

# VICTOR • ELEMENTARY • SCHOOL • DISTRICT

# TRANSPORTATION



## STUDENT / PARENT HANDBOOK



### TRANSPORTATION OBJECTIVES

We welcome our students and parents back to another outstanding year at Victor Elementary School District. Our number one objective is to provide our students with a safe and enjoyable experience as they travel to and from school each day. We have inserted parameters that are reviewed on a continuous basis to ensure that we are providing this service in as efficient and effective manner as possible. We use a computerized routing system that provides us routes utilizing distances, times, and bus capacity.

We appreciate the trust you have instilled in us as we transport your children on a daily basis. We do not take this trust lightly and are always looking to improve our safety policies and procedures. We thank you for the opportunity to serve you and your students for another amazing school year.

**Working Together** - As we adapt to the changing landscape of transportation, it is important that we continue to work together to provide safe, reliable, and cost effective services for our students. Thank you for your understanding and support as we move forward!

### REGULAR TRANSPORTATION

Current administrative regulations provide that students living more than two miles in a direct line to their school will be eligible for transportation as long as they reside within VESD boundaries. *\*This does NOT apply to students with disabilities who have transportation services included in their IEP/504 plan. (See section "Transportation for students with disabilities on IEP/504 plan" below.)*

### TRANSPORTATION FOR STUDENTS WITH DISABILITIES ON AN IEP/504 PLAN

Students with disabilities who have transportation services included in their IEP/504 plan are eligible for busing.

***\*If you feel your child is not receiving the transportation he/she is entitled to, please take immediate action by contacting the VESD Pupil Services Dept. at (760) 245-1691.***

A parent or guardian must be present and on time to accept all students with disabilities at the drop off location unless there is a signed release. If a designated person is required to pick up a child at their bus stop, they must be on time. If they are not present, the first instance will result in a written warning to the parent. On the second instance, we will bring the child back to their school and notify the police.

### KINDERGARTEN TRANSPORTATION

A parent or guardian must be present and on time to accept all kindergarten students at the drop off location unless there is a signed release. If a designated person is required to pick up a child at their bus stop, they must be on time. If they are not present, the first instance will result in a written warning to the parent. On the second instance, we will bring the child back to their school and notify the police. On the third instance, we will bring the child back to the school and transportation privileges could be revoked for the remainder of the school year.

### BUS SAFETY

**Inspections:** The California Highway Patrol inspects our school buses each year. Daily mileage records are tracked electronically and routine service and inspections completed based on miles driven.

**Driver Training:** All drivers receive continuous training and are required by the State of California to have at least a minimum of 40 hours of classroom and behind-the-wheel training before certification. This training includes all laws and regulations pertaining to school buses (first aid, emergencies, and instruction in driving different types of buses). Each year, all drivers are required to attend in-service training for a minimum of 10 hours. The California Highway Patrol regulates these requirements.

**Student Training:** In addition to this handbook, your child will receive passport training at their school sites. All students will participate in a drill for emergency bus evacuation annually.

**Communication:** For student safety and route control, each bus is equipped with a two-way radio. The Transportation Department is in constant communication with each bus on its scheduled runs.

**Cameras:** All VESD buses are equipped with surveillance cameras. This is to improve the safety and security of our students, bus driver and staff.

### BUS ASSIGNMENTS

At the beginning of each school year, we publish all bus routes on our district website ([www.vesd.net](http://www.vesd.net)). The information is also available at each school site. We recommend that parents examine the bus schedule with their children, explaining which route and stop to use.

At the school sites, staff will assist in boarding the children to make sure they are on the correct bus. If a student is in doubt about their bus stop or bus (once they are on the bus) they should tell the driver immediately.

### QUESTIONS?

**Regular Transportation Services – Contact First Student at (760) 951-5445**

**Transportation for Students with Disabilities – Contact the VESD Pupil Services Department at (760) 245-1691**

**CHECK OUT OUR WEBSITE - [www.vesd.net](http://www.vesd.net)**

## OTHER PERSONS WHO MAY BOARD A BUS

Only district employees, peace officers, and authorized personnel may board a school bus. **Unauthorized persons boarding a bus may be subject to legal prosecution per Ed Code, Section 39842.**

## LATE BUSES

School buses have to endure the same traffic conditions as commuters. A traffic problem, road closure, or discipline problem can easily throw your bus 10-15 minutes off schedule. If after 15 minutes your bus still has not arrived, please call the Transportation Department at (760) 951-5445. **In the event we have a down bus, we will redirect another bus as soon as possible.**

## INCLEMENT WEATHER/SCHOOL CLOSURES

In case of adverse weather conditions, please tune your radio to your local stations KZXY 102.3 FM, KATJ 100.7 FM, KFRG 103.1 FM, FOX 106.5 FM, or KWRN 1550 AM. These stations will broadcast notification in the event of school closure or different starting times. **You can also refer to our district website.**

### TITLE 5 CAC SECTION 14203 STATE LAW READS:

PUPILS TRANSPORTED IN A SCHOOL BUS SHALL BE UNDER THE AUTHORITY OF AND RESPONSIBLE TO THE DRIVER OF THE BUS. THE DRIVER IS RESPONSIBLE FOR THE ORDERLY CONDUCT OF THE PUPILS WHILE THEY ARE ON THE BUS OR BEING ESCORTED ACROSS A STREET, HIGHWAY, OR ROAD. CONTINUED MISCONDUCT OR PERSISTENT REFUSAL TO SUBMIT TO THE AUTHORITY OF THE DRIVER SHALL BE SUFFICIENT REASON FOR A PUPIL TO BE DENIED TRANSPORTATION IN ACCORDANCE WITH REGULATIONS OF THE GOVERNING BOARD OF THE DISTRICT.

## STUDENT'S RESPONSIBILITY

It is important to understand that riding a school bus is a privilege. This privilege can and will be revoked when serious misconduct occurs or when minor infractions occur repeatedly. Refusal of the District to provide transportation under these circumstances does not excuse parents from their responsibility of having their children in school each day.

### RULES OF SAFE CONDUCT FOR ALL BUS RIDERS

•OBEY THE BUS DRIVER'S INSTRUCTIONS AT ALL TIMES•

#### SAFETY

1. Wait until the bus has stopped completely and the door has opened before approaching the bus.
2. Remain seated facing the front of the bus at all times.
3. Absolutely no weapons or dangerous objects such as knives, glass, guns, etc. allowed on the bus.
4. Do not throw or put anything out of the bus windows.
5. Remain silent at all railroad crossings.
6. Do not stand or change seats while the bus is in motion. Only change seats with permission from the bus driver.
7. If you must cross the street, do so in front of the bus with the assistance of the bus driver.
8. Do not bring animals or insects, caged or otherwise, onto the bus.

#### BEHAVIOR

1. Use appropriate behavior and language at all times.
2. Be at the bus stop five (5) minutes before the bus arrives.
3. Talk in a quiet manner.
4. Leave the bus quietly and carefully. Keep away from the side of the bus as it departs.
5. Do not fight – fighting is defined as actual physical contact such as hitting, pulling hair, and throwing objects at someone to intentionally harm them.
6. Do not smoke or light matches.
7. No gum, food, or drinks allowed on the bus.
8. Do not break windows, cut seats, or do any other damage to the bus.
9. Parents will be responsible for property damage caused by their child.

### CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

**First ticket** – Conduct report sent home with student. Parent must sign copy and return it to the bus driver as soon as possible.

**Second ticket** – Conduct report sent home with student. Parent must call the Transportation Department to discuss the student's behavior leading to the ticket. The student may receive a suspension from all school buses for three (3) school days.

**Third ticket** – Mandatory suspension from all school buses for 5-10 school days depending on the severity. Mandatory conference with transportation supervisor, parent, student, and bus driver. Student and parent will be required to co-sign a behavior improvement contract. **Violation of the contract may result in suspension of bus riding privileges for the remainder of the school year.**

**Mandatory suspension** with possible removal from the bus for the remainder of the school year for the following:

- Fighting
- Weapons
- Vandalism
- Disrespect/inappropriate language to the bus driver

School suspension may also result from the above-mentioned behaviors.

If unreturned bus ticket or no communication made with the Transportation Department within two days of issuance, possible suspension may result.

We have the same behavior expectations on our buses as we do for our school sites to ensure the safety of all students. (Per Ed Code 48900)

**Note:** Notification given to the school site of all bus tickets issued to students.

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