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*Andrew Pulver, Ed.D.*  
*Superintendent*

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*Exhibit D*

## **Bus Conduct/Safety Rules**

The Los Alamitos USD Board of Education is committed to providing safe and reliable home-to-school transportation for all students. To ensure that every child benefits from this service, the District has established rules and expectations that promote safety, respect, and responsibility.

We believe in a strong partnership between school staff and parents in guiding student behavior. By working together, we can help students make positive choices and understand that inappropriate behavior has consequences.

For the safety of all, students are required to adhere to the following District rules and California state laws:

1. California Code of Regulations (5 CCR 14103): Students on the school bus are under the authority of the bus driver.
2. Danger Zones: Students must be aware of the "Danger Zones" around the bus where visibility is limited (see exhibit E).
3. Respectful Behavior: Students should treat themselves, others, and property with respect.
4. No Vandalism: Graffiti, damage, or destruction of property will result in disciplinary action and repair costs will be billed to the responsible student(s) and their parent/guardian.
5. Wheelchairs: Must be pre-inspected for safety before being transported.

### **Bus Stops:**

Students are required to arrive at least **5 minutes early** to their designated stop.

1. **No littering** or disruptive behavior on or outside the bus.
2. Remain **12 feet away** from the curb until the bus stops and the driver opens the door.

3. Form a line and wait for your turn to board.
4. Buses will stop only at **designated locations within district boundaries**. If an alternative stop is requested.

### **Boarding the bus:**

- **General Information:** State regulation requires that the freight, baggage, or other objects carried on a school bus be safely secured or stored in a manner that will not result in passenger discomfort or injury. All aisles and emergency doors/windows must remain clear. Students may only transport items that can be contained on their lap so that every bus rider will have an adequate and safe place to sit. Parents and students must arrange for other transportation when large, bulky items must be taken to and from school.
- **Prohibited items:** No animals (except registered service animals), glass, skates, hazardous objects or liquids, balloons, oversized items, or projects.
- **Athletic Equipment:** Allowed if used for a school class or team. Must be stored safely, not disrupting any passengers, blocking aisles, or emergency exits.
- **Bus Pass Required:** Each student must show their pass. Passes are non-transferable.
- **Driver Authority:** The driver may assign seats or group students to maintain safety.

Students must **walk**, not run, and **go directly to a seat**. Seat belts, if available, must be worn.

### **Aboard the bus:**

- Keep **hands, feet, and belongings** inside the bus at all times.
- **Electronic Devices:** Phones and tablets must be on silent or vibrate. Use is limited to health/safety purposes.
- **Behavior:** Quiet voices only. No yelling, inappropriate language, or distracting the driver.
- Remain **silent at railroad crossings**.
- **Shoes are required at all times. No cleats allowed.**

### **Strictly Prohibited:**

- Weapons of any kind
- Writing/drawing on the bus
- Vaping, smoking, drugs, alcohol, or tobacco
- Eating, drinking, or chewing gum
- Glass bottles or open containers
- Playing with or tampering with bus equipment
- Changing clothes
- Wearing cleats

### **Exiting the Bus:**

- Students must exit only at their **assigned bus stop**.
  - One-time alternate stop requests require prior written parental approval emailed to: *transportation@losal.org*
- Remain seated until the bus comes to a **complete stop** and the driver opens the door.
- If crossing the road, students must:
  - Notify the driver
  - Wait to be **escorted across** safely
- After exiting, students must leave the **“Danger Zone”** around the bus immediately.
- **Never re-approach the bus** without alerting the driver.
- Students should never talk to or accept rides from strangers.

### OTHER INFORMATION

**VIDEO RECORDING:** Audio/video recording equipment is used aboard buses for safety and security monitoring.

**ATHLETIC AND FIELD TRIPS:** General rules of conduct applicable to school transportation also apply to education, athletics, and other district trips. Students may board buses only when the school bus driver and certificated staff and/or chaperones are present. Teachers, coaches, and chaperones will ride on the buses to and from the destination.

**MEDICATION:** Transportation of any medication is the sole responsibility of the parent. It cannot be transported on the school bus.

**LOST & FOUND:** Lost articles are returned to your student's school or may be picked up at the Auxiliary office with an appointment during school hours. All items will be donated to charity one week after the last day of school.

**WEATHER:** During adverse weather conditions, buses are often delayed due to reduced visibility. Delays may be experienced.

**SEATBELTS:** All students transported on school buses equipped with seatbelts are required to wear their seatbelts when riding a school bus. Seatbelts are not to be removed until the bus has stopped at the proper destination.

**ABSENCE-ILLNESS:** If your student will not require the bus due to illness, please notify the Transportation office at [transportation@losal.org](mailto:transportation@losal.org).

**EXTENDED ABSENCE/ILLNESS:** If an absence is expected to be for three or more days, please notify transportation at: [transportation@losal.org](mailto:transportation@losal.org)

**ROUTE/TIMES:** Many factors contribute to routing our students, including student medical conditions, student aides, and school bell times. Please be aware that your student's pick-up/drop-off time may change several times during the school year due to the addition or deletion of students on the same route. Your understanding is much appreciated. In order to arrive at school on time each day the department's policy is that the bus departs promptly at the departure time. The bus will not leave before the scheduled pick-up time in the morning.

**BUS STOP:** For safety reasons, students are only permitted to exit the bus at their designated bus stop. Due to the high volume of students transported, we cannot accommodate temporary address changes for parents taking vacations or being away for short periods during the school year. Each student will be picked up and dropped off at the designated address. Please note that any requested changes to the route may take up to 10 business days to process. We kindly ask parents not to ask the driver or

Transportation to discharge students anywhere but at a designated bus stop, in accordance with the law. Due to fluctuations in afternoon ridership, drop-off times are not given and will change throughout the school year. Parents or guardians are expected to be available to meet the bus anytime after dismissal each day.

SPED and TK students are required to have an adult present to receive them. We cannot give courtesy calls at every stop, or wait more than 1 minute for a parent or guardian while unloading at our stops., If the parent is not at the stop, they will be returned to their school. If the school is closed, students will be returned to AUX. If the parent cannot be reached, authorities will be contacted.

IEP (Individualized Education Plan) CONSIDERATIONS: Transportation will implement IEP accommodations to our best ability. Any and all special considerations for medical or equipment-related items must be included in the student's IEP per SPED department. Curb-to-curb transportation is only provided if it's in the student's IEP. Parents or guardians must be present to receive the student at the stop. Any support equipment must be on the student before boarding the bus.

Kindergartners (including TK) and SPED students must be received at the bus stop by a parent or designated adult; bus drivers will release all other grade students at their designated bus stop without a parent present

BUS PASSES: For your student's safety, we require that each student have a Bus Pass or day pass issued by the school to board the bus.

WHEELCHAIRS: The maintenance of the wheelchair, seatbelt, battery and brakes are the sole responsibility of the parents. No wheelchair will be transported without these components in good working order.

## **Discipline Procedures**

14263. Authority of the Driver. Pupils transported in the school bus shall be under the authority of and responsible directly to the driver of the bus. 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 in accordance with regulations of the governing board of the District.

Violation of Rules of Conduct will result in detention, lunch detention, or immediate denial of transportation as follows:

1st infraction: detention or 1-day of riding privilege

2nd infraction: detention or Saturday school or loss of 5 days of riding privilege

3rd infraction: loss of between 5-20 days of riding privilege

4th infraction: loss of between 20-60 days of riding privilege

5th infraction: Remainder of the year

**Note:** There will be no refunds for days a pupil's bus riding privileges are suspended/revoked.

Parents/guardians, as well as students, should be familiar with the regulations. For any questions, please contact [transportation@losal.org](mailto:transportation@losal.org) .