



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

SCHOOL BUS TRANSPORTATION SAFETY PLAN GUIDE

Where Your Child's Safety is Our Business

Transportation Department
909 North J Street
San Bernardino, CA 92411
Telephone: (909) 388-6125



E RESPECTFUL



E RESPONSIBLE



E SAFE

San Bernardino City Unified School District

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Dear Parent/Guardian:

The San Bernardino City Unified School District is committed to making our transportation services both safe and pleasant for your child, and we need your help and support. In order to maintain a safe and orderly learning environment, it is important that we have consistent expectations for our students in and out of the classroom, including when they are riding our school buses.



Mauricio Arellano
Superintendent

This guide has been developed to provide you with helpful information, bus conduct expectations, and safety rules so that we can work as partners to meet your child's transportation needs. As you know, school transportation is a **PRIVILEGE** available for those students who are eligible according to Board of Education Administrative Regulation (AR) 3541. Let's continue to work together to keep all children safe. Thank you for your support.

Sincerely,

Mauricio Arellano
Superintendent



MISSION STATEMENT

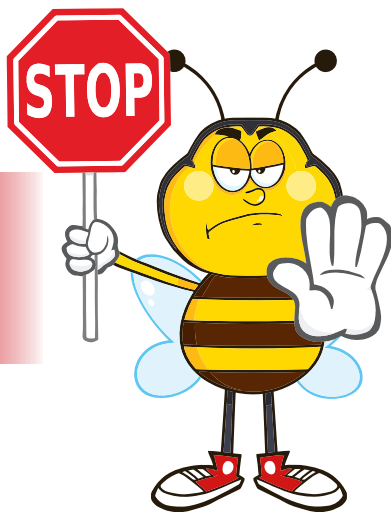
The Transportation Department makes it a priority to support the educational process by providing safe, dependable, efficient, and cost-effective transportation in response to the needs of students, staff, and community, while focusing on delivering outstanding customer service.



Failure to abide by established safety/ bus expectations and rules will lead to disciplinary action. School bus discipline and/or corrective action is administered and monitored by school administrators. Failure to abide by rules of conduct can lead to disciplinary action, including revocation of busing privileges. If a

student's bus privileges have been suspended, that suspension will be for all San Bernardino City Unified School District buses, both to and from school.

**# Stop
On Red!**



STATE BOARD OF EDUCATION REGULATIONS

The State Board of Education Regulations, Section 14263 governing pupil transportation, states: "Pupils transported in a school 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 in accordance with regulations of the Governing Board of the District.**" The same language is also cited from 5 CCR § 14103.

School bus rules of conduct are established first and foremost to ensure the student has a safe ride to and from school. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. For those who are unable to follow the established rules, a series of sanctions are applied that are appropriate to the offense. **Remember, for most, riding the school bus is a PRIVILEGE and not a requirement.**

FREQUENTLY ASKED QUESTIONS

Who is eligible for school bus transportation?

In accordance with AR 3541

- Students in elementary school who live beyond one and one-half (1.5) miles away from their home school.
- Students in middle school who live beyond two and one-half (2.5) miles from their home school.
- Students in high school who live beyond three and one-half (3.5) miles from their home school.
- Student's eligibility based on IEP or program enrollment.
- **Elementary students eligible through program enrollment will be issued busing on program specifics. All elementary program-based busing consists of transportation through a transfer site and possibly on more than one bus.**

Which bus company will be transporting my child?

- **Durham** - K-12 provider of both General Ed and Special Ed Transportation: (909) 891-1500
- **Zum** - K-12 provider of both General Ed and Special Ed Transportation: (855) 743-3986

How are bus routes designed?

- Routes are designed for safety, efficiency, and conservation of time.

Does my child need to have his/her bus tag/pass to board the bus?

- In accordance with AR 3540.3, students **MUST** have their current year bus pass on their person at all times while riding the school bus.
- **In accordance with No Pass, No Ride, middle school and high school students MUST have either a permanent or temporary bus pass at all times to board the school bus. Drivers check for bus passes both while boarding and exiting the bus, and they exercise the No Pass/No Ride Rule.**



When I'm present at my child's bus stop, may I walk my child across the street without the school bus driver's assistance?

- **No.** California law VC 22112(1) indicates that all students in grades pre-k through 8 **MUST** be escorted by their school bus driver if they need to cross the street, even in the presence of the child's parent/guardian. Both parents and students shall cross between the driver and the school bus. Reference School Bus Safety Rules. (See page 11.)

Will an elementary school student be dropped off at the bus stop if no adult is present to receive the student?



- **Yes. Students in grades 1 through 12 are not required to be met and will be released at the bus stop. Safety to and from the bus stop is the parent's/guardian's responsibility. Only pre-k and kindergarten students are required to have a designated person at least 13 years of age at the bus stop to receive them.** The designated person must be at the bus stop to physically take custody of a student as driver will not release otherwise.

What happens if there is no one to receive a pre-k or kindergarten student at the bus stop?

- It is the parent's or guardian's responsibility to make the necessary arrangements for their child. However, if no one is present to receive a pre-k, kinder or any student who remains on board the bus, an attempt will be made to return the student to their respective attending school, home school, or designated site as deemed by the District. It will then be the parent's/guardian's responsibility to pick up the student(s) accordingly. Occurrences of this nature can lead to suspension of transportation privileges.



What type of communication does the Transportation Department have with bus drivers when they are transporting students?



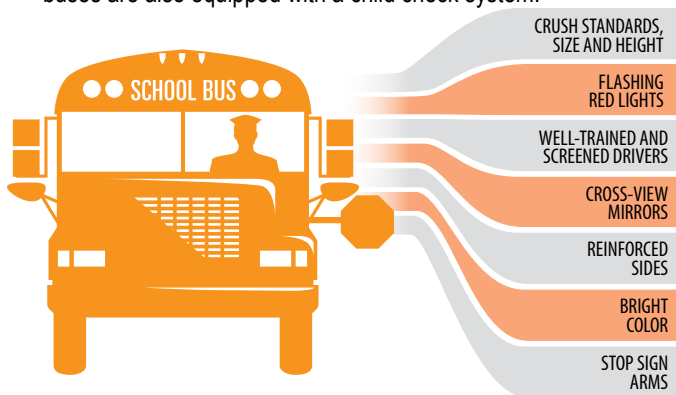
- All school buses are radio, video camera, and GPS equipped. Radios and GPS are expressly used for the safety of students and to determine the whereabouts of a bus or student(s).

How are school bus drivers trained?

- All drivers must be certified by the California Highway Patrol. Prior to certification, the driver must successfully complete a medical examination, complete at least twenty (20) hours of classroom training, complete at least twenty (20) hours of behind-the-wheel training, and pass a fingerprint and background check. All drivers must also complete ten (10) hours of in-service training each year. Drivers must renew their licenses and certificate at least every five (5) years.

Are school buses safe?

- All District-contracted school buses must be certified by the Motor Carrier Division of the California Highway Patrol. Additionally, the terminal is inspected annually by the Motor Carrier Division to ensure the buses are maintained according to state-established standards and an approved, documented maintenance program is in place. All buses are also equipped with a child check system.



Child/Passenger Check

In accordance with Education Code 39831.3 (a)(4) All Drivers and bus monitors/assistants (if present) shall complete a thorough check of the vehicle for passengers immediately following the end of each route, immediately following the end of the shift during the post-trip vehicle inspection, and prior to leaving the vehicle unattended at any time.

Note: For routes where the end of route inspection is not possible at the school site or drop off, immediately after the last passenger drop off, the Company will designate a close by, safe location where the inspection can be safely performed.

To complete a child check/passenger inspection, the driver (and monitor/assistant if present) shall turn on the interior lights of the vehicle and complete a slow and deliberate walkthrough inspection (front-to-back and back-to-front), checking for passengers on and under all seats and interior spaces.

How can I get back personal items left on the bus?

- Personal items brought on board the bus are the sole responsibility of the student. **The District nor the transportation provider are responsible for lost or stolen items.** Lost and found items on the school bus will be returned to the bus yard. Lost and found items will only be stored for 30 days. To retrieve or inquire on lost items, contact the bus providers as follows:

Durham: (909) 891-1500

Zum: (855) 743-3986

If I have a complaint or compliment about a bus driver or the busing service, who can I speak with?

- The SBCUSD Transportation Department would like to hear from you. If you have a complaint, compliment, question, or would like to report an incident, call the Transportation office at **(909) 388-6125** or visit www.sbcusd.com/transportation to submit feedback.

BUS EXPECTATIONS



Bus expectations are established to ensure the safe, efficient transportation of students. These expectations apply to all students. School transportation is an extra **PRIVILEGE** available for those students who are eligible, provided under Board of Education policy.

Please reference Transportation video for bus riding rules, regulations and expectations at www.sbcusd.com/transportation.

Bus Expectations



Be Respectful	Be Responsible	Be Safe
Use a voice level of 0-1	Be on time and have your bus pass ready	Remain seated until given permission to exit the bus
Listen and follow instructions	Stay in your assigned seat, facing forward, with your seat belt on	Hold the hand rail when entering and exiting
Use appropriate word choice	Report all problems to the bus driver	Keep body parts and personal items inside the bus and within your personal space

Transfer Point Expectations



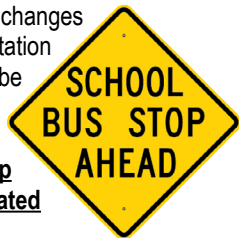
Be Respectful	Be Responsible	Be Safe
Use a voice level of 0-1	Have your bus pass ready to show the driver as you board the bus	Remain seated until given permission to exit the bus
Listen and follow instructions	Keep all of your belongings with you	Walk directly to your next bus
Use appropriate word choice	Report all problems to the bus driver	Hold the hand rail when entering and exiting the bus

All student discipline is administered by the student's school administrator in accordance with District Policies and Procedures. School bus riders who choose to break one or more rules will be issued a school bus disciplinary referral form. All referrals are issued to the school site administrator, who reviews, logs, and addresses each referral accordingly. Serious infractions or constant misbehavior can lead to suspension and/or revocation of school bus riding privileges.



BUS CONDUCT & SAFETY RULES

- 1.** Students must arrive at the designated bus stop at least five (5) minutes, but no more than ten (10) minutes, before the bus is due to arrive. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus. **Once the bus pulls from the stop and the bus is in motion, the driver will not stop.**
- 2.** Students are to respect the property at the bus stop and conduct themselves in an orderly manner while waiting for the bus. As the bus arrives, students **must form a line, stand at least 12 feet from the curb or edge of the roadway, and not move toward the bus until it has come to a complete stop and the driver has opened the door.** Student conduct at the bus stop should be the same as required on the school grounds. Actions such as littering, spitting, throwing any object, vandalism, pushing, shoving, and harassment of others will not be tolerated and will lead to revocation of busing privileges.
- 3.** Students are required to use **only** the designated bus stop as indicated on the student's bus pass. No student is permitted to ride any other bus or use a different stop other than what is assigned to the student. All bus stop changes must be approved by the Transportation Department. This **PRIVILEGE** shall be granted based on space availability. **For the safety and security of students, no student pick ups or drop offs will be allowed at non-designated stops or transfer sites.**
- 4.** As stated in Vehicle Code 22112, the driver is required by law to activate the flashing red lights at all stops. When students need to cross a two-lane street or private road upon which the school bus is stopped, the driver of the school bus is required by law to escort students in grades pre-k through 12 across the street using the hand-held **STOP** sign. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in front of the line needs to cross.



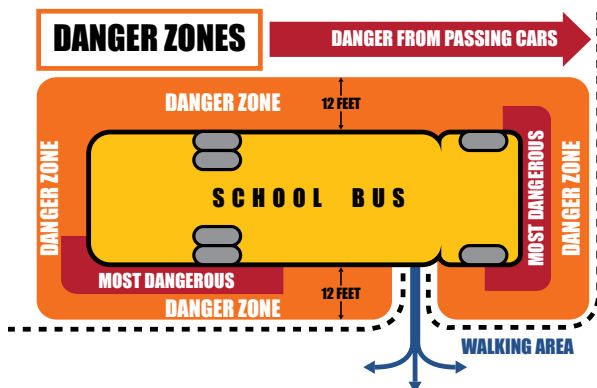
Students who need to cross the roadway will wait in front of and to the right of the bus where they can see the driver and the driver can see them.



Students **will always cross the street in front of the bus and perpendicular to the opposite side of the street**, but **NOT** until they have been instructed with verbal commands to do so by the driver, even in the presence of a parent/guardian. Students will walk, not run, completely across the roadway. If the student drops something in the roadway, **THEY ARE TO TELL THE DRIVER. THEY ARE NOT TO RUN BACK INTO THE ROADWAY ONCE THEY HAVE CROSSED THE ROADWAY.** The students who do not cross the roadway will exit and move away from the bus.

5. California law VC 22452 requires a school bus with passengers aboard to stop at all railroad crossings. Students **MUST maintain absolute silence** when approaching a railroad crossing and while stopped at the crossing so the driver can **LOOK** and **LISTEN** for approaching trains.
6. Student safety to and from the bus stop is a parent/guardian responsibility. Please advise your child of the following safety habits:
 - Students must observe safe walking habits and be alert for traffic and surroundings.
 - Whenever crossing any street remember to **STOP...Listen...Look** left, right, and left again before crossing the street.
 - Students should go directly to the bus stop in the morning and directly home in the afternoon.
 - Students should NOT talk to strangers.
 - When leaving the bus, students are to stay out of the **Danger Zone**.

The **DANGER ZONE** is the space all around the school bus. It goes out 12 feet. The school bus driver cannot see students in this zone. Students are to move away from the bus door quickly and stay clear of the wheels. They are **NOT** to go after anything that rolls or falls under or in front of the bus—they are to **TELL** the driver about it. Never reach back into the bus through windows.



7. When present, use only designated, marked crosswalks.
8. In accordance with §mc 8.54.020 a, school buses are prohibited from sounding the horn to announce their arrival at a bus stop.
9. For the safety of students, no unauthorized passengers are to board the bus, including parents, unauthorized students, etc.
10. **All students will be issued assigned seats.** Once on board and sitting in their assigned seat, students are to buckle seat belts, wear shoulder harnesses correctly, and remain seated facing forward while the bus is in motion and/or while on board the bus. Students preparing to disembark must remain seated with seat belts on until the bus comes to a **FULL STOP**. "Passenger Restraints—Per California Code of Regulations, Title 5, Section 14105, all passengers in a school bus or in a school pupil activity bus that is equipped with a passenger restraint system in accordance with Section 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system while on board the school bus."



11. Orderly behavior is required before, during, and after boarding the bus. Students are to talk quietly at a noise level between 0–1. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted. Students are to talk quietly. Shouting, yelling, boisterous behavior, horse-play, profane language, obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.

STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES.

Please report to your bus driver or bus aide any form of bullying or harassment immediately.

12. Students are to remain **SAFE** and keep all parts of their body inside the bus at all times. Littering the bus, vandalism, or throwing anything in or out of the bus will not be permitted. Students will be charged for all damages.
13. For the student's own safety, students **MUST** remain awake and alert while riding the bus.
14. For student safety, eating, smoking, and gum-chewing, etc. are prohibited on the bus



at all times! Water is permitted during the summer months but only in a container that can be closed and only while the bus is not in motion.

- 15.** Students must never open, close, or tamper with any part of the bus or its equipment, unless specifically instructed to do so by the driver. Students are to stay out of the driver's compartment unless an emergency requires a student to secure the bus.
- 16.** As stated in Education Code 39831.5, at the commencement of the school year, all students in pre-kindergarten and grades K through 12 who are transported in a school bus or school activity bus shall receive instruction in school bus emergency procedures.
 - In case of ANY emergency, 911 is automatically called to respond.
- 17.** Items such as instruments or school projects may not be permitted on board the bus should the item take up seating space required for other students or create an unsafe situation.
- 18. Anything not permitted on school grounds is not permitted aboard the school bus.**
- 19.** Students must wear shoes while aboard the bus. Athletes may not wear shoes with rubber or metal cleats while on the bus.
- 20.** Medication shall not be transported on board the school bus. Students with medication needs must follow school-site protocols.
- 21.** Students excluded from attendance for communicable diseases, head lice, or as stipulated in accordance to SBCUSD AR 5112.2 will not be allowed to ride the bus until notification is received from an attending school site nurse/administrator.
- 22.** As stated in Education Code 39831.3, twice a school year, all students in pre-kindergarten and grades K through 12, inclusive, who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to, proper passenger conduct, bus evacuation, location of emergency equipment, responsibilities of passengers seated next to an emergency exit, and the practice of procedures to evacuate the school bus through emergency exit doors, **NOT THE FRONT ENTRANCE DOOR!**
- 23.** For safety and busing evaluation purposes, student address, phone number, and emergency contacts must be current. Parents or guardians must contact student's school directly to make changes.

UNIQUE BUS VIOLATIONS

For all other violations which occur on the bus, follow the Progressive Discipline Matrix.

SBCUSD recognizes that students who regularly ride the school bus may present disciplinary problems. EC 44807 states, “public schools shall hold pupils to a strict account for their conduct on the way to and from school” and EC 48900 (s) provides school districts the authority to discipline students going to/from school. Consequently, students who exhibit adverse behavior while being transported via school bus are subject to the disciplinary actions outlined in the Progressive Discipline Matrix (PDM) and Board Policy (BP): Bus Conduct 5131.1.

The principal/designee is responsible for ensuring all rules, procedures, policies, and EC requirements are enforced. It is the responsibility of the Transportation Department to notify appropriate administrative staff of all disciplinary concerns. Site administrators are required to follow the guidelines outlined in the PDM when addressing the student’s bus conduct. All referrals/suspensions must be entered in to Aeries.

The following is a sample list of transportation behaviors as they relate to the PDM. All other disciplinary concerns can be found within the PDM.

Major Infractions	Examples of Possible Behavior	For Possible Admin. Action Refer to:
Exposing Body Parts out Window	Exposing arms or other body parts through bus windows	BP 5131.1, General: Suspension Code K or Body part exposed: Suspension Code I
Unauthorized Use of Emergency Exits	Tampering with an Emergency Exit	BP 5131.1, Stationary: Suspension Code K, Moving: Suspension Code B
Unauthorized Exits	Climbing through windows or exiting the Emergency Exit without authorization	BP 5131.1, Suspension Code K
Engaged in Harassment	Intentionally harassing, threatening, or intimidating other students, driver, or attendant	BP 5131.1 Grades 4-12: Suspension Code R and/or X
Use of a Lighter or Match	Lighting a cigarette lighter or striking a match	BP 5131.1 Suspension Code B
Destruction of Property	Defacing and/or destruction of seats, windows, floors, etc.	BP 5131.1, Suspension Code F
Profanity Toward Staff	Calling driver/attendant names which include profanity	BP 5131.1 Suspension Code I
Engaged in Sexual Harassment	Education Code 48900.2, Section 212.5	BP 5131.1, Grades 4-12 EC212.5: Suspension Code P
Throwing Objects	Throwing objects in or out of the bus	BP 5131.1 Suspension Code B
Examples of Minor Offenses	Appropriate volume: talking and/or yelling loudly, refusing to maintain low volume while on board the bus Proper use of personal property: SBCUSD Policy 5140 C, 11: using a cell phone/electronic device while on the bus Proper storage of food/drinks: eating/drinking on the bus Appropriate word choice: using profanity during conversations with peers Bus Pass: a) failing to provide a valid pass; producing a fraudulent pass, b) issuing one’s bus pass to another for the purpose of boarding Remaining seated: a) standing while the bus is in motion, changing seats, climbing over/under seats, b) refusing to share a seat with other students Entering/exiting bus: failing to walk in a single file line or maintain a safe distance from others Proper use of seat belt: failing to fasten seat belt immediately after being seated	BP 5131.1, General: Suspension Code K



MINOR OFFENSES

Minor offenses are a failure to demonstrate universally defined expectations or social skills. All staff must be equipped to address minor offenses in the location where they occur (on the spot).

Failure to:

- Follow Instructions
- Stay on Task
- Get the Teacher's Attention
- Accept Feedback and/or Criticism
- Accept "No" for an Answer
- Ask Permission
- Disagree Appropriately
- Listen
- Use Appropriate Voice Tone
- Ask for Help
- Give Criticism
- Work with Others
- Wait Your Turn
- Mind Your Own Business (MYOB)
- Resist Peer Pressure
- Properly Use Materials
- Respect Personal Space
- Be on Time
- Stay in Designated Areas
- Properly Dispose Trash

Chronic Minor Offenses are misbehaviors that persist despite the application of environmental modifications and interventions, as documented through the Low Level Referral process.

MAJOR INFRACTIONS

Major infractions are a **violation of the CA Education Code** — Sections 48900 and 48915. **EC 48915 A1, A2, A3, A4, A5 and C1, C2, C3, C4, C5** are Serious Safety violations which include: physical injury, possession of weapons, sale or possession of controlled substances, robbery, extortion, assault/battery, and sexual assault. Major infractions are addressed by administrators.

SBCUSD Suspension Codes

A(1)	Physical injury (caused, attempted, threatened)
A(2)	Force or violence (except self-defense)
B	Weapons: firearm, knife, explosive, dangerous object (possessed, sold, furnished)
C	Controlled substance, alcohol, intoxicant (possessed, used, sold, furnished)
D	Controlled substance, alcohol, intoxicant (offered, arranged, negotiated to sell)

E	Robbery or extortion
F	Property damage (school/private)
G	Stole/attempted to steal property (school/private)
H	Tobacco or tobacco products (possessed, used)
I	Obscene act, habitual profanity, or vulgarity
J	Drug paraphernalia (possessed, offered, arranged to sell)
K	Disrupted, willfully defied valid authority
L	Received stolen property (school, private)
M	Imitation firearm (possessed)
N	Sexual assault (committed, attempted)
O	Harassed, threatened, intimidated a witness
P	Sexual Harassment [EC 48900.2 & 2.12.5]
Q	Hate violence [EC 48900.3]
R	Harassed, threatened, or intimidated other pupil, groups of pupils, or staff [EC 48900.4]
S	Terroristic threats [EC 48900.7]
T	Arranged to sell the drug soma [EC 48900 (p)]
U	Physical injury (aided or abetted) [EC 48900 (t)]
V	Hazing (engaged, attempted to engage) [EC 48900 (q)]
X	(X) Bullying and/or electronic bullying, (X1) Bullying: sexual orientation, (X2) Bullying: ethnicity/race, (X3) Bullying: physical/mental disability [EC 48900 (r)]
Y	Sexting [EC 48900 (r)]



Please visit our Transportation Department webpage to view our transportation video on expectations for bus-riding students and access any other transportation-related information.

www.sbcusd.com/transportation



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