



## QUESTIONS/ANSWERS REGARDING SCHOOL BUS TRANSPORTATION

**Who may ride a school bus?** Students currently enrolled and attending schools in the Sierra-Plumas Unified School District.

**Will an elementary school student be dropped off at the bus stop if no adult is there to meet them?** All students, grades 1 through 12, need not have a designated person to receive them at the bus stop and will be dropped off at the bus stop without an adult there to meet them. However, it is recommended that younger children be met by an adult.

**When I'm present at my child's bus stop, may I walk my child across the street without the school bus driver's assistance?** NO. California law dictates that all students in grades K through 8 MUST be escorted across the street by their school bus driver, even if the child's parent is present.

## TRANSPORTATION DEPARTMENT INFORMATION

**What type of communication does the Transportation Department have with the bus driver when they are transporting students?** All district buses are radio equipped. Radios are expressly used for the safety of students and to determine the whereabouts of a bus or student.

**How are the bus routes designed?** Routes are designed for safety, efficiency and the conservation of time. **Are school buses safe?** All school buses must be certified by the Motor Carrier Division of the California Highway Patrol annually. Additionally the transportation terminal is inspected annually by the Motor Carrier Division to ensure that the buses are maintained according to state established standards and an approved, documented maintenance program is in place.

**How are school bus drivers trained?** All drivers must be certified by the California Highway Patrol. Prior to certification, the driver must successfully complete a medical

examination, complete a minimum of twenty hours of classroom training, complete a minimum of twenty hours of behind the wheel training, and pass a fingerprint and background check. All drivers must also complete ten hours of in-service training each year. Drivers must renew their school bus certificate every 5 years. Additionally, the Transportation Department receives notification from the DMV if any action is taken on the license of a school bus driver.

**Transportation bus riders discipline procedures:** The student shall be warned verbally for the first infraction unless the infraction is of an unusually severe nature. Normally, bus drivers verbally warn students in regards to any misbehavior. Another tool at the bus driver's disposal is to assign seats for any misbehaving student. If a student's behavior does not improve, further steps are taken to insure compliance. These steps are:

**First Offense:** Student will be called into the school office and will be counseled and cautioned about his/her unsatisfactory behavior. Principal may determine the penalty should be more severe. A written bus misconduct report will be issued to the student. The misconduct report must be signed by a parent and returned to the school

**Second Offense:** Student will be called into the school office. Parents may be called and informed of the student's unacceptable behavior. They will further be informed that the student's bus transportation privilege may be suspended one to five days and/or other disciplinary action. The student will be issued a bus misconduct report which must be signed by a parent and returned to the school.

**Third/Fourth Offense:** Student will be called into the school office and informed that his/her transportation privilege may be been suspended five to ten days and/or other disciplinary action. The duration of transportation suspension will be at the discretion of the Principal and/or Superintendent with consultation rights retained by the Transportation Department. Parent will be called. A bus misconduct report will be issued to the student which must be signed by a parent and returned to the bus driver. Administrators may notify Governing Board by letter.

**Fourth Offense:** After fourth offense of unsatisfactory conduct has been written on a student, and action has been taken, transportation privileges may be revoked for the balance of the school year. If student's bus privileges are revoked on one bus, that revocation will be for all buses to and from school. Administrators may notify Governing Board by letter.

# SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT INFORMATION



## CONTACT INFORMATION

SIERRA-PLUMAS UNIFIED SCHOOL DISTRICT	
Superintendent's Office	530-993-1660 x 120
	530-993-1660 x 110
Loyalton Elementary School	530-993-4482
Loyalton High School	530-993-4454
Downieville School	530-289-3473

**SCHOOL CLOSURE INFORMATION** – Households will receive a telephone message from the District office for all late starts and school closures. Information will also be posted on the District website.

<http://www.sierracountyofficeofeducation.org>

TRANSPORTATION DEPARTMENT 530-993-1660 x 151  
530-993-1660 x 152; 530-993-1660 x 150

The Transportation Department provides bus transportation for its students in accordance with the provisions on the California Education Code. In order to provide this service with maximum safety, all students must understand that the bus driver is in complete charge and control of the bus. School bus drivers have a tremendous responsibility entrusted upon them and it is important that he/she have your child's cooperation in following the bus rules to ensure that riders are safe at all times.

**S.B. 1072 - The Paul Lee School Bus Safety Law** In accordance with Education Code § 39831.3(a)(4), the Sierra-Plumas Unified School District Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus. After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats. Upon returning to the Transportation facility, driver will once again physically walk to the rear of the bus and check each row of seats, including looking under the bus seats, to ensure that there are NO STUDENTS still on board.

**BUS CONDUCT/SAFETY RULES** California Code of Regulations, Title 5, Section 14263 governing pupil transportation states: “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 a 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”. School bus rules of conduct are established first and foremost to ensure that all students have a safe ride to and from home. The school bus is an extension of the classroom and appropriate behavior is expected at all times. For those who are unable to follow the established rules, a series of sanctions are applied that are appropriate to the offense. Remember, riding the school bus is a **PRIVILEGE—NOT A RIGHT**.

1. Please arrive at the assigned pick-up point at least five (5) minutes, but not more than ten (10) minutes, before the bus is due to arrive. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus without a note from the office.

2. Students are required to use their assigned bus stop each day. Students must present signed written permission note from parent/guardian to a teacher or driver for any permanent or temporary change in their regular bus schedule.

3. Students are to respect the property at the bus stop and conduct themselves in an orderly manner while waiting for the bus. As the bus arrives, students must stand in a single file line, stand at least twelve (12) feet back from the bus door, and not move toward the bus until it has come to a complete stop and the driver has opened the bus door. Student conduct at the bus stop should be the same as required on school grounds. Actions such as littering, spitting, throwing any object, vandalism, pushing, shoving, smoking, and harassment of others will not be tolerated.

4. As required by VC 22112, when students need to cross a street or private road upon which the school bus is stopped, the driver shall activate the flashing red light system. When safe to do so, the driver of the school bus is required by law to escort students in grades K through 8 across the street using a hand-held stop sign. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in front of the line needs to cross. Students who need to cross the roadway will wait in front of and to the right

of the bus where they can see the driver and the driver can see them. Students shall always cross the street **in front** of the bus, but **NOT** until they have been instructed, with verbal commands, to do so by the bus driver. Students will walk, not run, completely across the roadway and continue moving away from the roadway. If the student has forgotten anything on the bus or has dropped something in the roadway **THEY ARE TO TELL THE DRIVER. THEY ARE NOT TO RUN BACK INTO THE ROADWAY ONCE THEY HAVE CROSSED THE ROADWAY**. The students who do not cross the roadway will exit and move away from the bus. Failure to follow these rules, in accordance with California State law, will be issued a bus ticket.

5. Students shall fasten any passenger restraint systems and keep them fastened during the entire bus ride.

6. The bus driver will determine the order of a student’s entrance and seating aboard the bus. Once aboard the bus, students are to find their seats quickly and remain seated at all times facing front while the bus is in motion. They are to stay seated until the bus comes to a FULL AND COMPLETE STOP. The bus driver has the right to assign seats as they determine necessary. Failure of the student to sit where assigned will result in a bus ticket.

7. Orderly behavior is required while aboard the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted. Students are to talk quietly. Shouting, yelling, boisterous behavior, horseplay, profane language, obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.

8. Students are to keep all parts of their body inside the bus at all times. Littering the bus, vandalism, or throwing anything on or out of the bus will not be permitted. Parents will be charged for any damages to the bus.

9. Eating, drinking, and gum-chewing are not allowed on the bus. NO smoking is allowed on the bus at any time.

10. Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, skateboards, aerosol cans of any type, matches, lighters, radios, dangerous objects such as knives, scissors, guns, or alcoholic beverages and drugs may NOT be carried aboard the bus.

11. Students must never open, close, or tamper with any part of the bus or its equipment, unless specifically instructed to do so by the driver. Students are to stay out of the driver’s compartment unless the driver is present or an emergency requires a student to secure the bus. Students must not block the aisle or emergency exits with their body or personal belongings.

12. Students may bring electronic devices onto the bus ONLY if those items are permitted at school. Students may use cellular phones or similar devices only if they do not disrupt the safe operation of the school bus. Driver shall have authority to suspend student use of telephones, ear phones, electronic or similar equipment.

13. All students in Kindergarten and grades 1 through 8 who are transported in a school bus or school activity bus shall receive instruction in school bus emergency procedures and passenger safety once per school year. Safety instruction includes, but not limited to, proper loading and unloading procedures, how to safely

cross highway/road, escorting by the driver, proper passenger conduct, use of passenger restraint system, bus evacuation, location of emergency equipment, responsibilities of passengers seated next to an emergency exit, and students shall practice the procedures to evacuate the school bus through emergency exit doors, NOT the front entrance door.

14. Prior to departure on school activity trip, bus riders are instructed on emergency procedures including location of emergency exits and use of emergency equipment and responsibilities of passengers seated next to emergency exit.

15. Students must observe safe walking habits and be alert for traffic on their way to and from their bus stop. Whenever students cross any streets, they must remember to stop, listen, look left, right and left again before crossing the street. Students shall cross all streets by utilizing crosswalks and/or traffic signals. Students should NOT talk to strangers or accept rides from strangers. When leaving the bus, students are to stay out of the **DANGER ZONE!**

16. The **“DANGER ZONE”** is the space around the school bus. It radiates out from the school bus by 12 feet. The school bus driver cannot see students in these zones. Students are to move away from the bus door quickly and stay clear of the wheels. They ARE NOT to go after anything that rolls or falls under or in front of the bus— they are to TELL the driver about it. Never reach back into the bus through the window.

**Adult Chaperone.** The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. Supervision of pupils involved in field trips or excursions shall be provided by certificated employees of the district. Other district employees and/or adult volunteers may also provide supervision.

**Thank you for reading and understanding the information included in this pamphlet.** Please discuss this information with your student and understand that your student will be responsible for abiding by the bus rules. Please be aware that your student’s transportation privileges may be revoked for failure to follow the information included in this pamphlet.

#### **Walking to and from Bus Stop:**

1. Go directly between the bus stop and home.
2. Plan the safest route with the fewest streets to cross.
3. If possible, cross streets and corners using crosswalks if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear light colored clothing or something reflective).
9. Leave home early enough so you don’t have to run
10. Be at the Bus Stop a minimum of 5 minutes before the scheduled pick-up time.