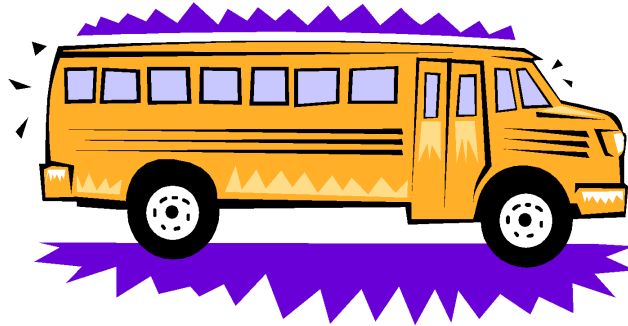


SPRECKELS UNION SCHOOL DISTRICT

SCHOOL BUS TRANSPORTATION INFORMATION AND OPERATIONS

Policies, Practices, Procedures, Rules and Regulations
2025-26



INTRODUCTION

This information is intended to familiarize parents and other interested persons about school bus transportation as provided by the Spreckels Union School District and Transportation Department.

The ultimate goal is to provide safe and efficient school bus transportation for all students on every trip; regular home-to-school transportation and on activity trips.

There are few industries in California as heavily regulated as the school pupil transportation industry. School buses, their equipment, the drivers who operate these vehicles and everyone involved in the student transportation field are held to the highest standards.

Safe school bus transportation is achieved with the recognition, understanding and compliance of policies, practices, procedures, rules and regulations by everyone.

Many students will ride the bus to and/or from school. There is a fee required for each student that uses this service. Applications are available for free transportation for those students who qualify and must be refiled each year.

The Spreckels Union School District's Transportation Department welcomes communication from parents and the public in regards to student transportation matters and can be reached at (831) 455-2550 ext. 314 or email HBrodehl@susd.net

School Bus Emergency Procedure and Passenger Safety At least once in each school year all students in transitional kindergarten, kindergarten, and grades 1 to 8 inclusive, shall receive safety instruction which includes, proper loading and unloading procedures, red light crossing instructions, school bus danger zone, bus evacuation and location of emergency equipment. To comply with these guidelines, students from both school sites will participate in bus evacuation drills as scheduled by the Transportation Department in conjunction with the school sites. Before students go through the drill, bus drivers will prepare them on the District's protocols and procedures. These should be followed at all times.

As part of the bus evacuation training, students shall exit the bus through an emergency exit other than the front door.

Students should talk with the driver if they are being bullied or harassed by other students aboard the school bus. Drivers cannot hear or see everything being said on the school bus. It is very important for students to inform their driver of any matter that may be occurring.

DO NOT TALK TO STRANGERS AND DO NOT ACCEPT RIDES FROM STRANGERS



BUS CONDUCT RULES

Spreckels Union School District Transportation Department

The following rules of conduct shall apply to all students who ride a school bus operated by Spreckels Union School District. The school bus is an extension of the classroom and school. Parent(s) or Guardian(s) may be held responsible for the damage to a school bus caused by their child.

1. Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That responsibility begins at the point when the driver can recognize the student at the stop. It ends when a student is out of the driver's view.
2. Students should be on time to the bus stop and remain in the appropriate line until directed to board the bus. Students waiting are expected to wait respectfully in the designated areas. **ALL STUDENTS SHOULD BE AT THEIR DESIGNATED STOP 5 MINUTES PRIOR TO THE BUS' SCHEDULED ARRIVAL TIME.** All routes are posted on the District's website.
3. Students at a designated stop should form a line facing the direction from which the bus will approach the stop. Students must wait back at least 12 feet from where the bus comes to a stop. Do not approach the bus until it has come to a complete stop and the doors are opened. Do not run to the bus. Loading and unloading should be done in a safe manner to avoid falls or injuries.
4. Passengers should always face forward in the seat with their feet in front of them and seat belt secured (if seatbelts are present on the bus). All items, such as backpacks, should be placed on the lap or on the seat next to you. Do not switch seats unless the driver directs you to do so. All passengers should remain seated at all times while the bus is in motion. (Motion includes while a bus is stopped in traffic)
5. Students must respond promptly to the directions and obey the school bus driver at all times. In the event of a bus accident, students should stay in their seats and follow the direct instructions of the bus driver.
6. Animals, insects, reptiles, aquariums, glass containers, pressurized products, bulky items, skateboards, balloons, etc. are not allowed aboard a school bus.

7. The aisle must remain clear for the passage of other students on the bus.
8. Remain silent at all railroad crossings.
9. Eating, snacking and drinking (except for water) are not allowed on the school bus.
10. Littering in the bus is not allowed.
11. Extending the head, arms or any other part of the body out of an open window of the school bus at any time is prohibited.
12. Throwing items in or out of the school bus is prohibited.
13. Keep hands and feet to yourself. Hitting, poking, slapping, kicking, tripping, shoving, pulling hair, etc. is prohibited in the bus or at the bus stop.
14. Boisterous behavior, yelling, profane or vulgar language, name calling or obscene gestures are prohibited in the bus or at the bus stop.
15. Possession and/or use of tobacco products by minors are prohibited by law.
16. No student shall have in his or her possession any matches or lighters of any kind.
17. All students should go directly home after getting off the bus.

CONSEQUENCES

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| 1 ST Violation: | Conference with student and Bus Driver, student's seat will be changed. The Bus Driver fills out a report and it is sent to the Principal. |
| 2 nd Violation: | The Bus Driver fills out a report and it is sent to the Principal. The next citation will result in a suspension. |
| 3 rd Violation: | The Bus Driver fills out a report and sends it to the Principal. Transportation is suspended on all school buses for a given period of time. |

Students risk immediate suspension from the bus if his/her behavior is uncontrollable or jeopardizes the safety of other students. **Bus fees are not refundable for students suspended from the bus.**

PERMISSION NOTES: STUDENT PICKUP/DROP OFF AT OTHER THAN NORMAL STOP

Whenever a student wants to ride a bus other than his/her normal bus or get dropped off from the same bus but at a different stop, that student must bring a **written** note from home authorizing that the child can be dropped off at a different stop.

Before class or sometime before the end of the school day, students must turn their note in to the School Office so that they can be issued a bus pass. **Without the bus pass, the student must then return home to their regular stop.**

TRANSITIONAL KINDERGARTEN AND KINDERGARTEN STUDENTS:

Transitional Kindergarten and Kindergarten parents must be at the bus stop to receive their child. Parents must be on time. Transitional Kindergarten and Kindergarten students will be returned to school if the parent is not at the bus stop.

DESIGNATED BUS STOPS

School bus stops made for receiving and discharging students shall be designated by the District's Superintendent. No other stop will be made other than a vehicle disablement, passenger crisis or medical emergency.

If a student misses the bus, they may board the bus at any other designated school bus stop along the route. Please do not attempt to flag down a driver to stop anywhere other than a designated stop. As much as drivers would like to stop, it is against the law to stop other than where our routes designate us to stop. Stop signs and crosswalks do not count as bus stops.

School Bus Pick-Up and Drop-Off Times are approximate and could vary due to numerous factors including but not limited to; adverse weather conditions, mechanical breakdown, congested traffic, road work, incidents aboard a school bus, sudden driver illness, parents not present to receive their kindergarten student off the bus, etc. If the parent or guardian is not at the stop to pick up

their student when the bus arrives, the driver will notify the front office and resume on the route. **Drivers will not wait for the parent to arrive.** Your student will be taken back to the school site and dropped off at the front office to be picked up. For a listing of all routes please visit the District website at <http://spreckelsunionsd.org>

Students Awaiting the Arrival of the School Bus must:

1. Stay at the location of the stop and stay safely away from the roadway.
2. Be in good conduct while waiting for the school bus.
3. Allow the necessary 12 feet area away from where the school bus stops.
4. Do not walk towards the school bus as the bus approaches the stop.
5. Remain standing at the stop until the door of the school bus opens.
6. Walk to the bus and enter in an orderly manner.

Escorted Crossings are dangerous. The routing of the school bus shall be such that these situations are minimized to keep the student(s) and the driver from being out of the school bus and on the roadway.

The driver is required by law to **ESCORT** students in Transitional Kindergarten through the 8th grade across the street (even if parents are present).

Should an Escorted Crossing be necessary all students shall:

1. Follow the instructions of the school bus driver at all times.
2. Only cross when the driver gives the verbal command to “Cross between me and the bus.”
3. Walk, do not run across the roadway.
4. Stay out of the roadway after crossing.

Once the school bus driver has a view of the school bus stop ahead, no parent or guardian is allowed to cross their child/children across the roadway. This must be done by the school bus driver.

Understanding the Amber/Red Light Warning Lights

The amber warning lights shall be flashed by the school bus driver at least 200 feet before a school bus stop designated for the purpose of loading or unloading school pupils. The amber warning lights are designed to inform motorists that the school bus is about to stop for the purpose of loading or

unloading a student. As a yellow light at an intersection warns of an impending red light, so do the amber warning lights on the school bus.

The flashing red light signal and stop arm shall be flashed by the school bus driver after reaching a stop for the purpose of loading or unloading students. The flashing red light signal and stop signal arm on school buses are traffic control signals. As a red light at an intersection means **STOP**, so do the flashing red light signals and stop signal arm on the school bus until they are canceled by the bus driver. Both directions of traffic must stop. If the roadway is divided with any kind of median, then only the rear traffic must stop. **It is against the law to pass a bus with the red lights flashing and the stop arm extended.**

Note: Use of the amber and flashing red signals on private property is required by law. Traffic must stop even though it is private property.

Passenger Restraint Systems

Lap and shoulder belts (when a school bus is equipped) shall be properly worn and fastened at all times when a passenger is seated in the seat aboard such a school bus.

Being Properly Seated in a school bus is, forward facing with both feet in front of you. This reduces the risk of injury in the event of a collision or vehicle upset. Industry regulations mandate the design, manufacture, and installation of seats in a school bus to provide the best protection through “Compartmentalization” of the student. The use of padded, high-back seat backs are elements of this protection. Being properly seated at all times on the school bus is paramount for overall transportation safety in buses not equipped with passenger restraint systems.

