

**WILSONA SCHOOL DISTRICT
DEPARTMENT OF TRANSPORTATION**

16757 East Ave. M-8
Lancaster, CA 93535

661-264-5924



The purpose of the following procedures is to request your assistance in making your child aware of the rules and regulations involved in your child's safe transportation on our school buses.

RIDERSHIP ELIGIBILITY

Student transportation aboard school buses is a privilege. Busing is limited to those students living within the District's boundaries, and the attendance zone for their school. Only those students whose residence is within the busing zone for their home school are eligible to ride to and from school on the school bus.

PARENT/GUARDIAN RESPONSIBILITY

Parents are responsible to have their children ready to board the bus at their designated bus stop 5 minutes prior to their pick-up time. The driver will not return to a stop to pick up a student who was late and missed the bus. The driver will not leave a stop prior to the pick-up time.

Kindergarten students are to be released to a parent/guardian **ONLY**. Parents may choose to waive this by signing the District's "Release of Responsibility" form available in any school office. All kindergarten students not met at their stop by parent/guardian will be returned to the school site unless there is a "Release of Responsibility" on file.

If a student is unable to be dropped off at their appropriate stop, they will be kept on board the bus until they can be returned to their school site. Parents of such a student should call the Transportation office at 264-5924 to determine what time their student will be returned to their school site for parent pick-up.

Any student at a bus stop with disallowed items will be directed to return home, if a parent is home; or instructed to leave the article at the bus stop.

ROUTE AND/OR STOP TIME CHANGES

All school bus stops will be made available to each school office prior to the beginning of the school year. An updated copy of any changes will be sent to each school site as they occur.

Throughout the school year, routing changes may become necessary. Parents will be notified of any time changes.

ADDITIONAL RESPONSIBILITIES

Parents are responsible for assuring that their child's behavior at the bus stop is appropriate. Students must adhere to all school rules at the bus stop. Any misbehavior, resulting in complaints of damage, destruction, or violation of any school rule at the bus stop, will result in suspension from the bus and/or suspension from school.

Students that need to cross the street, when they get off of the bus **MUST** be escorted by the school bus driver. No exceptions. This rule will be strictly enforced.

Remember, that riding a School Bus is a privilege, not a right.

LATE BUSES

Late buses are often unavoidable. In the event that buses are running late in the A.M., it is required that parents wait with their children until 15 minutes after the scheduled stop. If the bus hasn't arrived by that time, please call 264-5924 to report the late bus.

In the event that buses are running late in the P.M., it is suggested that parents wait at the stop until 15 minutes after the scheduled stop time. If the bus hasn't arrived then, please call 264-5924 to find out the cause of the delay and the estimated time of arrival.

CHANGE OF ADDRESS FOR PICK-UP/DROP-OFF LOCATION

Parents are responsible for notifying their child's school of any change in address or phone number.

Students needing to exit at a stop other than their own MUST have a note signed by the parent. This note is to be turned into the child's school office when they first arrive at school so that an official bus pass can be issued. Any student without this bus pass will not be allowed to exit the bus at any stop other than their designated stop.

STUDENT CONDUCT

Riding a school bus is a privilege, not a right. School bus drivers have the authority to assign seating of pupils. The Director of Transportation instructs all drivers to seat their students when boarding to prevent unnecessary confusion.

The school bus driver may issue a "Transportation Referral" to those students violating established safety rules while aboard the bus or at the loading/unloading

area. In most cases, the driver will first issue the student a verbal warning, notifying them of the violation. Students MUST provide the driver with their correct name, including spelling, upon request. An issued Transportation Referral will be given to the student to take home to have the parent/guardian sign this form. Then the student must return the form to the driver on the next school day. This will allow the parents to opportunity to discuss the situation with their child; remind them of the importance of obeying the school bus safety rules and to also reinforce that riding the school bus is a privilege.

The school bus is an extension of the school campus. Therefore, adherence to the district's "Zero Tolerance Policy" is extended to all persons aboard the school bus and/or at a designated school bus stop. As in the classroom, abusive body contact will not be tolerated. This infraction can result in immediate suspension of transportation and/or suspension from school.

Transportation aboard school buses has long been the safest manner in which to transport students to and from school. While we strive to make each a pleasurable experience, the school bus ride cannot be mistaken for a socializing playtime. In order to keep the driver and students from being distracted, strict guidelines are necessary for the safety of all students, drivers and the public. Please make sure that your student(s) know the following:

1. Get on and off the school bus at their designated stop only.
2. Sit only where the driver instructs them.
3. Talk quietly with the person sitting next to them.

STUDENT ABSENCE

All drivers will stop at each designated stop on their route sheet. The driver will wait for only one minute past the stop's time and then proceed on.

The driver will discontinue stopping for any student that has not ridden the school bus in more than 3 consecutive days. It shall be the parent's responsibility to assure their student's busing resumes by contacting the Transportation office at 264-5924 prior to the day the student returns to school.

FIELD TRIPS AND EXTRA-CURRICULAR SERVICES

Students riding a school bus for a school sponsored field trip, or other extra-curricular activity are required to follow the same safety rules as students on home to school buses. Parents may be allowed to ride the bus as a chaperone ONLY when they have filled out the proper volunteer paperwork with the District Office, and have prior consent from the school site administrator. All persons aboard the school bus MUST obey the safety rules.

Prior to departure of any activity/field trip, all persons aboard the school bus will be instructed on emergency procedures.

SPORTS EQUIPMENT, SPECIAL PROJECTS, ETC.

No item will be transported aboard a school bus that is unsecured (i.e., in a student's backpack, book bag, separate bag). Bus aisles and emergency exits must be kept clear of all items. Parents should make other arrangements to get such items to their child's school.