

**Bus Passes:** For the safety of students, every bus rider must have a bus pass which must be presented to the bus driver at the time of boarding the bus. Passes will be issued with the student's name, school, and assigned bus stop(s). **Students are to exit the bus at their assigned stop only.**

Bus Passes are non-transferable. Alterations or fraudulent use of any bus pass will result in immediate confiscation and disciplinary action. A Bus Pass Application must be submitted electronically to the Transportation Department in order to receive a bus pass.

**Replacement:** If the bus pass is lost, broken, stolen or needs modifications, the replacement fee is **\$10**.

**Temporary Buss Passes:** Students are responsible to request a Temporary One-Way Bus Pass from their school office if they have forgotten or misplaced their bus pass (**limit 2 per semester**). Parents must submit a written request to the school office if there is a temporary need for the student to be bused to another bus stop.

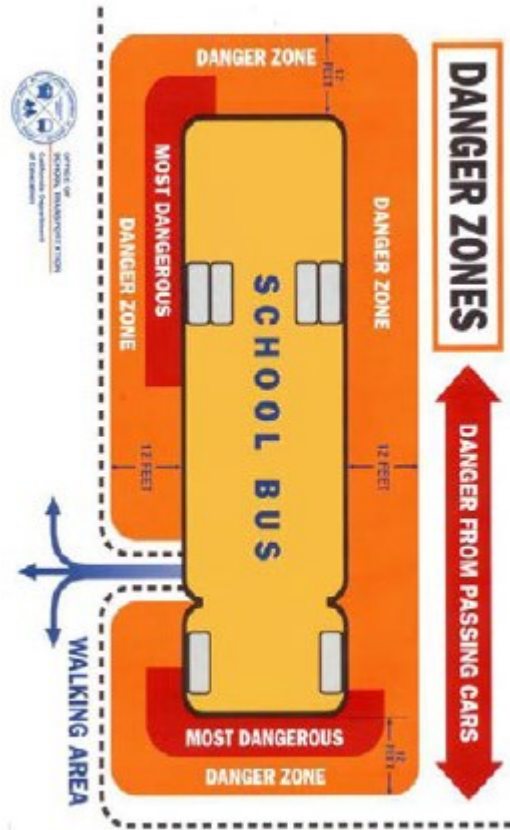
#### **Travel Distance to Bus Stop:**

- Elementary students, including kindergarteners, may travel up to .75 miles to the bus stop.
- Middle school students may travel up to 1.5 miles to the bus stop.
- High school students may travel up to two miles to the bus stop.

The bus will stop only at designated bus stops or at the closest safe point if a bus stop is not accessible. Bus service outside of the district boundaries is not provided. The No Busing Zone is .75 miles, 1.5 miles and 2 miles respectively from the school.

## Bus Safety Zone

Please follow the color-coded danger zones around the school bus depicted below.



*The Newport-Mesa USD Governing Board prohibits discrimination of any job applicant on the basis of the person's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, genetic information, military and veteran status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.*



**Newport-Mesa**  
Unified School District

## School Bus Service Guidelines



This brochure includes an overview of policies governing bus service at Newport-Mesa Unified School District.

We look forward to providing safe, efficient, reliable bus services.

[www.nmusd.us/transportation](http://www.nmusd.us/transportation)

Administrative Offices (7:00 AM – 4:00 PM)  
714-424-5080  
Dispatch (5:30 AM – 6 PM)  
714-424-5091

**Travel Time:** Travel time may change when modifications are made to a route. The District attempts to limit riding time to less than one hour when possible, however ride times could be longer.

**Delayed Buses:** The bus may be delayed for many reasons and therefore, students should wait at the bus stop 15 minutes after the assigned time before contacting the Transportation Department.

**P.M. Boarding:** Students must immediately proceed to the bus for boarding. Buses depart after seven minutes.

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

**Meeting Students from the Bus:** All kindergarten through third grade students are designated Must Be Met (MBM) which means being met by a parent or a designee. However, parents may opt to have student “released” by indicating on the application. Only the people on the contact list are allowed to meet the student. This contact list is available online or at the student’s school site.

**Lost Items:** Students may retrieve lost items from the bus on the next school day. Unclaimed items are returned to the school.

**Cameras:** Video cameras may be used on school buses to monitor student behavior. Boarding a school bus is considered consent to be photographed.

**Seatbelts:** Seatbelts should be used when present.

**Backpacks:** Due to limited seating, backpacks cannot be placed on seats. They must be positioned on students lap.

**Must be Met:** If no one is present at the drop off time to meet a “Must Be Met” student or the person is not on the list, for safety reasons, the student may be returned to their school or to the Police Department.

Parents wishing to have their student released during the school year must fill out the **Removal of Must Be Met Waiver**. This waiver is available in the Bus Pass Office and also on our website.

**Students Not Riding:** If a student does not ride the bus for three consecutive days, the driver will stop going to the stop. In order to resume service please contact transportation dispatch at (714) 424-5091 the day before service is to begin.

**Safety:** Once at the beginning of each school year, each student will receive appropriate instruction in safe riding practices and will participate in emergency bus evacuation drills. Although we are committed to the safety of students on the bus and at the bus stop, there are situations that require your assistance and participation in order to ensure the safety of your students when traveling to and from the bus stop. Sometimes, students can be exposed to dangerous situations because of their own or others’ behavior.

**Disciplinary Action:** When unacceptable bus behavior is observed and reported, the student’s school will be notified. Parents and students will be counseled, as appropriate, by the principal or designee.

**Suspensions:** Denial of transportation privileges has no effect on the obligation of parents to ensure student attendance. When serious violations occur, even on the first offense, the student may be suspended from ridership for the duration of the school year. No refunds on bus passes will be issued for riding suspensions.

**Student Conduct:** The following are District rules for the safe transportation of students:

1. In order to keep to the schedule, the bus driver will not wait for late-arriving students. Parents are expected to have students at the bus stop five (5) minutes prior to the scheduled pick-up time.
2. Students should conduct themselves properly and safely while waiting around bus stops and loading zones.
3. Students must present their own bus pass to identify themselves to the driver when boarding the bus (both morning and afternoon) and can only ride buses to which they are assigned.
4. The bus driver is responsible for the safety of students and he/she must be obeyed at all times on or around the bus. Furthermore, the bus driver may designate where students are to sit on the bus and students are to remain seated when the bus is in motion, with hands and feet inside the bus at all times.
5. For the safety of everyone, food and drink and littering are not permitted on the bus.
6. Students are forbidden to board the bus with objects that present a safety hazard to other riders.
7. School Rules of Conduct also apply when waiting for or riding the bus. Students failing to comply will have their riding privileges suspended and/or removed.
8. Students will exit through the front doors only, unless otherwise directed by the driver. When it is necessary to cross the street after leaving the bus, the student must cross in front of the bus while the flashing red lights are in operation and under the direction of the bus driver.