

# Oroville Union High School District Transportation Department 2139 Washington Ave Oroville Ca 95966 530-538-2300 ext. 1108

Transportation Safety Plan and Handbook (Complies with California Ed Code 39831.3)

#### **Preface**

#### California Education Code 39831.3

The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

The plan shall be revised as required. The plan shall address all of the following:

- 1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- 2a) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- 2b) Nothing in this paragraph requires the county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- 3a) Boarding and exiting a school bus at a school or other trip destination.
- 3b) A current copy of a plan shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

#### California Education Code 39831.5

- a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school whom are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.
- 1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or pupil activity bus and who are in prekindergarten, kindergarten, and grades 1to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but is not limited to, all of the following:
- a) A list of school bus stops near each pupil's home.
- b) General rules of conduct at school bus loading zones.
- c) Red light crossing instructions.
- d) School bus danger zone.
- e) Walking to and from school bus stops.
- 2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.
- 3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:
- a) Proper fastening and release of the restraint system.
- b) Acceptable placement of passenger restraint systems on pupils.
- c) Times at which the passenger restraint systems should be fastened and released.

- d) Acceptable placement of the passenger restraint systems when not in use.
- 4) Prior to departure on a school activity nip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- a) Name of school district, county office of education, or private school.
- b) Name and location of school.
- c) Date of instruction.
- d) Names of supervising adults
- e) Grade levels of pupils
- f) Subjects covered in instruction.
- g) Amount of time taken for instruction.
- h) Bus driver's name.
- i) Bus number
- i) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

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## **CONTACT INFORMATION**

Oroville Union High School District 2211 Washington Ave Oroville Ca 95966 530-538-2300

Superintendent's Office Corey Willenberg-Superintendent 530-538-2300 ext. 1107

Paula Blaney – Administrative Assistant 530-538-2300 ext. 1107

Business Office Susan Watts – Assistant Superintendent/CBO 530-538-2300 ext. 1103

Contact Information Transportation
Hours of operation: office 6am to 4pm, mechanic staff 6am to 5:30pm
Rick Sanders – Supervisor
530-583-2300 ext. 1108

Julie Howarth – Dispatcher 530-538-2300 ext. 1109

Las Plumas High School Dan Ramos-Principal 530-538-2310 ext. 2220

Oroville High School Doug Williams – Principal 530-538-2320 ext. 3301

Prospect Alternative and Community Day School Dennis Spasbo – Principal 530-538-2330

# **Contact Information Oroville City Elementary-District Office**

Dr. Penny Chennell-Carter – Superintendent 530-532-3000 ext. 3001

Superintendent Secretary – Kim Felder 530-532-3000 ext. 3001

Andrea Dunn – Associate Superintendent Special Education Services 532-5690 ext. 105 Special Education Clerk II 532-5690 ext. 101

Bird St. School Patrick O'Brien – Principal

530-532-3001

Central Middle School Mikeal Williamson – Principal 530-532-3002

Ishi Hills Middle School Chris Renzullo – Principal 530-532-3078

Oakdale Heights School John Bettencourt – Principal 530-532-3004

Ophir School Rita Costa – Principal 530-532-3005

Stanford Avenue School Shannon Capshew – Principal 530-532-3006

Wyandotte Avenue School Todd Dowell – Principal 530-532-3007

#### SCHOOL BUS TRANSPORTATION

OUHSD routes buses in the most cost effective means for fuel consumption and to minimize route time. Students may have early AM pick up times, even as early as 6:00 AM. As well, some students may have late drop off times, sometimes as late as 4:30, or 5:00 PM, depending on school bell times, the amount of students and their destinations. We try to route students to experience a comfortable and timely trip from home to school. However, ride times can vary from 5 minutes to 2 hours depending on route configuration.

Loading and Unloading Pursuant 22112 of the Vehicle Code

## Rules of Conduct at Bus Stops and School Bus Loading Zones

Procedures for all students to follow as they board and exit the school bus:

- 1) Arrive to bus stop 5 minutes prior to the scheduled bus arrival
- 2) Students shall wait for the bus in an orderly manner, line up single file 12 feet away from the bus stop and six feet off the road, and wait until the bus comes to a complete stop and door is open before approaching.
- 3) Students shall board and exit the school bus only at bus stops designated by the District Superintendent or designee.
- 4) Students must load and unload only at their designated school site and designated bus stop; which is specified on the Permission to Ride form (In the case of an emergency the student must obtain a bus pass from the school office).
- All students (K-12) require driver escort both morning and afternoon. Students who cross the roadway to get to their designated bus stop must wait across from the stop until the bus arrives to be escorted by the driver. Students must notify the driver of their need to cross in the afternoon. While boarding or exiting the bus students are <a href="MEVER">NEVER</a> allowed to cross the street without a driver escort.
- 6) Students shall notify the driver of their need to cross the street.
- 7) Students shall exit the bus in an orderly manner, remaining seated until the bus comes to a complete stop and is placed in gear and the parking brake is set. Leave the bus promptly. Immediately leave the vicinity of the bus stop and stay clear of the roadway.
- 8) While at bus stop, student will show respect to public and private property. There will be no marking and/or destruction of public property.

#### Bus Driver Requirements:

- 1) On approaching a bus stop, the driver must activate approved flashing amber light (if bus is so equipped) beginning 200 feet before the bus stop.
- 2) The driver shall operate flashing red light and stop arm when the bus is stopped for purpose of loading and unloading students.
- 3) Before opening the door, the driver shall ensure the flashing red signal lights and stop arm are activated
- 4) Driver shall escort all students across the highway or private road. The driver shall use an approved hand-held stop sign while escorting all students.
- 5) The driver shall stop only at bus stops designated by the District Superintendent or designee.
- 6) The driver shall ensure that all students who need to cross the highway or private road are crossed safely, that all other unloaded students and pedestrians are a safe distance from the bus and that it is safe to move before setting the bus in motion.

## Red Light Crossing Instruction/Escort of Students across Roadway

22112 (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

- 1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
- 2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

NOTE: Oroville Union High School District escorts all students through grade 12. Driver escort is required both morning and afternoon. Students needing to cross the roadway to get to their designated bus stop must wait across from the stop until bus arrives to be escorted by the bus driver.

#### **Driver Escort Procedure**

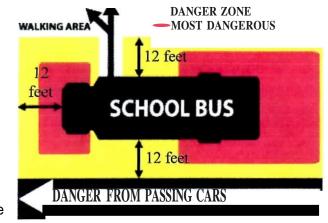
- 1) Students shall:
  - a) Wait for the driver to exit the bus
  - b) Cross the roadway only when the bus driver tells them it is safe to do so
  - c) Always cross in FRONT of the bus straight across the roadway between the bus driver and the bus
  - d) After crossing, from the bus, stay clear of the roadway
  - e) After crossing, to the bus, find a seat promptly and remain seated
- 2) The transportation department will determine if a student requires escort to or from the bus by anyone or a combination of the following:
  - a) Conversation between driver and student and/or parent
  - b) Information from routing software and Permission to Ride forms
  - c) Observation from the bus driver

# School bus Danger Zone

It is very important that students know the danger zones and are never in these areas without the bus driver's knowledge.

## **Designated Bus Stop**

Students must load and unload only at their designated school site and designated bus stop. Designated stops are determined by the address of student and Permission to Ride



forms. If a student needs to load or unload at a stop other than their designated bus stop, student must obtain a bus pass from the school office.

# **Application for Permission to Ride**

All students must have a current Permission to Ride form on file with the transportation

department in order to ride any Oroville Union High School bus; transportation of student will be denied if not on file. The bus driver will hand out forms at the beginning of each school year, anytime a new student is added or when there are changes to the student's information such as change of address or bus stop location.

Bus rules and conduct are printed on the Permission to Ride form. It is encouraged that the parent/guardian reads over rules of conduct with their student and keeps the upper section of the form for reference.

#### **Bus Pass**

Anytime a student is loading or unloading at a bus stop or bus route that is not listed on their Permission to Ride from the student must obtain a bus pass. A bus pass may be obtained through the school office by the parent/guardian either in person or in writing. In the event of an emergency permission by phone may be accepted. Students who do not obtain a bus pass will be refused transportation. In the event a student is at a morning bus stop without a bus pass and no parent/guardian is available, the bus driver will notify dispatch and take the student to his/her school site. The parent/guardian will be contacted.

#### **Bus Behavior/Conduct:**

**Bus Rules and Conduct** 

5 CCR § 14103 (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 en-route between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

#### **Bus Rules**

- 1) Obey the directions of the bus driver.
- 2) Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.
- 3) The bus driver is authorized to assign seats.
- 4) Students shall observe the same conduct as in the classroom.
- 5) Respect the rights of other students & obey all safety and evacuation rules.
- 6) No loud talking, fighting, pushing or tripping.
- 7) Be courteous and refrain from using profane language.
- 8) Students are not to shout or make offensive remarks or gestures to pedestrians or motorists.
- 9) At all times, remain properly seated, facing forward, knees and backpack out of the aisle.
- 10) Remain seated until the bus comes to a full and complete stop.
- 11) **No Cell phone pictures or video**. Other cell phone use is at the discretion of the driver
- 12) No eating, drinking or chewing gum.
- 13) Keep head, hands & feet inside the bus.
- 14) Paper or other objects are not to be thrown on the floor, seats or out the window.

- The following items are not allowed on the bus: baseball bats, balls, rollerblades, skateboards, and bicycles, items made of glass, animals, insects, firearms, hazardous articles, aerosols, perfumes or any illegal substance. No touching or tampering with bus equipment.
- 16) No touching or tampering with bus equipment.
- 17) Arrive at the bus stop 5 minutes prior to the scheduled bus arrival.
- 17) While waiting to board the bus students must be orderly, and line up 12 feet away from the bus.
- All students (K-12) require driver escort both morning and afternoon. Students who cross the roadway to get to their designated bus stop must wait across from the stop until the bus arrives to be escorted by the driver. Students must notify the driver of their need to cross in the afternoon.
- 19) Always cross in FRONT of the bus.
- 20) Students must load and unload ONLY at their designated bus stop and school site.
- 21) Rule violators are suspended without compensation from using any OUHSD school bus. Suspension from transportation includes suspension from all athletic and extracurricular trip buses.

## School Bus Incident Report to Parents (bus slip)

The lack of compliance of rules and/or undesirable conduct by a student can result in the issuance of a School Bus Incident Report to Parents (bus slip).

# **Disciplinary Actions:**

**Elementary Students** 

First violation: Warning

Second violation: Shall result in a 3-day suspension of transportation privileges. *Parents must provide transportation during the period of suspension*Third violation: Shall result in a 5-day suspension of transportation. A conference

Third violation: Shall result in a 5-day suspension of transportation. A conference between parents and the principal will be held in order to have transportation reinstated. *Parents must provide transportation during the period of suspension* Fourth violation: Shall result in the loss of transportation for the remainder of the school year.

All disciplinary action is at the discretion of the school administrator and/or Board of Education; the penalty may be more severe or less severe if deemed necessary High School Students

First Level: 1 - 3 days loss of riding privilege, student will receive a bus slip home; parent/guardian/student signature required; the site Assistant Principal or Principal will notify the parent/guardian.

Second Level: 3 - 5 days loss of riding privilege, student will receive a bus slip home; parent/guardian/student signature required; the site Assistant Principal or Principal will notify the parent/ guardian.

Third Level: Loss of riding privilege for remainder of school year.

All disciplinary action is at the discretion of the school administrator and/or Board of Education; the penalty may be more severe or less severe if deemed necessary

## **Other Discipline**

Bus driver may use other means of discipline in addition to or in place of a Bus Slip. Such as; assigning a seat, writing sentences, phone call to parent/guardian, conferencing with the

school administration or the use of incentives such as stickers, color pages, small toys, behavior charts.

#### **Evacuation Instruction**

All pupils in prekindergarten to grade 12, inclusive, in public or private schools, who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

At least once in each school year, all pupils in prekindergarten to grade 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but not limited to:

- Proper loading and unloading procedures including escorting by the driver
- How to safely cross the street, highway or private road
- Instruction on the use of passenger restraint systems
- Proper passenger conduct
- Bus evacuation
- Location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit

As part of the instruction, pupils shall evacuate the school bus through emergency exit doors

Each school year the transportation department takes school buses to each elementary school sites (exception Central Middle School and Ishi Hills Middle School) and all students receive instruction on safety and participate in a bus evacuation (see above 1-6)). Middle School and high schools instruction is done on a selected day where they are instructed by their bus driver and are evacuated at their school site before entering a regular school day.

## **Bus Safety Equipment and Emergency Exits**

All school buses are inspected by each driver before leaving the bus yard to transport students, at regular scheduled intervals (3000 miles or 45 days), by a mechanic and yearly by a CHP officer. Included in these inspections are ensuring safety equipment and emergency exits are in proper working order. During evacuation training, students are trained on the location and use of safety equipment and the proper operation of emergency exits. At this time, and during the event of an emergency, the students are permitted to handle safety equipment and emergency exits. Handling safety equipment and emergency exits any other time will result in disciplinary action to be taken toward the student with possible loss of bus riding privileges.

## Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

## **Procedures for Discontinuance of Service due to Reduced Visibility**

In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Transportation Supervisor or his designee of the fact and a decision will be made as to the next course of action.

If the conditions warrant, whether or not students are on board, the driver will remain parked and secure until it is safe to proceed. School sites and the superintendent will be notified immediately.

If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed. School sites and the superintendent will be notified immediately.

#### FIELD TRIP/ACTIVITY TRIP

To be in compliance with Vehicle Code 22I 12b The Request for Transportation form must contain all stops where students will load or unload including comfort stops such as restroom and food. Home-to-school routes take precedence over activity trips in scheduling. It is very important to have correct times listed on trip request forms and to adhere to those times. Trip request forms must have all proper signatures in order for the nip to be scheduled. It is recommended that the activity trip confirmed by phone or email at least one week prior to the day of the trip.

All bus rules and orderly conduct apply to fieldtrips/school activity trips (see above). Before departing on a school activity trip, students shall receive safety instruction which, includes but not limited to:

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit
- May include the use of the passenger restraint system (if so equipped)

#### PASSENGER RESTRAINT

Currently Oroville Union School District has only a few school buses equipped with passenger restraint systems. School buses purchased or leased for use in California must be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 (small bus) bus manufactured on or after July 1, 2004 or a Type 1 bus (large bus) manufactured on or after July 1, 2005.

#### TRANSPORTING PASSENGERS WITH SPECIAL NEEDS

Many special education students can ride the school bus with their non-disabled peers, while other students require specialized transportation service. For those, transportation service is addressed in their IEP.

## The IEP and Transportation

Each student's success is reliant upon sustaining positive communication, and the teamwork of parents, teachers, and the school bus driver. OUHSD bus drivers recognize that their personal attitude and behavior affects the people served. Initially the student's needs may require curbside service, or an aide; however, safety concerns need to balance with the need to foster independence in students. After all, education is to prepare students for life outside of school.

## **Transportation Independence Tools**

IDEA requires that all related services (including transportation) are provided in the Least Restrictive Environment (LRE). IDEA requires students with disabilities be provided access to the educational program, to the extent possible, in the same manner as their non-disabled peers. Our goal is for all students to have access to the education program, which includes

teaching skills for greater independence, in order to achieve the LRE.

#### Levels of Service

The district offers transportation service at multiple levels to correspond with each student's skills and abilities. Listed below are the service options available from least restrictive to most restrictive.

**Public** Where public transit is available and appropriate students may use public

**Transit** transit.

**Centralized** This bus service is provided at the designated neighborhood bus stop which

may be used to provide bus service for students in the regular education

program.

**Transitional** The bus stop is located at a safe point which is somewhere between the home

location and the regular neighborhood bus stop. This stop location can be customized based upon the student's abilities. As the student's skills increase transportation staff will work with the IEP team to provide a progressively more

independent location.

**Curbside** Service is provided at the closest safe point to the student's residence. This bus

service is the most restrictive service provided. Typically, for students requiring this service, it is expected that a responsible adult is present to deliver/receive

custody of the student.

## **Providing the Least Restrictive Bus Service**

Although every student has an individualized education program, the following guidelines help establish targets and goals. Not every student in a given program will be able to achieve these standards while some students will be capable of exceeding them. In each case, the IEP team should assess the student's skills and abilities in order to establish the correct level of service. Where a student's skills and abilities do not meet the expected service standards a targeted intervention is warranted.

Program	Pre-Kgn & Kindergarten	1st-3rd	4th-6th	7th-9th	10th-12th	Post 12th
Autism Program SDC	Curb	Curb	Trans	Trans	Cent	
Fully Included Autism	Curb	Trans	Trans	Cent	Cent	
Mild/Moderate SDC	Curb	Trans	Trans	Cent	No Service	
Moderate/Severe SDC	Curb	Curb	Curb	Trans	Trans	
Adult Transition	N/A	N/A	N/A	N/A	N/A	Pub. Trans
VI	Curb	Curb	Trans	Trans	Trans	Trans
RSP	No Service	No Service	No Service	No Service	No Service	No Service
ED SDC	Curb	Curb	Trans	Trans	Cent	
DHH	Curb	Curb	Trans	Trans	Cent	Cent

#### Skill Ladder

Each level of transportation service has an associated set of skills which must be learned before the student can proceed to a more independent level. The skills do not need to be learned in any particular order. Based upon specific knowledge of student abilities, the IEP team may add additional skills to any category. When a student is not capable of being safely served at the expected level, the case manager should establish IEP goals to help the student

progress. When the IEP team finds it necessary to modify this skill set, transportation staff should be contacted.

When a student is not capable of being safely served at the least restrictive level, the case manager should establish IEP goals to help the student progress. These goals should be specific to the desired skills and may require the assistance of the bus driver for assessment and/or instructions. The frequency of goal achievement should be increased until the student demonstrates mastery. Listed below (in order from least restrictive to most restrictive) are each of the service levels and their associated skills.

Service Level	Skills to be Mastered	Sample IEP Goal (Student will be able to )
Public Transit	Make Change Read a public transit schedule Ask directions Position own wheelchair (if appropriate)	Produce correct bus fare as measured by the teacher 9/10 times. Select stop times & buses using transit schedule. Role play asking the driver for directions as measured by teacher. Set wheelchair in the correct position as measured by the driver.
Centralized	Safe path to your stop Respect for property Knowing how long to wait for a late bus Ability to contact transportation dispatch if the bus is late	Demonstrate safely walking to the bus stop as measured by the teacher. Wait for the bus in the correct area properly as measured by the teacher. Role play waiting and determining when to call transportation as measured by the teacher. Demonstrate accurately calling transportation dispatch as measured by the teacher
Transitional	Recognize the bus/route Recognize the stop and be ready for it Importance of time, ability to tell time Waiting for the bus with assistance Requesting help/self-advocacy Interact with other passengers appropriately. Crossing the street safely – being crossed Avoiding neighborhood obstacles, Stranger Danger (dogs, etc.) Waiting for the bus independently	Identify the route number located on the bus as measured by the driver.  While on the bus, get ready to get off at the assigned stop as measured by the driver.  Correctly report whether (s)he is on time for the bus as measured by the teacher.  Locate a safe spot to wait with help from a responsible adult assessed by teacher.  Properly and politely ask for assistance as measured by the driver.  Role play entering and exiting the bus appropriately as measured by the teacher.  Demonstrate safe street crossing skills as measured by the teacher.  Recognize potentially unsafe conditions as measured by the teacher.  Wait for the bus independently in a safe location as measured by the teacher.
Curbside	Present bus pass Greet the driver Follow instructions Observe Bus Rules	Show the bus pass to the bus driver as measured by the driver Address the driver in a friendly manner as assessed by the driver Appropriately respond to driver instructions on the bus as assessed by the driver.  Demonstrate safe riding behavior as reported by the bus driver.

Once transportation is identified as a related service, the transportation department is notified. Within 3-5 working days of notification from the special education department the student is added to the Special Needs route best suited for the student. At which time transportation will contact parents in regard to student pick up and drop off times. Transportations services cannot be provided until transportation has been approved through the OUHSD special education department.

Transporting students with special needs requires appropriate care and concern and the "least restrictive environment."

# **Parental Responsibilities**

Parental involvement is vital for safe conveyance and student achievement. Parental

involvement helps drivers to make informed choices on seating and providing support for the student's positive attitude. Parents have the responsibility to inform the driver of their child's needs and any changes for transportation to provide a consistent and safe level of service. The driver-parent relationship should be professional, friendly, and oriented toward acquiring a better understanding of the child. As a parent, you have the responsibility to:

- Communicate safety concerns to the driver, transportation officials, and school administration.
- Have student(s) ready for transportation 5 minutes before the scheduled arrival of transport.
- Inform bus drivers of medications needing transportation.
- Inform bus drivers of changes in a student's medication.
- Call dispatch if student will not need transport that day (530) 538-2300 ext. 1109.
- Understand transportation policy.
- Maintain the wheelchair and other adaptive devices in safe conditions.
- Provide bus drivers and transportation officials with emergency phone numbers.
- > Participate in communicating rules and consequences.
- Participate in educating students of safety issues and loading and unloading.
- > Inform bus drivers of medical health considerations for their child.

## **Confidentiality Requirements**

The IDEA (34 CFR 300.560) and the Education Code (EC 56347) require that information in the IEP (even if confidential) shall be made available to related service providers to transport students safely. School bus drivers are school officials who perform the IEP mandated transportation-related service. Information on the handicapping condition, medical/health issues, and other personal characteristics is provided to transportation staff to assist in the orderly and safe transportation of a student protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Transportation staff shall be trained regarding confidentiality requirements.

## **Pick-up and Drop-off Locations**

The OUHSD Transportation Department will route **special needs buses to pick and drop off on the right side only**. Therefore, no student will have to be escorted across the street. In the event an unforeseen circumstance should require a student to be escorted across the street, the driver shall comply with provisions of Vehicle Code 22112.

Parents should have students ready for AM pick up **5 minutes prior** to the stop time. Students shall be at the school bus stop (usually in front of house on side walk curb), 5 minutes before stop time. Parents/Guardians shall not leave children unattended at the stop unless a waiver is submitted and approved by transportation.

Parent must notify transportation daily if students are not going to school because of illness or any other cause. If student does not ride the bus for three days, the school bus will cease servicing the stop until the parent/guardian calls transportation to restart services.

In the afternoon, when the school bus is dropping off students at home, parents must be present at the drop off time or students may be dropped off back at the school location, and parents/guardians will have to arrange for transportation home. The school bus driver shall not leave children unattended at the stop unless a waiver is submitted and approved by transportation.

The transportation department must have parent approval and contact information of all adults

or family members who are approved to receive the child should the parent not be available. Parents shall notify the transportation department immediately upon changing contact or emergency contact information. Also, plan in advance if you will be moving or if your child will be using adaptive equipment so that your child does not have an interruption in transportation services.

## **Routing and Ride Times**

As with all our buses, OUHSD routes in the most cost effective means for fuel consumption and to minimize route time. Students may have early AM pick up times, even as early as 6:00 AM. As well, some students may have late drop off times, sometimes as late as 4:30, or 5:00 PM, depending on school bell times, the amount of students and their destinations. We try to route students to experience a comfortable and timely trip from home to school. However, ride times can vary from 5 minutes to 2 hours depending on route configuration.

## **Loading and Unloading Zone Communication and Supervision**

It's in the best interest of all to have as much supervision as possible in the school bus loading zones. Parents are encouraged to communicate with their school bus driver and must supervise students at the bus stops unless a waiver is submitted and approved by transportation.

## **Transporting Medications**

Please let the transportation department (530-538-2300 ext. 1109) and your school bus driver know if you need to have medications transported on the school bus. Medications shall be transferred into the possession of the school bus driver, where the driver will secure medications and deliver them into the custody of the school site and/or parent.

## **Transporting Children in Wheelchairs**

Students who need transportation while seated in a wheelchair, should be seated in a wheelchair that meets regulations stipulated in 13 CCR 1293 and should be WC-19 (ANSI/RESNA) compliant. WC-19 chairs are designed for safe transport in vehicles with strong anchor points to secure them. Drivers and parents should routinely inspect wheelchairs for:

- Brake function
- Headrest position and securement to the chair.
- Securement of the seat and back of the chair to the frame.
- > Chair size appropriate to student
- Footrests function for student's needs.
- Functioning anti-tip bars.
- Proper integrity of batteries.
- > Positive locking positioning belt fasteners attachment to the chair frame (not Velcro).
- Tire and wheel condition and function.
- Book bag secure to chair (should be removed if heavy)
- When wheelchair condition compromises safety, driver may refuse transport. Local organizations can be a resource for the funding of needed repairs or a resource for temporary replacement. The district must ensure any noted defects are fixed before resuming transportation of the wheelchair.

#### Laptrays

Wheelchairs cannot be transported with their lap trays in position on the wheelchair. For safety reasons, all lap trays should be removed prior to transport and secured.

#### **Oxygen Tanks**

Oxygen tank types vary; please inform dispatch/transportation if your child will need transport with an oxygen tank. It is safer to transport oxygen detached from the wheelchair as you would a lap tray and secure it separately. The tank should be stowed in an area out of the impact zone. The district will need to provide appropriate training to load and unload all medical support equipment. Any change in medical equipment, or change in transportation as a related service, must be changed on the IEP. Sufficient notice should be given to the transportation department so as not to disrupt service (530-538-2300 ext.1109).

## Transporting Children in Safety Vests, Car Seat, and Support Systems

Some students benefit from using a safety vest or car seat while being transported in a school bus. Usually when a student needs extra support, a safety vest or car seat may be used. This is beneficial when a student needs additional physical or behavioral support. Please consult with transportation and the IEP team if requesting the use of a safety vest or car seat.

#### **Driver-Parent-Teacher Communication**

There is a direct link between a student's ability to communicate and a students' behavioral excess. When people have difficulty communicating, they tend to have frequent behavioral outbursts.

We encourage our drivers to communicate with parents and teachers to understand our student's needs. If drivers learn about behaviors and know when and where they are likely to happen, they can plan positive behavioral interventions to guide and help teach better behavior. As drivers develop trust with each student, they are more likely to communicate in a positive manner. As we learn from teachers and parents about each student's home and school environment, we better understand how to support and teach our children to manage their own behaviors.

When drivers notice frequent student behavioral excesses on the bus, we ask them to ask the parents, teachers or administrators for information in regard to any changes in the school or home environment that may be causing behavioral excesses. Cooperation and collaboration will assist the driver-parent-teacher relationship and assist in teaching the student how to communicate to get his or her needs fulfilled.

When a pattern of behavioral problems exist that may require a disciplinary measure, a warning citation is written and transportation will notify the teacher and parent. Subsequent behavioral excesses may result in suspension of bus privileges. Transportation attempts to work with both the parent and teacher prior to suspending students from the school bus service.

Our goal is to be proactive and to develop a means to eliminate challenging behaviors before they occur. The focus is on reinforcing positive behavior instead of punishing negative behavior. This approach is especially true when the student's behavior is related to a disability and can be anticipated and planned for in advance. Therefore drivers are trained to observe and understand problem behaviors, such as where they occur and what function they serve for the child.