

TRANSPORTATION (Updated November 2025)

PUPIL DROP OFF AND PICK UP AT SCHOOLS

When picking up or dropping off pupils at schools, the pupils should be dropped off or picked up **ONLY** in the designated areas. Dropping off or picking up pupils in other areas may cause unsafe conditions. Drop off should occur no more than thirty (30) minutes before the start of school.

PUPIL TRANSPORTATION ELIGIBILITY

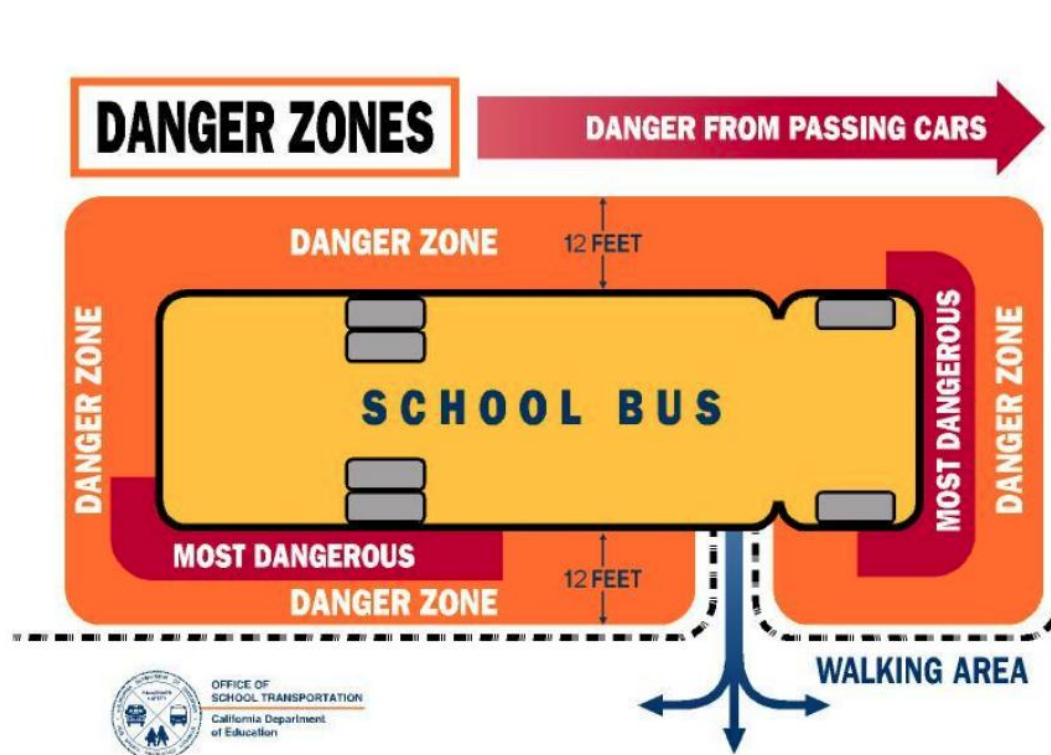
Pupils who live at or beyond the following walking distances to school are eligible for transportation:

Kindergarten	1 mile
Grades 1-3	1 ½ miles
Grades 4-5	2 miles
Middle School	2 ½ miles
High School	2 ½ miles

Students attending a school of choice (Flory and Walnut Canyon) have pre-determined stops authorized by the transportation department and will be accommodated at the department's discretion.

SCHOOL BUSES - PASSENGER SAFETY

Upon registration, parents/guardians of pupils not previously transported in a school bus shall receive written information on school bus safety. This requirement applies to pre-kindergarten, kindergarten and grades 1 to 6. (E.C. 39831.5)



*All students, parents, and guardians of students should always be aware of the danger zones of a school bus. By being aware and staying outside the danger zones of a school bus; you will ensure your safety and those around you.

BUS INFORMATION

Parents are legally responsible for their child's transportation to and from school. Bus transportation is an optional service and a privilege that is provided by the District to assist parents, not a right. Transportation service will not begin until a completed Transportation Form has been returned to the Transportation Department. Service for a new student **may** take up to **one week** to add into current schedules. Bus transportation is provided to pupils who live beyond the established walking distances. Use of District buses does not include service to and from private daycare facilities (e.g. YMCA). Bus schedules (times and locations) are published on the district website at **www.mrpk.org** prior to the beginning of school and are available at the school sites. All pupils being transported are under the authority of the bus driver while on the bus. The following is provided to ensure safe conduct for your child while at the bus stop and while on the bus:

1. In accordance with current public health mandates, face coverings may be required while riding the bus. Pupils should be at the bus stop at least 5 minutes prior to the scheduled bus arrival; buses must operate on a definite schedule and bus drivers will not wait for late arrivals. Delaying the departure of the bus will result in disciplinary action.
2. Pupils may not cross the street once the bus is in view. Pupils should not move toward the bus until it has come to a complete stop.
3. Upon entering the bus, pupils are to take the seat indicated to them by the driver. Pupils may not exchange seats without the driver's permission.
4. All passengers must remain seated and face forward at all times. Standing, walking, or switching seats while the bus is in motion is prohibited.
5. Under special circumstances, such as childcare, permission to ride another bus will be granted only when written notification has been obtained from the parent or guardian, when it has been approved by the school office, and when there is available space.
6. Pupils should be courteous; no profane language or obscene gestures on the bus or at the bus stop is acceptable.
7. Alcohol, tobacco, matches, and lighters are strictly forbidden.
8. Pupils should not be destructive or tamper with bus equipment.
9. Fighting, pushing, tripping, kicking, slapping or spitting is not acceptable.
10. Bullying or intimidating pupils will not be tolerated. Any pupil caught bullying or intimidating another pupil will be taken to the school Principal, or school official and transportation privileges may be temporarily or permanently suspended.
11. Pupils should keep all parts of the body inside the bus.
12. Pupils shall not throw anything inside the bus.
13. Pupils should keep the bus clean.
14. For the safety of all bus riders, pupils must respect the bus driver and his/her directions at all times.
15. Pupils may not eat, drink, or chew gum on the bus.
16. Pupils should refrain from making excessive noise or disorderly conduct while on the bus (no yelling, screaming, playing musical instruments, playing music on an electronic device for all to hear, etc.).
17. No animals are allowed on the bus.
18. Windows are to be opened only with driver permission and shall not be lowered past the third notch (five inches) as directed by the California Highway Patrol.
19. All pupils requiring bus passes (ex. middle school pupils) are required to show the bus driver the bus pass or ride card upon entering the bus both to and from school. Presenting a false or improper bus pass or expired ride card will result in disciplinary action.
20. Pupils being discharged from the bus must wait until the bus driver has secured the bus, turned on the red crossover lights, gone out to the middle of the street to stop traffic, and (only when directed to do so by the driver) may cross the street.
21. Cell phones and other electronic devices must be silenced and stored away while riding the bus. Recording, photographing, streaming, taking videos of others, or displaying content of any kind is strictly prohibited. Devices may not be used to play music, videos, or games, even with headphones. Any use of a device that distracts the driver, disrupts other passengers, or invades the privacy of others will result in the device being put away for the remainder of the ride and may lead to suspension of bus riding privileges.

*The driver, by law, is directly responsible for the safety and orderly conducts of the pupils in his/her care. Failure to observe the bus rules may draw the attention of the driver away from the main task of safely operating the bus and is considered misconduct. When a pupil is guilty of misconduct or violating the rules of the bus, the Transportation Department will report the incident, in writing, to the Principal, and the parent or guardian as follows:

- a. The first and second violation of the bus rules will result in a written warning.
- b. The third school bus conduct report will result in the suspension of the pupil's bus privileges for 3 days.
- c. A fourth conduct report will result in the suspension of the pupil's bus privileges pending a parent conference with the Transportation Supervisor or his/her representative.
- d. A fifth conduct report will result in a pupil's bus privileges being suspended for 2-6 weeks.
- e. A sixth conduct report will result in the suspension of a pupil's transportation privileges for the remainder of the school year.

*Depending on the severity of the violation a pupil may have his/her transportation privileges suspended immediately.

HOME-TO-SCHOOL TRANSPORTATION FEES

Although state law does not require home-to-school transportation, Moorpark Unified offers limited transportation for pupils in grades TK-12.

A middle school and high school pupil who lives more than 2 ½ miles from their boundary school is eligible for transportation. Parents may apply for transportation by completing the application located on the District website or at the school office. An eligible Flory or Walnut Canyon pupil is one who lives more than 1 mile from their school.

For all other elementary pupils living outside the established walking distance (see eligibility above), transportation is provided.

All pupils must scan the bus pass each time they board and exit the school bus. All pupils must pay a \$10 fee for the replacement of a lost bus pass.

S.B. 1072 – THE PAUL LEE SCHOOL BUS SAFETY LAW

In accordance with Education Code 39831.3(a)(4), the Moorpark Unified School District Transportation Services Department deploys the following departmental policy to ensure pupils are not left unattended on a school bus:

After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and P.M.) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO PUPILS still on board. This bus check shall include looking under the bus seats. Drivers will place a "BUS EMPTY" sign in the back window of the bus.