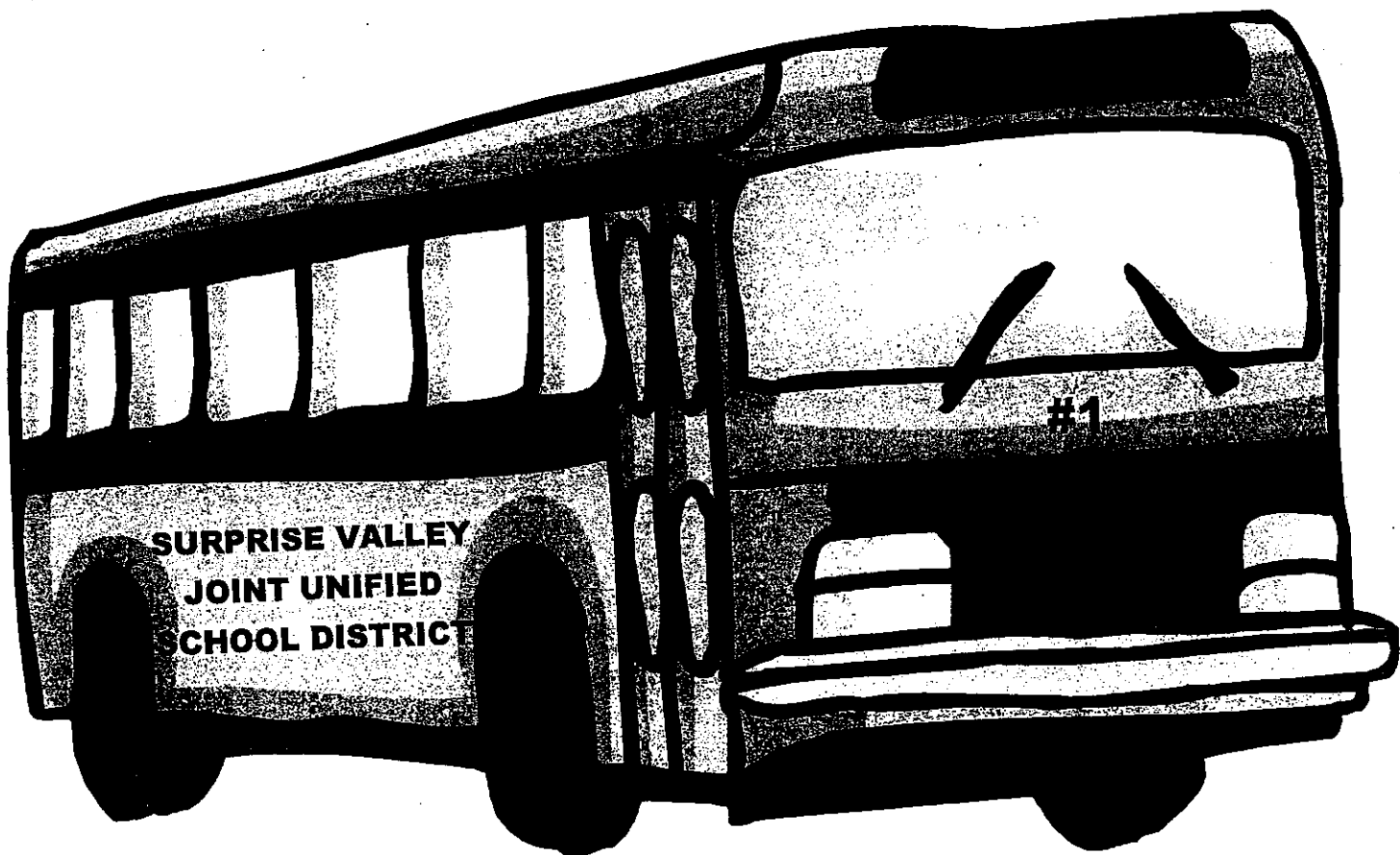


HERE
COMES
THE
BUS



School buses are unique. They are the only vehicle built just for children. Therefore, they have unique laws, regulations and rules to govern them.

The following handbook is distributed to assist everyone in Surprise Valley Joint Unified School District with their school bus needs. Very important information is provided here.

PLEASE TAKE TIME TO READ THIS HANDBOOK WITH YOUR CHILDREN

It is with much gratitude and appreciation to the past and present Surprise Valley school bus drivers for their many years of dedication to the safety of our school children traveling to and from school and school activity trips. They are to be commended. Who else could take the challenge to supervise at least 50 children at their back in a very large vehicle on today's highways in all types of weather and all matter of inside and outside distractions. Our school bus drivers have been specially trained to undertake the challenge of driving today's school buses.

Thank you, to all of the past and present Surprise Valley school bus drivers for the safe transportation of our students.

Revised 08/10

**SURPRISE VALLEY JOINT UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

BUSSING POLICIES

The members of our Transportation Department believe that the most important and irreplaceable resource is our children. Stringent federal and state laws and regulations have been enacted to provide a high level of transportation safety for school children to and from school as well as school related activities. For this reason, we have provided some of these regulations along with our school district's policies regarding pupil transportation. Please read and save these rules for future reference. If you have any questions, please call our office at 279-6141. Your cooperation in our efforts to provide safe pupil transportation is appreciated.

The Surprise Valley JUSD provides transportation for the students living outside of Cedarville. A school district is not required to furnish bus transportation. Pupil transportation is a privilege and may be denied to the student for violation of bus rules.

Title 13 California Code of Regulations 1238 - Designated Stops:

School bus and SPAB stops made for receiving and discharging pupils shall be designated by the School District Superintendent in conjunction with the California Highway Patrol.

Title 5 California Code of Regulations 14103 - Authority of the Driver and Denial of Transportation:

1. 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.

2. 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.

Title 5 California Code of Regulations 14102. Bus Evacuation Instruction:

Each school year, all pupils in pre-kindergarten through grade 12 shall receive instruction on proper loading/unloading procedures, escorting by the driver, passenger conduct, bus evacuation, emergency equipment, responsibilities of passengers seated next to exits, and shall evacuate the bus through the emergency exit doors. Prior to departure on a school activity trip, all pupils shall receive safety instruction on riding practices, location of emergency equipment, radio use, location of emergency exits and operation.

California Vehicle Code 34501.6 - School buses: Reduced Visibility:

34501.6. "The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility."

Surprise Valley JUSD school buses **SHALL NOT** operate during times when atmospheric conditions reduce visibility on the roadways to 200 feet or less during the regular home-to-school transportation service. The decision to not operate school buses during these circumstances shall be made by each driver who shall then contact the Superintendent. Every effort shall be made to inform parents/guardians, students, and staff in a timely manner. Refer to Emergency Cancellation of School on this page of the Handbook.

District policy for school activity and sports trips shall give the school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

SCHOOL BUS RULES

STUDENT BEHAVIOR IS A SERIOUS SAFETY MATTER AT BUS STOPS AND ON THE BUS. THREE COMMITMENTS WILL BE STRESSED WITH SCHOOL BUS PASSENGERS. THEY ARE THE SAFETY, ORDER, AND RIGHTS OF EVERYONE ON THE SCHOOL BUS AND NEAR THE BUS AT SCHOOL BUS STOPS. ALL OF THE FOLLOWING RULES PERTAIN TO THESE VALUES. BE FAMILIAR WITH THE SCHOOL BUS RULES.

THE BUS STOP:

1. Students shall ride their designated bus at all times. Students shall load and unload at their designated bus stop.
2. Students are to be on time to their bus stop.
3. There will be no playing, shoving or scuffling at the bus stop or when walking to or from the bus stop.
4. No harassment of others on or off the bus.
5. Students will wait 10 feet away from the edge of the roadway.
6. When the bus is approaching, the students are to remain still, letting the bus come to them. Students will proceed to the bus after it has stopped and the door has been opened.
7. Leaving or boarding the bus at other than the designated stop on a temporary basis shall be cleared with written permission. It must be written, signed and dated by a parent, guardian or school staff member and given to the bus driver.

SCHOOL LOADING ZONES:

1. Students leaving the bus are to walk directly from the bus door to the school doors.
2. No running or playing in loading zones.
3. **NEVER BE ALONG SIDE, IN BACK OR IN FRONT OF ANY SCHOOL BUS.**
4. Students are not to be in the loading areas in the afternoons to go home until all of the buses have arrived and parked in the loading zone.

ON THE SCHOOL BUS:

1. Students will be assigned a seat by the driver.
2. Students must not leave their seat while the bus is in motion.
3. Be courteous to the driver, fellow passengers and passers-by. Rudeness and disrespect will not be tolerated.
4. No unnecessary noise shall be permitted on the bus.
5. Passengers shall remain seated, facing the front of the bus.
6. Students are not to play music on the bus.
7. Do not be destructive. Students must report damage to the bus. Anyone found to be guilty of doing such damage will be billed for repair costs. They will be denied transportation until payment has been received.
8. Students are not to eat food, chew gum, or drink anything on the bus. No glass containers of any kind are permitted.
9. Students are not to use profane language or gestures. No fighting or arguing.
10. Students are not to leave debris of any kind on the bus.
11. Students are to obey the driver at all times.
12. No part of the body, head, or arms may be extended out of the bus. Nothing is to be thrown from the bus.
13. No animals shall be transported in a school bus except a Seeing Eye dog.
14. Students may not get off at any other than their designated stop, unless a note from their parent or guardian permits it.
15. Passengers are to be silent while the bus is stopped at railroad crossings.
16. The door, emergency exits, aisles and windows are to be kept free of obstacles.
17. Emergency exits will be used only in an emergency or during evacuation drills.

18. When the bus is stopped, students are not to change seats without the driver's permission.

BOARDING: Student Registration:

In the morning pick-up run, the driver will check off on a list carried in the bus each student who enters the bus, regardless of age. If a student is not on the list, but has written permission from the parent/guardian or a school official to ride on that day, the driver will write that student's name onto the list as part of the manifest.

In the afternoon pick-up to leave school, the procedure is the same as above. The driver will also check next to each student's name as they leave the bus so that the manifest will be current at all times.

UNLOADING: Transfer of responsibility/liability

Once students have been safely delivered to their declared side of the road at their bus stop, responsibility for their safety shifts from the school to the parents/guardians. This shift of responsibility applies to students of all age groups. If a parent/guardian has particular concerns about their child's safety, it is their responsibility to be at the bus stop, or to arrange for someone else to be there in their stead.

RED LIGHT BUS STOP INSTRUCTION:

Students that have a bus stop where they are unable to board the bus from the right side of the highway must be "red lighted" across by the bus driver. Primary and intermediate students will be escorted by the driver. High school students at stops with elementary students will be escorted. Stops with high school students only, **MAY** be "red lighted" across without driver escort unless the driver determines that they, too, need driver escort. The bus drivers will instruct passengers of the following:

BOARDING: Bus Driver Escort:

1. Stay 10 feet from the road edge.
2. **Remain standing at the stop until the bus driver has stopped the bus**, activated the "red" lights, shut off the bus engine, entered the highway with the hand-held stop sign after traffic has stopped, and **TELLS** the students to get on the bus.
3. Students will go promptly across the roadway in front of the bus in a single line between the driver and the bus and quickly be seated.
4. **Unescorted red light stops for high school only. The students will do the above except that the bus driver will not leave the driver's seat.**

UNLOADING: BUS DRIVER ESCORT:

1. Students will remain seated. Students will know that it is time to leave their seat after the driver has opened the door.
2. Students will leave the bus in a single line behind the driver.
3. The first student will stay at the right front corner of the bus with others waiting behind.
4. They will remain there until the bus driver has entered the roadway, ensured there is no danger of approaching traffic and **TELLS** the students to walk across the roadway.
5. Once the students have crossed the road, they are to continue towards home straight away from the road.
6. **Unescorted red light stops for high school only. Students will do all of the above except that the driver will not leave the driver's seat.**

STUDENTS SHALL ALWAYS WATCH FOR CARS AT THEIR BUS STOPS. STUDENTS AT "RED LIGHT" STOPS SHALL LOOK UP TO SEE THAT THE RED LIGHTS ARE FLASHING.

BUS/VAN/SUV RULES

LEVEL 1 Bus/Van/Suv VIOLATIONS

Parent will be contacted

- Pupils must remain seated in their seats at all times.
- Pupils will talk in normal tones; loud or vulgar language is prohibited.
- Pupils are not to eat, drink, or chew gum on the bus.
- Pupils are to sit in assigned seats and not change seats.
- Insubordination or disrespect to bus driver.

Consequences of Level 1 Bus/Van Violations:

- 1st offense – warning/referral
- 2nd offense – three (3) days suspension of transportation/referral
- 3rd and subsequent offenses – five (5) days suspension
- Subsequent offenses – permanent removal from the bus for the school year.

LEVEL 2 Bus/Van/Suv VIOLATIONS

Parent will be contacted

- No fighting on the school bus.
- Matches and lighters are prohibited.

Consequences of Level 2 Bus Violations

- 1st offense – five (5) days suspension of transportation
- 2nd offense – permanent removal from the bus for the school year

LEVEL 3 Bus/Van/Suv VIOLATIONS

Police may be contacted; Parent will be contacted

- Weapons, pocketknives, explosives, fireworks, and ammunition are prohibited.
- Chewing tobacco, cigarettes, alcohol and/or drugs of any kind are prohibited.

Consequences of Level 3 Bus Violations

- Permanent suspension from the bus

Suspension and Expulsion

Causes for suspension: The student may be suspended by the school principal/director for up to five school days if he/she has determined the pupil has committed one or more of the offenses enumerated in Ed. Code section 48700 and/or offenses listed in the student handbook.

Pre-Suspension Conference: Unless an emergency condition exists, a pre-suspension conference between the principal and the student shall precede the suspension where the pupil will be informed of the reason for the suspension. The student shall be given the opportunity to present evidence in his/her defense.

Notice to Parents: At the time of the suspension, a school employee shall make a reasonable attempt to contact the parent/guardian by telephone. Within one school day of the suspension, a school employee shall mail a notice to include the following:

1. A statement of facts leading to the decision to suspend.
2. The date and time the pupil will be allowed to return to school.
3. A statement of the right of the student and/or parent/guardian to request a meeting with the superintendent as per Ed. Code 48914.

4. A statement of the parent/guardian and/or pupil's right to have access to the pupil's records as per Ed Code 49069.
5. A request that the parent/guardian attend a conference with school authorities regarding the student's behavior including the notice that state law requires them to respond to such request without delay.

Penalties: No penalty may be imposed upon a student for failure of the student's parent/guardian to attend a conference with school officials.

Suspension Pending Expulsion: (Ed. Code 48900(g)) In a case where expulsion or suspension from school for the balance of the semester is being considered by the board, the superintendent may, in writing, extend the suspension until such time as the board has rendered a decision, provided the superintendent has determined following a meeting in which the student and the student's parent/guardian are invited to participate, that the presence of the pupil at Community Day School would cause a danger to persons or property or a threat of disrupting the instructional process.

Duration: Except as provided in Section F, the total number of days for which a pupil may be suspended from school shall not exceed twenty (20) days per year unless for purposes of adjustment, a pupil enrolls in or is transferred to a continuation school or alternative school, in which case the total number of school days shall not exceed thirty (30) days/year.

Appeal from suspension: The pupil's parent/guardian shall have the right to request a meeting with the superintendent to appeal the decision. The meeting shall be held within three (3) school days of the time such request is received by the superintendent and the appeal process shall be governed by the procedures as outlined in Ed. Code 48914.

RECOMMENDATIONS FOR LOADING ZONES

Student loading areas are critical places for student safety. We, parents and staff, must work together to prevent a student pedestrian accident. Every school year in our nation, students are injured or killed while going to and from school. Over 90% of these tragedies occur in the student loading areas at the schools or at the residential bus stop while the student is outside of a vehicle.

Our recommendations are based on state and national statistics, and from the "close calls" our school bus drivers have witnessed over the years. We are fortunate that we have not had an incident.

Our school loading zones are marked with signs. We realize that some of our students are brought to school in the family car. We know that the SAFE SPACE for loading and unloading students at both school sites is minimal. All of us, school buses and private cars, must SHARE this SAFE SPACE. By working together we will prevent a tragedy. Please use the following recommendations for the safe arrival and departure of students.

SCHOOL SITE BUS LOADING ZONES **ELEMENTARY SCHOOL**

1. The bus-loading zone is designated at the east side (front) of the school. There is no parking in this area.
2. Parents/guardians are allowed to park at the North parking area near the front office when dropping off or picking up students.

HIGH SCHOOL

1. The bus-loading zone is designated on the north side of the gymnasium on Bonner St.
2. Parents/guardians are encouraged to drop students off in front of the school (east side) on Lincoln Street.

GENERAL RULES AT ALL SCHOOLS

3. NEVER pull in and park in front of a school bus to drop off or pick up your child.
4. NEVER allow your children to walk in front or back of a school bus unless it's with the bus driver's assistance or by their direction.
5. ALL AREAS - PARENTS, DO NOT ALLOW YOUR CHILDREN TO WALK ALONG SIDE A MOVING CAR OR BUS.
6. ALL AREAS - There is to be no running in the loading areas.
7. ALL AREAS - Please do not leave your parked car in the loading zones during school bus time, from 7:45 AM to 3:15 PM.

For more information about pupil transportation safety and laws governing school buses, call Surprise Valley High School at 279-6141 and talk to one of our school bus drivers.

SURPRISE VALLEY JOINT UNIFIED SCHOOL DISTRICT POLICY FOR OPERATING SCHOOL BUSES DURING LOW VISIBILITY OPTIONS

1. Cancel school for the day.
2. Delay the start of school. Start schools at 10 AM - operate on a minimum day schedule and dismiss at the same time as a regular school day.
3. For diminishing weather during school, call a minimum day and leave school early (12:30 at the elementary school, and 12:45 at the high school). Attempt will be made to contact all parents/guardians before the buses depart the school.

EMERGENCY CANCELLATION OF SCHOOL

Occasionally, school must be cancelled if we are experiencing extreme weather conditions, a major power outage, or some other emergency. You will be able to acquire this information from the radio stations, KCNO at 560 AM and KYAX at 94.5 FM in Alturas and the SV PBS Channel 13. Announcements would be made periodically beginning at 6:30 AM.

TEMPORARY CHANGE OF BUS STOP

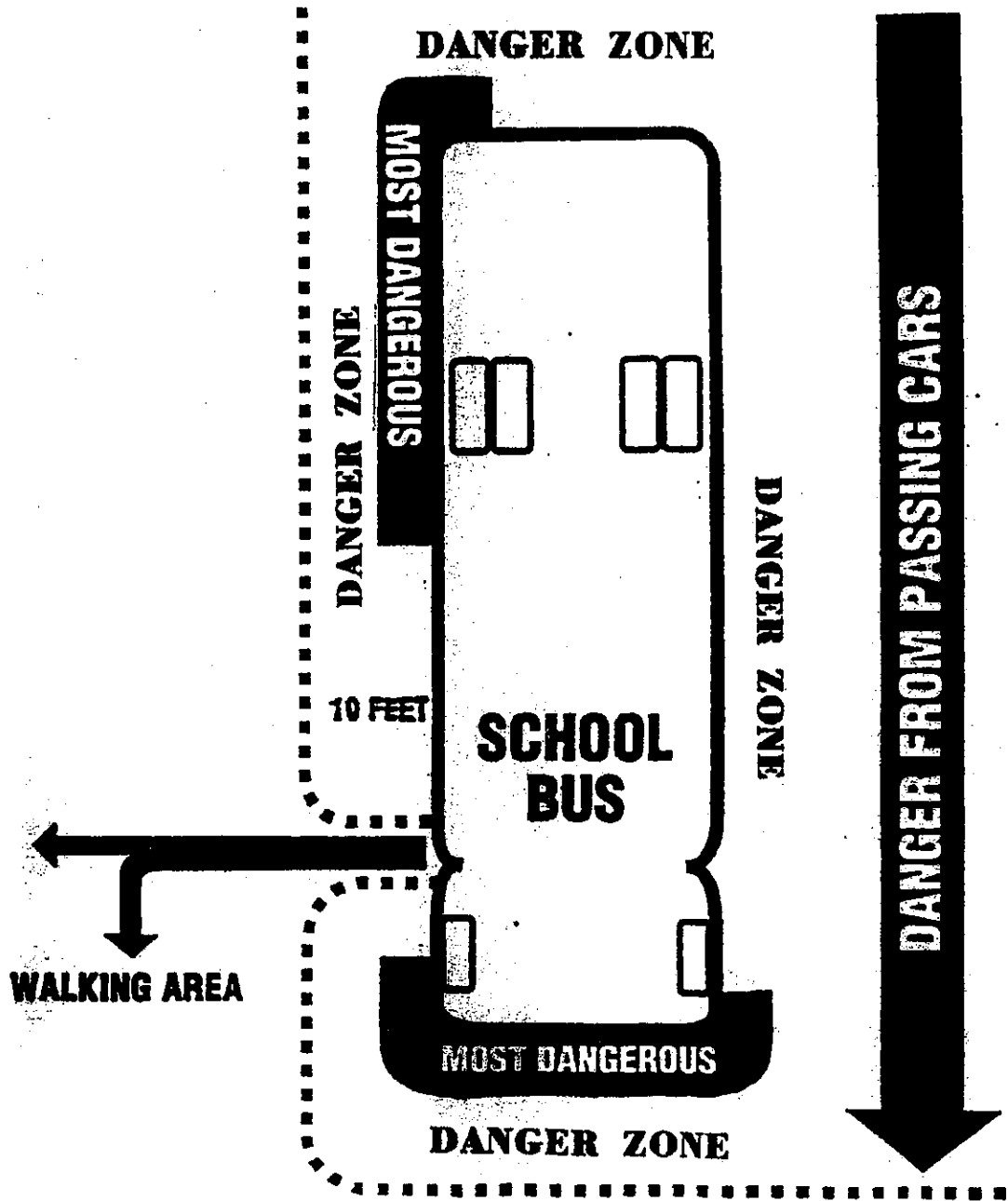
1. Should you need to change your child's daily routine, you must write a note with a short description of the change. Sign and date the note and give it to the bus driver. If your child is to return from school on a different bus, give the note to your first bus driver of the day. They will give your message to the appropriate bus driver.
2. If your child does not ride a bus, have him give his note to the school secretary.
3. Written messages are the most preferred, but if you must relay this type of information by telephone, **you must** telephone the appropriate **school secretary**.
S.V. Elementary: Marcy Grove 279-6161 Ext. 21
S.V. High School: Cathy Laxague 279-6141 Ext. 22

STOP WHEN RED LIGHTS FLASH! CALIFORNIA SCHOOL BUS REQUIREMENTS

The school bus drivers are required to carry a hand-held stop sign while escorting students across a road or highway. California school buses manufactured after September 1, 1992, will be equipped with "swing-out" stop arms on the left side of the bus. The stop arm on the side of the bus is a stop sign with red lights on it. It will swing out from the side of the bus when the driver activates the "red lights" telling all motorists to stop because children will be crossing the road in front of the bus. When the **red lights** start flashing, **all motorists** are to **STOP and REMAIN STOPPED until the bus driver TURNS THE RED LIGHTS OFF**. Fines for passing a school bus with red lights flashing have increased. They range from \$150 to \$1000. Our school bus drivers report motorists that run the red lights on the buses to the highway patrol. The red lights and the new equipment changes are for the safety of our children. If you must stop for a school bus that is doing a "red light" stop, **please** do not be impatient. These stops usually do not take one minute of time to conduct. So, please give our children and bus drivers a minute of your time.

SCHOOL BUS DANGER ZONES

School buses are large vehicles. There are spaces around the bus where the bus drivers in their seat cannot see with straight vision or with their mirrors. These spaces are called blind spots. To help everyone understand the importance of staying out of these areas, we have provided a diagram of the "danger zones." If a person was in that space and the bus driver could not see him and started to move the bus, the person would be injured critically or fatally. There is no bouncing to your feet if a bus bumps you. Please take our advice and be aware of where you are around the bus. Please help your children understand where the safe space is and where the danger zones are. Please see the diagram on the following page (page 6).



**Surprise Valley Joint Unified School District
Parent/Guardian/Student Acknowledgement of Receipt
of School Bus Safety Information
"Here Comes the Bus Handbook"**

**PLEASE COMPLETE THIS FORM INCLUDING
APPROPRIATE SIGNATURES AND RETURN TO YOUR
BUS DRIVER OR THE SCHOOL SECRETARY**

Names of All Students in the Home Names

Residence Address or Location Residence

Home Phone Work Phone Emergency Contact and Phone

We have read the rules and procedures for school bus transportation:

Student Signature/s

Parent/Guardian Signature

Date

