

Silver Valley Unified
School District

Student Transportation Policy
Handbook



STUDENT TRANSPORTATION (FIRST STUDENT)

Introduction - The Silver Valley Unified School District would like to offer the following guidelines for your children, concerning transportation. The following is presented as a help to students, parents, chaperones, coaches, and teachers. Riding the bus is a privilege, there is no state law requiring the District to provide transportation for any student. Our School Board has determined that bus service will be provided. Therefore in an effort to protect and ensure our children's safety, we need informed cooperation concerning rules and regulations.

General Rules of Conduct - Rules of conduct have been established to aid in the safe and efficient transportation of students. Because it is impossible to develop a set of rules that are all inclusive, breaches of good discipline may occur which are not specifically covered here.

Students are expected to conform to classroom standards of behavior. Instructions of the driver must be followed. The bus driver will be responsible for the discipline of inappropriate student behavior at the bus stop from the time the Driver can identify the student.

Daily Procedures - Students will be picked up at designated stops only. Riders must be at their stops five (5) minutes before bus arrival time. Orderly conduct is required at all stops; this is the parent's responsibility until the student has boarded the bus. Children need to be on the correct side of the road for morning pick-ups.

Students will be dropped off at their regular bus stop unless the driver is given prior notice by parent, guardian or proper school authorities. Students must have a note to board or depart at a stop other than their own.

There are great distances and sparsely involved in our busing area. To ensure the safety of kindergarten bus riders, parents are required to pick up their child at the bus stop. Kindergarten riders not met at the bus stops will be returned to their school, after all students are delivered, to await parent pick up.

During the first week of school, younger children (K-3) need name and address tags (please no P.O. Box numbers). Morning bus stops also indicated would aid teachers, principals and drivers to get the children on the right bus home. Clearly marked numbers on mail boxes or homes would also be very helpful in delivering children to correct bus stops.

Walking To and From School Bus Stops - Help your child to leave home early enough to arrive at the bus stop five minutes prior to scheduled bus arrival time.

Beginning at home, plan your time so you can leave home at the same time every day and get to the bus stop on then proper side of the roadway with 5 minutes to spare without hurrying. When your child rushes to catch the bus, he or she may be careless when crossing the street or when approaching the bus.

Whenever you cross any street going to and from home, to and from the school bus, remember to *STOP, LOOK, and LISTEN* left, right and left again before crossing. DRIVER MUST CROSS STUDENTS.

Form lines facing the direction from which the bus will approach the bus stop.

Wait back at least ten (12) feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.

Be considerate of property near loading areas. Vandalism may result in suspension of bus riding privileges. Wait for your school bus in a safe place. Playing around the bus stop is not safe. You could be hurt.

Do not wear spikes or cleats. Animals, insects, and large objects are not allowed on the bus.

Loading/Unloading Red Light Crossover (All Students) - The following requirements shall apply at school bus stops made to receive or discharge pupils. Students need to be on the same side of the road as the bus stop prior to the arrival of the bus. However, if a student is not on the same side of the bus stop at the time a bus is coming or has already arrived the driver, using a hand-held stop sign must escort him across the street, and the flashing red crossover lights must be activated. The exception would be where there is a traffic controlled signal or on a multi-lane roadway. To ascertain a safe procedure for escorting students:

1. On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop. The driver shall operate the flashing red signal lights and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any place where a traffic officer controls traffic.
2. Have students prepared to either wait across the street for direction or line up inside the bus before boarding or departing the bus.

3. The driver will be the first person off the bus, checking that it is safe to load/unload.
4. Once the red light system is activated, the driver must be sure that it is safe for the pupils to cross the roadway. Students shall not cross until directed to do so with driver.
5. The student should stop and look in both directions, making sure the roadway is still clear and it is safe to cross.
6. All students must cross in front of the bus, between the bus and the driver.
7. Students must stay out of the danger zones (see diagram at Appendix A). Riders also have a responsibility to make the ride and loading/unloading procedures safe.

Rules of Conduct

A. General

1. Follow directions.
2. Stay in your seat while the bus is in motion.
3. Keep all body parts inside the bus.
4. Cursing, swearing or loud talking is not allowed.
5. No eating, drinking, chewing gum.
6. No littering.
7. No tampering with bus controls, emergency exits or bus equipment.
8. Fighting, horseplay, hitting, pinching or teasing is prohibited.
9. Spitting or throwing objects inside the bus or from open windows is prohibited.
10. Smoking, matches, lighters, and weapons are prohibited on buses.
11. Students must get off at their designated bus stop and must cross the street in the proper manner.
12. Intimidating or threatening the bus driver or other students is prohibited.
13. Endangerment of passengers or safe travel is prohibited.
14. A teacher or coach must accompany Extracurricular or activity trips.
15. Remain quiet at railroad crossings.

B. Loading/Unloading

When you arrive at your school or school bus stop, follow these rules:

1. Stay seated until the bus comes to a full stop. The driver will tell you when to go. Remember to pick up all your items.
2. Let those closest to the front of the bus off first.
3. Line up on the way out of the bus. Always use the front door unless the driver says otherwise.
4. Always use the handrail going up or down the steps. Be especially attentive to drawstrings and other items that may catch while exiting the bus. Protect yourself from slips and trips.
5. Watch your step! Do not jump off the bus.
6. Move away from the bus door quickly. Stay clear of the wheels. Do not go after anything that rolls or falls under or in front of the bus. Wait until the driver can assist you.
7. Never reach back into the bus through the windows.
8. Observe safety procedures and be alert for traffic after leaving the school bus.
9. Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

Student Discipline Procedure - Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the school bus. ***Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.*** District's refusal to provide transportation under these conditions does not excuse parents from their responsibility, by law, of having their children in school each day.

California Administrative Code states in part, "Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus". (CAC 14263)

Failure to follow school bus rules shall result in the following:

- Incident 1 - Verbal correction with written notice
- Incident 2 - Verbal correction with written notice
- Incident 3 - Verbal correction with written notice and parental notification
- Incident 4 - Written notice with 2 day suspension
- Incident 5 - Written notice with 5 day suspension
- Incident 6 - Written notice with 7 day suspension
- Incident 7 - Written notice with 10 day suspension
- Incident 8 - Written notice with suspension pending recommendation to suspend for remainder of school year

A flagrant violation or behavior, which represents a threat to the safety of students or driver, may lead to immediate suspension and/or exclusion from all bus privileges.

Field Trips

Bus rules and safety regulations apply to chaperone, coaches, and teachers as well as to students. Prior to departure on a school activity trip, all students shall receive safety and evacuation instructions. Rules applicable to Home-to-School/School-Home transportation also apply to parents and students during Educational and Athletic field trips.

Bus Evacuation Procedures

Evacuation shall be held at least once a year. All pupils in pre-kindergarten, kindergarten, and grades 1 to 8 inclusive, who receive home-to-school transportation, shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location for emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit door.

A. Bus drivers will familiarize students with emergency procedures that include the following:

1. Students must follow driver's instruction
2. Location of emergency equipment and exits
3. Identification of placement monitors and their responsibilities
4. Seating patterns
5. Maintaining order
6. Departure of bus
7. Safety rules
8. Line leader responsibilities

B. Students' responsibility during emergency are:

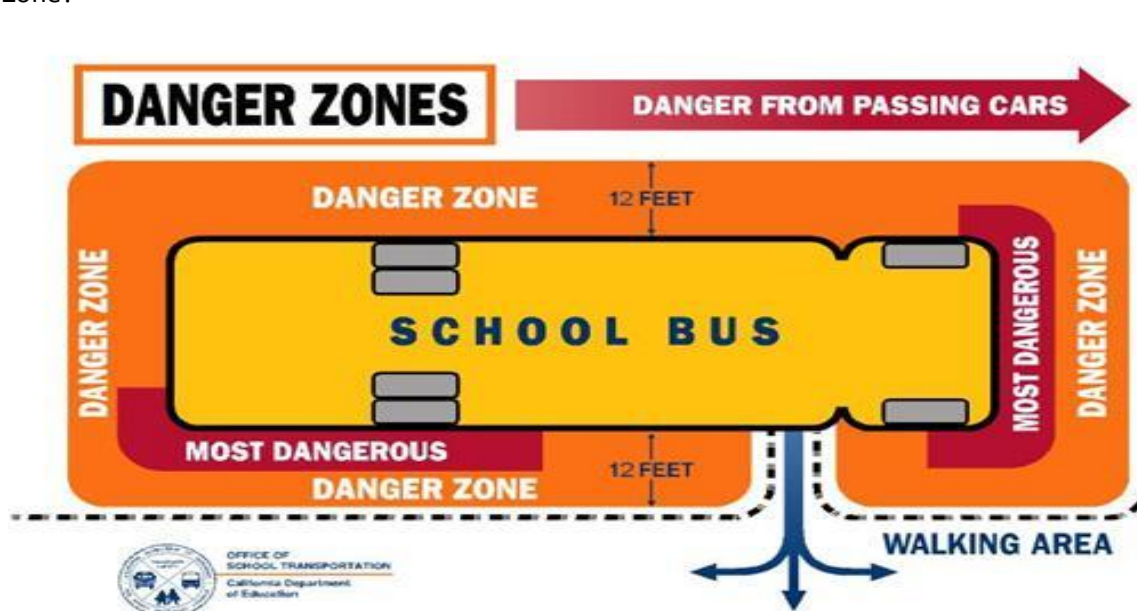
1. Following driver's instruction
2. Being familiar with all emergency procedures.
3. Practicing safe conduct
4. Staying calm and quiet
5. Demonstrating cooperative behavior.

Visibility Restrictions - The Governing Board of a local education agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce the visibility on the roadway to 200 feet or less during regular home-to-school transportation services. Operational policies for school activity trips shall give bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. (*California Vehicle Code Section 34501.6*)

Authority of District Boards - The Governing Board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation. The Governing board of a school district may require school bus drivers to escort high school pupils across the highway.

Appendix A

Danger Zones - Observe and discuss with your child the school bus "Danger Zones". What is the Danger Zone?



The Danger Zone is the space which extends 12 feet out from the bus in all directions. The school bus driver cannot see children in the zone, especially around the wheels. It is very dangerous to be in this area.

Why is it called the “Danger Zone”? - If the bus driver cannot see you, he may hit you. It has happened before to others who have been injured or killed. You must be very careful whenever you get on or off the bus.

Important rules for your child that must be followed for “Danger Zone” avoidance:

1. Do not cross between two or more parked buses.
2. Never try to get anything that is dropped around the bus. Tell the driver or a teacher.
3. Tell the bus driver if you have to cross the street after being dropped off. California has special laws for this.

Obeying school transportation rules will keep buses safe for everyone.

Board Policy 6153 - School Sponsored Trips

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, and athletic, school band activities, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the Principal and Superintendent or designee.

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need.

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds.

Administrative Regulations 6153(a) - School Sponsored Trips

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

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. The ratio of adults to students on school-sponsored trips shall be:

Grades K-3:	1 per 10 students
Grades 4-8:	1 per 15 students
Grades 9-12:	1 per 20 students

If the trip involves water activities, these ratios should be revised to ensure closer supervision of elementary grade students.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parent/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Safety Issues

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

2. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites, shall participate in the trip.
3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip.

Trip Approval

1. Teachers planning a trip shall complete the Field Trip Information Request at least 45 days prior to the date desired. The request must be approved by the Superintendent prior to the trip. When trip is out of state or overnight, the form must be approved by the Governing Board prior to the trip. Hence, schedule of regularly scheduled Board meetings must be considered when processing a request.
2. To effectively plan trips, all known trips should be considered for approval at the beginning of the school year.
3. Mode of transportation must be specified on the Field Trip Information Request Form and appropriate offices contacted to make transportation requests:
 - a. If a school bus is desired, a completed Field Trip Information Request Form is sufficient. Contact First Student to secure transportation in advance.
 - b. If a district vehicle is desired, contact MOT at least 15 working days in advanced to obtain DMV clearance and secure transportation in advance. Further, completion of Vehicle Request Form is required for issuance of district vehicle. Completion of the Vehicle Request Form is in addition to the Field Trip Information Request Form. If a volunteer/chaperone requests to drive a district owned vehicle, the volunteer must be DOJ (Department of Justice clearance for criminal background) cleared through the Human Resources Department prior to the trip.
 - c. If a privately owned vehicle is desired, contact the Business Department (see AR 3541.1, Transportation for School-Related Trips). Completion of a School Registration Form with Driver Instructions is required and shall be submitted to the Business Department prior to the trip.

Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

4. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
5. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
6. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.