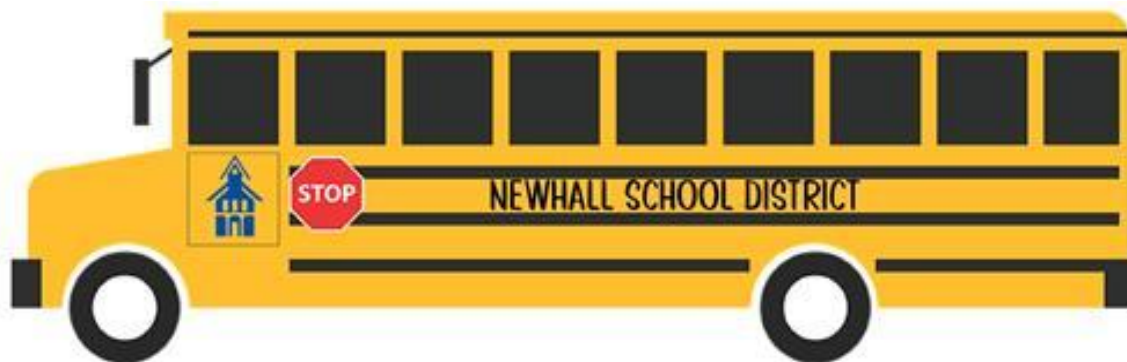




# **TRANSPORTATION**

## **Parent Manual and Safety Plan**



**Dear Parents, Guardians, and School Personnel:**

**Our goal is to provide the safest, most reliable transportation service possible for students.**

**The transportation of students involves the united efforts of the Newhall School District, Storer Transportation, the parent or guardian, and all school personnel.**

**The Newhall School District determines the transportation requirements and policies for student transportation and contracts with Storer Transportation to fulfill those needs.**

**Newhall School District & Storer Transportation have prepared this information to acquaint you with the rules and regulations covering your student's school transportation.**

**Please read this information to familiarize yourself with the guidelines and procedures for transportation. Your cooperation is needed to ensure reliable, safe and efficient school bus service.**

**Thank you,**

**Juan Vasquez**

**General Manager**

**Storer Transportation - Santa Clarita**



## **Bus Stops:**

Students are transported to and from their designated bus stop. Designated stops may be the home, a central location, or a daycare provider. Each student is limited to one (1) pickup address and one (1) drop address unless the District grants an exception.

The bus stop will be in front of and on the same side of the street as the student's designated stop. Pickup or release of a student cannot be made in any area determined to be unsafe, or any location not established as a designated district stop. Safety always takes precedence over other criteria.

***Transportation will not be provided if a student is presented soiled, sick or unsafe to transport.***

Students are required to follow all bus rules when walking to and from their bus stop and while waiting for the bus. Each student is assigned to a specific bus route and may be assigned to a particular seat. State law requires that no student be permitted to leave the bus at a point other than his/her designated stop. **Parents or guardians must not make private arrangements with the bus driver. All changes must be cleared through the Storer Dispatch office.**

**Drivers are required to follow established routes. They may not make changes in these routes unless authorized by the Storer Dispatch office. Please do not request the driver to change routes or stops.**

## **Bus Schedules:**

Prior to the beginning of each school year, parents/guardians will be notified by Storer transportation of their student's morning pickup schedules. **Buses, routes and times may need to be changed throughout the school year to accommodate new students or District needs.** Parents/guardians will be notified of time changes.

## **Pickup Procedure:**

The pick-up time given to parents/guardians is the bus departure time from the student's designated stop. The student should be ready for pick-up at least five (5) minutes prior to the provided pick-up time. Buses must operate on a schedule so students arrive at their school sites on time. Buses will depart from the designated pick-up location at the exact departure time. A delayed bus will wait one (1) minute at the stop and then depart. The dispatch office may make notifications when a bus is delayed but this cannot be guaranteed. **A bus will not be sent back to pick up a child who is not ready on time or present for transport.**

The parent/guardian is responsible for assisting the student from the house to the bus. **The bus driver may not leave the bus except to operate the lift gate for students in wheelchairs, or to escort students where approved.** It is the bus driver's responsibility to load and unload the students and to ensure that wheelchairs, car seats, and all seat belts are secured and fastened.

If your student misses the bus or you take your student to school for some other reason you need to contact Storer Transportation to inform them that your student still needs transportation home.

## **Address Change:**

Storer Transportation will pick up and return your student to his/her designated stop. **Only one agreed upon pickup and one return location can be accommodated.** Addresses must be the same day to day. Requests for alternative addresses or temporary changes cannot be accommodated.

You must notify the dispatch office of permanent changes to your student's address at least five (5) working days before the change is to be effective. Due to the volume of changes received it may take several days to be posted to the route sheet. Bus assignment and/or pick-up time may be affected. The dispatch office will notify parents/guardians in those instances.

### **Consecutive Absences:**

Please notify the Storer Dispatch office whenever you are not sending your student to school. Failure to appear for transportation for five (5) consecutive school days will be cause for suspension of transportation services. Restarting service will require reaffirming eligibility for transportation through the school district.

### **Emergency Information for Transportation:**

It is imperative that you, as the parent/guardian, maintain correct emergency information in the Storer Dispatch office. Additions or changes to the "Medical Information For Emergencies" form cannot be done over the phone. Contact the dispatch office to send a form with your driver and return it to your driver when completed. "Medical Information For Emergencies" forms must be updated at least annually (in the fall) to prevent suspension of transportation services.

### **Drop-off Procedure:**

An authorized person must receive your student when the bus arrives at the designated drop-off location. At the beginning of each summer and fall school season drivers will distribute "School Transportation Release From Responsibility" and "School Transportation - Medical Information For Emergencies" forms. **Both forms must be completed and returned to the driver within five (5) working days. Failure to remit completed forms will result in suspension of transportation services.**

Any individual to receive your student other than the parent or guardian must be listed on the "Release From Responsibility" form. It is the parent's responsibility to be at the designated drop-off location, or have a person listed on the "Release From Responsibility" form present, every day the student rides the bus.

It is against the law to leave a student unattended and is considered child abandonment when an authorized adult is not available at drop-off. IF NO ONE IS AVAILABLE we will contact the appropriate law enforcement agency or Child Protective Services. In the event that CPS and/or law enforcement have to be contacted, transportation will be discontinued immediately.

Due to numerous variables and continually changing traffic and weather conditions, it's not possible to provide specific drop-off times. Drop-offs that occur at similar times over a span of days are coincidental and do not establish a fixed drop-off time. **An authorized person must be available to receive your student from the time he/she is dismissed from school.**

### **Red Light Crossing:**

In most cases your students will be picked-up and dropped off in front of your home or from a central location. In any instance where a student is across the street from the bus they must, by law, be escorted by the bus driver with the use of the red crossing lights on the school bus.

The driver will turn on the red lights and exit the bus in front of the student to be crossed. The student must wait on the curb in front of the bus until the driver walks to the center of the roadway, stops traffic, and directs the student to cross the street. The student must walk, not run, across the street, passing between the driver and the front of the bus.

Due to the danger involved the school district only allows a few existing routes to utilize this procedure. Parents and students must not force use of this procedure by setting themselves up across the street from the bus stop location. Doing so will result in suspension of transportation services.

### **Minimum Day Transportation:**

Your student's school minimum day transportation will be provided at the bell times designated on those days.

### **Bus Rules for Students:**

1. No eating, drinking or littering on the bus. Chewing gum and glass containers are prohibited on buses at all times.
2. No standing, moving, or changing seats while the bus is in motion or stopped in traffic. Seatbelts must be fastened at all times if available.
3. No smoking, lighting matches, or doing any damage to the bus or equipment.
4. No swearing, using foul language or making loud noises.
5. No spitting or throwing objects into or from open windows.
6. No fighting or horseplay.
7. No having any part of your body outside of the bus.
8. No intimidating or threatening anyone inside or outside of the bus.
9. No doing anything to endanger other students or prevent safe travel.
10. Riders will face forward when the bus is in motion or stopped in traffic.
11. Items transported on buses must fit in the rider's lap or under the seat. No items brought onto the bus may block emergency exits, windows or aisles. Free rolling items, loose balls and balloons cannot be transported.
12. No use of electronics on the bus.
13. Riders will obey any directions from the driver.
14. The District and Storer Transportation are not responsible for items left, lost, stolen, damaged or vandalized on the bus.

**Depending on the severity of the offense, an automatic denial of bus riding privileges may be imposed for the following:**

- A. Fighting, biting or spitting;
- B. Obscene language or gestures directed at the bus driver, aide, other students, or the general public;
- C. Vandalism to the bus or private property;
- D. Exiting the bus through a window or emergency exit (except during an emergency) or at an unauthorized location;
- E. Any weapons or hazardous items brought on the school bus;
- F. Any matches, cigarettes and/or controlled substance brought on the school bus;
- G. Any time school, transportation, public authorities and/or parents/guardians must be dispatched to a bus due to student misconduct;
- H. Threatening the driver, aide, or other students.
- I. Cell phones must be OFF and completely put away while on the bus. Cell phones and other electronic devices may only be used on the bus if authorized by an IEP. They are subject to being confiscated by the bus driver for the duration of transport if this rule is violated.

**REMEMBER** - The bus driver has a high degree of responsibility. So do the passengers! Advise your student to help the bus driver so your student may have a safe and pleasant trip! **Thank You!**

## **Student Illness:**

Please notify Storer Transportation by telephone prior to the pickup time whenever you are not sending your student to school. The phone number for the Storer Dispatch office is (661) 288-0400.

Children who are sick do not learn well at school and expose others to illness. They should not be sent to school. Most doctors recommend that children be free of fever for at least twenty-four (24) hours before sending them back to school.

Schools have established procedures to follow for students who become ill at school. In most situations parents will be requested to pick up ill students at school and take them home. Transportation will not be provided if a student is presented soiled, sick or unsafe to transport.

At no time shall students with live lice and/or nit infestation be allowed to be transported. A Parent/Guardian will be required to transport the student home from school once a student has been determined to be infested. Additionally, all students must be returned to the school by the parents and be checked and cleared by the school nurse prior to the reinstatement of transportation services.

**Medication** - For safety, medications are not allowed on the school bus. All medication that needs to be administered at school must be taken to school by the parent/guardian in accordance with HIPPA regulations. Each driver has been trained in basic first aid and CPR. Emergency medical personnel will be contacted in case of a medical emergency.

**Personal Hygiene** - For the comfort of the others on the bus, it is important to maintain adequate standards of hygiene. Please be sure to toilet students before they board the bus. If your student has a problem in this area, please be sure to supply the school with a change of clothes and a plastic bag for transportation home. All car seats, walkers and wheelchairs must be always kept clean and sanitary.

**Emergency Medical Information** - Please notify the school nurse and the Storer Dispatch office of any medical conditions (seizures, asthma, allergy to bees stings, etc.) your child may suffer from. All information provided to the Storer Dispatch office will be maintained in accordance with HIPPA regulations. Each driver has been trained in basic first aid and CPR. Emergency medical personnel will be contacted in case of a medical emergency.

## **Lost Articles:**

Parents assume all responsibility for all items brought on the school bus. Please label all personal items sent to school. Storer Transportation and the District assume no responsibility for any lost or stolen articles.

## **Bus Suspension Policy:**

The bus driver and/or bus aide, through the bus incident reporting process, will report students who are disruptive and/or exhibiting dangerous behavior. Any student may receive the maximum suspension and/or be denied bus transportation if it is determined that he/she created a safety hazard on the bus. Storer Transportation and the District will make the determination of any suspensions.

Students will receive a verbal warning by the bus driver or bus aide and an incident report will be completed and sent to the parent/guardian with a copy of the bus rules. Continuing misconduct will result in the procedures outlined below:

**2nd Incident** - Written warning and a copy of Incident Procedures mailed to parent/guardian.

**3rd Incident** - Student may be denied bus riding privileges for up to three (3) school days.\*

**4th Incident** - Student may be denied bus riding privileges for up to five (5) school days. An IEP meeting may be convened if appropriate.\*

**\* If your student has been denied bus riding privileges and you are not able to provide transportation contact your district. This incident procedure does not affect the responsibility of the district to provide the services specified on the IEP.**

### **Vandalism:**

The California Civil Code, Section 1714.1 states: "Any act of willful misconduct of a minor which results in injury or death of another person or in any injury to the property of another shall be imputed to the parent or guardian having custody or control of the minor for all purposes of civil damages, and such parent or guardian having custody or control shall be jointly and severally liable with such minor for any damages resulting from such willful misconduct up to a maximum of \$10,000."

### **Car Seats and Wheelchairs:**

Students who are physically unable to sit safely secured by a seat belt may be transported in a booster seat, safety vest or wheelchair.

Wheelchairs shall be equipped with brakes and seat belts and properly maintained by the owner of the chair. Velcro fasteners shall not be the sole source of restraint on a wheelchair. All wheelchair tires and brakes must be maintained so as to prevent the wheels from moving when the brakes are applied.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. Wheelchairs shall be turned off while being transported on the school bus. Batteries used to propel electric wheelchairs shall be both leak-resistant and spill-resistant or shall be placed in a leak-resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident.

Any wheelchair which does not meet these minimum requirements shall not be transported. It is the parent's responsibility to provide all equipment which meets minimum safety requirements.

### **School Bus Driver Qualifications:**

Storer Transportation, the Newhall school district, and the state of California require all school bus drivers to attend regularly scheduled safety meetings and in-service training sessions to maintain their skills in transporting students. Each driver must maintain a valid School Bus Drivers Certificate, attainment of which requires a 40-hour minimum course of instruction. Additionally, all drivers must have First Aid and CPR certification from the American Red Cross, must participate in drug and alcohol testing, must pass a physical examination, and must obtain state and federal criminal clearance.

### **School Bus Equipment:**

To ensure maximum safety, all school buses are inspected daily by the bus driver and annually by the Department of the California Highway Patrol. In addition, each vehicle must be certified that it meets

all applicable regulations and laws relating to pupil transportation in the State of California. Further, all buses are equipped with two-way radios.

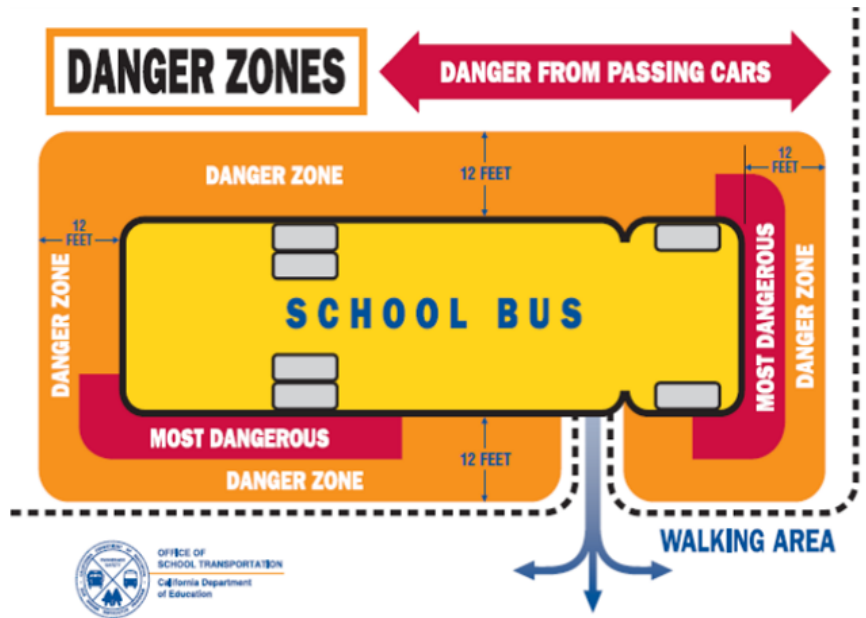
When available, California law requires use of seat belts for bus passengers. All students are required to wear them while riding the school bus. **Seat belts are not to be unfastened until the bus has stopped.**

### **School Bus Safety Zones:**

School buses are the safest mode of transportation for school students in the United States. However, school buses can be very dangerous and we must follow some very important rules when around a school bus:

Students, parents and school personnel should stay away from the front, rear and sides of a school bus.

The only time a person should be closer than 12 feet to the school bus is when the school bus is stopped and the doors are open.



At no time should anyone go under a school bus. If something is dropped or goes under the school bus, the school bus driver is the only person who is allowed to retrieve the item.

### **School Bus Accidents:**

We are fortunate to have an excellent record regarding school bus accidents. When/if any accident involving a school bus occurs, no matter how minor, it must be reported to the California Highway Patrol and a law enforcement officer must respond to the scene. Under these circumstances the bus may be delayed an hour or more.

When/if an accident occurs, it is Storer Transportation's responsibility to determine if there are any injuries and the extent of the damages, and to notify the proper authorities, including the California Highway Patrol, Emergency Medical Personnel (if needed), and the school district. Storer Transportation will notify the parents regarding the extent of the injuries (if any), the location of the accident, and a description of the accident.

### **School Site Responsibilities:**

Each school site that receives students who ride our transportation shall have appropriate school staff available prior to the start of school. School staff shall meet each bus to receive students and maintain safety in the school bus unloading area.

After school, staff shall assist students in getting on the correct bus and maintaining a safe loading area. Buses will depart the school site no later than **7 minutes** after bell time. If buses arrive after the bell time, they will wait **7 minutes** before departing.



### **No Student Left Unattended:**

Each school bus shall be equipped with an operational child safety alert system. A “child safety alert system” is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

Each school bus driver is required to check their bus after each run/route/trip once finished. This means they will get out of the driver seat and walk the entire length of the bus, checking the entirety of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3(a).



### **Service Problems or Complaints:**

Please direct all comments, questions, or complaints regarding transportation service to: the Newhall School District by calling (661) 291-4000. You may also contact the Office of Storer Transportation by calling (661) 288-0400.

***THIS PARENT MANUAL AND TRANSPORTATION PLAN INVOLVES THE UNITED EFFORTS OF THE NEWHALL SCHOOL DISTRICT AND STORER TRANSPORTATION SCHOOL AND CONTRACT SERVICE, INC. MATERIAL IN THIS MANUAL MAY NOT BE REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION.***

Revised- 10/2014

Revised- 09/2017

Revised- 07/2018

Revised- 03/2023

