

SCHOOL BUS SAFETY AND YOUR CHILD

BUS CONDUCT

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

ORLAND UNIFIED SCHOOL DISTRICT PARENT/GUARDIAN HANDBOOK FOR STUDENT TRANSPORTATION

Any child who attends Orland Unified district schools is eligible to ride the school bus. Students who choose to use school bus transportation are transported to and from their assigned school through a coordinated transportation system.

This booklet is provided for your information. Your cooperation will aid us in transporting our students with maximum service, courtesy and safety.

Questions regarding pupil transportation should be directed to:

**Mark Smith, Transportation Supervisor
Telephone: (530) 865-1207**

Dear Parent or Guardian,

The Orland Unified School District has an enviable record of safe transportation of our bus-riding students.

Our school bus drivers follow state rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the District Superintendent. Drivers will operate the school bus amber/red warning lights and stop-arm as required by state law at each bus stop. Students who must cross the roadway on which the bus is stopped in order to unload the bus will be escorted across the road by the school bus driver. Students being escorted across the street will stand on the side of the roadway near the school bus front door and wait for the school bus driver to verbally tell them when it is safe to cross the roadway. Students will cross the roadway between the school bus driver and the front of the school bus. Students will not return to the school bus or re-cross the roadway at any time after being escorted across the roadway by the school bus driver.

To safely transport your children, we have rules and regulations to assist students in understanding their responsibilities while riding the bus and while waiting at school bus stops.

As concerned parents, we encourage you to discuss the rules and regulations listed below with your children.

General Rules of Conduct at School Bus Stops

1. Be at the bus stop, not across the street or down the street, 5 minutes before the posted arrival time of the bus.
2. Wait on the curb and walkway, NOT in the street.
3. Wait until the bus arrives, stops and opens the door before approaching to board the bus.
4. Keep your hands to yourself and DO NOT push anyone, especially as the bus pulls up.
5. DO NOT get on anyone's lawn or in the flower beds.
6. DO NOT play around the tires of the bus or underneath the bus.
7. Students will not be allowed to get off the bus at any stop other than their regular stop without the written permission of their parent/guardian.

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance of at least \$100,000 per occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. In no instance may more than 10 passengers, including the driver, be transported. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the students together and call 530/865-1207 or **911**.

Adverse Driving Conditions

The Superintendent or designee may consult with the California Highway Patrol, County Office of Education, or appropriate weather service when determining the degree to which he/she will limit home-to-school transportation service when atmospheric conditions reduce visibility on the roadway to 200 feet or less.

Riding Another Bus/Obtaining a Bus Pass

Bus notes (requests to ride a bus other than the pupil's regular bus or to exit at a bus stop other than the pupil's regular stop) will be processed in the main office of the school of attendance.

When District transportation is provided, students may ride a bus other than their regular bus or exit at a bus stop other than their regular stop only with the advance written permission of the parent/guardian which includes the address or bus stop number they wish to exit and if they will need to be escorted across the road.

Video Camera Monitoring

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. A video camera on a school bus is but an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out. There will be zero tolerance for violence on the school bus. To promote safe riding habits, the Board of Education authorizes the use of a video camera on school buses.

Boarding Procedures at the School Bus Stop

1. All school bus stops designed by the Orland Unified School District will be on the right hand side of the roadway.
2. Students will arrive at the school bus stop in a timely fashion but not more than five minutes before the scheduled time of the school bus.
3. Students will form an orderly line at least six feet from the traffic lane and facing toward the street.
4. When the school bus arrives, the students will not approach the school bus until the school bus makes a complete stop, the driver effectively sets its parking brake and opens the passenger entry door.
5. Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver.
6. If a student is late to a school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to return home.
7. The safety handrail shall be used while walking up the bus steps.
8. Riders shall remain seated at all times while the bus is in motion.

Boarding Procedures at the School or Field Trip Destination Loading Zone

1. At school, the students will wait for the school bus in an orderly line at the pre-identified pick-up point. Students will stand a safe distance from the curb, approximately six feet, or at a distance determined by the Superintendent or designee.

2. Riders shall remain seated at all times while the bus is in motion.
3. The students will not approach the school bus until the school bus makes a complete stop, the driver effectively sets its parking brake and opens the passenger entry door.
4. Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver, principal, or teacher.
5. On a field trip, the students will approach the school bus from the right side of the vehicle in a single line formation.
6. Students will enter the school bus in an orderly manner and take the first available seat or any seat assigned to them by the school bus driver.
7. If a student is late to a school bus stop, the student will not approach or run after the bus after the door has been closed. The students are directed to go to the main office of the school and ask for assistance.
8. The safety handrail shall be used while walking up the bus steps.
9. Riders shall remain seated at all times while the bus is in motion.

Exiting Procedures

Anytime the student exits the school bus, whether at the student's stop, at school, or at a trip destination, the following procedure will be used:

1. The student/s in the front right side seat will enter the aisle and walk forward. The student/s in the front left side seat will enter the aisle and walk forward as soon as the first students are clear. This right/left alternation pattern will continue to the last seat or until all the students are off the school bus or all who exit the bus at the school bus stop are off the bus. Students should walk, remain quiet, and not come in contact with any other student during this process.
2. Students shall remain seated until the bus is completely stopped, the driver opens the door, and the driver signals riders that it is safe to stand and exit the bus.
3. The safety handrail will be used while walking down the bus steps.

Transportation by Private Vehicle

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.

Transportation by Private Vehicle

1. Before transporting students on any field trip or activity, drivers shall register with the District. Drivers shall receive safety and emergency instructions which shall be kept in their car. All student passengers shall provide permission slips signed by their parent/guardian.
2. Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 per occurrence.
3. 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.
4. All drivers and passengers shall wear seat belts in accordance with law. (VC 27315)
5. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.
6. 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 10. (Education Code 39830)

Guidelines for Walking To and From the Bus Stop

1. Watch for cars when crossing the street.
2. DO NOT play games on the way – particularly those which involve balls.
3. Walk on the walkways and not in the street or on anyone else's property.
4. Have respect for your neighborhoods and do not disturb anyone's property such as sprinklers, mailboxes, plants or automobiles.

Danger Zones Around the School Bus

1. School buses are large vehicles. The drivers depend on their mirrors to monitor the outside of their buses. Because of this, there are what is known as "danger zones" around buses. These danger zones are as follows:
 - a. Directly behind the bus
 - b. Underneath the bus
 - c. Close by the side of the bus at the entrance door
2. When you step off the bus, walk at least six feet out from the door and then walk down the side of the bus.
3. Drivers are directed not to move the bus until students are at least six feet from the bus. When the bus is moving, students are not permitted to approach the bus.

Red Light Crossing Procedures

1. Any child that must cross the street after getting off the bus will be escorted by the bus driver.
2. Remember, the driver may not know that you are a new student. If you need to cross the street, make sure you tell the driver.
3. This procedure includes the use of red crossover lamps and a handheld stop sign.
4. The red crossover lamps are used as a signal to inform other motorists that they must stop for the bus.
5. Drivers will indicate on their route sheet all students who require escorting.

**PARENT/GUARDIAN HANDBOOK
FOR
STUDENT TRANSPORTATION**

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL
OFFICE**

**SIGN-OFF FOR PARENT/GUARDIAN HANDBOOK
FOR STUDENT TRANSPORTATION**

On _____, I received a copy of the parent/guardian handbook for student transportation and agreed to read and familiarize by child/ren with its contents. I understand that, should I have difficulty understanding any of the book, I may ask for and receive an explanation from the transportation supervisor.

Student's Name _____ School _____

On _____, I familiarized my child/ren with the student transportation handbook.

Signature of Parent/Guardian_____

Print Name_____

Address_____