

Plumas Lake Elementary School District

Transportation Department

2011-2012

To: Parents and Bus Passengers

Though not specially required by California Law, student transportation is a special service offered to students by many California School Districts. The information and rules presented here have been developed to insure that student transportation will be dependable and, above all, **Safe**.

The information to parents and student riders is intended to help explain the rules covering district bus service and the reasons for them. Put yourself in the driver's position and you can appreciate the problem. Along with the responsibility, of course, the driver is required to operate a bus safely in traffic. These circumstances require the standard of behavior and procedure necessary to insure this behavior must be effective. The safety of the group cannot be compromised by the inappropriate behavior of any one individual. These rules also require that the students be assigned a specific bus route and a regular designated bus stop. It is important that your son or daughter who rides the school bus reviews the rules and regulations which are attached.

Acceptable student passenger behavior is an important aspect of school bus safety. These rules and disciplinary procedures are essential to help maintain that safety. There are at least (1) bus evacuation training drill during the school year for students riding the bus from home to school and that may be attending a field trip.

The walking distance for kindergarten, first, second, third, fourth and fifth grade students is three fourth (3/4) of a mile. The walking distance for sixth, seventh and eighth grade students is one (1) mile. The walking distance for ninth, tenth, eleventh and twelfth grade is two (2) miles. If a child lives further than these distances from the school which they attend, they may be eligible for bus transportation. For a current bus schedule you can go on-line at plusd.org. For more information about bus stops in your area, call the Transportation Department at the following phone number 742-0981 or jdraper@plusd.org.

Students who ride the bus should be at their bus stop (5) minutes before bus arrival time. All children will need to have their bus pass visible for the driver to see while boarding the bus. Children boarding the bus without their bus pass will be wrote up based on the consequences stated on the back page of this document. Be alert of approaching vehicles. Do not talk to or get in cars with strangers. While waiting at the bus stop, stay out of the road, line up, do not litter or damage property. As the school bus approaches the stop, stay at a safe distance from the bus, at least (12) feet, until the bus stops and the door opens. No pushing or crowding. Use handrail when climbing up the steps. Take first available seat, sit facing forward, keeping feet out of the aisles, if possible. When getting off the bus, if students have to cross the road at a bus stop, the bus driver is required to escort pre-kindergarten through eighth (8th) grade students across the road with the red lights flashing. The driver will hold up a hand held stop sign. All traffic must stop. All students crossing the road in which the bus is stopped will always cross in front of the bus between the driver and the front of the bus. **Never behind the bus!**

When getting off the bus, never stand on the bus until the bus comes to a complete stop and the door opens. Watch your step and use the handrail when getting off bus. Walk away from the bus. The school bus danger zones are the front, side and rear of the bus. Do not play near the bus. Do not touch the bus. Do not crawl under the bus. Do not walk behind the bus. Do not cross in front of bus unless instructed to do so by the bus driver. When getting off the bus on the way home, go directly home or to your after school care. Stay out of the roadway. Be alert for traffic and strangers. Report any problems to the Bus Driver, Teacher, Principal, Parents or the Transportation Office.

Students that ride the bus from home to school in the district are assigned one (1) permanent bus stop. This enables the Transportation Department to compile a student rider list which contains information needed in case of an Emergency. A rider list gives us potential student identification by bus stop in the event that the bus becomes disabled. Students are assigned a permanent bus stop which would be the nearest geographic stop to the students resident address. The parent/guardian may request a stop other than the student's assigned stop. This would become the student's permanent stop. If the student wishes to exit the bus at a different stop other than their permanent stop, written permission from the parent/guardian and site verification are required. The authenticated permission slip is then given to the bus driver confirming that the student would be getting off at a different stop that day. Request for multiple day changes or multiple stops must be cleared through the Transportation Department on a case by case basis.

All phone-in notes must be called into the school site. They need to be written out by a staff member and verified by a site administrator. We don't have accessibility in the Transportation Department to the information that may be necessary for proper authentication of permission slips. This form would be handed to the bus driver when getting on the bus and the student would confirm he/she would be getting off at a different stop that day. Depending on the situation a student without a note may be met at a different stop by their parent/guardian.

When a student is suspended from a bus, suspension includes all District school buses.

There may be days when school bus routes will be delayed or cancelled due to weather or road conditions, such as dense fog, snow, heavy rains, sleet, hail, strong winds, dust storms and chemical spills, or road conditions are too hazardous. If the decision is made to delay routes for over 15 minutes or to cancel bus routes or schools a local radio station will be notified. Tune into radio stations, KUBA – 1600 AM or 95.5 FM for information. If the bus is running late you can call the school site or the Transportation Department at 742-0981. Driver would radio the Transportation Department and the school involved would be notified. Poor visibility due to dense fog could cancel transportation services, but schools would remain open for student attendance. These visibility conditions can occur while a bus is on a field trip as well.

Should you have any questions relative to the rules or their implementation you can call or email the Transportation Department at jdraper@plUSD.org , (530) 742-0981, (530) 743-4428 ext 103 or fax at (530) 743-1475 .

Plumas Lake Elementary School District
2743 Plumas School Road
Plumas Lake, Ca. 95961

Sincerely,
Ray McKinney
Transportation Director

Plumas Lake Elementary School District

Transportation Department

RULES AND REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

The following rules have been established by the District to help the bus driver to perform his/her job. Each Bus driver is responsible for all the children on the bus. This requires the full attention be given to the job of safety driving the bus. If each student will read these rules and follow them, it will provide a safe ride for all the pupils.

Riding a school bus is a privilege. This privilege will be revoked if the rules and regulations of riding are not followed.

1. Abusive body contact (slapping, hitting, poking, shoving, tripping, pulling hair etc.) in or when loading or unloading bus.
2. Fighting on the bus or at bus stop or engaging in any other act of violence.
3. Using other than the student's regularly designated bus stop.
4. Using profane language or obscene gestures.
5. Putting any part of the body out of the bus window at any time.
6. Once seated you are to remain in seat until arrival at final bus stop.
7. Riding a bus after receiving notice of suspension from the Transportation Department.
8. Leg, feet, and objects obstructing aisle or facing to the rear in seats.
9. Creating excessive noise (yelling, whistling, etc.).
10. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, and property damage at bus stops, etc.).
11. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, Emergency exits.
12. Any type of damage or defacing of bus (removing, loosening, or dismantling any part of Bus or equipment).
13. Throwing any objects in, out of, or at the bus.
14. Littering of any kind (spitting, gum, candy, paper, etc.).
15. Transporting any sporting equipment (i.e. skateboards, scooters or like items) live or dead animals, reptiles, or insects on school bus.
16. No eating, drinking or chewing gum on the bus.
17. Disrespect to the bus driver.

18. Pupils shall wait at bus stop, in an orderly manner, and shall not move toward the bus until it comes to a complete stop. Students shall not push or crowd. Students shall be at the bus stop 5 minutes before the bus arrives. Students must remain silent at all railroad crossings.
19. Failure to obey driver.
20. Possession or use of tobacco or any products containing tobacco or nicotine are prohibited including but, not limited to cigarettes, cigars, smokeless tobacco, snuff, and chew.
21. The use or possession of any illegal or dangerous drugs.
22. Failure of the pupil to promptly identify himself/herself to the school bus driver or any school authority.
23. The use or possession of any weapon (guns, knives, clubs, etc.) or other dangerous objects.
24. Any act of misconduct which endangers the safe and orderly movement of the school bus.
25. Other unauthorized or unsafe actions.
26. No spraying of perfume and or deodorant.
27. Driver has authority to assign seats.
28. Can not use cell phones, CD player, cameras, MP3 players, I Pod's or related items while riding on the bus.

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the 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. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations, except to the custody of school officials, a law enforcement officer, or parent/guardian. (Special Education students suspended from bus transportation shall be provided with alternate means of transportation).

When pupils do not obey rules and regulations, the driver will fill out an Unsatisfactory Conduct Form stating the violation and turn it into the Principal's office.

The Principal as well as the Director of Transportation will than review each notice of unsatisfactory conduct on the school bus and shall have the responsibility of determining whether a student will be suspended from the privilege of riding the bus. Depending on the severity of the violation and the circumstances, the disciplinary action may be modified.

BUS SCHEDULES WILL BE POSTED 10 DAYS PRIOR TO SCHOOL STARTING ON-LINE AS WELL AS AT ALL SCHOOL SITES.

Once you have read the previous four pages please return this page to your Teacher to go to Transportation Department.

Disciplinary Warnings

<u>First Referral:</u>	Warning (Conference with student and principal.)
<u>Second Referral:</u>	Three-day (3) loss of bus privileges.
<u>Third Referral:</u>	Ten-day (10) loss of bus privileges.
<u>Fourth Referral:</u>	Loss of bus privileges for 30 days.
<u>Automatic five-day (5)</u>	Loss of bus privileges for fighting or overt challenge of driver's authority.

CONSEQUENCE FOR NO BUS PASS UPON BOARDING:

- 1ST Offense** - Written warning given to student by driver.
- 2nd Offense** - Parent notified by phone and written warning given to student.
- 3rd Offense** - Parent notified by phone, mail and written warning given to student.
- 4th Offense** - Student will be DENIED transportation for 30 days. Parent will be notified by phone or mail.

No refunds will be given if student reaches his/her 4th offense.

I have read and understand the above rules and regulations.

Parent Signature

Student Signature

Parent Print Name

Student Print Name

Date

Date

Address

Designated Stop

Attending School