

FSUSD Transportation Department General Rules & Policies

If all students and parents adhere to the following practices, they will enjoy a safe ride and an on time bus to and from school/home and school events.

Bus Stop Assignment

For reasons of safety and security, students are allowed only one designated bus stop with the same stop five days a week. Multiple bus stops are not permitted. A variable schedule is also not permitted. Bus routes are created to enhance student safety while maximizing the ride time efficiency for each student.

Walking to The Bus Stop

- When walking to and from the bus stop, always walk in a safe area, preferably the sidewalk. If crossing the street, use the crosswalk.
- If the bus is at the bus stop before the student arrives, make sure the driver sees the student before approaching the bus. The driver will signal the student when it is safe to proceed. If on the opposite side of the street, wait for the driver to escort you across, and then cross between the driver and the bus.
- All student escorts or crossings must be done in front of the bus.

Waiting At The Bus Stop

- Students should arrive at the bus and be ready to board the bus 10 minutes before the scheduled arrival time.
- When waiting for the bus, wait in a safe area.
- Never wait or play in the street.
- Students should wait 12 feet from where the bus will stop. Once the bus is stopped, wait until the entrance door is open before approaching the bus or standing to exit the bus.
- No pushing or shoving is allowed at the bus stop and when entering or exiting the bus.
- Vehicles must be parked on the same side of the street as the student's pick-up and drop-off stop.
- Vehicles must not park in the bus zone or where the bus parks.
- If students exhibit inappropriate behavior at the bus stop or on the bus, the driver may issue a referral.

Bus Riding Rules

- If a student is required to carry a bus pass (excludes Special Education students), they must show the pass upon boarding the bus and when requested by the driver.
- Students must enter and exit the bus in an orderly manner or as directed by the driver.
- Driver may assign seats.
- Students are expected to remain seated. Students must face forward with their back against the back rest, legs/feet/arms/hands and other objects are to remain out of the aisle of the bus and inside the bus.
- Students can only enter and exit the bus through the front door unless otherwise directed by the driver.
- Smoking, lighting matches, fighting, pushing, abusive language, inappropriate words/gestures, and excessive noise are not permitted on the bus.
- Littering, tampering with district property/equipment and damaging district property are not permitted on the bus. Students/parent/guardians will be held responsible for any damage.
- Animals (including reptiles and insects), glass containers, weapons, drugs and hazardous objects are not allowed on the bus.
- No eating or drinking permitted on the bus.

Discipline Policy

The bus driver will issue a discipline referral for misbehavior at bus stop or on the bus.

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| ● 1 st Referral | Warning (driver/parent contact) |
| ● 2 nd Referral | 1-Day Bus Suspension (driver/parent/school contact) |
| ● 3 rd Referral | 3-Day Bus Suspension (driver/parent/school contact) |
| ● 4 th Referral | 5-Day Bus Suspension (driver/parent/school conference) |
| ● 5 th Referral | 2-Deek Bus Suspension (driver/parent/Principal/Transportation Director conference) |
| ● 6 th Referral | Bus Suspension for the balance of the school year.
Transportation Director/Assistant Superintendent conference |

Parents/Guardians WILL BE charged for the cost of any willful student damage to the bus or its equipment.

Bus Pass Policy

- Every student participating in the General Education Program must have current school year's bus pass in order to board and ride the bus and must present it to the driver upon request.
- No current bus pass; no ride! No exceptions!
- A bus pass must be in good condition. Mutilated or lost bus passes must be replaced. See the District's bus pass replacement policy. The driver may allow the student to ride up to two days while awaiting a replacement pass.
- Payment for the Semester 2 bus pass is due on or before the first Friday in December. No reminder letter will be mailed. Students who do not have a Full Year or Semester 2 bus pass will be removed as a rider upon returning from Winter Recess.
- If you discontinue use of school bus service and wish to receive a refund for the remainder of the period you paid for, you must provide written notice of cancellation and turn in the student's bus pass. Refunds are not available if your student is suspended or removed from the bus transportation service. Refunds are not available after April 15th.

Unassigned Bus Stop Policy

No student shall be allowed to utilize any designated bus stop other than the student's primary designated bus stop. No student shall be allowed to disembark at the location other than a District approved designated bus stop. Disembarking at a stop other than the student's designated stop will be sufficient cause for suspension of the student's riding privilege.

After School Student Drop Off Policy

- All Special Ed students must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR) at the drop off bus stop unless the school site has forwarded a Bus Service Request (BSR) form indicating self-release.
- All other students, 1st – 12th grades, are self release except for kindergarten students. Kindergarten students must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR).
- Self release students are expected to know their way home.
- If the student must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR) and the designated person is not at the bus stop to meet the bus, the student will be returned to school. No exceptions!

Must be Met Policy For Special Education (SPED) And Kindergarten Students

When SPED and kindergarten students are not met at the bus stop, the following process will be followed for returning students to sites.

1. Transportation Office Staff:

- Driver informs dispatch no adult (at least 18 years of age and previously added to the student's emergency card/BSR) is present to receive student.
- Dispatch will notify site that student is being returned and give an estimated time of arrival (eta).
- Dispatch will notify driver the school site has been notified and to return student back to the site.

2. Specific Site (FSUSD/SCOE) Protocol

FSUSD Students:

- Procedure for returning the student to school: If the parent/guardian does not meet the bus, Transportation will contact the site (home school). The secretary or principal will be there to meet the bus and receive the student. The student should be held in the office while staff attempts to locate the parent/guardian.
- Students not picked up from school by the close of business: site should contact the local police department.
- Bus returning student to school after close of business: the principal should still receive the student and attempt to contact the parent/guardian. If contact is unsuccessful, the principal should contact the local police department.

SCOE Students (Kim Kopp, Senior Director):

- Pre-School, Elementary and Middle School: return to TC Mc Daniel. Contacts: Susan Bingtan, Secretary or Pamela Brinkerhoff, Program Administrator.
- Middle School and High School - Plus: return to Golden Hills. Contacts: Marijean Felardo, Secretary or Deana Vanderhoof, Program Administrator.