



SCHOOL BUS RULES AND REGULATIONS

Transportation Department

5851 Newman Street, Cypress, CA 90630

714/220-6950

transportation@cypsd.org

Administrative Office Hours

Monday – Friday, 7:00 a.m. – 3:45 p.m.

BUS STOPS: Buses will stop only at designated bus stops or the closest safe point if a bus stop is not accessible. The district does not provide bus service to locations outside the district boundaries.

TRAVEL TIME: Travel time(s) may change when modifications are made to a route. The district attempts to limit riding time to less than 45 minutes whenever possible.

BUS DELAYS: The bus may be delayed for many reasons; therefore, students should wait at the bus stop for 10 minutes after the assigned time before parents contact Transportation. In order to keep to the schedule, the bus driver will not wait for late-arriving students. **Students are expected to be at the bus stop 5 minutes prior to the scheduled pick-up time.**

MEETING STUDENTS AT THE BUS: All transitional kindergarten/kindergarten students are designated as “Must Be Met” riders, which means being met by a parent or designee. The **parent or designee should be at the bus stop 5 minutes prior to the scheduled drop-off time.** Only the people on the student’s contact list are allowed to meet the student. If no one is present at the drop-off time to meet a “Must Be Met” student, or if the person is not on the list, the student will be returned to school for safety reasons. If the parent cannot be reached, the student will be taken to the Police Department.

STUDENT ILLNESSES: Students who are ill should **not** be sent to school. If a student becomes ill at school, the parent will be notified and will be responsible for taking the student home.

SEAT BELTS: Seat belts should be used when available.

LOST ITEMS ON BUSES: Students may retrieve lost items from the bus on the next school day. Thereafter, unclaimed items will be turned over to the school.

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

STUDENT SAFETY: At least once at the beginning of each school year, each student will receive appropriate instruction in safe riding practices and participate in an emergency bus evacuation drill. We are committed to the safety of students while on the bus and at a bus stop. However, parents and students bear the responsibility of keeping themselves and others safe when traveling to and from the bus stop.

STUDENT CONDUCT: The following are district rules for the safe transportation of students on district buses at all times:

1. Students should conduct themselves safely and properly while waiting around bus stops and loading zones. This includes not harming private property surrounding the bus stop.

2. 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.
3. The bus driver is responsible for safety on and around the bus and must be obeyed at all times. The bus driver may designate where students are to sit on the bus.
4. Students must remain seated with hands and feet inside the bus at all times.
5. For the safety of everyone, food, drink, and littering are not permitted on the bus.
6. Students may not use cell phones or other electronic devices while on the bus. These items must be kept in bags or backpacks.
7. Students are forbidden to board the bus with objects that present a safety hazard to other students.
8. Students will exit through the front doors only unless directed otherwise by the driver.
9. When it is necessary to cross the street after leaving the bus, the student must cross in front of the bus under the direction of the driver while the flashing lights are in operation.
10. School rules of conduct also apply when waiting for or riding the bus. Students who fail to comply will have their riding privileges suspended and/or revoked.

DISCIPLINARY ACTION: When unacceptable student behavior on the bus is observed or reported, the Transportation department will contact the principal or designee to review the incident and any disciplinary action. Parents and students will be counseled, as appropriate. Please note that depending on the severity of the infraction, we reserve the right for immediate suspension of bus riding privileges.

Violation of the rules of conduct may result in a Student Bus Citation with the following consequences:

General Education Students		Special Education Students	
1 st Citation	Warning and bus citation sent home for parent signature.	1 st Offense	Parent communication. A citation will occur only after parent communication of the first offense has been completed.
2 nd Citation	Warning and bus citation sent home for parent signature with notation from principal of action taken and notification of potential suspension from riding the bus.	1 st Citation	Warning and bus citation sent home for parent signature. Bus driver, Transportation department, and principal may meet with student, and principal may assign consequence.
3 rd Citation	Student suspended from riding the bus for 5 consecutive days. Bus citation sent home for parent signature with notation from principal of action taken and notification of potential 20-day suspension.	2 nd Citation	Warning and bus citation sent home for parent signature with notation from principal of action taken and notification of potential suspension. Principal calls parent.
4 th Citation	Student suspended from riding the bus for 20 consecutive days. Bus citation sent home for parent signature with phone call from principal of action taken and notification of potential suspension from riding the bus for the remainder of the school year.	3 rd Citation	Student suspended from riding the bus for 2 consecutive days. Bus citation sent home for parent signature with notation from principal of action taken and notification of potential 5-day suspension. Principal calls parent.
5 th Citation	Student suspended from riding the bus for the remainder of the school year. Bus citation sent home for parent signature with phone call from principal of action taken and notification of suspension.	4 th Citation	Student suspended from riding the bus for 5 consecutive days. Bus citation sent home for parent signature with phone call from principal of action taken and notification of potential additional suspensions.