


## CAN PROUDLY SAY SCHOOL BUSES NATIONWIDE IS STILL THE SAFEST MODE OF TRANSPORTATION FOR CHILDREN!



Every student should experience a safe and pleasant ride of our school buses.


To obtain this handout please download from our webpage.


Howcan I getback personalitems lefton the bus?

- Personal items brought on board the bus is the sole responsibility of the student. The District is not responsible for lost or stolen items. Items found on the school bus will remain on the bus with the driver. Certain lost and found items such as cell phones, laptops, tablets will be kept in the Transportation office for 30 days. To retrieve or inquire on lost items contact us at (510) 644-6182.

If I have a complaintor complimentabouta bus driver or the school bus service, who can I speak with?

- The BUSDTransportation Department would like to hear from you. If you have a complaint, compliment, question, or would like to report an incident, call the Transportation office at (510) 644-6182 and report to the Operations Supervisor.



## REGULATIONS

he State Board of Education Regulations, Section 14263 governing pupil transportation, states: "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 in accordance with regulations of the Governing Board of the District." The same language is also cited from 5 CCR § 14103.School bus rules of conduct are established first and foremost to ensure the student has a safe ride to and from school. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. For those who are unable to follow the established rules, a series of sanctions are applied that are appropriate to the offense. Remember, riding the school bus is a PRIVILEGE and not a requirement for general education students at this time.

## EXPECTATIONS

Bus expectations are established to ensure the safe, efficient transportation of students. These expectations apply to all students. School transportation is an extra PRIVILEGE available for those students who are eligible, provided under Board of Education policy. complicated


## Bus Expectations

| Be Respectful | Be Responsible | Be Safe |
| :---: | :---: | :---: |
| Use appropriately <br> voice level. No <br> screaming or yelling <br> is permitted | Be on time and <br> ready to board the <br> bus in an orderly <br> manner | Remain seated until <br> given permission to <br> exit the bus |
| It is never okay to <br> bully, harass or <br> tease other <br> students | Stay in your assigned <br> seat, facing forward, <br> with your seat belt on | Listen and follow the <br> bus driver's <br> instructions |
| Use appropriate <br> word choice. No <br> foul language on <br> the bus. | Report all problems <br> to the bus driver | Keep body parts and <br> personal items inside <br> the bus and within <br> your personal space |

Pickup Point Expectations

| Be Respectful | Be Responsible | Be Safe |
| :---: | :---: | :---: |
| Wait for the bus in a <br> safe area. Do not <br> stand on private <br> property | Remain at a safe <br> distance when the <br> school bus arrives to <br> the bus stop. | Remain seated until <br> given permission to <br> exit the bus |
| Wait on the same <br> side of the street <br> the bus stop is | Keep all of your <br> belongings with you | Walk directly to your <br> bus stop and wait for <br> assign bus. |
| Do not vandalize or <br> liter on private <br> property. | Report all problems <br> to the bus driver | Hold the hand rail <br> when entering and <br> exiting the bus |

All student discipline is administered by the student's school administrator in accordance with District Policies and Procedures. School bus riders who choose to break one or more rules will be issued a school bus disciplinary conduct report form. All bus conduct reports are issued to the school site administrator, who reviews, logs, and addresses each referral accordingly. Serious infractions or constant misbehavior can lead to suspension and/or revocation of school bus riding privileges.


## BUS GONDUGT \& STAFEM RUGES

1. Students must arrive at the designated bus stop at least five (5) minutes before the bus is due to arrive. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus. Once the bus departs the stop, the driver will not stop at any other location.

2 Students are to respect the property at the bus stop and conduct themselves in an orderly manner while waiting for the bus. As the bus arrives, students must form a line, stand at least twelve (12) feet from the curb or edge of the roadway, and notmove toward the bus until it has come to a complete stop and the driver has opened the door. Student conduct at the bus stop should be the same as required on the school grounds. Actions such as littering, spitting, throwing any object, vandal- ism, pushing, shoving, and harassment of others will not be tolerated and will lead to revocation of busing privileges.
3. Students are required to use only the designated bus stop as indicated on the bus route sheet. No student is permitted to ride any other bus or use a different stop other than what is assigned to the student. All bus stop changes must be approved by the Transportation Department. This PRIVILEGE shall be granted based on space availability.
4. For the safety and security of students, no student pick-ups or drop-offs will be allowed at nondesignated stops or transfer sites.

As stated in Vehicle Code 22112, the driver is required by law to activate the flashing red lights at all stops. When students need to cross a two-lane street or private road upon which the school bus is stopped, the driver of the school bus.

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

- All school buses are equipped with two-way radio, and GPS. Two-way radio communication and GPS are expressly used for the safety of students and to determine the whereabouts of a bus and/or. student(s).


## 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 at least twenty (20) hours of classroom training, complete at least twenty (20) hours of behind-the-wheel training, and pass a fingerprint and background check. All drivers must also complete ten (10) hours of in-service training each year. Drivers must renew their licenses and certificate at least every five (5) years.


## Are school buses safe?

- All school buses must undergo a maintenance inspection at 45-day intervals, are certified for safe transportation by the Motor Carrier Division of the California Highway Patrol every 13 months. Additionally, the terminal is inspected annually by the Motor Carrier Division to ensure the buses are maintained according to state-established standards and an approved, documented maintenance program is in place.


When I'm presentat my child's bus stop, may I walkmy child across the streetwithout the school bus driver's assistance?

- NO. California law VC 22112(1) indicates 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/guardian. Both parents and students shall cross between the driver and the school bus. Reference School Bus Safety Rules in on webpage.

Will an elementary school studentbe dropped off atthebus stop ifnoadult is present to receive the student?

- Yes, students in grades 1st through 5th are not required to be met and may be released at the bus stop. Safety to and from the bus stop is the parent's/guardian's responsibility. Only Pre-K, Kindergarten students are required to have a designated person at least 18 years of age at the bus stop to receive them. The designated person must be at the bus stop to physically take custody of a student as driver will not release otherwise.

What happens if there is no one to receive a pre-k or kindergarten studentatthe bus stop?

- It is the parent or guardian responsibility to make the necessary arrangements for their child. However, if no one is present to receive a pre-k or kinder student, an attemptwill be made to contact parent, guardian or emergency contact before returning the
student to their attending school. It will then be the parent's/guardian's responsibility to pick up the student(s) accordingly. Occurrences of this nature
 can lead to suspension of transportation privileges.


The school bus driver is required by law to escort students in grades pre-k through 8 across the street using a handheld stop sign. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in front of the line needs to cross.

Students who need to cross the roadway will wait in front of and to the right of the bus where they can see the driver and the driver can see them.

Students will always cross the street in front of the bus and perpendicular to the opposite side of the street, but NOT until they have been instructed with verbal commands to do so by the driver, even in the presence of a parent/guardian.
Students will walk, not run, completely across the roadway. If the student drops 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. Students who do not cross the roadway will exit and move away from the bus.
5. California law VC 22452 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.


- Students must observe safe walking habits and be alertfor traffic and surroundings.
- Whenever crossing any street remember to STOP... LISTEN...LOOK left, right, and left again before crossingthe street.
- Students should go directly to the bus stop in the morning and directly home in the afternoon.
- Students should NOT talk to strangers.
- When leaving the bus, students are to stay out of the Danger Zone.

The DANGER ZONE is the space all around the school bus. It goes out 12 feet. The school bus driver cannot see students in this zone. Students are to moveaway from the bus door quickly and stay clear of the wheels. They 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 windows.

7. When present, use only designated, marked crosswalks.
8. In accordance with §mc 8.54 .020 a , school buses are prohibited from sounding the horn to announce their arrival at a bus stop.
9. For the safety of students, no unauthorized passengers are to board the bus, including parents, unauthorized students, etc.
10. Once on board and sitting in their bus seat students are to buckle seat belts, wear shoulder harness correctly, and remain seated facing forward while the bus is in motion and/or while on board the bus. Students preparing to disembark must remain seated with seat belt on until the bus comes to a FULL STOP. "Passenger Restraints-Per California Code of Regulations, Title 5, Section 14105, all passengers in a school bus or in a school pupil activity bus that is equipped with a passenger restraint system in accordance with Section 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system while on board the school bus."
11. Orderly behavior is required before, during, and after boarding the bus. Students are to talk quietly at a noise level between 0-1. Abusive body contact (i.e. fighting, slapping, hitting, poking, shoving, etc.) is not permitted. Students are to talk quietly. Shouting, yelling, boisterous behavior, horse-play, profane language,

# FREQUENTLY ASKED QUESTIONS 

Who is eligible for school bus transportation?

- Students in elementary school who live beyond one and one-half (1.5) miles away from their home school.
- Special Education student's eligibility based on IEP or program enrollment (McKinley Vento, etc.)
- Elementary students eligible based program enrollment (i.e. Plan 504, low-income, free-reduced, etc.) will be issued busing on program specifics. Program based busing will consists of home-to-school transportation for students.

How are bus routes designed?

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

Prior to the start of the new school year, when the bus route is created yourchild's bus stop information will be located on the label of the envelope mailed to the address on file. Please remember the bus stop location, pick up and drop offtimes for the firstday of school. Additional safetyinformation will beincluded. We recommend eachparentor guardian review and discuss with their child on acceptable behaviors, conduct while on board the school bus and at the bus stop.

After School Care Programs: Transportation from your child's school to a non-Berkeley afterschool care programs is not a guaranteed service. Transportation is based on a space availability on the school bus. To request service, the afterschool provider must submit a list of the enrolled students to Transportation. Please refer to our non-Berkeley afterschool policy on our webpage and contact your afterschool provider if you have questions and to make sure your child is on their list.

BUSD Transportation Department makes it a priority to support the educational process by providing, safe, dependable, efficient and cost-effective school bus transportation in response to the needs of Berkeley students, staff and community while focusing on delivering professional, courtesy customer service.


Failure to abide by established safety/bus expectations and rules will lead to disciplinary action. School bus discipline and/or corrective action is administered and monitored by school administrators. Failure to abide by rules of conduct can lead to disciplinary action, including revocation of busing privileges. If a student's bus privileges have been suspended, that suspension will be for all Berkeley Unified School District buses, both to and from school.



Obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.

STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES. Please report to your bus driver or bus aide any form of bullying or harassment immediately.
12. Students are to remain SAFE and keep all parts of their body inside the bus at all times. Littering the bus, vandalism, or throwing anything in or out of the bus will not be permitted. Students will be charged for all damages.
13. For the student's own safety, students MUST remain awake and alert while riding the bus.
14. For student safety, eating, smoking, and gumchewing, etc. are prohibited on the bus at all times! Water is permitted during the summer months but only in a container that can be closed and only while
 the bus is not in motion.
15. 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 an emergency requires a student to secure the bus.
16. As stated in Education Code 39831.5, at the commencement of the school year, all students in prekindergarten and grades k through 12 who are transported in a school bus or school activity bus shall receive instruction in school bus emergency procedures.

- In case of ANY emergency, 911 is automatically called to respond.

17. Items such as instruments or school projects may not be permitted on board the bus should the item take up seating space required for other students or create an unsafe situation.
18. Anything not permitted on school grounds is not permitted aboard the school bus.
19. Students must wear shoes while aboard the bus. Athletes may not wear shoes with rubber or metal cleats while on the bus.
20. Medication shall not be transported on board the school bus. Students with medication needs must follow school-site protocols.
21. Students excluded from attendance at a school site for communicable diseases, head lice, or as stipulated in accordance to will not be allowed to ride the bus until notification is received from attending school site nurse or administrator to resume transportation.
22. As stated in Education Code 39831.3, twice a school year, all students in pre-kindergarten and grades k through 12, inclusive, who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to, proper passenger conduct, bus evacuation, location of emergency equipment, responsibilities of passengers seated next to an emergency exit, and the practice of procedures to evacuate the school bus through emergency exit doors, NOT THE FRONT ENTRANCE DOOR!
23. For safety and busing evaluation purposes, student address, phone number, and emergency contacts must be current. Parent/ guardian must contact student's school directly to make changes.

Dear Parent/Guardian: The Berkeley Unified School District Transportation Department is committed to making our transportation services both safe and pleasant for your child, and we need your help and support. In order to maintain a safe and orderly learning environment, it is important that we have consistent expectations for our students in and out of the classroom, including when they are riding ourschool buses.

## Berkeley PUBLIC SCHOOLS

Berkeley Unified School District


## MISSION STATEMENT

This guide has been developed to provide parents with helpful information, bus conducts expectations and safety rules so that we can work as partners to meet your child's transportation needs. A reminder in California school bus transportation for general education students is a PRIVILEGE available for those who are eligible. Let's continue to work together to keep all children safe. Thank you for your support.

BUSD Transportation Department


