

# ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

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Business & Non-Instructional Operations

3541 - AR

## TRANSPORTATION

### A. Purpose and Scope

To establish administrative procedures for home-to-school transportation, educational and athletic field trips, and district operated vehicles

### B. Forms Used and Additional References

The following forms are utilized in the district's home-to-school transportation:

1. Parent Permission Form, Emergency Medical and Waiver of Claims for Transportation of Students (Form 91601)
2. On-Line Field Trip Request Form
3. Bus Pass Application
4. Bus Conduct Notice
5. Standard Release and Emergency Information Form
6. School Related Trips, School Driver Registration Form (Form 91005)
7. Transportation Request Form (SEIS)

### C. Procedure

1. Bus Routes and Stops. The Superintendent or his designee will place all school bus stops in accordance with all federal and state regulations. Bus stops serving elementary schools will be placed no closer than 1,000 feet and no farther than one mile from each other except where students would have to cross an arterial street or boulevard. Bus stops serving middle and high schools will be placed no closer than 1,000 feet and no farther than 1 1/2 miles from each other. A transportation schedule showing all routes and stops shall be developed annually for review prior to the opening of school. The schedule shall include location of the bus stops and the time schedule for each stop. Changes may be made in the schedule as necessary during the year to balance route time, distance, and load. Prior to its implementation, the schedule is to be distributed to schools and parents via the district website.
2. Special Education Transportation. Special education students are bused under the same guidelines as regular education home-to-school students unless their limitations require a more individualized service. The Independent Education Program (IEP) team

and/or Section 504 committee shall consider the following when determining the need for transportation for a student with a disability:

- a. The student's safety and health needs
- b. The least restrictive environment
- c. The student's difficulty in using regular transportation services
- d. The coordination of regular and special transportation
- e. The student's placement outside his/her school residence area

Following the IEP team meeting, the IEP team Case Manager shall complete and submit the Transportation Request Form (Special Education Information System - SEIS).

Special education students will be dropped only at their designated bus stop. If the parent (or designee) is not available to meet the student at the designated stop, the student will be returned to school. If the parent (or designee) does not pick up the student by the time school closes, a school official will take the student to the local police department with the available information, including parent phone number(s), addresses, and emergency numbers. If the school is closed, the bus driver will take the student to the local police department. If the parent wishes to have the student dropped off at the bus stop without an adult (or designee) to meet the child, said parent will submit a signed Standard Release and Emergency Information Form to the Transportation Department.

3. Bus Evacuation Drill. Each school will conduct a bus evacuation instructional program and drill once each year. This will be coordinated with the Transportation Department.
4. Burgeson Information. Pursuant to Education Code Section 39831.5, parents of students receiving school bus transportation will receive information pertaining to safe bus stop, loading, and unloading procedures.
5. Standards of Safety and Conduct. The driver shall hold students responsible for safe behavior while on the bus and at bus stops (California Administrative Code, Title V, Section 14263). A copy of the Bus Behavior Code will be located on the district's web site and will be available from the bus driver.
  - a. The following list of behaviors is expected of students who are provided transportation in the Placentia-Yorba Linda Unified School District. Students will:
    - 1) Use a regularly designated bus stop.
    - 2) Have all parts of the body inside the bus at all times.
    - 3) Remain seated, facing forward, without obstructing the aisle while the bus is in motion.
    - 4) Keep the noise level to a minimum.

- 5) Observe bus stop procedures by lining up, staying on the sidewalk, and respecting property at the bus stop.
  - 6) Respect safety equipment on the bus.
  - 7) Not throw objects, litter, smoke, light matches, eat, or drink at the bus stop or on the bus.
  - 8) Not transport any live or dead animals, reptiles, or insects.
  - 9) Provide proper identification.
  - 10) Follow the driver's instructions.
  - 11) Be respectful of other persons.
  - 12) Wear proper clothing, which includes shoes.
- b. Penalties for infractions of safety rules are:
- 1st Notice: warning or possible suspension of bus service
  - 2nd Notice: three-day bus riding suspension
  - 3rd Notice: two-week bus riding suspension
  - 4th Notice: balance-of-year bus riding suspension
- c. Bus Conduct Notices will be mailed to parents by the Transportation Department.
- d. When a disabled student is excluded from school bus transportation due to expulsion, the District shall provide alternative transportation at no cost to the student or parent.
6. Video Observation Equipment. In order to promote a safe environment, video cameras and recorders may be placed on school buses. The following regulations shall be observed to ensure the proper use of video cameras on school buses and their related media files.
- a. A prominent notice that video equipment may be in use shall be placed in every district school bus.
  - b. Parents/guardians, students, and staff shall be notified that video recordings may be used in student discipline proceedings and that the absence of a recording shall in no way diminish the district's right to discipline.
  - c. Students and staff shall not tamper with cameras or video recorders.

- d. District administrators may routinely review video media files to document evidence of student misconduct or vandalism. Video tapes may be reviewed by personnel other than the department administrator under the following conditions:
  - e. In the course of a parent conference resulting from reported misconduct on a school bus, a review of video media files may be requested by the student(s) involved, their parents/guardians, school bus drivers, transportation management personnel, or school administrators.
    - 1) Requests from students or their parents/guardians to review video media files must be made within five days after receiving notification that misconduct occurred.
    - 2) A viewing shall be provided or denied within five days after receipt of such a request.
    - 3) Viewing shall be limited to the time period which directly relates to the alleged misconduct incident.
  - f. School bus drivers, transportation department management, and site administrators may view video media files to observe specific problems and formulate solutions. Such viewing shall occur only on district property and in the presence of the administrator or designee. Care shall be exercised to observe the privacy rights of students.
7. Hazardous Articles. The following regulations shall be observed to assure safe loading and fastening of bulky items or articles that may become hazardous to bus passengers in the event of a sudden stop or accident:
- a. It shall be the responsibility of the school to assure that equipment and materials are properly packaged.
  - b. Heavy and bulky objects shall be stored in the baggage compartment. If heavy or bulky objects must be stored in the passenger compartment, they are to be placed on the floor immediately adjacent to the rear seats, with no more than one-third (1/3) of the article to extend above the top of the seat back and secured in such a manner as to prevent article from moving.
  - c. Poles used for pole vaulting and other items which are too long to be stored in the baggage compartment shall be loaded before passengers board the bus and unloaded after passengers disembark from the bus.
8. Transportation Fees. All students riding school buses from home to school and/or school to home shall pay fees as set forth by the Board of Education. The following student bus riders on home-to-school routes shall be exempt from fees:
- a. Students receiving special education services which include curb-to-curb transportation as specified in their IEP.
  - b. Families qualifying under state laws and regulations for free- or reduced-cost transportation.

9. Issuance of Bus Passes. Passes may be purchased through the mail as stipulated on the Bus Pass Application form or at the district transportation office from 9:00 a.m. to 3:00 p.m., Monday through Friday. The method of payment may be either cash, personal check, or credit card. All students purchasing a bus pass will be guaranteed a seat on a school bus.
  - a. Eligibility for free- or reduced-cost transportation shall be determined by participation in the district's Free and Reduced Cost Meals Program.
  - b. Bus passes will be issued with the student's picture, name, school of attendance, and assigned bus stop. A wallet-sized or smaller picture of the student must be provided with the application. The student's name must be printed on the back of the picture for reference. Pictures will not be returned.
  - c. Passes shall be issued annually, by semester, for one-way or round-trip transportation. The pass will provide for home-to-school or school-to-home or one-way transportation as specified for each school day.
  - d. When purchasing a semester pass, another application must be received prior to the following semester in order to avoid interruption of service. At the beginning of the school year, continuing students will have a one-week grace period to submit an application and pay fees for transportation if they live in an area which qualifies for transportation. Students new to the district are allowed a two-week grace period to submit an application and pay fees for transportation if they live in an area which qualifies for transportation.
10. Displaying Bus Passes. All students will be required to display their bus passes to the bus driver every day before boarding at bus stops and school loading zones. Beginning the first semester, students will be given a one-week grace period to obtain their bus pass. After this time students may be denied transportation service for failing to display their bus pass. The following procedures will be followed in the event a student fails to display a bus pass:

Elementary students without a bus pass will be transported to school, no exceptions.

Elementary students will receive three warnings prior to denial of transportation service from school to home.

Middle school students will receive two warnings prior to denial of transportation service from school to home.

High school students will receive one warning prior to denial of transportation service to or from school.

Uninterrupted transportation service can only be maintained if students have in their possession a valid bus pass and present it to the bus driver as required.

11. Bus Pass Violation. The district's administrative procedure pertaining to the suspension of bus-riding privileges shall apply to the abuse/misuse of students' bus passes. A Bus Conduct Notice will be filed by drivers whenever students engage in the following:
  - a. Using or attempting to use an expired bus pass.
  - b. Loaning or borrowing a bus pass or altering a bus pass.
  - c. Using or attempting to use a stolen, found, or forged bus pass.

Department administrative procedures relating to progressive discipline as it applies to student misconduct aboard buses will be applied to instances of abuse or misuse of bus passes as outlined above. No refunds for unused bus passes shall be granted when riding privileges are suspended or revoked.

12. Miscellaneous Fees. The following fees shall be collected at the time of these services:

Replacement pass: \$10.00

Returned check: \$20.00

Refund: \$10.00

13. Refunds. A refund is given for the following reasons only:
  - a. The family moves out of the district (withdrawal slip required).
  - b. The family moves to an area in the district where the student will not be eligible for transportation.
  - c. The student enters a special education program where the IEP qualifies the student for free transportation.
  - d. The family qualifies for free- or reduced-cost transportation during the year.

Requests for refunds must be made at the district transportation office and the pass must be surrendered in order to receive a refund. Refunds will be prorated for the remaining time of validity of the pass, less a \$10.00 handling fee.

14. Other Charges. In addition to home-to-school fees pupils may be charged for extra-curricular, district-sponsored trips (e.g., roter buses, etc.). Payment for such trips is the responsibility of the school or organization requesting the trip. Only the actual amount required to defray district costs will be charged.
15. Transportation for School-Sponsored Educational and Athletic Field Trips. All students must submit a Parent Permission, Emergency Medical and Waiver of Claims for Transportation of Students form (Form 91601) to the school prior to transportation on any field trip.

Requests for all field trips are to be submitted on the district's on-line field trip software, and must be approved by the school administrator or designee. Trips beyond a fifty-mile radius must be submitted to the Superintendent or designee for approval. Trip requests must be received by the Transportation Department ten (10) working days prior to the field trip date.

16. Scheduling. Approved trips will be accommodated by the use of district-owned buses whenever possible. In cases where a district-owned bus cannot be scheduled, a School Pupil Activity Bus (approved charter bus) will be contracted by the transportation supervisor.

17. Supervision. Adequate supervision will be provided by schools, organizations, or individuals requesting field trips, on the following basis:

Educational Trips, Grades K-6: 1 adult per 15 pupils

Note: For Grades K-6 trips traveling out of the district, the above supervision requirement shall include at least one district employee per bus (excluding the school bus driver).

Educational Trips, Grades 7-12: 1 adult per 25 pupils

Athletic Trips, All Grades: 1 adult per bus

It will be the responsibility of the trip supervisor to ensure that all students board the bus on time. If any students are missing from the bus at the scheduled departure time, the trip supervisor will notify the bus driver. The driver will contact the dispatch office, and alternative means of supervision and/or transportation will be arranged with the school.

18. Transportation by Other Than District-Owned Vehicles. When privately-owned vehicles are used to transport students, the following rules apply:
  - a. The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult who has registered with the district for such purposes.
  - b. Before transporting students on any field trip or activity, drivers shall register with the district School Related Trips, School Driver Registration Form [Form 91005]. All student passengers shall provide permission slips signed by their parents/guardians.
  - c. Drivers shall be required to possess a valid California driver's license and liability insurance in amounts required by law.
  - d. Owners, drivers, and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

- e. All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)
  - f. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.
  - g. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and shall not in any case exceed ten. (Education Code 39830)
19. When the District contracts with a non-public school or agency to provide Special Education services, the superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services specified in the student's IEP. (Education Code 56366)
  20. Transportation for Non-District Organization. All transportation requests for non-district organizations must be provided pursuant to an agreement between the organization and the Placentia-Yorba Linda Unified School District.
  21. Operation of District Vehicles. All employees who drive district vehicles will have their driving record reviewed annually. The driving authorization may be revoked if the employee's driving record indicates a pattern of moving violations or accidents.
  22. Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839).

D. Reports Required

1. Transportation Schedule to Superintendent
2. Bus Conduct Notice to Parent

E. Record Retention

In accordance with Board Policy and Administrative Regulation No. 3544

F. Responsible Administrative Unit

Assistant Superintendent, Administrative Services

G. Approved by:

<u>David Giordano</u>	<u>10/26/2015</u>	<u>Doug Domene</u>	<u>10/26/2015</u>
Responsible Division Head	Date	Superintendent	Date