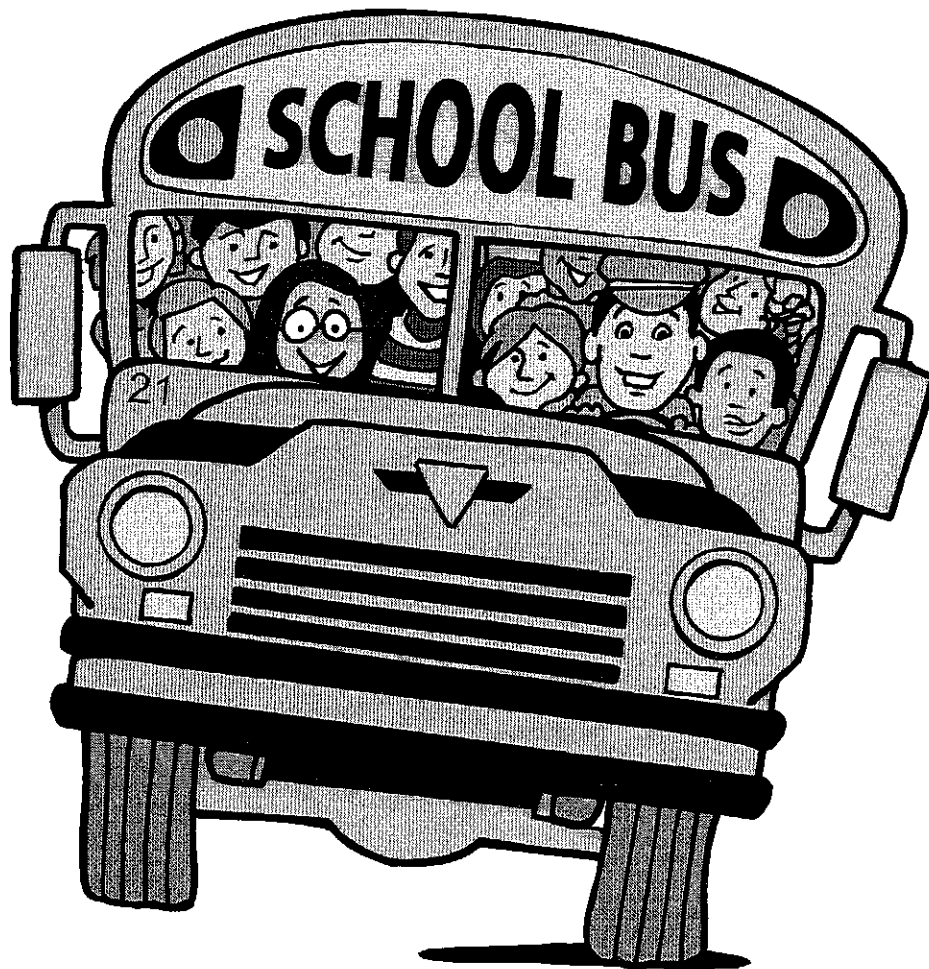


Red Bluff Joint Union High School District
Parent Handbook for Student Transportation

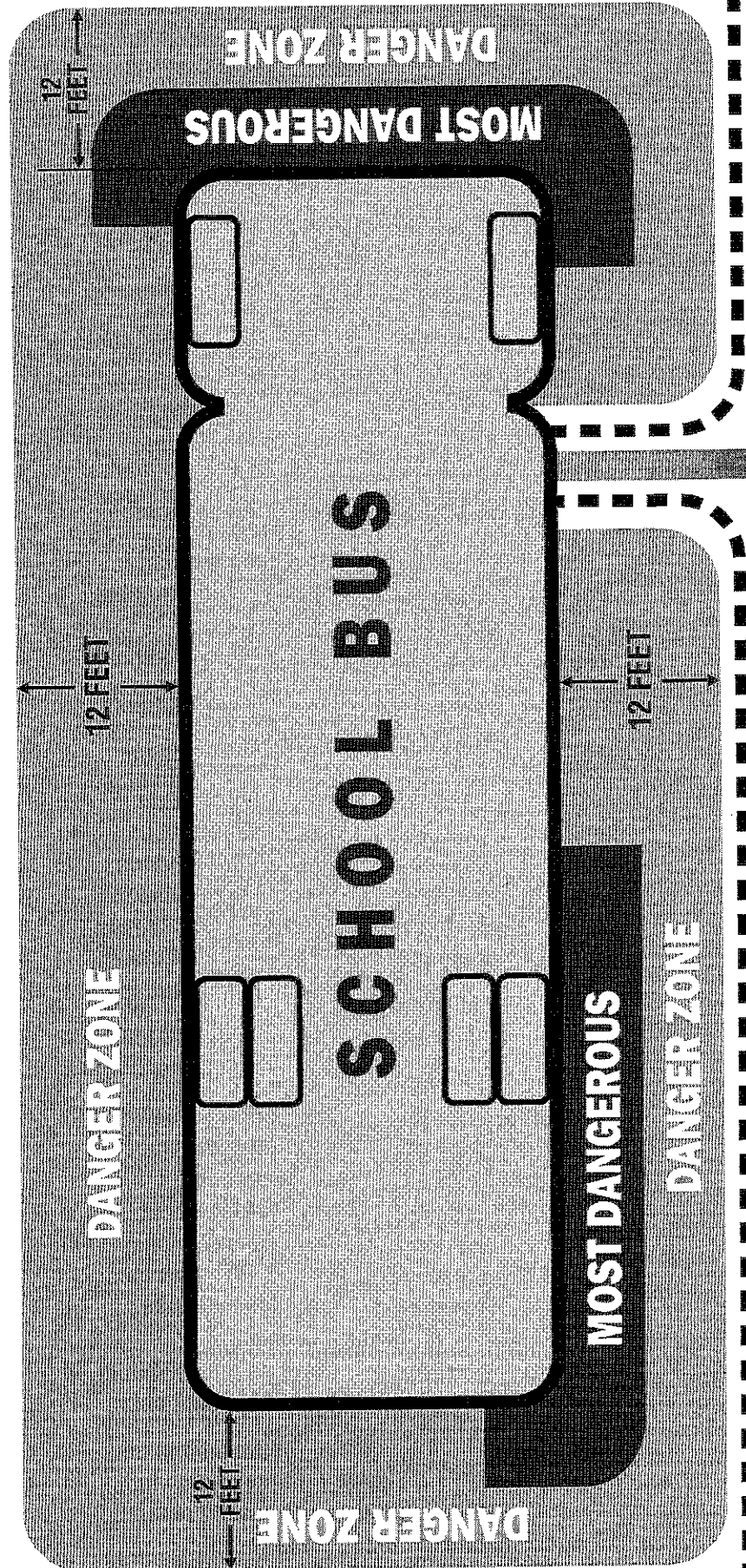


**1525 Douglass Street
Red Bluff, CA 96080
(530) 529-8900**

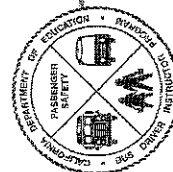
Revised April 2017

DANGER ZONES

DANGER FROM PASSING CARS



WALKING AREA



OFFICE OF
SCHOOL TRANSPORTATION
California Department
of Education

Registration of Students

Dear Parent or Guardian:

The Red Bluff Joint Union High School District has an enviable record of safe transportation for our bus riding students. This is due in part to the professional training school bus drivers receive to obtain their license and the continuous training received each year to maintain their certificate. Our school bus drivers take pride in their job and work diligently to keep your child safe.

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.

Authority of bus driver per Section 14263 California Administrative Code Title 5:

"Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations."

Unauthorized Entry; Offense; Punishment; Notice – 39842 EC. The following section is quoted from the EC:

38942. (a) Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, be a fine of not more than one thousand dollars (\$1,000), or both.

(b) A school district or county superintendent of schools may place a notice at the entrance of a school bus or school pupil activity bus that complies with the requirements of paragraph (3), subdivision (c) Section 1256.5, Title 13, of the California Code of Regulations and that warns against unauthorized entry.

Driver's responsibility for student safety.

"The driver's supervision starts approximately at the point where the driver can recognize the pupil as the bus approaches or leaves a bus stop. While at the bus stop, if a driver observes pupil misbehavior (e.g.,

destroying property, playing in the roadway, running across the roadway to the bus, the driver (for safety of the pupil and the public) must take appropriate action to correct the situation. The driver must report the problem to their supervisor. While the bus is stopped to load or unload, the pupils are the direct responsibility of the driver.

- (a) Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus, including but not limited to calls, pictures and recordings.

False Reporting to Authorities:

The District has a zero tolerance for false reporting at school or aboard busses and will prosecute to the fullest extent of the law.

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.

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

1. Guidelines for walking to and from the bus stop:

Students must:

- a. Watch for cars when crossing the street.
- b. NOT play games to and from the bus stop (for example, games that involve a ball).
- c. Walk on the walkways, stay off the street and private property.
- d. Have respect for their neighborhood and not disturb private property such as: sprinklers, mailboxes, plants, or automobiles.

2. General rules of conduct at school bus stops:

Students must:

- a. Be at the bus stop, (not across or down the street), 5 minutes before the posted arrival time of the bus.
- b. NOT trespass onto private property (for example, entering or playing in a neighbor's yard).

- c. Wait on the curb and walkway - NOT in the street.
- d. Keep their hands to themselves and refrain from pushing others as the bus approaches.
- e. Wait until the bus arrives, stops and opens the door before approaching to enter the bus.
- f. NOT play around the tires of the bus or underneath the bus.
- g. NOT get off the bus at any stop other than their regular stop without the prior written permission of their parent/guardian and a bus pass from their school office.

3. Danger zones around the school bus:

- a. School buses are large vehicles. The drivers depend on their mirrors to monitor the outside of their buses. Because of this, there are areas known as danger zones around buses. These are listed below:
 - 1. Directly behind the bus.
 - 2. Underneath the bus.
 - 3. Close by the side of the bus at the entrance door.
 - 4. Directly in front of the bus.
- b. When students step off the bus, students should move at least twelve feet out from the door before walking down the side of the bus.
- c. Drivers are directed not to move the bus until students are at least twelve feet from the bus. When the bus is moving, students are not permitted to approach the bus.

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 Board of Trustees. Drivers will operate the school bus, if so equipped with amber lights, red warning lights, stop signal-arm, and hand held stop sign as required by State law. If students must cross the roadway where the bus is stopped, the school bus driver will escort them across the roadway, and 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 after being escorted across the roadway by the school bus driver at any time whether an adult is present or not.

4. Red light crossing procedures (K-12):

- a. By law and District policy students K-12, that must cross the street after exiting the bus will be escorted across the street by the bus driver whether an adult is present or not.
- b. The driver may not know when a student is new. New students must inform the driver if they need to cross the street.

- c. This procedure includes the use of amber and red warning lights and a hand held stop sign when allowed by law.
- d. The red warning lights are used as a signal to inform other motorists that they must stop for the bus.
- e. Drivers will indicate on their route sheet, all students that require escorting.

5. Boarding procedures at the school bus stop:

- a. All school bus stops designed by the Red Bluff Joint Union High School District will be on the right hand side of the roadway.
- b. Students will form an orderly line at least twelve feet from the traffic lane and facing toward the street.
- c. 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.
- d. The safety handrail shall be used while walking up the bus steps.
- e. 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, and immediately fasten any passenger restraint systems when provided.
- f. Riders shall remain seated at all times until the bus has reached their stop and the doors are opened, unless directed by driver.
- g. If a student is late arriving to the 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.

6. Boarding procedures at the school or field trip destination loading zone:

- a. At school, the students will wait for the school bus in a orderly line at the pre-identified pick up point. Students will stand at a safe distance from the curb, approximately twelve feet or a distance determined by the Superintendent or designee.
- b. On a field trip, the students will approach the school bus from the right side of the vehicle in a single line formation.
- c. 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.
- d. The safety handrail shall be used while walking up the bus steps.
- e. 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, and immediately fasten any passenger restraint systems when provided.
- f. Riders shall remain seated at all times until the bus has reached their stop and the doors are opened unless directed by driver.

- g. If student is late to 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.
- h. Riders taking the bus home must remain on campus after school until the bus arrives.

7. Exiting Procedures:

Anytime students exit the school bus, whether at the student's stop, at their school, or at a trip destination, the following procedures shall be followed:

- a. Students shall remain seated until the bus is completely stopped, the driver sets the parking brake, the driver opens the door, and the driver signals to the riders that it is safe to stand and exit the bus.
- b. 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 until the last seat, or all the students are off the school bus or all students who exit the bus at the school bus stop. Students should walk, remain quiet, and not come in contact with any other student during this process.
- c. The safety handrail will be used while walking down the bus steps.
- d. Kindergarten students will not be unloaded unless a designated adult is there to accept them, unless a parent gives driver a note stating otherwise. If not, the student will be returned to school.

8. 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 authorizes the use of a video camera on school buses as designated by the Director of Maintenance, Operations and Transportation.

9. Transportation by private vehicle:

- a. The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities. The driver and vehicle must be registered with the District for such purposes.

- b. 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 parents/guardians.
- c. Drivers shall be required to possess a valid California driver's license and show proof of liability insurance coverage of at least \$100,000 per occurrence.
- d. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accident 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 should not in any case exceed 10. (Education Code 39830).
- h. In case of an emergency, keep all students together and call 529-8900, the Transportation Department; 529-8700 Red Bluff Joint Union High School District office; 527-7200 Red Bluff Elementary District office; or call 911.
- i. The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest (Health & Safety Code 118948)

10. Student drivers:

- a. When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

Guide to Student's Responsibilities while Riding School Buses

The following list of student actions constitute violations of the established rules and regulations:

11. Riding another bus/obtaining a bus pass:

- a. Bus notes (requests for students to ride a bus other than their regular bus or to exit at a bus stop other than their regular stop) will be processed in the main office of the school the student attends.

- b. The bus driver will not transport the student to another designated stop unless he/she has a bus pass from their school office and has room on their bus.
- c. Regular stop must match address on file at school. When students have moved, a bus pass needs to be issued by school for new stop.

12. Transportation Driver/Rider Safety:

To assist students in understanding their responsibilities for proper travel to and from school, the following rules and regulations are to be observed while riding the buses of the school district. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions constitutes violations of the established rules and regulations:

1. Using profane language or obscene gestures.
2. Putting any part of your body out of bus windows at any time.
3. Any movement out of seats before reaching students' destination.
4. Legs, feet and objects obstructing aisle or facing to the rear in seats.
5. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
6. Littering of any kind.
7. Transporting live animals, reptiles, or insects on a school bus.
8. Eating, gum chewing, suckers, or drinking on the bus.
9. Loud and/or boisterous conduct.
10. Body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading bus.
11. Riding bus after receiving no-ride penalty.
12. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits, or other bus equipment.
13. Disrespect to the bus driver.
14. Give improper identification when requested by driver.
15. Failure to remain quiet at all railroad crossings.
16. Fighting on the bus or at the bus stop.
17. Any type of damage or defacing of bus.
18. Lighting of matches, cigarettes, smoking or bringing combustibles on bus, including but not limited to balloons.
19. Throwing any objects in, out of, or at the bus.
20. Failure to obey driver.
21. Endangering life or limb of other people.
22. Other unauthorized or unsafe actions, use of camera, cell phone/texting, or laser pointers.
23. Skateboards, scooters, or roller skates/blades are not permitted.
24. No glass containers of any kind.
25. Not wearing seatbelt if the bus is equipped.
26. Spraying of cologne, deodorant, hairspray, etc.

Driver is authorized to assign seats

Transportation to and from school by school bus is a privilege and not required by law. Minimum penalties, as listed below, shall be used as guidelines for infractions of established rules.

Grades 9 to 12, inclusive

- 1st Referral** Warning or possible bus riding suspension. Telephone call or letter to parent if there is a bus riding suspension. Copy of referral will be sent to parent/guardian. Referral needs to be signed by parent/guardian and returned to driver before transportation is continued.
- 2nd Referral** One (1) day bus riding suspension. Telephone call or letter to parent if there is a bus riding suspension. Copy of referral will be sent to parent/guardian. Referral, signed by parent, must be returned to the driver before transportation is continued.
- 3rd Referral** Five (5) day bus riding suspension. Letter and telephone call to parent/guardian. Referral, signed by parent, must be returned to the driver before transportation is continued.
- 4th Referral** Ten (10) day bus riding suspension. A conference with parent or guardian will be required with assistant principal and his/her bus driver during the ten (10) day suspension period before student can resume riding the bus. Letter and telephone call to parent/guardian. Referral, signed by parent, must be returned to the driver before transportation is continued.
- 5th Referral** If received during:
1st Quarter - bus suspension until the first day of 3rd quarter
2nd Quarter - bus suspension until first day of 4th quarter
3rd Quarter - bus suspension balance of school year
4th Quarter - bus suspension balance of school year
Letter and telephone call to parent/guardian. Referral, signed by parent, must be returned to the driver before transportation is continued.

Immediate Suspension

- a. Severe misbehavior
- b. Caused or attempted to cause, or threatened to cause physical injury to a bus driver or other passengers
- c. Use of drugs, tobacco or alcohol
- d. Possession of weapon(s)

Grades 4 to 8, inclusive

1. A bus referral is written and given to the site administrator.
2. The administrator counsels the student and issues the referral on the same day, if possible.
 - a. If warning - call home or mail pink copy.
 - b. If suspended from bus - indicate number of days and call parent
 - c. Administrator signs and dates their action on the referral.

- d. White copy is given to student. The student is instructed to have the white copy signed by parents and returned next day to the driver in order to get back on the bus.
 - e. Drivers will allow up to 3 days for return of white copy before denying bus privilege.
3. Administrator gives yellow copy to driver.

Grades Kindergarten to 3, inclusive

- 1. Same as above except for item "e".
 - a. The drivers are to notify the principal if the white copy has not been returned within 3 days.

Bus exclusion

- 1st offense - Warning
- 2nd offense - 1-3 days exclusion
- 3rd offense - 5 days exclusion
- 4th offense - Week to month exclusion
- 5th offense - Bus privileges revoked for remainder of year

If any offense is of an extreme nature that could result in a dangerous driving situation, the District reserves the right to revoke bus privileges.

In case of an emergency at a stop call 911.

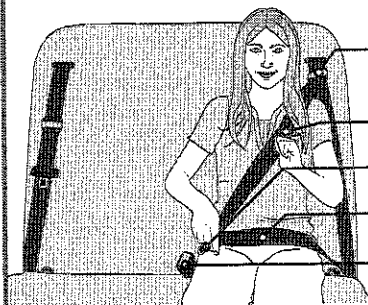
In case of a non-emergency contact:

- ❖ Transportation Supervisor: 529-8900
- ❖ Lead Mechanic/Bus Shop: 529-8841
- ❖ Director Maintenance & Operations, Transportation: 529-8888
- ❖ RBJUHS District Office: 529-8700
- ❖ RBUESD District Office: 527-7200

Lap-Shoulder Belt Basics

"Buckle, Check, Tight — Your Seat Belt Is Right!"

Common Seat Belt Parts



Shoulder-height adjuster

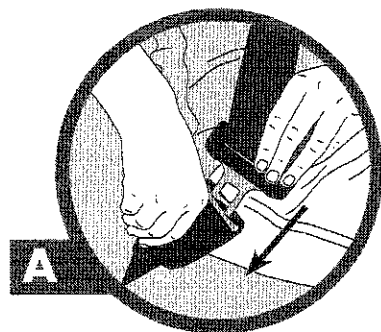
Shoulder belt

Latch plate

Lap belt

Buckle

BUCKLE



A BUCKLE the latch plate into the matching buckle after pulling out the shoulder belt webbing from the seatback. LISTEN for the CLICK sound when the latch plate is fastened!

Be sure to:

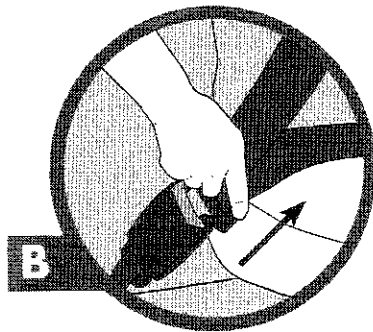
- Sit flat against the seatback.



- Place the lap-shoulder belt over shoulder and around upper body. Do not let the belt get twisted.



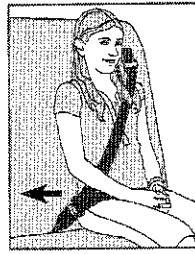
CHECK



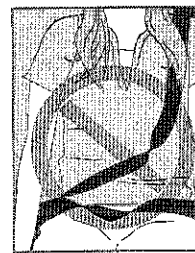
B CHECK that the buckle connection is secure by tugging firmly on the seat belt latch plate.

Be sure to:

- CHECK while sitting against the seatback.



- Remove any twists in the seat belt when you CHECK.



TIGHT



C TIGHTEN the lap portion by pulling upward on the shoulder belt. Be sure that the shoulder belt is snug across the chest and crosses the center of the shoulder.

Be sure to:

- Properly position lap portion below the waist, not over the stomach.



- Position the shoulder-height adjuster at or just above the shoulder. The belt should not cross the face or neck.



I have read and discussed these important safety instructions with my child.

Parent/Guardian Signature

Child

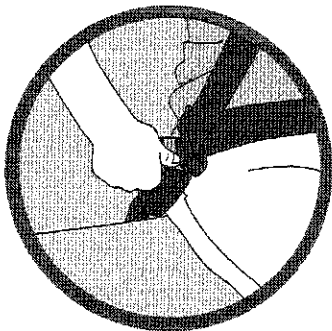
Instructor

Date

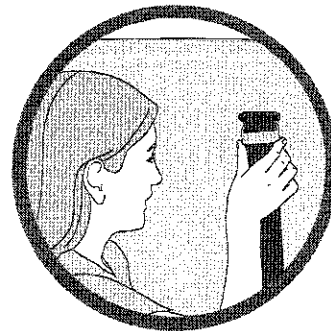
Date

Date

UNBUCKLING



1. Push the red button on the buckle and remove the latch plate from the buckle.
2. Allow the shoulder belt to retract into the upper seatback so webbing is not loose.



3. As a courtesy to the next passenger, move the shoulder-height adjuster up to its highest position.

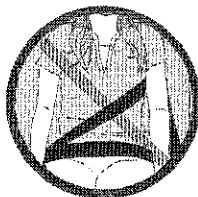
IMPROPER LAP-SHOULDER BELT USE



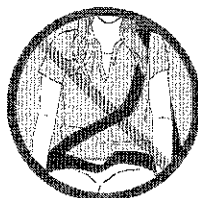
NEVER sit in front of the buckled lap-shoulder belt.



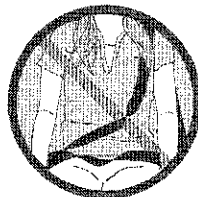
NEVER place the shoulder belt behind your back and wear only the lap belt.



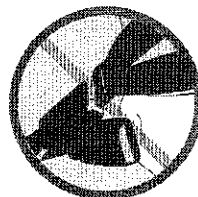
NEVER place the shoulder belt under your arm.



NEVER wear the shoulder belt or lap belt loosely.



NEVER allow the belt webbing to be twisted. It should lay flat against your body.



NEVER insert the latch plate of your shoulder belt into the buckle for the seat beside you. Be sure to use your own buckle.



NEVER wear your backpack when you are seated in the bus. Place it on the floor in front of your feet.



NEVER sit on the front or side edge of your seat.

PARENT/GUARDIAN HANDBOOK FOR STUDENT TRANSPORTATION

Students, who qualify for school bus transportation, are transported to their assigned school through a coordinated transportation system.

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

Please have your child return this page to his/her bus driver.

QUESTIONS regarding Pupil Transportation should be forwarded to:

Transportation Supervisor at Phone # 529-8900

-return lower section

SIGN-OFF FOR PARENT/GUARDIAN HANDBOOK FOR STUDENT TRANSPORTATION

On _____, I received a copy of the parent/guardian handbook for student transportation and agree to read and familiarize my child(ren) with the information. If I have difficulty understanding any part of the book, I may ask for and receive an explanation from the transportation supervisor.

Student Name	School	Grade
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Student Name	School	Grade
--------------	--------	-------

Student Name	School	Grade
--------------	--------	-------

Student Name	School	Grade
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On _____, I familiarized my child(ren) with the student
date transportation handbook.

Parent/guardian Signature _____ Address _____

Print Name

Telephone Number