

## **BUS CONDUCT:**

A student's Individualized Educational Program (IEP) will establish the accommodations necessary for transportation related services.

All students in the Chula Vista Elementary School District are required to practice good safety habits and behave in an appropriate manner when riding a school bus, waiting at a bus stop, or going to and from a bus stop. These requirements are necessary to ensure that children will have a safe ride and that threatening or destructive acts will be avoided.

Our drivers are trained to provide safe, prompt and courteous bus transportation. Students 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 students while they are on the bus or being escorted across a street, highway or road. (Ref: **5 CCR 14103**). Children's conduct must allow the driver to remain alert to traffic without being distracted by student misbehavior. The safety of ALL children on the bus is important to us. School buses may be equipped with video cameras to ensure safety and deter misbehavior.

Please help make your child's travel to and from school a safe experience each day by reading this information and reviewing it with your child.

- For the safety of all passengers, follow all instructions given by the bus driver.
- Immediately after boarding, sit down and face forward. Remain properly seated during the entire trip. Seating may be assigned.
- Keep hands, feet, and objects to yourself and out of the aisle.
- Talk quietly. Do not use obscene language or gestures.
- Eating, drinking, or gum chewing is not permitted on the bus.
- No live animals (including insects), except guide, signal, and service dogs, as specified in Civil Code 54.2.
- Large objects, skateboards, scooters, inflated balloons, weapons, glass, breakable containers, or any object which may cause injury to students are prohibited on the bus.

- Obtain permission from the bus driver before opening or closing windows.
- All parts of the body must be kept inside the bus.
- Do not throw objects inside the bus or outside of the bus windows/doors.
- Respect others and their property to and from the bus stop and on the bus.

Students who fail to observe these regulations will be denied school bus transportation. The typical procedure is:

**First Offense** – Counsel Student, parents/guardians notified.

**Second Offense** – Counsel Student, parents/guardians notified.

**Third Offense** – Parents/guardian notified that the IEP will meet to address the behavior.

Any behavior that is a serious violation related to bus safety may directly result in the initiation of the fourth procedure. Any questions regarding District transportation procedures should be directed to the principal of the child's school of attendance.

## **THE CURB-TO-CURB BUS STOP:**

Successful scheduling of (curbside) bus service is highly dependent upon the students being ready in advance to board the bus. **Please have your child ready to board the bus five (5) minutes before the scheduled departure time.** Please leave room for the bus to stop a distance away from your child upon approach. **If your child is not in sight, the driver will wait one (1) minute before departing.** Buses will not depart prior to the scheduled departure time. Minor delays at stops along the route can cause a major delay to final destination points, making everyone late.

Punctuality will also assist in preventing excessive backup of traffic in front of and behind the school bus while the bus driver operates the flashing "red light" system during the time the bus is stopped for the purpose of loading or unloading in accordance to **Vehicle Code 22112**. Your cooperation will help us maintain safe, timely, and reliable bus service.

Parents are responsible for supervising and assisting their children to and from the bus door. The bus driver or attendant is not permitted to leave the immediate vicinity of the bus. Please review and discuss with your

child the "**School Bus Rider's Safety Guide**". All pamphlets regarding bus service are readily available at your school office.

Bus arrival times at the end of the day may vary more than morning departure times. If a child is absent, the driver goes directly to the next stop, bypassing stops of absent children. When this happens, the bus may gain time and deliver students earlier than scheduled. Please anticipate your child's arrival at the service address following the school dismissal time.

A child receiving curbside accommodations at a service address **must be met** by a responsible person upon arrival at the end of the day.

## **TIME CHANGES:**

Parents should be prepared for time **changes** with bus schedules **throughout** the school year. Changes in bus routes and schedule times can occur as a result of additions and withdrawals in student programs and/or a change of address, requiring a period of adjustment for all estimated times.

## **UNDELIVERABLE STUDENT:**

If no one is available to meet your child receiving curb-to-curb service, the child will be returned to school. The Chula Vista Police Department (691-5151) may be contacted.

## **HEALTH AND SAFETY:**

In the best interest of the health and dignity of the individuals involved, children should not be placed on the bus with soiled clothes from bowel or bladder accidents. Parents/guardians should not send students to the bus with food or drink to be consumed on the bus.

When safety vests are deemed necessary, the vest must be secured on the child prior to the arrival of the school bus.

**MOVING, CHANGE OF PICK UP AND/OR DROP OFF ADDRESS:**

Changes to transportation schedules can usually be accomplished within five (5) working days. If you move, change daycare (where your child is picked-up or dropped-off), or change your telephone number, please notify your child's school immediately. The bus cannot transport your child to a new address without you first notifying your child's school, which will notify the Pupil Services and Transportation Departments. **Changes in address must be planned for at least thirty (30) days duration.**

**STUDENT ABSENCES:**

Please notify the Transportation Office directly in advance when your child is not going to school (619-656-5600). **If your child does not ride the bus for five (5) consecutive days, the driver will not return for pick up until notification has been given by a phone call from the parent or guardian.** The Transportation Department Office hours are 5:30 A.M. until 5:00 P.M. during the District common calendar school year. You may leave voice mail messages during non-business hours only.

**SCHOOL BUS PROCEDURE DURING AN EARTHQUAKE**

The following procedures will be followed by bus drivers in the event an earthquake occurs while a school bus is on a scheduled pickup or take-home run.

**Minor Earthquake (little or no damage to roads or structures):**

If a minor earthquake occurs while a bus is on a scheduled pickup or take-home run, the bus will temporarily stop until the driver can determine that all is clear, then continue the regularly assigned route.

**Major Earthquake (obvious damage to roads or structures which might impede the movement of the bus):**

If a major earthquake occurs while a bus is on a run, the bus will stop picking up or dropping off students and as safety conditions allow, will go to the nearest district school to await further instructions.

**YOUR CHILD'S WHEELCHAIR:**

Must be equipped with a restraint lap belt attached to the chair and your child must be securely in the chair when the bus arrives. All wheelchairs must be equipped with functioning and properly maintained brakes. Electric wheelchairs must be capable of being locked in gear and utilize spill proof batteries (**Title 13 CCR 1293(g)**). Wheelchairs must be approved for transportation on the school bus. Questions regarding transportation of wheelchairs and other special equipment can be directed to Transportation at 619-656-5600.

**MEDICATIONS, MESSAGES, LUNCH MONEY, AND LOST ITEMS:**

Medications shall be delivered to the school by the parent/guardian. If you wish to send a note or lunch money to your child's school, please place it in an envelope with your child's name on the outside so that it can be returned if found on the bus. Every effort will be made to locate lost items and return them to their rightful owner. Transportation assumes no responsibility for items left behind on the bus.

**Please keep emergency telephone and contact information at your child's school up-to-date.**

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District official who monitors compliance is the Assistant Superintendent for Human Resources, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.

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Form # 830009

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT**

**Riding the School Bus**

**Parent Information for Students who have Transportation in their IEP**



**"EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH"**

**BOARD OF EDUCATION**

- Leslie Ray Bunker**
- Kate Bishop**
- Lucy Ugarte**
- Cesar T. Fernandez**
- Francisco Tamayo**

**SUPERINTENDENT**

**Dr. Eduardo Reyes**

**84 East J Street, Chula Vista, CA 91910-6100**  
**Telephone: (619) 425-9600 Fax: (619) 427-0463**  
**www.cvesd.org**

**Transportation Direct Line 619-656-5600**  
**Transportation Fax 619-421-8545**