LOS ALAMITOS UNIFIED
SCHOOL DISTRICT
IGNITING UNLIMITED POSSIBILITIES
ACADEMICS ★ ATHLETICS ★ ACTIVITIES ★ ARTS

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Superintendent

Exhibit D

Bus Conduct/Safety Rules

(Aligned with Board Policy/AR 5131.1 – Bus Conduct)

The Los Alamitos Unified School District Board of Education is committed to providing safe and reliable home-to-school transportation for all students. To ensure that every student benefits from this service, the District has established rules and expectations that promote safety, respect, and responsibility.

We believe in a strong partnership between school staff, students, and parents/guardians in promoting appropriate student behavior. By working together, we can help students make positive choices and understand that inappropriate or unsafe behavior may result in disciplinary consequences.

For the safety of all students and staff, students are required to follow District rules, Board Regulation 3541.1, the California Education Code, Title 13 of the California Code of Regulations, and all other applicable laws and regulations.

Students riding a school bus are under the authority of the bus driver. Students are expected to follow all driver instructions and safety rules while waiting for, boarding, riding, and exiting the school bus. Continued misconduct, unsafe behavior, or refusal to follow the driver's directions may result in disciplinary action and/or loss of transportation privileges.

BUS STOPS

Students are expected to follow all safety rules while waiting for and boarding the school bus.

Arrive Early: Students must be at their designated bus stop and ready to board at least five (5) minutes before the scheduled morning pickup time. Buses operate on a schedule and cannot wait for late-arriving students.

Waiting for the Bus: Students must remain at least 12 feet away from the curb or roadway while waiting for the bus. Students may approach the bus only after it has come to a complete stop and the driver opens the door or signals that it is safe to board.

Appropriate Conduct: Students must behave safely and respectfully at the bus stop and while boarding. Running, pushing, fighting, horseplay, excessive noise, throwing objects, littering, or other disruptive or unsafe behavior is prohibited.

Orderly Boarding: Students must form a single-file line and approach the bus only after it has come to a complete stop and the door has opened. Students must board the bus one at a time, use the handrail when entering, and avoid pushing, running, or delaying the loading process.

Designated Bus Stops: Students may board and exit the school bus only at their District-approved designated bus stop and in accordance with established Transportation Department routes. Students may only use the bus stops listed on their approved transportation application.

Requests for permanent transportation changes must be submitted to the Transportation Department by email at transportation@losal.org. Requests may take up to ten **(10)** business days to review, route, and implement.

Due to the number of students transported each day, the Transportation Department cannot accommodate temporary transportation changes for vacations, childcare arrangements, or other short-term situations. Parents/guardians shall not ask bus drivers to pick up or release students at unauthorized locations.

School Dismissal and Bus Departure Times: Afternoon buses depart according to each school's dismissal schedule. Buses leave high schools approximately 10 minutes after the dismissal bell, middle schools approximately 7 minutes after the dismissal bell, and elementary schools approximately 5 minutes after the dismissal bell. Students are expected to proceed directly to their assigned bus immediately after dismissal. Students who miss their assigned bus are the responsibility of their parent/guardian, who must arrange transportation from the school.

Missed Afternoon Stop: If a student fails to exit at their designated bus stop, the student will remain on the bus and be returned to their school site. The parent/guardian will be responsible for picking up the student.

For student safety, drivers are not authorized to release students at unscheduled or unauthorized bus stops.

Route Delays: All scheduled bus stops will be serviced even when a bus is delayed. Traffic, road closures, construction, weather, and other unforeseen circumstances may affect route times. Families may contact the Transportation Department if the bus has not arrived within ten (10) minutes after the scheduled pickup/drop-off time.

ROUTES AND ROUTE TIMES

Bus routes, bus stop locations, and pickup times are subject to change based on student ridership, staffing, student transportation needs, school bell schedules, road conditions, construction, traffic patterns, and other operational requirements.

The Transportation Department will make every reasonable effort to notify families when significant route changes become necessary. However, changes may occasionally need to be implemented immediately to ensure safe and efficient transportation.

To maximize available resources and best serve students, routes may be modified, combined, consolidated, or adjusted throughout the school year based on operational requirements or needs.

Many factors are considered when developing student transportation routes, including student medical needs, required transportation aides, school bell schedules, traffic patterns, and overall route efficiency. As students are added to or removed from routes, pickup and drop-off times may change.

To ensure students arrive at school on time, buses depart each morning stop according to the published schedule. Students must be ready to board at least five (5) minutes before their scheduled pickup time.

BOARDING THE BUS

Students are expected to board the school bus safely, promptly, and respectfully and must follow the directions of the bus driver at all times.

Students shall:

- Wait for the driver's signal before approaching or boarding the bus.
- Use the handrail when entering the bus.
- Walk directly to their assigned or designated seat without running, pushing, or delaying the loading process.
- Follow all directions given by the driver immediately.

The bus driver has the authority to assign or change student seating at any time to promote safety, maintain appropriate conduct, or improve operational efficiency.

BUS PASS REQUIREMENT

For the safety and security of all students, each student is required to present their physical District-issued bus pass every time they board the school bus, both in the morning and/or afternoon.

Photographs, screenshots, photocopies, digital images, or other reproductions of a bus pass will not be accepted.

The bus pass serves as the student's official authorization to ride and verifies that the student is assigned to the specific route and stop.

Students who are unable to present a valid physical bus pass may be denied transportation until their eligibility can be verified by the Transportation Department or school staff.

Bus passes are non-transferable and may only be used by the student to whom they were issued. Lending, borrowing, altering, or using another student's bus pass is strictly prohibited.

Students are responsible for keeping their bus pass in good condition and bringing it with them every day they ride the bus.

PERSONAL BELONGINGS

To ensure the safety of all passengers, students may only bring items that they can safely carry onto and off the bus without assistance.

All personal belongings must fit securely on the student's lap or in another location approved by the driver and must not extend into or block the aisle.

Bus aisles, stairways, emergency exits, and emergency equipment must remain unobstructed at all times.

Hazardous, dangerous, or prohibited items are not permitted on school buses.

Large, bulky, or oversized items that cannot be safely transported are not permitted. Parents/guardians are responsible for arranging alternate transportation for these items.

(California Code of Regulations, Title 13, § 1216)

ATHLETIC EQUIPMENT

Athletic equipment necessary for school-sponsored classes, practices, or athletic events may be transported when:

- The equipment can be safely carried and secured by the student.
- It fits on the student's lap or in another location approved by the driver.
- It does not block aisles, stairways, emergency exits, or emergency equipment.
- It does not create a safety hazard or interfere with the safety or comfort of other passengers.

(California Code of Regulations, Title 13, § 1216)

ANIMALS

Animals are prohibited on school buses except for service animals as defined by applicable law, including California Civil Code § 54.2.

Service animals must remain under the control of the student or handler at all times. The Transportation Department may establish reasonable procedures to ensure the safety of all passengers.

ABOARD THE BUS

Electronic Devices: Phones, tablets, and other electronic devices must be put away while riding the bus and may not be used in a manner that interferes with or distracts the driver or other passengers.

Behavior: Students are expected to use quiet voices. Yelling, inappropriate language, horseplay, and any behavior that distracts the driver or creates an unsafe environment are prohibited.

Railroad Crossings: Students must remain completely silent whenever the bus stops at a railroad crossing.

Remain Seated: Students must remain seated as directed by the driver while the bus is in motion.

Safety: Students must keep all body parts and personal belongings inside the bus at all times.

Footwear: Shoes must be worn at all times while riding the bus. Cleats or other footwear that may damage the bus or create a safety hazard are prohibited.

SEAT BELTS

On school buses equipped with passenger restraint systems, students are required to properly wear their seat belts at all times while the bus is in motion.

Seat belts must remain securely fastened until the bus has come to a complete stop at the student's designated destination and the driver instructs students to exit.

STRICTLY PROHIBITED

The following items and behaviors are prohibited on any school bus:

- Weapons of any kind or any item that may create a dangerous or hazardous condition.
- Writing on, drawing on, damaging, or otherwise defacing the bus or its equipment.

- Vaping, smoking, or possessing or using tobacco products, alcohol, drugs, or controlled substances.
- Eating, drinking, or chewing gum unless authorized for a documented medical need.
- Glass bottles, open beverage containers, or open food containers.
- Playing with, tampering with, or damaging bus equipment, including emergency exits, windows, doors, seat belts, fire extinguishers, or other safety devices.
- Changing clothes or engaging in inappropriate personal grooming while on the bus.
- Wearing cleats or other footwear that may damage the bus floor or create a safety hazard.
- Fighting, threatening, intimidating, or harassing other students or staff.
- Throwing objects inside or outside the bus.
- Any behavior that distracts the driver or interferes with the safe operation of the school bus.

EXITING THE BUS

Assigned Bus Stops: Students must exit only at their assigned and approved bus stop.

Remain Seated: Students must remain seated until the bus comes to a complete stop and the driver opens the service door.

Crossing the Street: If a student must cross the street after exiting the bus, the student must follow all driver instructions and established school bus crossing procedures. Students must wait for the driver's direction before crossing and cross only when instructed by the driver.

Danger Zone: After exiting the bus, students must move immediately away from the vehicle and remain outside the Danger Zone, which is the area surrounding the bus where the driver may have limited visibility.

Never Re-Approach the Bus: If a student drops or forgets an item, they must never approach or return to the bus without first getting the driver's attention and receiving permission.

Stranger Safety: Students should leave the bus stop promptly and should never talk to, accept rides from, or leave with strangers unless previously authorized by a parent/guardian.

AFTERNOON DROP-OFF

Due to daily fluctuations in student ridership, traffic conditions, road construction, weather, and other unforeseen circumstances, the Transportation Department does not provide guaranteed afternoon drop-off times.

When an adult is required to receive a student, the parent/guardian or authorized adult must be present at the designated bus stop any time after the school dismissal bell until the bus arrives.

Bus drivers are unable to wait for parents/guardians to arrive, as doing so delays transportation for other students on the route.

If a required parent/guardian or authorized adult is not present when the bus arrives, the student will remain on the bus and be returned to the school site. The parent/guardian will be responsible for picking up the student.

The Transportation Department cannot guarantee courtesy phone calls to notify parents/guardians that the bus has arrived or that a student is being returned to the school. It is the responsibility of the parent/guardian to be available when required and to make arrangements to pick up their student if they are not present when the bus arrives.

If the school site is closed and no authorized adult can be reached or is available to receive the student, District procedures will be followed to ensure the student is transferred to an appropriate responsible authority.

SPECIAL EDUCATION (SPED) AND TK/KINDER STUDENTS

For the safety of our youngest students and students receiving specialized transportation services, a parent/guardian or other authorized adult must be present at the designated bus stop to receive all Special Education (SPED), Transitional Kindergarten (TK), and Kindergarten students, unless otherwise authorized by the District.

The Transportation Department cannot guarantee courtesy phone calls when the bus is approaching a stop. Drivers are unable to wait more than one (1) minute for a parent/guardian or authorized adult to arrive, as doing so delays transportation for other students on the route.

If an authorized adult is not present when the bus arrives, the student will remain on the bus and be returned to the school site. If the school is closed, District procedures will be followed to ensure the student is transferred to an appropriate responsible authority.

The Transportation Department will implement transportation accommodations identified in a student's Individualized Education Program (IEP).

Special transportation considerations, including medical needs, specialized equipment, adaptive devices, or other transportation-related accommodations, must be appropriately documented and communicated through the Special Education Department before Transportation personnel can implement them.

Curb-to-curb transportation is provided when specifically identified as a required transportation service in the student's IEP. If curb-to-curb service cannot be safely provided due to road conditions, vehicle access, construction, or other circumstances, the Transportation Department will make every reasonable effort to provide service at the closest safe and accessible location consistent with the student's transportation requirements.

A parent/guardian or authorized adult must be present to receive the student at the stop when required by the student's IEP or District transportation procedures.

SPED Extended Absences and No Call/No Show: If a student does not utilize transportation services for more than ten (10) consecutive school days without prior notification to the Transportation Department, transportation service may be temporarily paused. This temporary pause does not change or impact the student's eligibility for transportation services as outlined in their Individualized Education Program (IEP). Transportation service will resume promptly once the Transportation Department receives confirmation from the parent/guardian that transportation service is needed again. Please email transportation@losal.org to report absences or resume service.

Required support equipment, including safety harnesses, communication devices, wheelchairs, walkers, or other medically necessary equipment, must be ready for safe transportation before the student boards the bus.

WHEELCHAIRS AND MOBILITY DEVICES

Wheelchairs and mobility devices must be in safe working condition before transportation.

Parents/guardians are responsible for ensuring that personally owned wheelchairs and mobility devices, including applicable seat belts, batteries, brakes, and other components, are properly maintained.

Wheelchairs or mobility devices that cannot be safely secured or transported may not be transported until the safety concern has been resolved.

STUDENT ABSENCES

Daily Absence or Illness: If a student will not be riding the bus due to illness or another reason, parents/guardians should notify the Transportation Department as soon as possible by emailing transportation@losal.org.

STUDENT HEALTH

To help maintain a safe and healthy environment for students and staff, students who are visibly ill should not be transported on school buses.

Students should remain home if they are experiencing symptoms that may pose a health or safety risk to other students or staff, including fever, vomiting, persistent coughing, or a potentially contagious condition.

If a student appears significantly ill at the bus stop or during loading, the driver will contact Dispatch and/or the school site for further direction. Parents/guardians may be responsible for arranging alternate transportation when a student cannot be safely transported.

MEDICATION

The Transportation Department does not routinely transport or store student medication. Parents/guardians are responsible for following District and school procedures regarding student medication.

Students should not bring medication onto the school bus unless authorized in accordance with District policy, the student's health plan or IEP when applicable, and other applicable requirements.

VIDEO AND AUDIO RECORDING

For the safety and security of students and staff, school buses may be equipped with video and/or audio recording systems. Activities aboard the bus may be monitored and recorded at any time in accordance with District policy and applicable law.

ATHLETIC EVENTS AND FIELD TRIPS

The same rules of conduct that apply to daily home-to-school transportation apply to school-sponsored educational trips, athletic events, extracurricular activities, and field trips.

Students may board the bus only when authorized supervising staff and the school bus driver are present as required by District procedures.

Teachers, coaches, and designated chaperones are responsible for student supervision during the trip. Students must follow the directions of both the school bus driver and supervising staff at all times.

LOST AND FOUND

Items left on a school bus will be returned to the student's school site when possible or may be picked up at the District Auxiliary Office by appointment during regular business hours.

Unclaimed items may be donated or disposed of in accordance with District procedures at the end of each semester.

DISCIPLINE PROCEDURES

Authority of the Driver – 5 CCR § 14263: Students transported on a school bus are under the authority of and directly responsible to the bus driver. Continued disorderly conduct or persistent refusal to follow the driver's directions may be sufficient reason for a student to be denied transportation privileges in accordance with District policies and regulations.

Violations of Bus Rules of Conduct: Violations may result in disciplinary action, including detention, lunch detention, Saturday school, and/or suspension of bus transportation privileges. Progressive disciplinary actions may include:

1st Infraction: Detention and/or loss of bus riding privileges for one (1) day.

2nd Infraction: Detention, Saturday school, and/or loss of bus riding privileges for five (5) days.

3rd Infraction: Loss of bus riding privileges for five (5) to twenty (20) days.

4th Infraction: Loss of bus riding privileges for twenty (20) to sixty (60) days.

5th Infraction: Loss of bus riding privileges for the remainder of the school year.

Severe or Serious Violations: In cases involving severe misconduct, unsafe behavior, threats, violence, or actions that jeopardize the safety of the driver or passengers, the District may bypass the progressive discipline steps listed above. Depending on the severity of the incident, a student's bus riding privileges may be immediately suspended or revoked for a period determined by District administration, up to and including the remainder of the school year.

There will be no refunds for days during which a student's bus riding privileges are suspended or revoked.

Parents/guardians and students are expected to be familiar with these rules and regulations.

For questions regarding transportation services, please contact the Transportation Department at transportation@losal.org.