



# CUESD Parent Handbook for Student Transportation

Students who qualify for school bus transportation are transported to their assigned school through a coordinated transportation system.

The information in this handbook is provided for your information. Your cooperation will aid considerably in transporting our students with maximum service, courtesy and safety.

*Please direct any questions to: **Shawn Bowling**, Lead Driver 530.824.8095*

Dear Parent or Guardian:

The Corning Union Elementary School District has an enviable record of safe transportation for our bus-riding students.

Our school bus drivers follow State rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the Board of Trustees. Drivers will operate the school bus amber/red warning lights and stop-arm as required by State law at each bus stop. Any student that has to cross the street must be escorted across the roadway by the bus driver (California Law).

To safely transport your child(ren), we have rules and regulations to assist students in understanding their responsibilities while riding the bus and while waiting at school bus stops.

As a concerned parent, we encourage you to discuss the rules and regulations listed below with your child(ren).

**TRANSPORTATION TO AND FROM SCHOOL BY SCHOOL BUS IS A PRIVILEGE AND NOT REQUIRED BY LAW**

## 1) **General rules of conduct at school bus stops.**

Students must:

- a) Be at the bus stop, (not across or down the street), 5 minutes before the posted arrival time of the bus.
- b) Wait on the curb and walkway – NOT in the street.
- c) Wait until the bus arrives, stops and opens the door before approaching to enter the bus.
- d) Keep their hands to themselves and refrain from pushing others as the bus approaches.
- e) Wear seat belts at all times when on the bus.
- f) NOT trespass onto private property (for example, entering or playing in a neighbor's yard).
- g) NOT play around the tires of the bus or underneath the bus.

- h) NOT get off the bus at any stop other than their regular stop without the prior written permission of their parent/guardian.
- i) When exiting the bus, students being escorted across the street will stand on the side of the roadway near the school bus front door and wait for the school bus driver to verbally tell them when it is safe to cross the roadway.

**2) Guidelines for walking to and from the bus stop.**

Students must:

- a) Watch for cars when crossing the street.
- b) NOT play games to and from the bus stop (for example, games that involve a ball).
- c) Walk on the walkways, stay off the street and private property.
- d) Have respect for their neighborhood and not disturb private property such as sprinklers, mailboxes, plants or automobiles.

**3) Danger zones around the bus:**

- a) School buses are large vehicles. The drivers depend on their mirrors to monitor the outside of their buses. Because of this, there are areas known as danger zones around buses. These are listed below:
  - i) Directly behind the bus.
  - ii) Underneath the bus.
  - iii) Close by the side of the bus at the entrance door.
- b) When students step off the bus, students should move at least 12 feet out from the door before walking down the side of the bus.
- c) Drivers are directed not to move the bus until students are at least 12 feet from the bus. When the bus is moving, students are not permitted to approach to bus.

**4) Red light crossing procedures:**

- a) The bus driver will escort all children kindergarten through the eighth grade that must cross the street after exiting the bus.
- b) The driver may not know when a student is new. NEW students must inform the driver if they need to cross the street.
- c) This procedure includes the use of red cross-over lamps and a hand held stop sign.
- d) The red cross-over lamps are used as a signal to inform other motorists that they must stop for the bus.
- e) Drivers will indicate on their route sheet, all students that require escorting.

**5) Video camera monitoring:**

To promote safe riding habits, the Board authorizes the use of a video camera on school buses as designated by the Director of Transportation.

- a) Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride.

- b) A video camera on a school bus is but an aid to monitor bus discipline.
- c) It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials.
- d) The basic safe riding rules must prevail and the consequences of misconduct must be carried out.
- e) There will be zero tolerance for violence on the school bus.

**6) Boarding procedures at the school bus stop:**

- a) All school bus stops designed by the Corning Union Elementary School District will be on the right hand side of the roadway.
- b) Students will arrive at the school bus stop in a timely fashion but not more than five minutes before the scheduled time of the school bus.
- c) Students will form an orderly line at least ten feet from the traffic lane and facing toward the street.
- d) When the school bus arrives, the students will not approach the school bus until the school bus makes a complete stop, the driver effectively sets its parking brake, and opens the passenger entry door.
- e) Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver.
- f) If a student is late arriving to the school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to return home.
- g) The safety handrail shall be used while walking up the steps.
- h) Riders shall remain seated at all times while the bus is in motion.

**7) Boarding procedures at the school or field trip destination-loading zone.**

- a) At school, the students will wait for the school bus in an orderly line at the pre-identified pick up point. Students will stand at a safe distance from the curb, approximately ten feet or a distance determined by the Superintendent or designee.
- b) Riders shall remain seated at all times while the bus is in motion.
- c) The students will not approach the school bus until the school bus makes a complete stop, the driver effectively sets their parking brake and open the passenger entry door.
- d) Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver, Principal or teacher.
- e) On field trips, the students will approach the school bus from the right side of the vehicle in a single line formation.
- f) If a student is late to the school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to go to the main office of the school and ask for assistance.
- g) The safety handrail shall be used while walking up the bus steps.

**8) Exiting procedures.**

Anytime students exit the school bus, whether at the student's stop, at their school, or at a trip destination, the following procedures shall be followed:

- a) The student(s) in the front right side seat will enter the isle and walk forward. The student(s) in the front left side seat will enter the isle and walk forward as soon as the first students are clear. This right – left alternation pattern will continue until the last seat, or all the students are off the school bus or all students who exit the bus at that school bus stop have exited. Students should walk, remain quiet, and not come in contact with any other student during this process.
- b) Students shall remain seated until the bus is completely stopped, the driver opens the door, and the driver signals to the riders that it is safe to stand and exit the bus.
- c) The safety handrail will be used while walking down the bus steps.

### **Student's Responsibilities While Riding School Buses**

To assist students in understanding their responsibilities for riding CUESD School buses while riding the bus and waiting at school bus stops, the following list of student actions constitutes violations of the established rules and regulations:

1. Using profane language or obscene gestures
2. Putting any body part out of bus windows at any time.
3. Any movement out of seats while bus is in motion (not wearing seat belt)
4. Not wearing seat belt
5. Legs, feet and objects obstructing aisle or facing to the rear in seats
6. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
7. Littering of any kind
8. Transporting live animals, reptiles, or insects on a school bus.
9. Use of drugs, alcohol, or tobacco
10. Lighting of matches, cigarettes, smoking on bus
11. Eating, gum chewing, or drinking on the bus
12. Loud and/or boisterous conduct
13. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading the bus
14. Riding bus after receiving no-ride penalty
15. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits, or other bus equipment
16. Disrespect shown to the bus driver
17. Improper identification given when requested by driver
18. Failure to remain quiet at all railroad crossings
19. Fighting on the bus or at the bus stop
20. Damaging or defacing the bus
21. Throwing of objects in, out of, or at the bus
22. Failure to obey driver
23. Bullying

- 24. Endangering life, limb, or other people
- 25. Bringing skateboards onto the bus (skateboards are not permitted)
- 26. Bringing glass containers onto the bus (glass containers of any kind are not permitted)
- 27. Other unauthorized or unsafe actions

### **Minimum Penalties for Infractions for All Grades**

#### **1<sup>st</sup> Referral**

Written warning. Telephone call or letter to parent with copy of the referral will be sent to parent/guardian.

#### **2<sup>nd</sup> Referral**

One (1) to four (4) days bus riding suspension. Communication (written or verbal) with parent/guardian with a copy of referral sent to parent/guardian. Signed referral, by parent, must be returned to the driver before transportation is continued.

#### **3<sup>rd</sup> Referral**

Five (5) days to two (2) weeks bus riding suspension. Communication (written or verbal) with parent/guardian with a copy of referral sent to parent/guardian. Signed referral, by parent, must be returned to the driver before transportation is continued. A conference with the parent or guardian required with the vice principal and student's bus driver during the first five (5) days of the suspension period before the student can resume riding the bus.

#### **4<sup>th</sup> Referral**

Bus riding suspension up to the remainder of the trimester. A conference with parent or guardian required with the vice principal and student's bus driver. Letter and telephone call to the parent/guardian. Sign referral, by parent, must be returned to the driver before transportation is continued.

#### **Immediate Suspension**

Severe misbehavior. Caused or attempted to cause, or threatened to cause physical injury to a bus driver. Use of drugs, alcohol, or tobacco.

# **Parent/Guardian Handbook for Student Transportation**

## **Parent/Student Acknowledgment**

I acknowledge that I have reviewed this booklet with my child(ren) and we are aware of the rules and regulations set forth for riding the school bus.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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