

PARENT INFORMATION HANDBOOK

FOR CHILDREN RECEIVING

HOME TO SCHOOL SPECIAL EDUCATION
TRANSPORTATION SERVICES



District Name
Address 1
Address 2
City/State

Insert applicable contact numbers

Insert table of contents

BUS DRIVER/EQUIPMENT INFORMATION

- **PRE-EMPLOYMENT AND RANDOM DRUG AND ALCOHOL TEST**

Drivers are tested for both drug and alcohol use prior to employment and are subject to periodic random testing throughout employment.

- **SAFETY**

School bus transportation requires drivers with a high level of competency and skill to ensure the safe transportation of your child.

- **SCHOOL BUS DRIVER TRAINING**

To help assure safe drivers for the children, **(insert district name)** requires all drivers **(insert policy for attending safety meetings, etc)** In addition, state law requires each driver to have a valid School Bus Driver Certificate, first aid training, pass a physical examination and obtain traffic and criminal clearances.

- **SCHOOL BUS EQUIPMENT**

To assure use of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by our shop and annually by the California Highway Patrol. In case of emergency, all buses are equipped with two-way radios. **(add language or delete depending on your equipment)**

- **BUS RIDING REGULATIONS**

All transportation shall be subject to the appropriate provisions and policies of the California Education Code, California Administrative Code and policies of **(insert district/company name)**.

Title 5 CCR Section 14103: "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..."

- **BUS RULES**
(Please discuss with your child)

(Insert bus rules)

Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving. Since the safety of all children on the bus is of prime importance, a child who behaves in an unsatisfactory manner may be denied the use of transportation. YOUR reinforcement of these regulations and communication with your child's bus driver will help maintain a low level of disciplinary problems. PARENTS/GUARDIANS may be responsible for any damage to vehicles caused directly by their child.

DISCIPLINE PROCEDURES

(Insert guidelines and procedures for discipline referrals, etc.)

EMERGENCY INFORMATION

For the protection of your child's health and welfare, we require that you thoroughly complete the emergency information sheet and return it to your child's bus driver by the third day of transportation.

HEAD LICE PROCEDURE

(Insert procedure for a student found to have head lice)

ILLNESS

(Insert telephone number, procedure, etc. for notification that a child will not be riding the bus.)

(Also include use of the "A" card for door to door transportation)

MEDICATION

(Insert policy regarding transportation of medication)

MOVING

If you move during the school year or change your phone number, you must notify **(insert title)** at least ___ days before the move to ensure uninterrupted bus service; it is important that Transportation have current

and correct phone numbers (home, emergency, neighbor, etc.) Please notify **(insert title)** of any changes at: **(insert telephone number)**.

PARKING

(delete or modify this section as needed to accommodate regular education transportation)

Drivers are encouraged not to pull in and out of private driveways. It is extremely helpful if room can be left at the curb in front of your home for loading and unloading purposes. Drivers are encouraged not to do any backing if at all possible.

PERSONAL ARTICLES

(insert policies regarding what types of items are not allowed to be carried on a school bus. Also include telephone contact information for a parent to call concerning lost items)

PICK-UP AND DROP-OFF PROCEDURE

(Insert policies regarding pick up and drop off of students. Some things to possibly include:

- **Children waiting at the bus stop, conduct, etc.**
- **Procedure for child to be dropped off at a stop other than their own (i.e. with a friend)**
- **Younger children: Must there be an adult present for drop off?**
- **Procedure followed if a parent is not available for drop off?)**

ROAD CONDITIONS

(Insert policy regarding road conditions particular to your area, and their effect on transportation services)

ROUTE CHANGES/ROUTE TIMES

Parents should be prepared for changes in drivers, buses, routes and time of pick-up/drop off throughout the school year. Buses may run later during days of unfavorable weather conditions. You can rest assured that every attempt to make your child's ride as short and as comfortable as possible.

WEATHER CONDITIONS

(Insert policy regarding local weather issues, procedures for the delay in transportation services due to weather, etc.)

(Note: If your operation does not include the transportation of passengers in wheelchairs or safety vests, delete all or portions of the following section:)

WHEELCHAIR LIFT OPERATION

Drivers are specifically trained on the operation of the wheelchair lift. Although your assistance in the loading and unloading process is appreciated, we ask that only the driver operate the wheelchair lift controls.

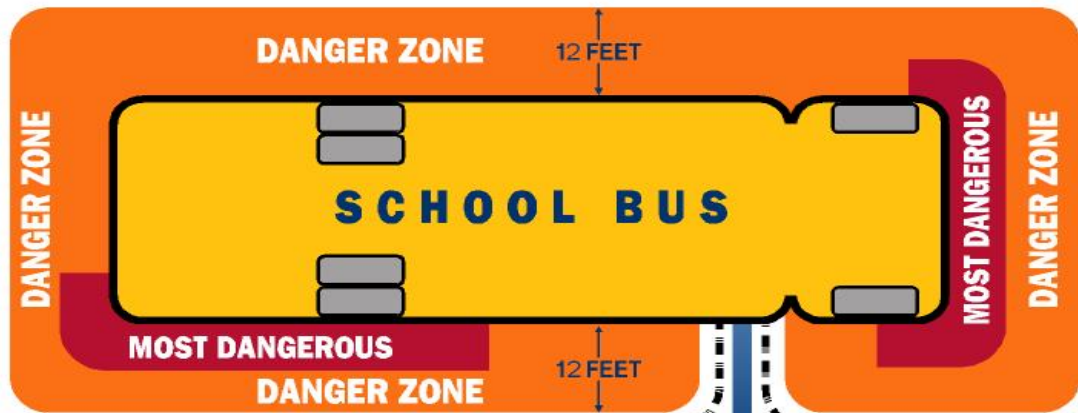
WHEELCHAIRS AND SAFETY VESTS

The safest possible lifts and wheelchair securement equipment have been purchased for the transportation of your child. Your help is also needed to maintain safe transportation of wheelchairs. California Code of Regulations Title 13 1293 (g) (1) states: *“Wheelchairs shall be equipped with brakes and a restraining belt properly maintained by the owner of the chair...”*

Safety vests may be used for the safe transportation of your child. If you or your child’s driver feels it is in your child’s best interest to implement the use of a safety vest, approval will be obtained from the parent or guardian prior to use.

DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF
SCHOOL TRANSPORTATION
California Department
of Education

WALKING AREA