patrol shall adopt regulations pursuant to Section 34500 of the Vehicle Code relating to the safe operation of school buses that shall also require school district governing boards to include in their school bus driver training programs.

3. The proper installation of mobile seating devices in the bus securement systems.

School bus drivers shall be subject to drug and alcohol testing in accordance with Board of Education Policy and the requirements of federal law.

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated.

Reports

The Superintendent or designee shall retain records of: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for 1 year and made available to the CHP upon request.

2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.

3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.

4. The proper actions to be taken if a school bus is hijacked (Education Code 39831)

5. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215

The driver shall immediately report all school bus accidents to the California Highway Patrol, the superintendent or designee, and the drivers' employer.

School Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home or school-to-home or other trip destinations.

The proper actions to be taken in the event that a school bus is hijacked.

All the situations described could be dangerous to hostages if these situations are not handled properly. The following are important items:

- Do not try to be a hero. Accept your situation as it is and be prepared to wait until help arrives. In a hostage situation, both the hostages and those holding hostages are under great stress. If the hostages can appear calm, then the stress on the kidnapper may be reduced.
- The first 15 to 45 minutes may be the most dangerous for all who are involved in a hostage situation.
- Follow the instructions of your captors without upsetting them. Keep in mind that the longer you are together, the less danger there is that will be harmed.
- Do not speak unless you are spoken too.
- Be calm and courteous in responding to questions and instructions.
- Do not make suggestions to your captors. The main reason for this is that if your suggestions go wrong, they may think you planned it.

- Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make your escape before trying it.
- Carefully observe everything that occurs, everything you see and hear. Try to memorize the number of captors, their descriptions, their conversation, the number, and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
- Try to memorize the number and identity of the other hostages, such as pupils. You may be released and if so, your information could help the law enforcement.
- If permitted to speak on the telephone for any reason, you should follow the answer “yes” or “no” only to questions asked by the person with whom you are speaking on the telephone.
- Do not turn your back on your captors unless ordered to do so, but do not stare at them either. However, some casual or short glances of eye contact can be beneficial. People are less likely to harm someone who is looking at them.
- Do not be argumentative. Exhibit a cooperative attitude and instruct other passengers to do the same.
- Avoid physical resistance. You have little chance of success in resisting, and you may significantly increase the risk of harm to all who are involved.
- Attempt to explain to your captors, if a student or students are on board who requires special care or medication.
- If you have a pupil passenger, your main concern must be for their safety.
- Be patient and remember that time is in your favor. When the police arrive at the scene, remember they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue your students and yourself unharmed as soon as possible.

Walking Distance Policy

If your child lives outside of this mileage, you may qualify for regular home-to-school bus transportation. Please call your child's school or the Transportation Department for the student assigned bus stop. Students must not load or unload at any other bus stop that is not assigned by the Transportation Department.

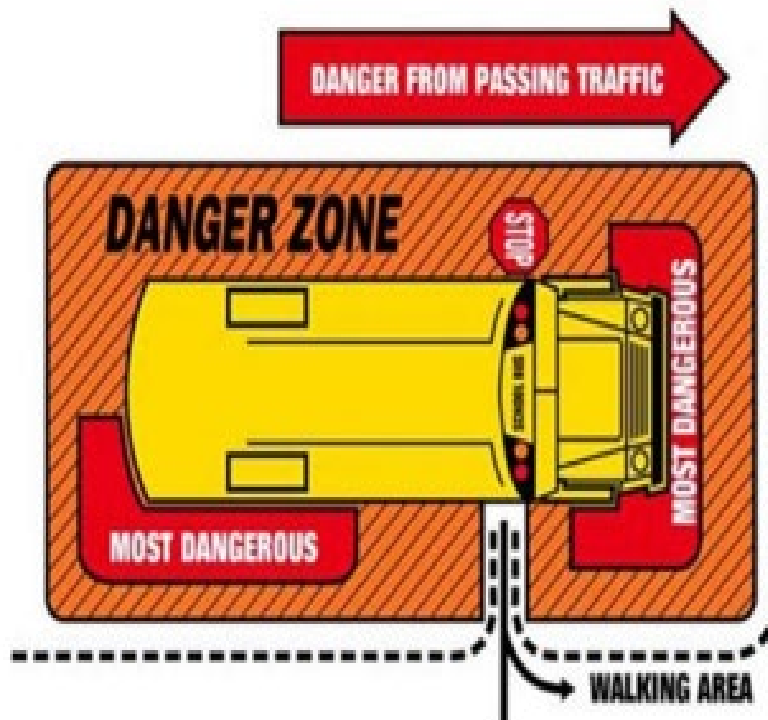
Grades K-6 1.5 miles from school of attendance (Calculated by the shortest route.)
 Grades 6-7 2.5 miles from school of attendance (Calculated by the shortest route.)
 Grades 9-12 3.5 miles from school of attendance (Calculated by the shortest route.)

Use of Cell Phone on the bus

School bus drivers are prohibited from driving a school bus while using a wireless telephone except under the following conditions:

1. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department or other emergency service agency or entity.

DANGER ZONES AROUND THE BUS



School Bus Danger Zones

The danger zones around the outside of the school bus are approximately **12 feet** from the bus, around the entire perimeter of the bus, with the front, right, and rear being the most dangerous.

CROSSING THE STREET AT SCHOOL BUS STOPS

SAFETY TIPS TO FOLLOW WHEN CROSSING THE STREETS...

1. Lodi Unified School District bus drivers cross all students KG through 12th grade who needs to cross the street as they depart the bus. Your bus driver will ask, “Does anyone cross the street?” at each bus stop to verify which students require the escort procedure. Pay attention and respond correctly to the driver’s directions.

2. Always let your bus driver be the first person off the bus. The driver needs to activate the bus's "red lights" that flash on the outside of the bus. This warns cars to stop for children at each bus stop and for children crossing the street.

3. Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!

4. Always walk between the bus and the bus driver, as you cross the street.

5. Once you are on the other side of the street, stay on that side of the street. Do not play in the street and go directly home.

SOMETHING FOR PARENTS TO THINK ABOUT... The busiest traffic times into and around our schools are in the morning, prior to the start of the school day, and in the afternoon, just after the school day is done. Students and their parents, hurrying to make the morning bell or rushing to beat the crowd off school grounds are often times unaware of the hazards they create.

Vehicles double-parked in the roadway or parking lot, stopped in crosswalk, or parked in restricted zones, such as those for bus loading and unloading, create more than irate feelings by other motorists. These situations impair the visibility of and out of the school site, and can possibly lead to a collision, or worse, a vehicle versus pedestrian incident involving a child. Additionally, situations are created in unsafe loading and unloading practices of children from a parent's vehicle. We would all agree it is better to wait a few seconds longer for a more secure drop-off or pick-up location, than to require children to dart across busy streets or to stop traffic for the purpose of unloading or loading.

The traffic situations experienced by you, the parent, at your child's school is also part of the day-to-day problem met by the school's bus driver. In the chaos described, a bus driver must safely navigate the school bus on and off school grounds. Added to the school site traffic, bus drivers also encounter other hazardous parental behavior that can cause accidents. Parental motorists have been known to deliberately block the path of school buses with their car to board a late child, drive alongside the bus trying to get the driver to stop so they can deliver a forgotten book or lunch, or hurriedly send a child running across a busy street from where they sat in a parked car awaiting the arrival to the stop.

The situations and occurrences described are not insurmountable. Children can safely travel around and through vehicle traffic, but they need your help. Parents should **always** comply with speed limits set for school zones. Parents should not drop off or pick up children in

areas that would require them to cross a busy street or pass between parked vehicles unsafely. And parents should never block the progress of another moving vehicle, car, or bus, for the purpose of delivering or picking up a child. With your help, we can all travel in and around our schools safely. Thank you from the Transportation Department, and from your child's school.

AUTHORITY OF THE DRIVER:

Per the California Code of Regulations 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 exported across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit 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. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

BUS RULES AND REGULATIONS

Students are required to:

1. Arrive at the bus stop five (5) minutes prior to scheduled bus time.
2. Use only the assigned bus stop from the Transportation Department Staff.
3. Students shall scan their school bus pass when getting on and off the bus.
4. Arrange for transport of live animals, insects, or reptiles to and from school by other means than the school bus.
5. Respect the rights/property of others on the bus and at the bus stops.
6. Avoid all fighting or horseplay at the bus stop, on the bus and while loading/unloading the bus.
7. Always enter/exit bus through front entrance, except in emergencies.
8. Remain quiet at railroad crossings.
9. Keep all parts of the body inside the bus.

10. Keep window closed unless the driver instructs otherwise.
11. Do not use profane language or obscene gestures.
12. Do not create excessive / unnecessary noise or throw anything while inside the bus nor out the bus windows.
13. Help keep the bus safe and free from litter by not eating, drinking, or chewing gum.
14. Be courteous and respectful to the bus driver and other passengers.
15. Obey the bus driver and give proper identification when requested.
16. Refrain from transporting hazardous or dangerous objects (i.e., glass, sharp / pointed objects, skateboards, ball bats, weapons, etc.)
17. Do not damage, deface or tamper with any part of the bus.
18. A written request, signed by a parent / guardian / site administrator, must be given to the driver for students to use a bus stop other than their own stop.
19. Always cross in front of the bus when it is necessary to cross the street.
20. Students are not allowed to wear hoodies on the bus.

Procedures when PD has an area closed and buses are not able to unload students

The following procedure when arriving to load or unload students when the police department has an area closed, due to police activity. The following procedures will ensure the safety for Everyone.

If a driver calls in an area that is closed due to police activity and is not able to unload students.

1. The driver is to report it immediately to dispatch.
2. The driver needs to keep students on board, get out the area and wait for instructions from dispatch.
3. Dispatch will report the police activity to the Supervisors and Director immediately.
4. The Director will inform the Superintendent.
5. Supervisors will call the police department to find out when it will be safe to re-enter the area to drop off the students.
6. Meanwhile schools will be notified

7. Students will be return to the schools and wait for instructions from the Transportation Office.
8. Parents will be notified in text of the situation by the school. If parents would like, they will be able to pick up their students from the school.
9. The Transportation Department will plan to send buses needed to pick up the remaining students who are left at the school sites to take them back to their bus stops once it has been cleared to be safe to re-enter the area by the police department.
10. If the Police Department indicates it is not clear or safe to re-enter the area due to the police activity, the school must contact parents to give their consent to unload students to the nearest school where it is safe to unload students. Students must be picked up by an adult.
11. Students must not walk into the area where it is not clear or safe by the Police Department

If the Transportation Department has been notified by the Police Department of police activity in the area where a driver must enter to unload students before the school dismissal bell.

1. Dispatch will report the police activity to the Supervisors and Director of Transportation immediately
2. The Director of Transportation or designee will inform the Superintendent immediately.
3. Schools must be notified immediately.
4. Students are to stay at their schools until further instructions.
5. The school Principal will make sure to have students wait in a safe area until further instructions.
6. Buses will be return to the schools, once they are available to be stage until it has been confirmed by the Police Department, it is safe and clear to return students to their bus stops.
7. If the police activity has not been clear from the Police Department, proceed with number #6.
8. The school must contact the remaining students and ask for consent to unload students to the nearest school to their bus stop. Parents must pickup their students.
9. Students must not walk into the area where the Police Department has not cleared it to be safe to enter.

Police Activity in the area where drivers are needed to unload Special Needs Students

1. Driver must notify the dispatch office immediately.
2. Dispatch will report the police activity to the Supervisors immediately
3. Supervisor will inform the Director of Transportation.
4. Director of Transportation or designee will inform the Superintendent.
5. Schools must be notified.
6. Driver must keep the Special Need students in the bus until further instruction from dispatch and get out of the unsafe area immediately.
7. Depending on the situation, dispatch office staff will call the Special Need parents to inform them of the situation and parents can meet the driver at another bus stop where it is safe to pick up their student.
8. Dispatch may instruct the driver to continue to drop off their Special Needs Students who are not affected in the unsafe area.
9. If the students were return to the school until it was safe to re-enter the area. The Transportation Department will plan to send buses needed to pick up the remaining students who are left at the school sites to take them to their bus stops once it has been cleared to be safe to re-enter the area by the police department.
10. If the Police Department indicates it is not clear or safe to re-enter the area due to the police activity, the school must contact parents to give their consent to unload students to the nearest school where it is safe to unload students. Students must be picked up by an adult.
11. Students must not walk into the area where it is not clear or safe by the Police Department.

Parents and Bus Passengers

Students will behave appropriately as school bus passengers to assure safe travel. As stated in 5 CCR 14103, pupils transported in a school bus are under the authority of, and directly responsible to the bus driver.

(5 CCR 14103) and (13CCR 1217) 1)

1) 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 in route between home and school or other destinations.

2) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Bus Conduct

Bus transportation is a privilege extended only to students who display appropriate conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Board of Education shall make these rules available to parents/guardians and students.

School bus passengers' behavior can directly affect their safety and the safety of others. The following regulations always apply when students are riding a school bus, including school activity trips.

Rules and Regulations

Students are required to:

1. Arrive to their assigned bus stop five (5) minutes prior to scheduled arrival of bus and shall respect the rights and property of others while waiting for the bus to arrive.
2. Students are not to approach the bus, while the bus is in motion arriving to the stop. Students are to stand twelve feet to the front of the bus as it pulls toward the curb and the door has opened, completely off the road.
3. Refrain from fighting, wrestling, and any other disruptive activity both on the bus and at the bus stop.

4. Not bring on the bus animals, both dead or alive, firearms, weapons of any kind, alcoholic beverages, tobacco, controlled substances, glass or pressurized containers or any other materials considered to be potentially dangerous.
5. Keep all body parts inside the bus.
6. Follow the instructions and directions of the bus driver, remain seated, facing forward with legs, arms, and any objects out of aisle until bus has come to a complete stop.
7. Remain quiet at all railroad crossings.
8. Not use profanity, obscene gestures, racial or sexual harassment or any other act that would be offensive to other riders. No excessive or unnecessary noise shall be permitted while on the school bus.
9. No damage or deface any part of the school bus, tamper with radio controls, emergency exit or in any way endanger the safety of others.
10. Enter and exit the bus through the entrance door only. Exceptions apply during emergency situations.
11. 10. Keep the bus safe and free from litter. This includes no littering or throwing objects in or out of the bus. There will be no eating or drinking while on the bus.
12. Students are to load and unload at their designated bus stop given by the transportation office staff.
13. Students are NOT allowed to wear hoodies on the bus.
14. Every student must have a badge to scan to ride the school bus. One will be provided by the Transportation Department. If the child loses their badge to ride the bus, the guardian will have to purchase a new at a \$5.00 fee.
15. The student is only allowed to load and unload at their designated stop assigned by the Transportation Department staff. The student is not allowed to load or unload at another stop that is not the student designated bus stop.

Riders who fail to comply with the above rules shall be issued a conduct report

Discipline Process

1. The normal progression of penalties and notification process for violations of the rules and regulations on the bus are:

Step 1 - First Violation: The student receives a written warning conduct report, the parent/guardian signs and returns the warning within three days. The child can

continue to ride the bus. (The driver will contact the parent/guardian if the warning conduct report is not returned). The driver will fax the drivers' signed copy to the principal.

Step 2 - Second Violation: The student receives a written conduct report, and the parent/guardian returns the conduct report in three days. The driver shall submit a copy to the principal and deny bus privileges for one day. The drivers must notify the principal and the parent/guardian.

Step 3 - Third Violation: The driver completes the conduct report, including their recommendation for length of time the student is denied bus riding privileges (denial will be at least three days). The driver then contacts the principal who makes the final decision on the outcome of the discipline process regarding the violation. The principal issues the conduct report to the child, and then contacts the parent/guardian to inform them their child's bus riding privilege suspension should commence the day after the conduct report is issued. The conduct report is signed by the parent/guardian and returned to the principal and the driver when the student returns to the bus.

Step 4 - Subsequent Violation: The driver prepares a conduct report listing the current violation (and references the previous violations). The Operations Supervisor will contact the principal and the parent/guardian. Bus privileges cannot be resumed until a mandatory conference is held between the driver, the parent/guardian, the student and the principal. The principal decides what action is to be taken.

In cases of severe misconduct students may be assigned penalties more severe than provided for in the normal process.

All other school district rules and regulations, together with their penalties, shall apply to conduct on buses and shall be administered by the principal or other appropriate school authorities.

2. If a parent requests an appeal on a bus suspension, the following people should be present:

- a. The principal, or his/her designee.
- b. Director of Transportation or his/her designee.

- c. The School Bus Driver who suspended the student from bus service.
- d. The parent/guardian of the suspended student.
- e. Student (If requested).

3. Should the parent/guardian not be satisfied with a decision at any level, they may seek redress normally as follow:

- a. The Principal
- b. The Assistant Superintendent

Bus Conduct Report Process

- 1. The guidelines for processing the Bus Conduct Report are as follows:
 - a. The Conduct Report form shall be filled out by the school bus driver.
 - b. The white copy shall be given to the student by the school bus driver as described in Steps 1 and 2 of the discipline Process. In Steps 3 and 4 of the discipline processes, the copy will be given to the student by the principal.
 - c. The pink copy shall be given to the principal or the principal designee by the school bus driver.
 - d. The yellow copy shall be retained by the school bus driver.
 - e. The hard copy shall be filed at the Transportation Department.

Areas of Responsibility for Conduct on the Bus

- 1. The school bus driver shall:
 - a. Have the authority and responsibility to implement established rules and regulations.
 - b. Be recognized as the supervisor of student conduct on their bus.
- c. Be held accountable for the behavior of pupils in the bus.. Be held accountable to follow Steps 1 and 2 of the discipline processes.
- 2. The Principal or designee shall:
 - a. Inform students, staff and parents of the bus rules and regulations.
 - b. Inform the parent/guardian immediately of the action taken by the principal.
 - c. Inform Transportation immediately, by telephone, that the parent/guardian contact has been made.

- d. Be responsible to see that the discipline guideline and conduct report process is followed. If the suspension is appealed, the principal shall see that parent/guardian and Transportation are properly informed of the appeal date and time.
 - e. See that these rules become a part of the school's behavior and discipline plan.
3. The Director of Transportation or designee shall:
- a. Recommend appropriate bus rules and regulations to the Superintendent.
 - b. Inform bus operators and staff of the bus rules and regulations.
 - c. Ensure that principal and bus operator are acting according to this Rule and provide staff development.
 - d. Inform the bus operator immediately following notification of parent by principal of action taken.

Conduct Tips for School Bus Loading Zones/ Bus Stops....

- 1. Stand in a line or a group facing traffic so you can see the bus approaching. Stand back 12 Ft. from where the bus will stop. Do not approach the bus until the driver opens the door.
- 2. When loading at a school, follow the directions of the driver or person on bus duty. Stand back the required 12 feet from the bus, in a line, until the driver opens the bus.
- 3. Make sure you are getting on the right bus. Many buses service our district at many of the same bus stops. Ask the driver to verify that you are entering the correct bus.
- 4. Teach your child to ask the driver or teacher on bus duty for help if something drops near the bus. **NEVER** go under or stoop down in front of any bus to retrieve papers or other items. The bus driver cannot see you in the "danger zone" under the bus.
- 5. Never run to the bus: always walk.
- 6. Do not destroy property, playing in, or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- 7. Do not bring pets to a bus stop.
- 8. Large school projects, large band instruments, razor scooters, and skateboards cannot be transported on the bus. Please make other arrangements to get your child's items to school.
- 9. When the bus is stopped to load or unload, the students are the direct responsibility of the driver, and the driver's directions must be followed.
- 10. School buses can only stop at designated bus stops. If you miss the bus, have your guardian take you to another bus stop or directly to school. Remember never run after your bus once it leaves!

11. If waiting for the bus in a car, be on the same side of the road as the bus stop, arrive 5 minutes early.

Tips For Walking to and From Bus Stops...

1. Go directly to the bus stop and directly home at the end of your bus ride.
2. Plan and use the safest route with the fewest streets to cross.
3. If possible, cross at a signaled intersection. Always use the cross walk. Before crossing, look left, right, and left, and over your shoulder for traffic. Continue to look as you cross the road.
4. Watch for turning vehicles.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a Stranger.
7. If possible, face traffic when walking on roads without sidewalks, and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective.)
9. Leave home early enough, so you do not have to run to your bus stop or school.
10. Be at the stop a minimum of 5 minutes before the scheduled pick-up time.
11. All students, including kindergarteners, are dropped at their bus stop, even if an adult is not present to meet them. Children should know how to get home, or to daycare, on their own.

Drawstring Can Be Dangerous...

Current styles of children's clothing, especially drawstrings, have brought new injury risks. A drawstring at the waist, hood or neck on clothing can catch in a small gap in playground equipment, a bus handrail, or on a bolt. A drawstring with a large toggle, knot, or dangling key rings at the end is most likely to get caught. Although Lodi Unified School District has modified handrails on school buses to reduce the risk, should a dangling drawstring or loose object catch in the handrail as a child exits the bus, and the child is not seen after the doors close, the student could be dragged, or worse runover by the wheels.

Steps that parents can take for clothing safety includes:

1. Choose clothes without drawstrings-snaps, Velcro, buttons, or elastic are better choices.
2. Remove hood and neck strings.

3. Remove drawstrings from waist and bottom coats.

4. Warn children about dangling key rings large buckles, and other objects hanging from their back packs and clothing.

TRANSPORTATION DEPARTMENT

The drivers will follow the instructions listed below for the Child Check Mate System



This vehicle is equipped with an electronic Child Check-Mate System®. The Child Check-Mate System® is a **DRIVER'S AID ONLY**. It serves as a reminder to drivers to conduct a thorough inspection of the vehicle to ensure that all children have disembarked. Just as it is the driver's responsibility to check for children at the end of each run, it is also the responsibility of the driver to determine that the system is fully operational as a part of their daily pre-trip inspection (circle check).

SYSTEM CHECK

- 1 Turn ignition 'ON'.
- 2 Child Check-Mate System® will activate automatically.
- 3 Ensure all doors are closed and parking brake is applied.
- 4 Turn ignition 'OFF'.
- 5 Depress the rear deactivation button. Child Check-Mate System® will confirm deactivation by flashing the interior lights and emitting an audible tone.

 Note: Tampering with or altering system operation is prohibited.

PD15
v2.7

Business and Non-Instructional Operations

Inclement Weather and Adverse Driving Conditions

The Board of Education is authorized by Vehicle Code 3451.6 to adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they determine that it is unsafe to continue operations because of reduced visibility.

If at any time, regularly scheduled bus routes and special trips may be delayed or canceled because of either adverse or unsafe driving conditions, the decision to operate must be based upon safety factors, welfare of students, and information reported by Transportation Staff to the Transportation Director.

FOG: School buses need 500 feet and able to pull safely off the road to pick up students. Fog can present a serious delay or, in extreme cases, the cancellation of buses. Check website for fog delays.

WIND: Wind advisories could cause delays for wheelchair students. High wind warnings could be a safety issue for driver and student while loading or unloading on the wheelchair lift. May be necessary to postpone or cancel transportation of wheelchair students until winds diminish.

RAIN: Reduced driving speed due to wet roads.

HEAT: Mechanical difficulties may cause a delay in travel time.

Policy

adopted: 04/04/06 **Foggy Weather Policy and Procedures**

a) During the foggy season it may be necessary to cancel or delay bus service. When visibility from a stopped school bus is less than 200 feet in each direction. It is your responsibility to educate your bus riders of the following procedure.

b) School bus service may be canceled or delayed as follows:

1. The Director of Transportation or designee will decide whether bus service should be canceled or delayed after receiving visibility reports from assigned personnel.

2. The Director of Transportation or designee will notify local radio/TV stations that bus service will be canceled or delayed.

3. Bus Drivers will be required to listen to the designated local radio and/or television stations for bus service schedule changes due to inclement weather (foggy day, etc.) If there is a delay, Bus Drivers will report to work according to the delay, one hour, or two hours, from their normal scheduled check-in time.) If Transportation Service is canceled for a part or full day, the Drivers will report to work and work their full contracted day. See a sample of our Fog Letter with a listing of designated radio and television stations on Page 43 of the forms Appendix.

4. Bus Drivers shall survey their routes and identify safe places to pull completely off the roadway when visibility reduces to 200 feet or less.

1. Drivers are to indicate safe, pull-off places in their route books prior to the foggy season. When visibility reduces to an unsafe level, drivers shall pull off the road at the nearest pre-determined, safe location and not proceed until visibility becomes safe. The driver shall notify the Transportation office regarding their location and estimated time of delay.

* See a sample of our **Fog Chart**, to calculate visibility, on Page 44.

revised: 05/01/07

FOG CHART

DISTANCE OF VISIBILITY

		Miles Per Hour									
S	V	15	20	25	30	35	40	45	50	55	
E	I	4	88	117	147	176	205	234	264	293	322
C	S	5	110	146	183	220	256	293	330	366	403
O	I	6	132	176	220	264	308	352	396	440	484
N	B	7	154	205	257	308	359	411	469	513	564
D	I	8	176	235	293	352	410	496	528	586	645
S	L	9	198	264	330	396	462	528	594	660	726
	I	10	220	293	367	440	513	586	660	733	806
O	T	11	242	322	403	484	565				
F	Y	12	264	351	439	528					

5. Drivers, parents/guardians, and students should listen to the local radio stations for foggy weather information during the foggy weather season or may call the Transportation department, listening to the voice message regarding inclement weather directions. If there is no information broadcast prior to the student leaving home, the student should not wait longer than 30 minutes beyond the usual bus

6. arrival time on foggy days. The student should return home and contact the Transportation department.

C.) Notification of parents/guardians will be as follows:

The district's Parent and Transportation Safety Handbook will contain information regarding foggy Weather Procedures. This handbook is made available to parents/guardians of students at registration and the first of each school year. See a sample of the Fog Letter on page 42.

The safe transportation of Lodi Unified School District students is our number one priority. Under the current California Education Code, and more importantly the California Vehicle Code, Lodi Unified School District's Transportation Department has adopted a policy and rule about the operation of our school buses during inclement weather and adverse driving conditions (i.e., foggy weather).

As outlined in California Education Code section 34501.6, our Board of Education has adopted procedures that limit the operations of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Implementation of these procedures may result in the delay, or in extreme cases, the cancellation of bus service.

The purpose of this letter is to inform you of how and when the policy and rule about inclement weather and adverse driving conditions will be followed. In addition to the following information, parents may view the Lodi Unified School District Transportation website at [www.IodiUSD.net/fog related transportation procedures](http://www.IodiUSD.net/fog-related-transportation-procedures).

1. On foggy mornings parents are advised to listen to the following radio and television stations beginning at 6:00 a.m. for bulletins regarding bus delays:

Radio Television

KYCC90.1 FM

KWIN97.7FM

KATM 103.3 FM

KSTN 1420 AM (Spanish speaking)

KCRA Channel 3

KXTV Channel 10

KOVR Channel 13

These stations have agreed to broadcast bulletins whenever adverse weather causes a delay or cancellation affecting all district bus routes. However, these stations will

not broadcast bulletins when only a portion of the district is affected by fog or other weather conditions and bus delays are random.

2. If fog or other weather conditions limit the visibility at your student's bus stop, the bus cannot stop in the unincorporated areas unless there is sufficient room for the bus to completely pull off the road and your student(s) does not have to cross the roadway.

On these days parents will need to transport their students to an alternate bus stop location where the bus can pull completely off the roadway or be able to turn around safely. Your bus driver will inform you of the location of your alternate bus stop and the bus arrival and departure time.

3. If information is not broadcast before the student leaving home, the student should be instructed to not stand at the bus stop longer than 30 minutes beyond the usual bus arrival time. After 30 minutes, the student should return home and listen to one of the radio/television stations listed for information on bus schedules.

4. Due to the normal volume of calls received at the Transportation Department, and the limited number of phone lines and people available to answer calls, parents/guardians are asked to listen to the radio/television before calling the Transportation Department for fog information.

While we have a limited number of school days where fog or other inclement weather affects our ability to safely transport our students, we appreciate your patience and cooperation during this period.

Lodi Transportation Guidelines for Reopening

Mission Statement

The mission of this document provide guidelines and best practices for student and staff safety regarding communicable respiratory illnesses including COVID-19. These guidelines will be in effect until there is no longer a public health emergency. Included in the document are procedures and guidelines for operating, maintaining, and disinfecting the transportation site and equipment, while protecting students and staff through robust and sustainable mitigation efforts. These mitigation policies and procedures will be divided into four different categories.

1. Site Safety
2. Staff Safety
3. Vehicle Safety
4. Student Safe

These guidelines are not all-encompassing and are only in response to communicable respiratory illnesses including COVID-19. These guideline recommendations must be met before transporting students. This document has been created by Student Transportation Professionals utilizing operational knowledge while adhering to current State and Federal student transportation regulations. These guidelines have yet to be reviewed or endorsed by any Public Health Official.

Site Safety

The Transportation Site will maintain a safe and clean work environment by following sustainable and robust mitigation procedures. These mitigation procedures will be in effect throughout the public health emergency

- High-touch communal areas will be disinfected daily.
- Hand Sanitizers lotion and wipes have been placed near high-traffic entrances/exits
- Mask required onsite
- Vendors are required to wear masks if onsite and fill out a self-screen form before entering the building

Staff Safety

Transportation Staff safety is paramount to our operation. The Transportation Department will utilize the following procedures/policies to maintain staff safety.

- Staff will abide by the Lodi School Transportation COVID-19 Mask Use Procedure on the Lodi Unified website. Under COVID-19.
- Break rooms and common area will have limited occupancy
- It is recommended that staff follow the appropriate PPE when interacting with students.
- All staff will use the self-screened app or fill out a form for symptoms by a designated staff member upon arrival on site.
- Staff will be required to wear the appropriate PPE when interacting with students.
 - a) Drivers and Bus Attendants must wear a mask.
 - b) Transportation office staff will be required to disinfect their work area at the beginning and the end of each workday.
 - c) Drivers will disinfect seats and high touch areas between routes after loading at each school site with the Victory Sprayers while doing their child check.

Transportation staff operating any vehicle will be required to disinfect the driver's compartment at the beginning of the workday and upon returning to the Transportation Yard.

3. Vehicle Safety

Vehicle safety and disinfection will be achieved by utilizing the driver of the vehicle. Procedures and policies have been developed to be effective and sustainable for PPE and cleaning products.

- Drivers are required to disinfect the driver's compartment at the beginning of the workday and upon returning to the Transportation Yard.
- Steering wheel, Switches/Controls, Emergency Door Release, Stop Sign, and Seat belt.
- Drivers are required to disinfect emergency exits handles and any latches that are operated during the pre-trip inspection after the post-trip is completed.
- Drivers are required to empty trash whenever the vehicle returns to the Transportation Yard. All buses leaving the yard are required to have an empty trash can.
- Drivers are required to disinfect high-touch surfaces after each route before loading more students. Including, but not limited to the following areas:
 - a) Entryway handles
 - b) Normal cleaning responsibilities are still required
 - c)More information can be found in the (see Transportation Cleaning Policy attached)

Drivers shall not wear face shield while the bus is in motion. Drivers will disinfect all seats after each run using the Innovation Sprayer.

4. Student Safety

Student safety is the priority of the Transportation Department and guides every procedure in our operation. The Transportation Department will utilize the following procedures/policies to maintain student safety.

- Student seating (all students who required bus transportation)
- All seats will be assigned
- No student will be denied transportation if arrive at the bus stop with no mask. The driver must provide a mask to the students.
- Face Shield, Mask, and gloves are required when assisting students.
- Students are required to wear face covering, except students who follow the guidelines for Covid-19 (students-second grade and under and any students who have a medical conditions)
- Siblings shall be seated together.
- Drivers or Bus Attendants will take the students temperature.
- Hand Sanitizers will be provided for students. Once the students have used the hand sanitizers, drivers must remove the hand sanitizer bottle and place it in a plastic bag in their hand carrier bag.

Special Ed Students

- Students that are sick are strongly encouraged to stay home.
- Special Ed Students - Parents are required to be with their children at the bus stop while the bus arrives to load students.
- If the student has a temperature or appears to be ill, the student will not be, allowed in the bus and the parent must take their Special Ed student home. Drivers are to report the incident immediately to dispatch.

Regular Ed Students

- If a student is at the bus stop who appears to be ill or has a high temperature and no parent is available, the driver must keep the ill student outside away from the other students in a safe place until all the other students have been checked and have entered the bus.
- The driver must notify dispatch of the ill child immediately.
- If the driver has a bus attendant on board and the bus attendant is not needed for the rest of the run, the bus attendant keeping the social distancing, will be able to wait until the parent has been notified to pick up the ill child. Once the child is picked up by the parent, dispatch will have someone pick up the bus attendant.

- In the case the parent cannot be contacted, dispatch will notify the student school administrator to pick up the student.
- In the case of the school administrator is not able to pick up the ill student, a Transportation Administrator will pick up the ill student and take the student home.
- The driver will seat the students starting from the back of the bus to the front to avoid crossing each other's path.
- Drivers must have two front and back windows rolled down at least ¼ inches. Depending on the weather, it is optional to have two more windows in the middle of the bus while always transporting students.
- Guest riders will not be permitted.
- Riders will only be permitted to assigned hub stops
- The Transportation Department will transport all students who require transportation.
- Students must never cross unless escorted by the bus driver when required to be escorted by the driver.

Shop

Drivers are to report any immediate defects to shop on the radio and it will be up to shop to have the driver drive up to shop area or to stay where they are, and the mechanic will come to the driver to assist.

- The mechanics are to disinfect the bus before entering and existing the bus.
- The mechanics are to disinfect the area before and at the end of the day.
- If the mechanics are sharing tools, they are to disinfect tools before sharing.
- The mechanics are to also follow the protocols for social distancing.

Transportation of Students With Disabilities link can be found below

https://lodiUSD-my.sharepoint.com/:w:/g/personal/agalindo_lodiUSD_net1/ERDUHlj76tGrZ79HQZ7ZK4BXLDs9uA_vgM2ml00CXXriQ?e=coO08U&wdLOR=c9BC43879-265B-49E7-BA8D-1D0AE207FB27

Special Ed Transportation

Section II

Transportation of Students with Disabilities

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WHAT IS SPECIAL EDUCATION TRANSPORTATION

Specifically, special education transportation is defined as "travel to and from school and between schools; travel in and around schools; and specialized equipment, such as special or adapted buses, lifts and ramps, if needed for an identified student with a disability."

There are two types of special education transportation defined in California Education Code.

1. Education Code 41850(d) defines "**special education transportation**" as:

"The transportation of severely disabled special day class students, and orthopedically-impaired pupils who require a vehicle with a wheelchair lift, who received transportation in the prior fiscal year, as specified in their individualized education program." It also includes, "a vehicle that is used to transport special education students.

2. EC 41850(b)(5) defines "home-to-school transportation services" for students with exceptional needs as:

"The transportation of individuals with exceptional needs as specified in their individualized education programs, who do not receive special education transportation as defined in subdivision (d)."

WHO IS ELIGIBLE FOR SPECIAL EDUCATION TRANSPORTATION

Special education transportation is a "related service" and as such only students with identified needs resulting from, or associated with, an identified disabling condition are eligible to receive special transportation.

Under E.C. 41850(d), eligible students would be:

1. students with severe disabilities who are enrolled in severely disabled special day classes, and
2. students with orthopedic impairments.

In both cases, eligibility would be based on a student's needs related to the student physical and/or mental capacity.

Under EC 41850(b), eligible students would be:

1. Students with severe disabilities who are not enrolled in special day classes or otherwise enrolled in programs serving students with

profound disabilities: students with orthopedic disabilities who do not use wheelchairs or require lifts; students with other health impairments, learning disabilities or other cognitive disabilities whose disabilities make it problematic to get to school in the same manner as non-disabled students; or

2. Students who live beyond a reasonable distance to their school and would not, without transportation, have access to appropriate special education instruction and related services at no cost.

In each of the cases above, eligibility is based on the specific needs of the student.

WHO DETERMINES IF A STUDENT NEEDS SPECIAL EDUCATION

TRANSPORTATION

The IEP team determines whether a student needs special education transportation.

HOW IS ELIGIBILITY FOR SPECIAL EDUCATION TRANSPORTATION SPECIAL DETERMINED

In reviewing the needs of each student with a disability, the IEP team should ask: "Does the student's disability make it problematic to get to school in the same manner as non-disabled students?"

The specific needs of the student must be the primary consideration when an IEP team is determining any transportation needs. If the answer to the above question is "yes," the IEP

team should consider what type of transportation is needed. If, on the other hand, the student can get to school in the same manner as non-disabled students, then special education transportation may not be needed.

The following eligibility descriptions align themselves to E.C. 41850(d) and EC 41850(b) eligibility criteria. IEP teams can evaluate the need for special education transportation using the four categories of physical accessibility, mental capacity, medical and health needs, and other transportation needs.

1. **Physical accessibility:** For a student using a wheelchair, physical accessibility to school is severely limited by physical barriers, such as curbs, narrow sidewalks, and busy streets.
2. **Mental capacity:** The mental capacity of the student severely limits the student ability to arrive at school on time, to avoid getting lost, to avoid dangerous traffic situations, or avoid any other potentially dangerous situation on the way to and from school.
3. **Medical and health needs:** The use of regular transportation or other means of attending school creates a potential risk to the student in terms of their health, e.g., regular bus route is too long, and student is prone to tire easily; the distance needed to walk or wheel oneself to school is too long for the student; the student does not have the strength to walk or wheel themselves to school; and/or life support equipment is needed for the student.
4. **Other transportation needs:** The student's special education services are not located at the neighborhood school and/or the student needs mid-day transportation for other service needs, such as occupational therapy, physical therapy, mental health services, or community-based classes.

HOW IS THE NEED FOR SPECIAL EDUCATION TRANSPORTATION DOCUMENTED IN THE IEP

The need for special education transportation must be recorded in the IEP. Specific transportation requirements should be identified, i.e., specific modifications and adaptive equipment needed; type (school to school, door to door, etc.); frequency and duration of special transportation services; and any other special considerations, such as a bus monitor, non-school site transportation, etc. (Note that the type of vehicle, the selection of the equipment, the bus routes and locations for bus stops

are related to the function and operation of the school district Transportation Department and fall under the decision-making authority of the district.)

The student's IEP must be approved by the parent or guardian prior to initiating special education transportation services. Any change in special education transportation services, including discontinuation of the service, requires an IEP meeting. If an IEP or amendment is not specific about the student's transportation needs, an amendment will be requested. Changes to a student's transportation arrangements (change of address, type of pickup, accommodations needed) typically take between 3-10 days to begin.

WHAT ARE SOME SPECIAL EDUCATION TRANSPORTATION OPTIONS

Special education transportation options may include, but are not limited to, any of the following:

No transportation. Student arrives/leaves school in the same manner as non-disabled students when there is not district-provided transportation.

Regular school bus transportation. Students use the same regular school bus as non-disabled students when there is district-provided transportation.

Regular school bus transportation with modification. Students use the same regular school bus as non-disabled students, with an arranged corner stop near student's home or at the end of road leading to the student's home.

Public transportation. Student uses public transportation, with a reimbursement of the cost given to the parents.

School-to-non-school district service provider. Student may be transported, to and from school to a service provider not located at a school site. Special Education transportation may be provided by a regular school bus, special education transportation bus, or other district-approved transportation provider.

Point-To-Point. Student is provided special education transportation between the student's home, or at the end of road leading to the student's home, and the location of the student special education services. Special Education transportation may be provided by a regular school bus, special education transportation bus, or other district-approved transportation provider.

A transportation option might also be a parent voluntarily transporting their child. If a parent chooses not to utilize bus transportation offered by the district, the parent will not be entitled for reimbursement. If the parent is transporting and being reimbursed, the parent will be paid the rate of reimbursement that is paid to district employees for travel. The IEP should specify the details of this arrangement, including mileage reimbursement rate, the standard daily mileage for which reimbursement will be made, the frequency of reimbursement, and any documentation required of the parents.

WHEN SHOULD TRANSPORTATION PERSONNEL BE INVITED TO IEP MEETINGS

Transportation personnel should be invited to all IEP meetings when there is a disagreement about special education transportation issues.

HOW IS DISCIPLINE OF DISABLED STUDENTS RECEIVING SPECIAL EDUCATION TRANSPORTATION HANDLED

There may be times when a student may need to be suspended from special education transportation services. (See EC 48900-48900. 7 for Grounds for Suspension.) A proposed suspension from special education transportation services, however, is subject to the same rules as a proposed out-of-school suspension. It can constitute a significant change in placement, which would initiate a manifestation determination IEP meeting, if: 1) the student is suspended from special education transportation services as a disciplinary measure; and 2) the district does not provide another mode of transportation.

A significant change in placement requires an IEP meeting to determine whether the student's behavior was a manifestation of the student disability. If the behavior is determined by the IEP team to be a manifestation of the disability, special education

transportation services cannot be terminated. Although a student with disabilities can be suspended from special education transportation services, the student cannot be denied transportation on a permanent basis. The district is required to arrange for alternative means of transportation while a student has been suspended from riding the school bus.

WHAT ARE THE PROCEDURES FOR BUS DISCIPLINE

The following suggested procedures are recommended for bus discipline of a student receiving special education services:

1. Upon occurrence of a discipline problem, the driver should submit a discipline referral to the program teacher or site/district administration. The program teacher and/or site/district administration then would decide as to the appropriate behavior management strategies to use.
2. Upon the second discipline referral, an IEP meeting should be held with the parents, transportation personnel, site administrator, and teachers to develop a behavior intervention plan.
3. Upon the third discipline referral, an IEP meeting should be held with parent, transportation personnel, site administrator, teachers, and a representative from the district. During this meeting, the behavior intervention plan should be reviewed. Some suspension from the bus may be considered at this time.

TRANSPORTATION DEPARTMENT PROCEDURES

Parents and School Staff:

The following information describes the general procedures for transporting special education students. If you have any questions regarding these procedures, please contact the district transportation department at: (209) 331-7170 at the prompt press 2 for Dispatch.

LASER Procedures - Transportation of Students with Disabilities June 2012 rev.

1. For safety reasons, students cannot be transported without a current emergency card. It is the parent's responsibility to keep all information current.
2. Only parents or designated people (those who are listed on the emergency card) can put students on/off the bus. If parents wish their high school-aged student to be released without a responsible person present, this will be discussed at the IEP meeting. If the team agrees, then a note authorizing the driver to leave the student unattended will be on file at the district's transportation department.
3. For safety reasons, parents are not allowed to enter the bus to assist their child.
4. Drivers will not leave a bus stop before the scheduled time. If a student is not at the bus stop by the scheduled time, the driver will call into Dispatch to document the absent student. Drivers will not wait past the scheduled pick-up time.
5. Parents are asked to call the district's transportation department by 6:00 AM when the student is not going to ride the bus or when the student will be returning to school after being out ill. After three days of no-show, drivers will stop going by that student's house until a parent/guardian calls transportation and requests service be resumed.
6. To prevent confusion and disruption in bus schedules, students should be picked up and dropped off to the same address daily. The morning and afternoon addresses, however, may be different.
7. If a student does not use the district's special education transportation in the morning, the parent is responsible for notifying the district's transportation department if an afternoon pick-up is requested. If the district's transportation department is not notified, then it will be assumed that the parent will be returning to pick up the student.
8. For safety reasons, the bus driver cannot transport a student who appears to be ill. An ill student may become severely ill during the bus trip, thus potentially causing an emergency.
9. If a student requires a medical attendant, it is the parent's responsibility to call an IEP meeting to arrange for assistance. The driver cannot be an attendant as it is the driver responsibility to operate the bus and provide safe transportation.
10. If the family moves or the parents need to change the address for pickup/drop off, the district's transportation department must be notified as soon as the change is known in order to rearrange the pick-up and drop-off schedules in a timely manner.

11. If the student becomes ill at school, the parent is responsible to transport the student home. School staff will notify the district's transportation department whenever this occurs so that the driver is not making an unnecessary trip.
12. After entering the bus, students will be seated with their safety belts fastened. Drivers will ensure that each student is securely in their seat.
13. For safety reasons, students may not eat, drink, or chew gum on the bus.
14. Parents or a listed responsible person must be seen at the drop off location. For safety reasons, students will not be released from the bus without a responsible person present, unless special arrangements have been pre-approved. This is referring to Hand to Hand and Supervised students.

The procedure followed if an authorized adult is not home and an authorization to leave the student unattended is not approved is as follows: a) The driver will notify the district's transportation department

- b) Transportation staff will call the student's home.
- c) The driver will continue the route with the student still on board.
- d) After completion of the route, the driver will try once again to locate the parent via phone.
- e) If there is no success in locating the parent or authorized adult, the driver will release the student to the Police. If there are continued problems with delivery of a student, an IEP meeting will be held to discuss the problem. After the first attempt the driver will drop students in the area while Dispatch continues to contact a parent or emergency contact. The driver will make one last attempt to deliver student before leaving the area. At this point Dispatch will call the student's school and return the student back to school only if it is verified that there is a certificated employee at the school site. If it is after closing time at the school, it is when local police and CPS is contacted. Very seldom do we have to call the police or call CPS. At least three attempts are made to drop the student.

SPECIAL NEEDS STUDENTS SCHOOL BUS GUIDELINES

GOAL: The Transportation Department's goal is to provide efficient, reliable service on the safest form of transportation available.

MEETING YOUR STUDENT: It is expected that a parent or designee shall meet students that receive door to door and supervised service. The driver will attempt to return to the stop after others have been dropped off. NOTE: For safety reasons, students that are not met by a parent or designated guardian will be returned to their school or the local Police Department.

SAFETY CONCERNS: Please do not send your child with food to eat on the bus. This could be a choking hazard. All school supplies should be in backpack and not in use while riding the bus.

STOP TIMES: In order to keep to the route schedule, parents are asked to have students ready 5 minutes prior to the scheduled pick-up time. It is highly recommended waiting outside the house for the bus. Drivers will not sound the horn. There are extenuating circumstances that could cause a bus to be delayed. After waiting 15 minutes, parents should contact transportation.

STUDENTS NOT RIDING: Contact transportation if your student will not be riding for an extended period. If a student does not ride for 3 consecutive days, the driver will stop going to the stop. To resume transportation please contact transportation dispatch the day before service is to resume. Dispatch **(209) 331-7170 Opt. 2**

SPECIAL EQUIPMENT: Students that require special equipment as required on their IEP paperwork will wear such equipment until changes are submitted through the Special Education Department. Students not wearing the specified equipment will not be transported until they are wearing the proper equipment or, if it is damaged or missing, equipment has been replaced. Please call transportation as soon as possible for replacement.

WHEELCHAIRS: Wheelchairs must meet national safety standards in order to be transported. All wheel chairs shall be checked by the transportation department to ensure equipment is working properly before transporting. The owner of the wheelchair is responsible for maintaining the condition and cleanliness of the wheelchair.

TRAVEL TIME: The Transportation Department tries to keep travel time to a minimum and consistent, but parents should be prepared for changes in buses, routes and time of pick up throughout the school year as a result of the addition or withdrawal of students in the program. Overall travel time will vary from route to route depending on the class times and student home locations

ADDRESS CHANGES: All changes must go through the Special Ed department. The Special Ed department will make the changes and inform transportation. Transportation has **5 to 10 days** to make the changes and contact parents. Please call the Special Ed office at **(209) 331-7087** with any changes.

INCLEMENT WEATHER:

FOG: School buses need 500 feet and able to pull safely off the road to pick up students. Fog can present a serious delay or, in extreme cases, the cancellation of buses. Check website for fog delays.

WIND: Wind advisories could cause delays for wheelchair students. High wind warnings could be a safety issue for driver and student while loading or unloading on the wheelchair lift. May be necessary to postpone or cancel transportation of wheelchair students until winds diminish.

RAIN: Reduced driving speed due to wet roads.

HEAT: Mechanical difficulties may cause a delay in travel time.

These guidelines will acquaint you with many of the policies governing bus service at Lodi Unified School District. Please review the procedures and contact the Special Ed Transportation at **(209) 331-7596** between the hours of 8 AM to 4:30 PM with any questions or special concerns with your child's transportation.

Transportation Definitions for Use in IEPs

Transportation may be a Related Service if a student requires specialized transportation to receive special education services and to access education. Transportation is defined by the IEP Team and is documented on the IEP. The Special Education Office will make the request for Transportation to the Transportation Department. Case managers should not contact the Transportation Department directly.

If the nature of the Transportation Related Service is unique or unusual, the case manager is responsible for ensuring that a representative of the Transportation Department is invited to staff the proposal prior to the IEP meeting and/or participate in the IEP meeting that will consider the proposal.

Term	Definition
1. Point to Point, Unsupervised	Home to School and School to Home. "Home" is identified by Transportation Supervisory Staff. Can be childcare location, if in district. Must be consistent location. Point of pickup is safest location in proximity to "home." No supervision is required at point of pickup or point of delivery. Student can wait for pickup, unattended. Student can travel from bus to classroom or school-based location unattended. Bus stop location is created by transportation supervisor staff.

2. Point to Point, Supervised	Home to School and School to Home. "Home" is identified by Transportation Supervisory Staff. Can be childcare location, if in district. Must be consistent location. Point of pickup is safest location in proximity to "home." Child is under parent supervision at time of pickup. Child can walk to bus while parent is watching from home. At school delivery, school staff maintain observation of child but do not need to provide physical attendance of child.
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3. Hand-to-Hand	See #1. Parent responsible for supervision at pickup. Delivers child to bus door. School staff responsible for meeting child at bus. Driver releases child to school staff who then accompany child to class or other school-based location.
4. Bus Attendant (Rider)	Per IEP Team decision. For student safety and/or health, a school employee (Rider) accompanies the student on the bus to monitor and/or implement a health protocol or behavior plan.
5. Safety Support (specify)	Use of lap belt, harness, safety vest or other specialized equipment to ensure student stays in seat and travels safely. Driver can secure child in the needed support equipment. Driver will secure child and confirm that equipment is fastened for safe transportation.
6. General Transportation	Not specialized transportation. This transportation is that form provided to any child living in LUSD boundaries in accordance with Transportation Department standards.
7. School to School Transportation	Due to special education placement at a school other than school of residence, student is transported from school of residence to school of service. (Student is able to safely travel from home to school of residence or other designated pickup location identified by Transportation.)

