Acton-Agua Dulce Unified School District
Bus Safety Rules & Transportation Guidelines

Parents: Keep this copy. The purpose of this information is to request your assistance in making your child aware of the rules and regulations involved in your child's safe transportation.

1. Arrive at the bus stop no more than 5 minutes prior to your scheduled bus arrival. While at the bus stop, keep off private property and out of the street.
2. Board and leave the bus in an orderly manner. Do not push other students. Follow driver's instructions concerning seating location and unloading procedure.
3. Be seated promptly, and move over for other students to share the seating.
4. Always face forward on the bus and remain seated while the bus is in motion. Do not change seats or "save seats" without the driver's permission.
5. Keep all body parts inside the bus at all times. Do not yell out of windows. Keep hand off other people and their possessions.
6. Report any emergencies to the driver immediately, otherwise try not to speak with the driver while the bus is in motion.
7. Middle aisle must be kept clear of all items.
8. Students must wear shoes at all times on the bus.
9. Damage to seats, windows, and other parts of the bus is costly. The student responsible will pay for the damage.
10. Students that live across the street from a bus stop SHOULD ONLY CROSS WHEN THE DRIVER INDICATES THAT IT IS SAFE TO DO SO. Students must cross in front of the bus.
11. Students are responsible for their individual behavior. Claiming "somebody else was doing it" does not exempt a misbehaving student.
12. **ACTIONS & ITEMS NOT PERMITTED ON THE BUS:** animals, insects, reptiles, glass containers, skateboards, large musical instruments, bulky items that cannot be carried in student's lap, eating and drinking (except water), chewing gum, obscene and profane language, smoking/vaping, lighting matches/lighters, radios, playing loud music/videos, playground equipment (balls, racquets, etc.), fighting, yelling, disrespecting the driver.

Guidelines for tickets/citations, discipline procedure:

1. Verbal Warning
2. Written Warning
3. 2nd Written Warning
4. 1-day Transportation Suspension
5. 3-day Transportation Suspension
6. 5-day Transportation Suspension **(parent conference, if necessary)**
7. 10-day Transportation Suspension
8. 20-day Transportation Suspension **(parent conference required)**
9. 30-day Transportation Suspension
10. Transportation Suspension for remainder of school year

For incidents deemed serious (ie: fighting, disrespect, damage to property), discipline will be handled on an individual basis, with a minimum suspension of Transportation privileges of 3 days.

Eligibility: Pupils eligible for transportation must live within the school district. K-8 grade must live beyond the walking distance of 1 mile from their school, and 9-12th grade must live beyond the walking distance of 2.5 miles from their school.

Student Conduct: **Transportation is a privilege and is not guaranteed.** School buses and bus stops are an extension of school campus, therefore all school rules and bus safety rules apply. Violating Bus Rules may result in Bus Citations, and suspension or denial of transportation. **Students being transported are under the authority of and responsible directly to the bus driver.** Drivers have the authority to assign seating whenever they deem necessary.

Parent/Guardian Responsibility: Bus pick-up and drop-off times may vary depending on traffic, weather, and staffing. Parents are responsible for having their student at the bus stop 5 minutes prior to pick-up time, and supervising them at the bus stop until they are safely on the bus. The bus will wait only one minute after the scheduled pick-up time in the mornings and then continue on the route. **If your bus is running more than 15 minutes late, please call dispatch at 661-269-5802. Kindergarten and Preschool students must be released to a parent/guardian at their bus stop**. All kindergarten students not met at the bus stop will be returned to their school or district office.

Change of Address or Pick-up /Drop-off Location:
Students are not allowed to change their bus stops. **The only changes allowed to bus stops assignments are: address change, daycare provider, family custody.** Permanent changes must be made through the student's school site and input prior to boarding the bus. All changes will become effective the first day of the following week. **If a temporary bus stop change needs to be made, a written and signed note from the parent must be presented to the bus driver prior to loading.** When transportation is suspended or canceled due to inclement weather, parents and school sites will be notified as soon as possible.

Field Trips: All persons, including chaperones, riding the school bus are required to follow the same safety rules as students. It is the responsibility of the school site administrator to assure all "Parental Permission Slips" forms are on file for each student. Parents may be chaperones, if they have received prior consent from the school site administrator. Children not registered in AADUSD, including siblings, may not ride on the school bus, even if accompanied by a parent/guardian.

Route and Stop Time Changes: Throughout the school year, rerouting and time changes may be necessary. Parents will be notified in writing of any route changes. Locations of existing bus stops are established, and will remain as set. However, the Transportation Coordinator will consider all requests for the location change of a bus stop if they're receiving complaints from the homeowners, or a new housing development is established. Parents are requested to direct their child to the assigned bus stop until a location change has been made.

Video Monitoring: Some buses are equipped with video cameras. The purpose is to assist the driver in monitoring student behavior. The tapes are reviewed as necessary by Transportation and School Officials..

Complaints, Concerns, Questions: Please contact the Transportation Department by calling **661-269-5802** or the District Office at **661-269-5999 ext 107**. Dispatch is available during the morning and afternoon routes Monday-Friday.