

**PARENT AND DRIVER INFORMATION FOR CHILDREN
RECEIVING HOME-TO-SCHOOL TRANSPORTATION**

Dear Parent:

The Colton Joint Unified School District has prepared this information package to acquaint you with the rules covering your child’s transportation.

We need your assistance and cooperation to maintain timely and reliable service.

Your familiarization with, and adherence to these rules will aid considerably in transporting your child with maximum service, courtesy and safety.

Interim Transportation Director. Regina Parks

Interim Transportation Manager. Yobani Ruiz

Interim Supervisor. Elizabeth Carcamo

Transportation Hours 5:00 A.M. – 6:00 P.M.

Phone. 909-580-5003 EX#2

Mission Statement:

Our mission is to provide our students with safe and reliable transportation to and from school, which supports the academic achievement of our students’ needs as well as the members of our community.

SCHOOL BUS DRIVER TRAINING:

To help ensure safe drivers for the children, the Colton Joint Unified School District requires all drivers to attend regularly scheduled safety meetings and in-service training sessions to improve their skill with special education students. In addition, state law requires each driver to have a valid School Bus Driver Certificate, first aid training, pass a physical examination and obtain traffic and criminal clearances.

SCHOOL BUS EQUIPMENT:

To assure safe use of equipment, all school buses are inspected daily by the driver, at scheduled intervals by our mechanics and annually by the California Highway Patrol.

STUDENT ILLNESS:

Please notify Transportation when you do not intend to send your child to school. Advance notice of this is extremely helpful and, in many cases, saves Transportation unnecessary miles.

Transportation can be contacted by phone (909-580-5003) as early as 5:00 A. M. and as late as 5:30 P. M.

If transportation is not notified and your child does not ride the bus for THREE (3) CONSECUTIVE days, transportation will be DISCONTINUED until notified. If your child is ill please DO NOT send your child to school.

Please ensure that Transportation has current emergency contact information for your child.

MEDICATION:

MEDICINE shall not be carried on the bus. Parents must give all medication directly to school site personnel.

AM PICK-UP PROCEDURE:

All children must be ready for pick-up FIVE (5) minutes before the scheduled time. Drivers DO NOT honk the horn. It is encouraged that children capable of WAITING OUTSIDE for the bus, do so. Many children and classes are affected by bus schedules; therefore, drivers will wait until the scheduled pick-up and then proceed on their route. Parents are responsible for getting their child to the bus and drivers are responsible from that point on. Drivers will NOT go to your door to pick up children.

DROP AT HOME PROCEDURE SPECIAL EDUCATION:

A parent or other responsible adult must be present at the designated stop to receive the student when the bus arrives.

The driver must visually confirm the responsible party before releasing the student from the bus and proceeding on route.

Under no circumstances may any student in this program be left unattended unless official authorization has been provided. If a parent or legal guardian wishes for their child to be released without an adult present,

a completed and signed authorization form must be on file with both the Transportation Department and the Special Education Department prior to implementation.

This form may be obtained from the assigned bus driver.

PARENTS are responsible for children needing assistance from the bus into the home. Children will NOT be dropped off at any location other than the designated stop.

The procedure to be followed in the event that an authorized adult is not at home and authorization to leave unattended is NOT on file will be as follows:

- 1. Driver to notify dispatcher of the problem.
- 2. Dispatcher will call the home or emergency phone number. (Current information on hand).
- 3. Driver will continue on route while awaiting instruction from dispatcher.
- 4. After completion of their route, the driver will return the child to his/her school.

MOVING:

If you move during the school year or CHANGE your phone number, you must notify the Special Education department at least five (5) days before the move to insure uninterrupted bus service;

it is important that Transportation have CURRENT AND CORRECT PHONE NUMBERS (Home, emergency neighbor, etc.). Please notify the Special Education Department of any changes.

ROAD CONDITIONS:

Transportation may assign the pick-up and drop-off bus stop location to a location other than the home if road conditions are felt to be unsuitable for the school bus travel

(poorly maintained roads, hazardous conditions, steep grades, mud, dust, etc.). Transportation will inspect such road conditions and will determine their suitability for bus travel.

If this condition exists you will be given the nearest possible bus stop location and time of pick-up. It is the parent's responsibility to transport their child to and from the bus stop location.

WHEELCHAIR LIFT OPERATION:

Drivers are specially trained on the wheelchair lift operation. Although your assistance in loading and unloading is appreciated, we ask that only the driver or designated personnel operate the lift controls.

WHEELCHAIRS AND TRAVEL CHAIRS:

The safest possible lifts and tie-down equipment have been purchased for the transportation of your child. Your help is also needed to maintain safe transportation of wheelchairs and travel chairs.

Section 1293(g) CCR: “WHEELCHAIRS SHALL BE EQUIPPED WITH BRAKES AND A RESTRAINING BELT PROPERLY MAINTAINED BY THE OWNER OF THE CHAIR”.

Transportation may be DISCONTINUED unless the owner properly maintains these devices.

PERSONAL ARTICLES:

For safety reasons, large toys, glass bottles, insects, animals, plastic bags, knives, or any articles, which may cause an injury, will NOT be allowed on the bus. Parents should consult with transportation offices before a child is allowed to carry an item that is too large to fit in the child’s pocket/ backpack (except lunch pails).

Transportation ASSUMES NO responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owner. Please put your CHILD’S NAME on all items, which could be easily lost (lunch pails, coats, sweaters, etc.). Unclaimed items left on the buses will be turned in to the Transportation office. You may call Transportation (909-580-5003) concerning lost items.

PARKING:

Bus drivers are encouraged NOT to pull in and out of private driveways. It is extremely helpful if room can be left at the curb in front of your home for loading and unloading purposes.

ROUTE CHANGES:

Parents should be prepared for CHANGES in buses, routes, and time of pick-up THROUGHOUT the school year as a result of additions and withdrawals of students in the program.

Overall route travel time will vary from route to route depending on class times and student home locations. After an initial adjustment period at the start of school or upon reorganization of routes, the pick-up and delivery time should be consistent within approximately 15 minutes. Buses may run later on days of unfavorable weather conditions, such as fog and rain.

STUDENT BEHAVIOR:

All transportation shall be subject to the appropriate provisions and policies of the California Education Code, California Code of Regulations and policies of the Colton Joint Unified School District. (Title 5 CCR Sections 14103)

“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 or highway.”

BUS RULES: (PLEASE DISCUSS THESE RULES WITH YOUR CHILD)

- 1. Sit down at once and remain seated.
- 2. Use seat belt at all times.
- 3. No profanity.
- 4. No eating or chewing gum.
- 5. No fighting, playing or loud conversations.
- 6. Keep all parts of the body inside the bus at all times.
- 7. Follow driver's instructions at all times.

Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving. The safety of all children on the bus is of prime importance.

YOUR reinforcement of these regulations and occasional communication with your child's bus driver will help considerably in maintaining a low level of disciplinary problems.

Parents/Guardians may be responsible for damage to vehicles caused directly by their child.

Bus Passes:

Bus passes are required to board all CJUSD school buses. Students must scan their pass when loading and unloading the bus daily.

Failure to utilize the bus pass consistently will result in the following consequences:

- **1st offense:** Verbal warning
- **2nd through 4th offense:** Written warning
- **5th offense:** Denied transportation home

A new bus pass application must be completed and submitted annually. Students will not be permitted to ride without a current application on file.

To facilitate the process, parents can access and complete the bus pass application via Stop Finder parent App and District website.

If you require assistance, please contact the Transportation Department directly at 909-580-5003, option 2.

English

<https://cjusd.transfinder.com/formfinder/Survey.html?c=cjUSD&t=47ed1394xsdl>

Español

<https://cjusd.transfinder.com/formfinder/Survey.html?c=cjUSD&t=62f7a24fdefb>