

Transportation Guidelines Special Education

SERVICE GUIDELINES

Transportation as a Related Service: A student's IEP team determines when the related service of transportation is necessary for the regular and extended school year. Transportation needs will be met in the least restrictive environment.

Bus Route and Bus Stop: The student's IEP team determines the student's level of school bus service and the distance a bus stop may be placed from a student's home address. Students will be assigned a bus route and bus stop for use during the school year. Parents must provide the necessary supervision and assistance to ensure their child's safe and timely arrival to the bus stop. The need for this supervision does not determine the location of the bus stop. Students may not ride school buses or use bus stops other than their assigned bus and bus stop. Bus stops or routes are not changed to meet temporary needs and drivers may not change bus stops or routes without authorization from the Transportation Services Department.

Pick-up or release of a student will not be made on private property without prior authorization from the owner of that property. Students will not be released at a location determined by the driver to be unsafe. The bus will not depart from a bus stop before the departure time and, the bus will not wait past departure time for tardy students. Additionally, a student will not be released from the bus prior to their scheduled drop-off time or without a parent/designee present at the bus stop.

School Bus Service to Childcare: Students may be picked-up or dropped-off at a childcare address different from the home address if the service occurs on a consistent basis and if the service can be accommodated on an existing route. The childcare address must be within the attendance boundary for the current school.

"Must Be Met" Bus Stop Service: A student identified by the IEP team as needing "Must Be Met" service requires the parent/adult designee to be outside, waiting at the stop for the school bus. The parent/adult designee must remain at the door of the school bus while the student boards. Upon return from school, the parent/adult designee must be outside and present at the bus door to meet the "Must Be Met" student. Parents/adult designee and student(s) must be at the bus stop at least 10 minutes prior to the scheduled stop time. If the bus does not arrive within 10 minutes of the stop time, the Transportation Services Department or the school should be contacted.

A parent prevented by an emergency from meeting a child at the bus stop must notify the school and the Transportation Services Department via telephone that another designated adult will be at the stop when the bus arrives. The school will issue a note or temporary bus pass to the driver, noting the name of the designated person. The driver may not deliver the child to any other location and the designated adult must present identification to receive the student.

Route Identification: Routes are identified by school name and route letter or number. Each bus displays route information on the bus window.

Z Pass: All students must scan their Z Pass card each time they enter and exit the school bus. If a student does not have a Z Pass card or temporary ID slip for more than three (3) days a bus referral will be written.

Seating: Students may be assigned specific seats on the bus by the school bus driver or other school district officials.

Travel Time: The District does attempt to schedule routes to run no longer than 70 minutes. Travel time may change when modifications are made to a route.

Delayed Buses: Traffic or inclement weather can delay buses. If a bus is delayed more than 10 minutes the school bus driver will notify the Transportation Department via two-way radio. Transportation will attempt to notify families when a bus is delayed more than 30 minutes. You may check the status of a late bus on the Transportation homepage and click on Late Buses Today or navigate directly to <http://transportation2.sandi.net/latebus.htm>. You may also telephone Transportation at (858) 496-8460.

When Transportation is at-fault for a delayed bus causing a student to be tardy to school, the tardy will be excused. The school determines if a tardy will be excused when the late arrival is caused by student discipline problems or student(s) arriving late to a bus stop.

Collision: If a bus is involved in a non-injury collision, the parents or guardians of the students on board will be notified by the school district.

Undeliverable Students: When no authorized person is present at the bus stop, the school bus driver will return the student to the school of attendance if before 3:30 p.m. If after 3:30 p.m. the student will be transported to:

- Eugene Bruckner Education Center: 4100 Normal Street Annex 6, San Diego CA. 92103 (619) 725-7327

If no staff is present at the school of attendance after 5:00 p.m., the student will then be transported to:

- Polinsky Center: 9400 Ruffin Rd. San Diego, CA. 92123 (619) 514-4600

Please note, if the child is not picked up by the parent or guardian or when contact cannot be made, a social service agency will be contacted.

Animals: Per Civil Code 54.2; guide, signal, and service dogs are the only animals allowed to be transported aboard a school bus.

Personal Items: Students are not permitted to bring items on the bus that the school bus driver or school bus monitor determine to be dangerous. Students may not use plastic bags to carry personal belongings; lunches must be packed in appropriate containers. Glass of any kind, skateboards, and razor scooters are not allowed on the bus.

Cell Phones: Inappropriate use of cell phones may be stopped by the bus driver. Use of external speakers is not allowed. Students may not take photos or video of the driver or other passengers aboard the bus.

Lost Items: The Transportation Department is not responsible for personal belongings left on the bus, however, recovered items may be claimed by contacting Transportation at (858) 496-8761. It will be necessary for an adult to present identification and sign for items to include cell phones, electronic devices, and musical instruments. Unclaimed items will be donated to local non-profit organizations after 20 days.

SAFETY

School Bus Driver Qualifications: Federal law mandates school bus drivers complete classroom, behind-the-wheel instruction, and successfully pass a background investigation before receiving their school bus driver certification. Federal law also requires school bus drivers to complete first-aid training and attend ongoing training sessions to maintain their certification.

School Bus Safety: School bus transportation is rated by the National Safety Council as the safest form of passenger transportation. School buses are inspected daily by the bus driver and at scheduled intervals by District mechanics, as well as the California Highway Patrol to ensure each school bus meets all safety standards.

Safety Around the School Bus: Loading and unloading is the most dangerous time for students. Students must follow the school bus driver's instructions at all times when inside and outside of a school bus. Students must respect the "Danger Zone" and stay 12 feet from the bus at all times until instructed by the driver to load or unload. It is critical all children be kept away from moving buses.

[\(Link to "danger zones" graphic\)](#)

Street Crossings: Parents/guardians picking-up and/or dropping-off students at the bus stop should park safely away from the stop but on the same side of the street as the bus stop to avoid the possibility of a student being hit by traffic while attempting to cross the street. Parents/guardians must instruct children to not cross the street diagonally and to never cross behind a school bus at any time. Students that cross the street to get on the bus or cross after getting off the bus MUST:

- use a crosswalk controlled by a traffic signal, or
- cross in front of the bus under the protection of the school bus red signal lights

Students in 8th grade or lower are escorted by the school bus driver when there is no traffic signal (*California DMV Vehicle Code 22112*).

STUDENT RESPONSIBILITIES

Students receiving school bus service are expected to:

- Arrive at the bus stop 10 minutes prior to their assigned pick-up time.
- Wait for the bus outside, but at least 12 feet from the curb, on the same side of the street as the assigned bus stop.
- Wait 10 minutes past the assigned pick-up time before inquiring about a late bus or leaving the stop.
- Follow directions given by the school bus driver or school bus monitor at all times.
- Enter/exit the bus in an orderly manner in single file.
- Scan your Z Pass card when boarding and exiting the bus.
- Remain seated at all times.
- Request permission from the driver before opening windows.
- Keep head and extremities inside the bus.
- Respect the rights of others inside and outside the bus.

Students may not:

- Play musical instruments inside the bus.
- Use cell phones or other electronic devices without driver permission.
- Eat, drink, or chew gum while on the bus.
- Participate in physical playing/rough conduct or loud conversation.
- Vandalize or damage the school bus in any fashion.

Student Conduct: Many bus stops are designated at corners in residential areas. The bus stop is not a playground and students are to respect the property of others. Students who disobey bus rules will be subject to disciplinary action based on the rules governing misconduct on campus. Persistent infraction of rules and damages caused to a bus or private property at a bus stop may result in denial of transportation services. Parents or guardians are liable for damages caused by their student(s).

Unacceptable behavior will be documented by the driver using a "Bus Referral" which will be delivered to the school site administrator. The administrator will investigate the incident and take appropriate action. Suspension is considered when the unacceptable behavior jeopardizes the safe operation of the bus and/or its passengers. School buses may be equipped with video/audio monitoring equipment.

PARENT RESPONSIBILITIES

Car Seats: A child who is under 4 years old or weighs less than 40 pounds must be transported while secured in a car seat that meets federal safety standards for child safety-restraint systems. The National Highway Traffic Safety Administration (NHTSA) and the Federal Motor Vehicle Safety Standard (FMVSS) 213 require that all car seats be maintained in accordance with the manufacturer's instructions to include adherence to the car seat expiration date. The parent or adult bringing the child to the bus is responsible for controlling the behavior of the child until the driver has secured the car seat to the bus and taken custody of the child. Transportation Services personnel are responsible for ensuring the car seat and child are secured appropriately.

Wheelchairs: California Code of Regulations, 13 CCR 1293, Part (g) requires that all wheelchairs used to transport pupils in school buses must be equipped with functioning and properly maintained brakes, appropriate trunk support, and working footrests. Powered wheelchairs must utilize spill-proof batteries (California Code of Regulations 1293, Title 13). Service will be denied if the wheelchair is not equipped properly. Parents or guardians should consult the wheelchair manufacturer's manual regarding the appropriateness of using the wheelchair to transport the student.

Parents or guardians must provide a restraining belt attached to the wheelchair to secure the student in the chair. The belt must meet auto industry standards for passenger restraint systems. The child must be secured in the wheelchair when the bus arrives. Wheelchairs are firmly secured to the floor of the bus by the school bus driver. The framing of the wheelchair must be sufficient to allow securement to the floor at a minimum of four points on the chair. Wheelchairs that cannot be secured to the bus without modification or have improperly functioning equipment will be denied transportation.

New or Rental Wheelchairs: New or temporary equipment must be inspected by Transportation staff before it can be transported on a school bus. Please notify the school and contact Safety and Training in the Transportation Department at (858) 496-8729 to schedule an inspection.

Special Equipment: Transportation staff will notify the parent or guardian of any safety concerns regarding a student's wheelchair, car seat, or other special services equipment. All equipment listed on the manifest must be present before the student is allowed to board the bus. If any equipment listed on the manifest is missing, transportation will be denied. Questions about the transportation of wheelchairs and other special equipment should be referred to the Transportation Department at (858) 496-8780.

Transport of Medication: Medication should be transported to school by the parent, not the bus driver. If this is not possible, a prescription labeled bottle containing the medication must be given to the bus driver by the parent in a sealed envelope marked with the student's name and school. The bus driver will personally deliver the envelope to the proper school official. Parents/guardians are encouraged to confer with school staff regarding this procedure.

Illness: Students who are ill should not be sent to school. A parent/guardian is responsible for taking the student home if the student becomes ill while at school. A student who has a communicable disease will not be eligible for transportation until the Department of Health or a medical doctor certifies in writing that the disease is no longer contagious.

Personal Hygiene: Students still in the process of being toilet trained should be toileted prior to boarding the bus. The ride to school may take up to one hour and drivers are not permitted to stop.

Absences: If a student will not be riding the bus for an extended period of time, the parent/guardian must notify the Transportation Services Department. A school bus driver will not attempt am-service for any student that has not ridden the bus for five consecutive days. To temporarily stop, or to resume service after an extended absence, please call Transportation at (858) 496-8460.

Change of Address/Telephone: Parents/guardians must notify the student's school of attendance of address and telephone number changes. Address changes may result in changes to assigned service times and bus stop location. Upon receipt of information, route changes are typically processed within three weeks. Advance notice of changes can help ensure uninterrupted transportation services for the student. When a change occurs, parents/guardians will be notified by a form given to the student by the school.

Liability: Parents or guardians are liable for damages committed by their child/children to the bus and to private property at the bus stop.

If you have further questions or concerns, please contact your school principal or the Transportation Services Department at (858) 496-8460. Program information may be obtained by contacting the Special Education Program Office at (619) 725-7700 or Enrollment Options at (619) 725-5672.