

TRANSPORTATION DEPARTMENT

Warner Unified School District

PARENT/STUDENT TRANSPORTATION HANDBOOK



2022-2023



PLEASE READ CAREFULLY FOR CHANGES IN POLICIES AND PROCEDURES!

Dear Parents/Guardians:

The information contained in this handbook concerns your child's participation in the Warner Unified Union School District's Transportation program for the 2022-2023 school year.

The policy of the District is to provide home-to-school bus transportation for students who live within the established transportation areas. Students will be able to participate in home-to-school transportation services sponsored and operated by the District free of charge to families. Based on transportation areas, the District will be operating four general education bus routes in the morning and 3 routes in the afternoon. The District will provide transportation services to and from school on school days.

Before children go back to school or start for the first time, it is essential that adults and children know transportation safety rules and regulations. The purpose of the following information is to make both parents/guardians and students aware of the rules and regulations involved in safe transportation.

Student transportation aboard a school bus is a privilege. Seats on a bus may be limited. Students will be required to utilize the bus stop closest to the student's registered home address **no exceptions.** Residency must be approved by the district. **Parent/Student Conduct Contact must be filled out for each student, each year.**

Bus Route/Stop Schedules will be available each year the week prior to school start on www.warnerusd.net.

Please remember that on minimum days, morning schedule pick up times do not change, but afternoon drop off times are approximately 2 hours prior to regular day drop off time.

Please visit www.warnerusd.net for handbook which is available to download. You may also stop in the District Office for paperwork. If you have any additional questions, please call the District Office at 760-782-3512.

STUDENT ELIGIBILITY/CONDUCT

Riding a school bus is a privilege, not a right.

Students will be required to comply with rules and regulations regarding student transportation.

Section 14103 of the California Administrative Code, Title 5, Education, governing pupil transportation states:

“14103. Authority of Driver.

(a) Pupils transported in a school bus or in a school pupil activity 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 enroute between home and school or other destinations.”

To prevent any misunderstanding regarding transportation rules and regulations, students should be instructed that they may do the following:

- 1. Get on and off the school bus at their designated stop only**
- 2. Sit only where the driver instructs them**
- 3. Use the passenger restraint/safety belts correctly on buses that have them**
- 4. Talk quietly with the person sitting next to them**

Each student must behave in a satisfactory manner, allowing the driver to direct his/her undivided attention to driving. While we strive to make each ride a pleasurable experience, the school bus ride cannot be mistaken for socializing playtime. In order to keep the driver and students from being distracted, strict guidelines are necessary for the safety of all students, drivers and the public. The school bus is an extension of the school campus. Therefore, adherence to the District's Policies surrounding student behavior are extended to all persons aboard the school bus and/or at a designated school bus stop. As in the classroom, abusive body contact will not be tolerated. This infraction will result in immediate suspension of transportation for the remainder of the school year. When a student is serving a “Denial of Transportation” this will include **all** school buses, including field trips and “extended day” buses.

BUS CONDUCT

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/guardians and students. The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly

conduct or his/her persistent refusal to submit to the authority of the driver. (Code of Regulations, Title 5, Section 14103)

Riders who fail to comply with the below rules shall be reported to the school principal using a Minor or Major Incident Referral form. The school bus driver will complete the form and turn it into the Superintendent/Principal or designee which he/she will review then forward to the student's school site as soon as practicable following the offense(s). The school site will contact the student's parents/guardians and provide the details of the offense(s) to include the consequences. A coordinated effort between the parents/guardians, the bus driver and the District office will be made to effectively resolve the issue.

The Bus Referral form allows for five offenses. The first offense will cause a formal warning to be sent home to the student's parents/guardians for their notification; the second offense causing removal from the school bus for five school days, the third offense, removal from the school bus for ten school days, the fourth offense, removal from the school bus for forty school days, the fifth offense, suspension from the school bus for the remainder of the school year.

In the case of a severe violation, i.e., assault, smoking, fighting, arson, illegal drugs/alcohol and/or any type of weapon, cause will be made to revoke the student's riding privileges for the remainder of the school year, if not indefinitely. A severe violation such as the above will normally require law enforcement intervention on the school bus.

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. Riders shall follow the instructions and directions of the bus driver at all times.

1. Riders should arrive at the bus stop 5-10 minutes prior to the scheduled bus departure time and stand in a safe place to wait quietly for the bus.
2. Riders shall enter the bus in an orderly manner and go directly to their seats.
3. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle and go directly to the exit. Requests to leave or board at a bus stop other than the stop assigned must be in writing from the parent/guardian and approved by the appropriate school staff.
4. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
5. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.

6. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head shall be put out of the window. Nothing shall be thrown from the bus. Windows shall not be opened greater than eight inches from the closed position.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus, tamper with bus equipment or damage personal property around the bus stop.
9. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39819; 13 CCR 1216)
10. The school bus driver will escort riders (Pre-Kindergarten through 12th grade) who must cross the roadway or private road. Riders will cross the roadway or private road in front of the school bus only after instructed to do so by the bus driver. Riders shall be alert for traffic when leaving the bus.
11. Any destruction/damage to the bus will lead to that student(s) riding privilege being revoked for the remainder of the school year.
12. A student who accidentally or willingly gets on the wrong bus will be returned to school where parents will be called to arrange pickup of their child. Every effort will be made by the drivers to have each student exit his/her stop.

BUS AND BUS STOP ASSIGNMENTS

Students are entitled to ride only on a designated bus to and from a designated stop before and after the regular academic day.

If an emergency arises and a student is required to go home with another student, the parent MUST contact the district office by 1:00 pm on regular school days and by 11:00 am on Early Release days.

Changes to bus stops will only be allowed in rare cases of emergency and only in there is room on the bus. Changes regarding assignments to buses and stops are at the sole discretion of the administration department.

Students are required to utilize the bus stop closest to the student's registered home address. If a parent is unsure of the bus stop closest to the student's registered home address, district personnel will make that determination after review of home address. Under no circumstances will there be a "chasing" of the bus if a student has missed the bus at their designated stop. This creates both a safety hazard for the driver and students. If the student has missed the bus at their designated bus stop, the parent/guardian will be required to drive their student(s) to the school. If the student is dropped off at an undesignated bus stop, the student will receive a bus citation.

All drivers will stop at each designated stop on their route. Students are to be at their designated bus stop ten (10) minutes prior to the pick-up time.

Late Buses

Late buses are often unavoidable. It is nearly impossible to notify parents of late buses. In the event that buses are running late in the a.m./p.m., it is suggested that parents wait for/with their children until 15 minutes after the scheduled stop time. If the bus has not arrived by that time, call your student's school office to find out the cause of the delay and the estimated time of arrival. Modifications to home-to-school transportation may be required due to inclement weather, mechanical breakdowns or other unanticipated causes of delay. In the event of inclement weather, the district office will send an "all-call" to the emergency number for each student.

Sports Equipment, Special Projects, Etc.

No item will be transported aboard a school bus that is unsafe/unsecured (i.e. in a student's backpack, book bag, and separate bag). Baseball bats, skateboards, sharp objects, etc. are not permitted on the school bus. Bus aisle and emergency exits must be kept clear of all items. Parents should make other arrangements to get such items to their student's school. Live animals, including insects, are strictly prohibited aboard school buses by law. Glass containers and other breakable containers are strictly prohibited. Medication of any kind is strictly prohibited aboard school buses.

Any student at a bus stop with disallowed items will be directed to return home, if a parent is home; or instructed to leave the article at the bus stop.

FIELD TRIPS

All persons, including chaperones, riding a school bus for a school sponsored field trip, or other extracurricular activity are required to follow the same safety rules as students on home-to-school buses.

It is the responsibility of the school site administrator to assure all "Parental Permission Slips" forms are on file for each student attending the activity. Parents may be allowed to ride the bus as chaperones if they have received prior consent from the school site administrator.

*Children not registered in the Warner Unified School District, including siblings of Warner Unified School District students, **may not** ride the school bus, even if accompanied by parent/guardian.*

PARENT/GUARDIAN RESPONSIBILITY

Parents are responsible for assuring that their child's behavior at the bus stop is appropriate. Continued misbehavior, resulting in complaints of damage, destruction or misbehaving at a stop may result in the stop being moved or removed. Children arriving late for the bus must be on the same side of the street as the bus. **Do not cross the street while the bus is loading.** If you need to board the bus, it is safest to have your student get out of the vehicle on the same side as the bus is stopped. When driving in neighborhoods with school zones, watch out for young children who may not be thinking about their safety. Watch for children walking in the street.

Parents are responsible to have their children ready to board the bus at their designated bus stop, at least 10 minutes prior to the pick-up time. The driver **WILL NOT** return to a stop to receive a student who was late and missed the bus. The driver will not leave a stop prior to the pick-up time. All drivers will stop at each designated stop on their route sheet. Parents of a K-5 student that requests a “MUST BE MET” at their student’s bus stop must be on time to pick up their student. It is requested that you be there ten (10) minutes before the stop time to account for unforeseen changes to the schedule. When a student is not met at their bus stop, they will be kept on board the bus and returned to the After-School Program (760-782-3517 Ext 255). Parents of “must be met” students should call 760-782-3517 to find out where they are to receive their student. Chronic problems will result in transportation privileges being suspended and/or denied until proper arrangements are made by the parent.

BUS SAFETY

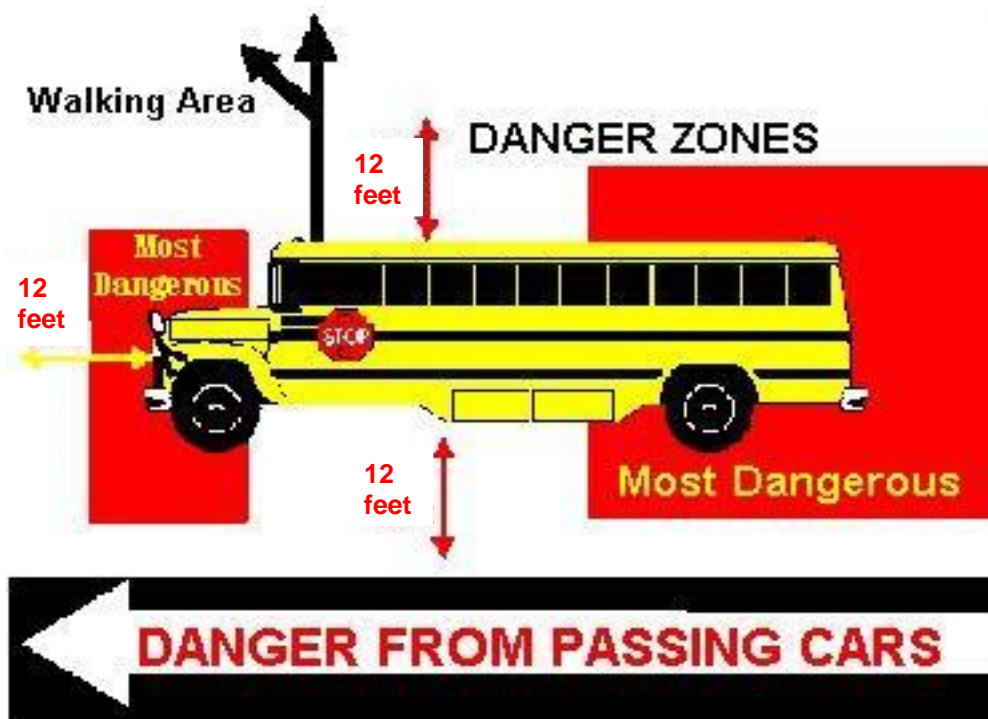
Video Monitoring

Some buses are equipped with video cameras. The purpose of this is to assist the driver in monitoring student behavior. The tapes are reviewed as necessary by Transportation and School Officials.

Walking to and From School Bus Stops

Students need to observe safe walking habits and be alert to traffic. Students will be held accountable for their behavior **on the bus** and **at their bus stop**.

- When the bus approaches, line up at a point that is at least twelve (12) feet away.
- Wait until the bus stops, the door opens and the driver says that it’s okay before stepping onto the bus.
- Students need to be at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
- When leaving the bus, stay out of the DANGER ZONE.
- Be sure that the bus driver can see you and you can see the bus driver.
- If you must cross the street, wait for the driver to assist you, cross in front of the bus and walk across to the other side of the street.
- Never walk behind the bus.
- Walk at least twelve (12) feet away from the side of the bus.
- If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.
- It is important to listen to your bus driver in case there are any special instructions for your bus ride.



Yellow Flashing Lights

On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber warning system, if the school bus is so equipped, beginning 200 feet before the school bus stop. Motorists should slow down and prepare to stop their vehicles.

Flashing Red Light

The driver **shall** operate the flashing red signal lights immediately after stopping and at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights shall not be operated at any place where a traffic officer controls traffic. When a school bus is stopped for the purpose of loading or unloading pupils, the driver shall escort all pupils in pre-kindergarten, kindergarten, and grades 1 to 12 inclusive; that need to cross the roadway. The driver shall use an approved hand-held STOP sign while escorting students. All students that must cross the roadway must walk in front of the bus as they cross the road.

What Does It Mean When The Red Lights Are Flashing On A School Bus?

CALIFORNIA VEHICLE CODE OF CALIFORNIA SECTION 22454:

(A) The driver of any vehicle, upon meeting or overtaking, from either direction, any school bus equipped with signs as required in this code, that is stopped for the purpose of loading or unloading any schoolchildren and displays a flashing red light signal and stop signal arm, as defined in paragraph (4) of subdivision (b) of section 25257, if equipped with a stop signal arm,

visible from front or rear, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop signal arm, if equipped with a stop signal arm, cease operation.

This is the legal explanation but what does it mean?

IN SIMPLE TERMS:

School buses flash yellow lights when preparing to stop to let children off the bus. The yellow flashing lights warn you to slow down and prepare to stop. When the school bus flashes red lights (located at the top front and back of the bus), you must stop from either direction until the children are safely across the street and stop lights stop flashing. The law requires you remain stopped as long as the red lights are flashing. Keep in mind that older model school buses do not have the red stop sign that folds out. So as long as you see the flashing lights come on, you have to stop and wait when on the same side of the roadway. Remember as well, that not all children who ride the bus cross the street. This would be a red light escorted crossover and would be determined by the school district. And you would be able to see the school bus driver out in the open with a stop sign in the middle of the road with the red lights flashing escorting the children across the street.

SAFETY/EMERGENCY PROCEDURES

If the road is closed or the bus cannot get through, students will be brought back to the Warner Unified School District Office. Students will be kept under district supervision until parents come to pick them up. Should an emergency situation arise, parents are requested to listen to local radio stations for transportation changes or school closures.

If your student becomes sick during the day, your student will be kept in the school office until contact is made with the parents. In the best interest of everyone, sick children will not ride the bus home. Medication will not be transported except by approval of the principal and transportation department.

COMPLAINTS, CONCERNS, QUESTIONS

Complaints, concerns, comments and questions regarding transportation matters, may be directed to the District Office at 760-782-3517. All correspondence should be directed to:

Business Services
Warner Unified School District
30951 Highway 79,
Warner Springs, CA 92086
(760) 782-3517

DISMISSAL SCHEDULE

	<u>Warner Elementary</u>	<u>Warner Middle/High</u>
Regular Day	3:00 p.m.	3:05 p.m.
Min. Day	1:00 p.m.	1:00 p.m.

See district website www.warnerusd.net for 2022-2023 Calendar for minimum days and non-school days.

Parent Information

District Office – Parent Call Number – 760-782-3517

Transportation Supervisor – 760-782-3517

Elementary Office (K-6)– Main Number – 760-782-3517

High School Office (7-12) – Main Number – 760-782-3517 ext 252

After School Program – Main Number – 760-782-3517 ext 255

