

Parent / Guardian Handbook for Student Transportation 25/26



Evergreen Union School District

19500 Learning Way

Cottonwood, CA 96022

Kim Stoneham, Transportation Coordinator

530/347-3411, X7506





August 1, 2025

Dear Parent or Guardian:

Welcome to the 2025/2026 school year. We are excited as we get underway and would like to provide you with some general information regarding transportation for our bus-riding students.

The Evergreen Union 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. Drivers will operate the school bus amber/red warning lights and stop arm as required by State law at each bus stop. If students must cross the roadway where the bus is stopped, the school bus driver will escort them across the roadway. 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. Students will cross the roadway between the school bus driver and the front of the school bus. Students will NOT return to the school bus or re-cross the roadway after being escorted across the roadway by the school bus driver at any time.

To safely transport your child or children, we have rules and regulations to assist students in understanding their responsibilities while riding the bus and while waiting at the school bus stops. As a concerned parent/guardian, we encourage you to discuss these rules and regulations listed within this handbook with your child or children as our bus drivers will strictly adhere to them. It is not mandatory for schools to provide busing transportation; it is a privilege and service offered by the district, authorized by the governing Board of Trustees (Education Code 38020).

The Evergreen staff and I wish you and your family a safe and successful year. Should you have any questions, please do not hesitate to call.

Yours truly,

Brad Mendenhall

Brad Mendenhall
Superintendent
Evergreen Union School District

19500 Learning Way, Cottonwood, California 96022
530/347-3411

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1. GENERAL RULES OF CONDUCT AT SCHOOL BUS STOPS***Students must:***

- Be at the bus stop (not across the street) five (5) minutes before the posted arrival time of the bus.
- Wait on the curb and walkway, NOT in the street.
- Wait ten (10) feet back, until the bus arrives, stops and opens the door before approaching to enter the bus.
- Keep their hands to themselves and refrain from pushing others as the bus approaches.
- NOT trespass onto private property (such as entering or playing in a neighbor's yard.)
- NOT play around the tires of the bus or underneath the bus.
- NOT get off the bus at any stop other than their regular stop without the prior written permission of their parent/guardian, and note from the office.

2. GUIDELINES FOR WALKING TO AND FROM THE BUS STOP***Students must:***

- Watch for cars when crossing the street.
- NOT play games to and from the bus stop (such as games that involve a ball, pushing, shoving or tag.)
- Walk on the walkways, side of roadway, NOT in the street or on private property.
- Have respect for their neighborhood and not disturb private property such as sprinklers, mailboxes, plants, trees, or automobiles.

3. DANGER ZONES AROUND THE BUS

- 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 the bus. These danger zones are:
 - Directly behind the bus;
 - Underneath the bus; and,
 - Close by the side of the bus at the entrance door.
- When students step off the bus, students should move at least ten (10) feet out from the door before walking down the side of the bus.
- Drivers are directed not to move the bus until students are at least ten (10) feet from the bus. When the bus is moving, students are NOT permitted to approach the bus. ***NEVER CHASE THE BUS!***

4. RED-LIGHT CROSSING PROCEDURES

- All children that must cross the street after exiting the bus will be escorted by the bus driver.
- This procedure includes the use of red crossover lamps and a hand held stop sign.
- The red crossover lamps are used as a signal to inform other motorists that they must stop for the bus.
- Drivers will indicate on their route sheet all students that require escorting.
- The driver may not know when a student is new or in which house he/she lives. New students must inform the driver if they live across the street from where the bus is stopped. This does not mean the child has to be escorted across the street. If the bus comes back on the same road, they will be let off on the return trip.

5. VIDEO CAMERA MONITORING

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. A video camera does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out. There will be zero tolerance for violence and vandalism on the bus. To promote safe

riding habits, the Board authorizes the use of video cameras on the school buses as designated by the Director of Transportation, if equipped.

6. RIDING ANOTHER BUS / OBTAINING A BUS PASS

Bus notes (requests for students to ride a bus other than their regular bus or to exit at a bus stop other than their regular stop) will be processed in the main office of the student's school. When district transportation is provided, students may ride a bus other than their regular bus or exit at a bus stop other than their regular stop. This may occur **only with prior written permission** of their parent/guardian. Changes must be made in writing and will not be made over the phone.

7. BUS DISCIPLINE PROCEDURES

We have established the following communication steps and citation procedures:

- #1 Citation issued: Call to parent or guardian/assigned seating
- #2 Citation issued: Bus suspension for one (1) day
- #3 Citation issued: Bus suspension for three (3) days
- #4 Citation issued: Bus suspension for five (5) days
- #5 Citation issued: Bus suspension for ten (10) days
- #6 Citation issued: Student off bus for the remainder of the school year

Note: Serious infractions can result in skipping steps (e.g., fighting will result in a multiple day suspension)

IF YOUR CHILD IS SUSPENDED OFF THE BUS, THE SUSPENSION INCLUDES ALL TRIP RELATED BUS EVENTS SUCH AS FIELD TRIPS, ACTIVITY TRIPS AND SPORTS TRIPS THAT MIGHT OCCUR DURING THE TIME OF SUSPENSION.

- If a substitute driver issues a citation, students from 4th through 8th grade will receive three (3) days off the bus. Students from Kindergarten through 3rd grade will receive one (1) day off the bus.
- Fighting will receive five (5) days off the bus because of danger to others.

- Bus vandalism – vandalism/destruction to any part of the bus is an automatic bus suspension for a minimum of three (3) days. Also, the student will be held responsible for the cost to repair/replace the vandalized part(s).
- Repeated minor offenses (i.e., gum chewing, eating, etc.) will result in disciplinary action at the discretion of the driver.

The driver is expected to administer discipline per the procedure noted above. The administration does not intend to second-guess their judgment. Therefore, the drivers will make the decisions and the administration will support their actions. If you have a question or concern, you have the right to call and discuss the issue with the driver or bus coordinator. The next step would be to schedule a meeting with the driver, coordinator, and one of the principals. However, inappropriate student behavior will need to be addressed immediately and consistently.

8. DRIVER'S RESPONSIBILITY FOR STUDENT SAFETY

The driver's supervision starts approximately at the point where the driver can recognize the pupil as the bus approaches or leaves a bus stop. While at the bus stop, if a driver observes pupil misbehavior (e.g., destroying property, playing in the roadway, running across the roadway to the bus), the driver, for the safety of the pupil and the public, must take appropriate action to correct the situation. The driver must report the problem to his/her supervisor. While the bus is stopped to load or unload, the pupils are the direct responsibility of the driver.

Pupils transported in a school bus or in a school pupil activity 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 a street, highway or roadway.

Authority of Bus Driver per Section #14263 California Administrative Code Title 5:

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and 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.

9. GUIDE TO STUDENT RESPONSIBILITIES WHILE RIDING THE SCHOOL BUS

The following lists of student actions constitute violations of the established rules and regulations:

Throughout the period of time the children are aboard the bus, they are directly under the authority of the bus driver.

1. The general rule: Students are expected to respect others and the property of others and be safe with no profanity, obscenity or abusive behavior.
2. Stand back at least ten (10) feet from the road until the bus has come to a complete stop, the brake has been set and the door has opened.
3. Orderly behavior is required at all bus stops and while entering or leaving the bus.
4. To receive transportation, students must be at a designated bus stop.
5. When boarding the bus, take a seat as near to the window as possible with your belongings in your lap to allow room for others to sit. (Note: Students may be assigned seating at any time by the driver and must have driver permission to move.)
6. Students are to sit in the seat facing forward with their feet in front of them, remain seated while the bus in motion, and keep aisles clear.
7. Students riding buses equipped with seatbelts must wear them properly and at all times while the bus is in motion.
8. Keep voices low enough so the driver can be heard at all times.
9. Remain silent at all Railroad crossings.
10. No pencils, pens and/or other sharp or pointed objects are to be displayed while on the bus.
11. **THROWING ANY ITEM IN OR AROUND THE BUS IS PROHIBITED AT ANY TIME.** All parts of the body such as arms, hands, head, etc., are to be kept inside the bus at all times.
12. No glass, LIVE animals, birds, fish or insects shall be transported on the bus. **NO EXCEPTIONS WILL BE MADE.**
13. Students are NOT to eat, drink, chew gum, or dispose of trash while on the bus.

14. FIGHTING IS AN AUTOMATIC BUS SUSPENSION FOR MULTIPLE DAYS.
15. Students who ride the bus are to go immediately to the bus stop upon departure from home in the morning, and are to report home immediately after being discharged from the bus in the afternoon.
16. Preschool children and visitors are prohibited from riding the school buses at any time.
17. Students are not to leave the bus at a stop other than their regular stop without a bus pass from the school office.

**PARENT/GUARDIAN HANDBOOK FOR
STUDENT TRANSPORTATION 25/26
ACKNOWLEDGEMENT FORM**

Students who qualify for school bus transportation are transported to their assigned school through a coordinated system. The information in this booklet is provided for your information. Your cooperation will aid considerably in transporting our students with maximum service, courtesy, and safety.

If you have any questions regarding Student Transportation, please contact Kim Stoneham, Bus Coordinator at 530/347-3411, x7506.

PLEASE RETURN THE SECTION BELOW.

On _____ (date), I received a copy of the Parent/Guardian Handbook for Student Transportation. In review of this handbook, I agree to familiarize my child(ren) with the information provided. I also understand that if I have difficulty understanding any part of the booklet, I may ask for and receive an explanation from the transportation coordinator.

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Student requires bus service* |
| <input type="checkbox"/> | <input type="checkbox"/> | Student has had bus service prior; bus stop: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Student has siblings that will ride the bus too |
| <input type="checkbox"/> | <input type="checkbox"/> | Would like child dropped off without parent present
(see the following correspondence regarding drop off without parent present; it may be on the back of this form or the next page) |

*One form per student. If additional forms are needed, ask.

Student Name

School

Student Signature

On _____ (date), I familiarized my child(ren) with the Student Transportation Handbook. We acknowledge the rules and guidelines set forth.

Parent/Guardian Signature

Address, City

Print Name

Bus Stop/Bus #

August 1, 2025

Dear Parent (or Guardian):

If you have checked the box and signed on the reverse side or previous page of this form to drop your child off without a parent present, please know we will adhere to your request and this is your confirmation of that request. However, it is important that you understand that it is at your risk and the liability is yours. The school will not have any responsibility or liability once your student is released from the school bus and the bus leaves that school bus site.

If you have any questions, please call.

Sincerely,

Brad Mendenhall

Brad Mendenhall
Superintendent