

Dear Parent /Guardian:

The Covina-Valley Unified School District provides bus transportation for students on a fee basis in accordance with the provisions of the Education Code. In order to provide this service with the maximum safety, all students must understand the bus driver is completely in charge of the bus. School bus drivers have a tremendous responsibility entrusted upon them, and it is important that they have your child's cooperation as well as your cooperation in following bus rules in order to make their bus ride a safe and enjoyable one.

Sincerely,

Elizabeth Eminizer Ed.D, Superintendent
Covina-Valley Unified School District

SCHOOL BUS STOPS

Please see the Transportation Department for a list of stops and routes near your home.

1. Bus stop changes: Requests to have a student's bus stop changed must be made in writing to the Transportation Department. Requests must be signed by the parent and school office personnel.
 - 1.1 **Examples are such as going to a friend's home, doctor or therapy appointments, scout meetings, emergencies, etc.**

GENERAL RULES OF CONDUCT WHILE AT SCHOOL

BUS LOADING ZONES

1. **At schools or other trip destinations**, students waiting to board are expected to observe the same standards of conduct they observe in the classroom.
2. **Arrive at your bus stop on time.** Leave home early enough to *arrive* at your school bus stop on time. Do not arrive too early. **Arrive at least five (5) minutes but not more than ten (10) minutes before the bus is due to arrive.**
3. **Wait for your school bus in a safe place.** Students must be at the bus stop, on the correct side of the street, before the bus arrives.
4. **While waiting** students must respect the rights of property owners near the stop: vandalism, dangerous play or excessive noise may result in disciplinary action. No horseplay.
5. **Form an orderly line** facing the direction from which the bus will approach the bus stop.
6. **Wait back at least twelve (12) feet** from the edge of the roadway until the bus has come to a complete stop and the front door has opened. Then, upon instruction from the driver, enter the bus without delay and take seats as instructed by the driver or school administrator.

GENERAL RULES OF CONDUCT WHILE RIDING SCHOOL BUSES

The Covina-Valley Unified School District has established rules and regulations to assist students in understanding their responsibility while riding school buses. School bus rules of conduct are established to assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. Violations of student responsibilities shall be cause for disciplinary action up to and including suspension of riding privileges. Remember that riding the school bus is a PRIVILEGE.

1. Authority of the bus driver. Follow the instructions of the bus driver, who is in charge at all times. Section 14103, California Administrative Code, Title 5 states, in part:

"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 enroute between home and school or other destination.

2. Rules. A complete list of rules is available at each school site.

Please review these bus rules with your children. Your cooperation and support in encouraging your children to follow these rules will help to ensure their safety. The Covina-Valley Unified School District and your child's school wish to thank you the parents and guardians for their cooperation.

3. Boarding, seating and exiting. The bus driver will determine the order of student entrance and seating aboard the bus. Once aboard the bus, students are to find their seats quickly, face forward, and remain seated at all times while the bus is in motion. Stay seated until the bus comes to a FULL STOP and the driver instructs students when to exit. Students are to use the handrail when entering and exiting the bus to protect them from slipping and falling.

4. Riding.

4.1 Orderly behavior- Be quiet and stay in your seat.

Required while aboard the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted. Students are to talk quietly. Shouting, yelling, boisterous behavior, horseplay, profane language, obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.

4.2 Keep the aisles and emergency exits clear. Nothing (books, bags, legs arms or bodies, etc.) should block the aisle or emergency exits. Do not stand in the aisle

4.3 Everything inside. If the driver lets the students open the windows, all body parts must be kept inside the bus. Never throw things out of the windows.

4.4 Cleanliness. Keep the bus clean and in good running condition. Littering the bus, vandalism, or throwing anything out of the bus will not be permitted. Students will be charged for all damages.

4.5 Eating, drinking and gum chewing are not allowed on the bus. NO smoking is allowed on the bus at any time.

4.6 Railroad crossings. California law requires a school bus with passengers aboard to stop at all railroad crossings. Students MUST maintain absolute silence when approaching a railroad crossing and while stopped at the crossing so the driver can LOOK and LISTEN for approaching trains.

5. Transportation of property. Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, helium balloons, skateboards, aerosol cans of any type, matches, lighters, radios, walkmans, laser lights, dangerous objects such as knives, scissors, guns or alcoholic beverages and drugs **ARE NOT** to be carried aboard the bus.

6. Tampering. Students must never open, close or tamper with any part of the bus or its equipment unless specifically instructed to do so by the driver. Students are to stay out of the driver's compartment unless the driver is present or an emergency requires a student to secure the bus.

7. Shoes and cleats. Students must wear shoes while aboard the bus. Athletes may not wear shoes with rubber or metal cleats while on the bus.

8. Other unauthorized or unsafe actions. Other actions, in the opinion of the driver, that are considered to be in violation of the established rules and regulations.

RED LIGHT CROSSING INSTRUCTIONS

Red light crossing instructions are available at each school. The following rules are for school bus riders:

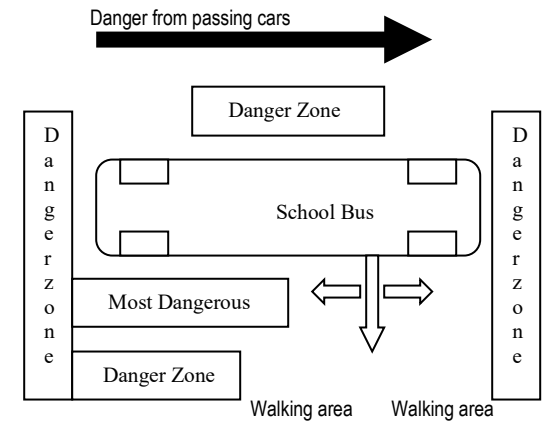
1. *The bus driver will determine if students need to be crossed (escorted).*
 - 1.1 The school bus driver will identify individual students that need to cross.
 - 1.2 The school bus driver is the first person to exit the bus. The driver will use a hand held **STOP** sign.
 - 1.3 Students who need to cross the roadway will wait on the curb and go to the right of the bus where they can see the driver and the driver can see them.
 - 1.4 Students are to wait until the school bus driver tells them it is safe to cross.
 - 1.5 Students shall always cross the street in *front* of the bus, between the bus and the driver, but **NOT** until they have been instructed to do so with verbal commands by the driver.
 - 1.6 Students are to walk directly across the street to the curb – **DO NOT RUN**, then continue to move away from the roadway.
2. Crossing: When students need to cross a street or private road upon which the school bus is stopped, the driver shall activate the flashing red light system.
3. If the student has forgotten anything on the bus or has dropped something in the roadway, **THEY ARE TO TELL THE DRIVER. THEY ARE NOT TO RUN BACK INTO THE ROADWAY ONCE THEY HAVE CROSSED THE ROADWAY.**
4. The students who do not cross the roadway will exit and move away from the bus.

SCHOOL BUS DANGER ZONE

School Bus Danger Zone safety information is available at each school.

1. The "**DANGER ZONE**" is the space all the way around the school bus and within twelve (12) feet of the bus. It goes out 12 feet. The school bus driver cannot see students in this zone! Students are to move away from the bus door quickly and stay clear of the wheels. Students **ARE NOT** to go after anything that rolls or falls under or in front of the bus-they are to TELL the driver about it. Never reach back into the bus through the windows.
2. When leaving the bus, stay out of the Danger Zone. Students are not to enter the Danger Zone.
3. Students exiting the bus should remain in the clear view of the bus driver after they exit.

DANGER ZONES AROUND A BUS:



SAFETY AWARENESS WHILE WALKING TO AND FROM BUS STOPS

Safety Information regarding pupils walking to and from school bus stops are available at each school office.

1. If students are late to the stop and on the wrong side of the street, they must not cross the street until the driver gives them instructions and turns on the flashing red lights. Late students are not to cross at uncontrolled intersections until the driver escorts them across.
2. Once the driver has closed the door and pulled away from the curb, the bus will not stop for students late to the stop. Students must never run across the street or run after the bus.
3. Observe safe walking habits.
4. Go directly home after getting off the bus.
5. Do not talk to strangers and do not accept rides from strangers.

PROCEDURES FOR BOARDING AND EXITING THE BUS

Upon arrival at schools, bus stops or other destinations, students are expected to remain quietly seated until instructed by the driver to exit. Students must never cross the street at uncontrolled intersections unless escorted by the driver. Students must never cross behind the bus.

1. **Boarding and Exiting at a School, Bus Stop, or Trip Destination.**
 - 1.1 The driver will, upon approach, activate amber warning signals (if the bus is so equipped) prior to the stop.

- 1.2 The driver will secure the bus, activate red flashing lights when safe to do so, and open the door, load or unload students escorting those students who must cross the street.
- 1.3 Wait for the school bus driver's instruction, this is for your safety.
- 1.4 Prior to loading students, the driver and designated individual(s) may assist the driver to load equipment.
- 1.5 On activity trips, students, faculty and parents should make every effort to load and unload as a group and without delay.
- 1.6 Inclement weather. During inclement weather students will be assembled in a pre-designated location at the school.
 - 1.6.1 The staff will escort students to the bus in an orderly manner when all students have arrived.

STUDENT SAFETY INSTRUCTION

1. **All students transported: Emergency procedures.** All students in pre-kindergarten, kindergarten and grades 1 through 12 who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety.
2. **Home-to-school students: Safe riding practices and Emergency evacuation drills.** Each student who receives home-to-school transportation in a school bus shall be required to receive instruction in safe riding practices and emergency evacuation drills.
3. **Annual safety instruction.** At least once each school year, all students in grades pre-kindergarten through 8 who receive home-to-school transportation shall receive safety instructions which include:
 - 3.1 Proper loading and unloading procedures.
 - 3.1.1 Escorted by driver.
 - 3.2 Proper passenger conduct.
 - 3.3 Bus evacuation.
 - 3.4 Location of emergency equipment.
 - 3.5 Responsibilities of passengers seated next to emergency exit.
 - 3.6 Bus evacuation drills will be practiced through the emergency exit doors.
4. **Student activity trips.** Before departing on school activity trips, all students riding on a school bus or student activity bus shall receive safety instructions which include:
 - 4.1 Location and use of emergency equipment.
 - 4.2 Location of emergency exits.
 - 4.3 Responsibilities of passengers seated next to an emergency exit.
5. **Newly registered students and new riders.** Schools shall provide written information to each new student and shall include:
 - 5.1 The school bus stop near each student's home shall be listed on the student's bus pass.
 - 5.2 General rules of conduct at school bus loading zones.
 - 5.3 Red light crossing instructions.
 - 5.4 School bus danger zones
 - 5.5 Walking to and from school bus stops

BUS RIDERS DISCIPLINE PROCEDURES

Violations of Students Responsibilities shall result in the student being warned verbally for the first infraction unless the infraction is of an unusually severe nature.

First Offense: A first offense results in a warning citation issued by the driver. The citation is mailed directly to the parent/guardian by the school. The student's principal will counsel the student on improving his/her unsatisfactory behavior. The principal will also advise the student of the penalties of further infractions. The Student's bus riding privilege may be temporarily suspended or permanently suspended for serious infractions endangering the safety of others.

Second Offense: A second citation is issued. Citation shall be signed by the student's parent/guardian and returned to the principal. Student's principal will counsel student on improving his/her behavior and will advise of the penalties of further infractions. The student's bus riding privilege may be suspended for up to three days or permanently suspended for serious infractions endangering the safety of others.

Third Offense: A third citation is issued. Citation shall be signed by the student's parent/guardian. Student's principal will counsel student on improving his/her behavior and will advise of the penalties of further infractions. The student's bus riding privilege will be suspended for a minimum of three days. If the student has had previous suspensions the third and succeeding violations shall result in a mandatory twenty-day suspension of bus privileges for each violation or permanent suspension for serious infractions endangering the safety of others.

If the student's bus privileges have been suspended on one bus, that suspension will be for all Covina-Valley Unified School District buses to and from school.

In the event of threatened or actual bodily harm to others, an administrator of the Covina-Valley Unified School District may suspend a student immediately. In such an instance, the administrator shall make arrangements for the student's transportation home.

QUESTIONS AND ANSWERS REGARDING SCHOOL BUS TRANSPORTATION

Will an elementary school student be dropped off at the bus stop if no adult is there?

ONLY PRE-SCHOOL AND KINDERGARTEN STUDENTS AND SPECIAL EDUCATION STUDENTS are required to have a designated person, 18 and older, at the bus stop to receive them. Parents of kindergarten students may sign a waiver that allows the kindergartner to walk home unattended. All regular education students grades 1 through 12 need not have a designated person to receive them at the bus stop.

What happens if there is no one to receive a pre-school or kindergarten student at the bus stop?

Student will be returned to school. It will be the parent's responsibility to pick up the student from school. Transportation privileges may be suspended if a student is returned to school.

What type of communication does the transportation Department have with the bus drivers when they are transporting students?

All District buses are radio equipped. Radios are expressly used for the safety of students and to determine the whereabouts of a bus or student.

How are the bus routes designed?

Routes are designed for safety of students, efficiency and the conservation of time.

When I'm present at my child's bus stop, may I walk my child across the street without the school bus driver's assistance?

NO. The California law dictates that all students in grades Pre-K through 8 MUST be escorted by their school bus driver if they need to cross the street, even in the presence of the child's parent. For safety, it is the policy of the Covina-Valley Unified School District that all students transported in a school bus will be escorted by the driver.

Are school buses safe?

The Motor Carrier Division of the California Highway Patrol must certify all school buses owned by the Covina-Valley Unified School District. Additionally, the terminal is inspected annually by the Motor Coach Division to insure the buses are maintained according to State of California standards and an approved, documented maintenance program is in place.

How are school bus drivers trained?

All drivers must be certified by the California Highway Patrol. Prior to certification, the driver must successfully complete a medical examination, complete a minimum of twenty hours of classroom training, complete a minimum of twenty hours of behind-the-wheel training, and pass a fingerprint and background clearance check. All drivers must complete a minimum of ten hours of in-service training each year. Drivers must renew their licenses and certificate every five years.

SB 1072 Paul Lee School Bus Safety Law

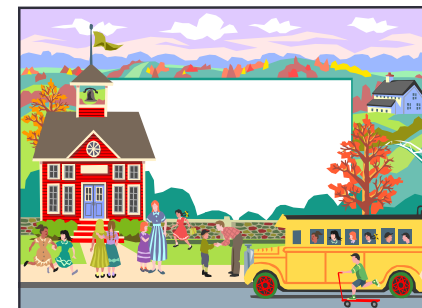
To ensure the safe transportation of all students, all District buses are equipped with child-safety alarms systems to prevent children from being left on the bus.

Drivers are required to check the bus at the end of their routes to make sure all students are off the vehicle. Bus drivers upon renewal of their annual school bus certificate, are required, to receive training in child safety check procedures.

SB 1072 requires the bus driver and chaperone to fill out a form verifying that all required procedures have been followed. The California Highway Patrol is responsible to adopt regulations governing the specification, installation and use of child safety alarms.

Available in Spanish upon request from the Transportation Dept.

Covina-Valley Unified School District



BUS TRANSPORTATION AND SAFETY PLAN INFORMATION

***Transportation Department
(626) 974-7048***

