

SAFETY RULES

BE CAREFUL!

While waiting for transportation, stay at least 10 feet away from the curb. Wait until the vehicle has come to a complete stop and the driver has opened the door before approaching.

Do NOT attempt to pick up items that have fallen under the vehicle. Notify the driver and they will retrieve it for you.

Students must:

- Stay in their assigned seat
- Follow the driver's instructions
- Keep their hands and feet to themselves
- Not eat or drink during transport

Note: After three disciplinary write-ups, student transport will be paused until a meeting is held.

GENERAL INFORMATION

San Mateo Union High School District
650 N. Delaware Street
San Mateo, CA 94401
Main Office: 650-558-2299

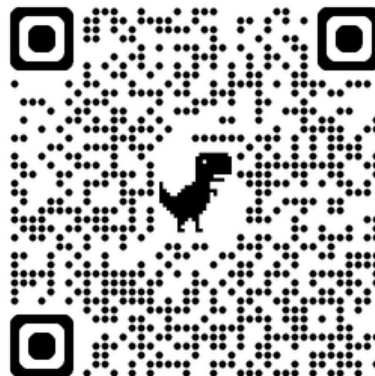
Special Education Department:
650-558-2260
www.smuhsd.org/sped

Transportation Department:
650-558-2446
www.smuhsd.org/transportation

TRANSPORTATION ENROLLMENT

Special Education Transportation enrollment must be completed each school year! Scan the QR code or visit www.smuhsd.org/sped for more information.

SCAN HERE ↙



**San Mateo Union
High School District**
SPECIAL EDUCATION



TRANSPORTATION

Special Education

Driver Contact Notes

Driver Name: _____

Bus Number: _____

CHANGES TO SERVICE AND UPDATING YOUR CONTACT INFO

Call or email the **Special Education Department** as soon as you know of any changes related to your student's transportation, including:

- Permanently canceling transportation
- Changing pick-up or drop-off address
- A change in the student's school schedule
- Updating medical conditions/needs

Call or email the **Special Education Department** if you need to update your:

- Home, mobile or work phone numbers
- Emergency contacts

Call: 650-558-2260

Email: jiniguez@smuhdsd.org

Call or email the **Transportation Department/Company** if you need to:

- Cancel pick-up or drop-off for a specific day (minimum four hours before pick-up)

In-District Transportation

Call: 650-558-2446

Email: mhernandez@smuhdsd.org

Out-of-District Transportation:

- Hop, Skip, Drive: 844-467-7547
- Pawar: 925-899-6712 or amen@pawartransportation.com

SMUHSD pays a daily rate to transport your child. Keeping us informed of situations when your child will not need transportation helps us keep costs down.

WHEN AND WHO TO CONTACT

If you do not notify us of absences in advance, transportation will be canceled due to no call or no show after three consecutive days.

If your child will not be riding transportation due to **illness or vacation**, please contact:

In-District Transportation

- **Transportation:** 650-558-2446 or mhernandez@smuhdsd.org
- **Special Education:** 650-558-2260 or jiniguez@smuhdsd.org

Out-of-District Transportation:

- **Hop, Skip, Drive:** via the app, text or call 844-467-7547
- **Pawar:** 925-899-6712 or amen@pawartransportation.com

ISSUE:	CONTACT:
Student Absence	In District: Transportation Department
Transportation is late	
Student left behind items	Out of District: Hop, Skip, Drive or Pawar
Change of pick-up/drop-off address	Special Education Department
Change contact info	
Initiate or stop service	
Change in school schedule	
General questions	

STUDENT/PARENT EXPECTATIONS

Transportation provides pick-up and/or drop-off to the student's address on file

Please be sure your child is ready 10 minutes before the transportation arrives. Transportation will NOT wait more than three minutes.

Drivers are not able to honk, so please watch for the vehicle.

The families must be at the assigned stop to receive the student when delivered by the bus driver. Students may not be left unattended at drop off, unless otherwise authorized by the family.

- In the event that no responsible adult is available to meet the student at the designated drop off point, and there is no authorization on file to drop the student off unattended, the transportation office will make every attempt to locate the family and emergency contacts. At the completion of the route, if no responsible adult has been located, the student will be delivered to the Police Department or the Sheriff's Office.

If any student refuses the transportation that SMUHSD offers, parents will be notified and responsible for picking up their student.

SMUHSD transports students in a group setting. Please be aware your student may be on transportation for up to 60 minutes each way.

After three consecutive days of no call for cancellation, bus service will be discontinued until the parent/guardian calls Transportation to restart the service.