

NATIONAL SCHOOL DISTRICT

1500 "N" Avenue National City, CA 91950
Telephone 619/336-7500 Fax 619/336-7505
Website: <http://www.nsd.us>

Riding the School Bus

Information for Parents

All students in the National School District are required to practice good safety habits and behave in an appropriate manner when riding a school bus, waiting at a bus stop, or going to and from a bus stop. These requirements are necessary to ensure that children will have a safe ride.

Parents are urged to discuss the following transportation safety rules with their children so they have an understanding of what is expected of them.

1. Follow all instructions from the bus driver.
2. Talk quietly and only to the person next to you.
3. Do not use obscene language or gestures.
4. Keep hands off other people and their property.
5. Immediately after boarding, sit down, put on your seat belt and remain seated at all times.
6. All parts of the body must be kept inside the bus and aisles at all times.
7. Eating or drinking on the bus is prohibited.
8. No live animals (including insects), except service animals, are permitted on a school bus.
9. Large toys, glass bottles, knives, or any article which may cause injury to the child or other children are prohibited on the bus.
10. Obtain permission from the bus driver before opening or closing windows.
11. Do not throw anything out of the windows.
12. Never tamper with any bus controls. Including the radio, shift pad, or door controls.
13. Respect the property of others at and enroute to or from the bus stop.
14. If several children are waiting at a bus stop, form a single line, approximately 6 feet from the curb, and quietly await the arrival of the bus.
15. Children should arrive at their bus stop approximately five minutes prior to the scheduled bus arrival time.

Students who fail to observe these regulations may be denied school bus transportation. The typical procedure which will be followed in this case is:

First Offense – *Parents and teacher notified.*

Second Offense – *Parents and principal notified.*

Third Offense – *Parents notified that child will be denied school bus transportation for not less than three (3) nor more than ten (10) school days.*

Only authorized bus riders are permitted to ride the buses. Before loading the bus, all students must have a bus pass card which must be shown to the driver and swiped to a scanner when entering/exiting the bus. All bus riders will be required to get on and off at their designated stops. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent. Permission to get off at a different stop will only be granted if no change of bus is involved. Children who are not authorized bus riders will not be permitted to ride the bus even to accompany an authorized rider to or from school.

SCHEDULED BUS STOP TIMES

The bus driver will make every effort to arrive at the bus stop at the scheduled time for pickup. If the bus arrives early, the driver will wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pickup time.

Bus riders are encouraged to arrive at their bus stops no earlier than five minutes prior to the scheduled time of pickup. Clocks in the Transportation Department are set and verified for accuracy by www.time.gov

Take home times are considered more flexible than pickup times, and it is possible that some children might be delivered to their stops earlier than scheduled on the way home.

LOADING AND UNLOADING PROCEDURES

The bus driver and or bus attendant have the authority to separate students and to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops which are the bus stops listed on the individual routes. Please do not ask or expect a driver to stop at a location other than your child's assigned bus stop.

CHILDREN WHO MUST BE MET

All **special education** students must be met at their bus stop by parent unless the parent signs a waiver that allows the student to walk unattended or to be received by an authorized person. If no one is available to meet the child, the bus driver will either complete the route and return to the stop or take the child to the Students Services Department at 1500 N Ave, National City, CA 91950. (619-336-7743).

All **Pre-School, Transitional Kindergarten and Kindergarten** students must be met at their bus stop by parent unless the parent signs a waiver that allows the student to walk unattended or to be received by an authorized person. If no one is available to meet the child, the bus driver will either complete the route and return to the stop, take the child back to school, or take the child to the Students Services Department at 1500 N Ave, National City, CA 91950 (619-336-7743).

General education students who are not special education, preschool, or kindergarten do not have to be met at their bus stops regardless of grade level. However, if a child is hesitant or reluctant to get off the bus at his or her stop, the child will not be forced to get off. The child will either be returned to school or taken to the Students Services Department at 1500 N Ave, National City, CA 91950 (619-336-7743).

If for some reason you have been unable to meet your child, call your school or Student Services at **619-336-7743** for instructions.

LOST AND FOUND ITEMS

Items left on the school bus will be turned in to the school, if this is known. Otherwise, the item will be kept on the bus for a week to provide the owner time to locate and claim it. If an item cannot be identified by the school and has not been claimed after a week, it will be placed on the Lost and Found shelf in the transportation office.

NOTIFICATION

District _____ personnel will notify special education children, who receive curb-to-curb service, of their bus assignments. Children who ride the bus to their home schools will be given bus information by the Transportation Department.

School Bus Procedures: Earthquake/Emergency

Bus drivers will follow the following procedures in the event an earthquake or other emergency occurs while a school bus is on a scheduled pickup or take-home run.

Minor Earthquake or Emergency (little or no damage to roads or structures):

If a minor earthquake or emergency occurs while a bus is on a scheduled pickup or take-home run, the bus will temporarily stop until the driver can determine that all is clear, then continue the regularly assigned route.

Major Earthquake or Emergency (obvious damage to roads or structures which might impede the movement of the bus):

If a major earthquake or emergency occurs while a bus is on a run picking up children to take them to school, the bus will stop picking up students and will go to the nearest district school to await further instructions. Children who are waiting for the bus and have not been picked up at the time the earthquake or emergency occurs, should return home or go to an alternate safe address.

If a major earthquake or emergency occurs while a bus is taking children home from school, the bus will stop taking children home and will go to the nearest district school to await further instructions.

Parents should be able to determine if their child is on the bus by comparing the time of the earthquake occurrence with the scheduled bus pickup or take-home time.

All children who ride district buses should be instructed in advance by parents or guardians as to where they should go and what they should do if a major earthquake or other emergency occurs prior to their scheduled bus pickup time or after they have departed from the bus.

NATIONAL SCHOOL DISTRICT - TRANSPORTATION SAFETY PLAN (PARENTS / GUARDIANS, PLEASE DISCUSS WITH YOUR CHILD.)

School Bus Stops. A list of school bus stops near each pupil's home is available upon request from the school office.

General Procedures for Loading and Unloading at bus stops and other locations:

- Follow the directions of the bus driver and the bus attendant at all times.
- Leave home early enough to reach the bus stop at least 5 minutes before the bus is scheduled to arrive. Do not play or run around at the bus stop or make loud noises.
- Walk. Don't run. Stay on the sidewalk, or if there is no sidewalk, stay as far as possible away from traffic. Walk facing oncoming traffic. Cross streets only at signal-controlled intersections.
- Students are to wait at least 12' forward of the bus stop area. Students must wait in a single file line.
- Wait until the door opens before moving toward the bus.
- Do not bring any pets or glass objects with you, they will not be allowed in the bus.
- **Before loading the bus, all students must have a bus pass card which must be shown to the driver and swiped to a scanner when entering/exiting the bus.**
- Enter the bus in an orderly manner. Remain seated at all times. You may be assigned a seat.
- When you are getting off the bus, wait until the bus has come to a complete stop and the door has opened before getting up from your seat. Exit the bus in an orderly manner.
- After leaving the bus, move away from the bus and out of the danger zone (12' around the bus).
- The bus driver will escort anyone who must cross the street (at the bus stop) before or after getting on/off the bus. Do not cross by yourself; let the bus driver know you need to cross the street. The bus driver will use an approved hand-held stop sign and the red flashing lights to escort you (and your parent if they are with you) across the street.
- Be aware that not all motorists stop when the school bus red lights flash. Always wait on the side of the road until the bus driver tells you to cross the street at the bus stop.
- Never cross the street behind the bus.

- If there is an emergency, stay calm and follow the directions of the bus driver and/or attendant.

Procedures to Ensure That a Pupil is Not Left Unattended on a School Bus

- Between routes, at the completion of a route/run and before departing the school bus at a staging location/ bus terminal the driver must deactivate the child safety alert system (VC 28160). The driver will thoroughly check the school bus for students, personal items and trash.

Adult Chaperones

- Schools shall provide at least 1 adult chaperone to accompany pupils on each activity/ field trip bus.

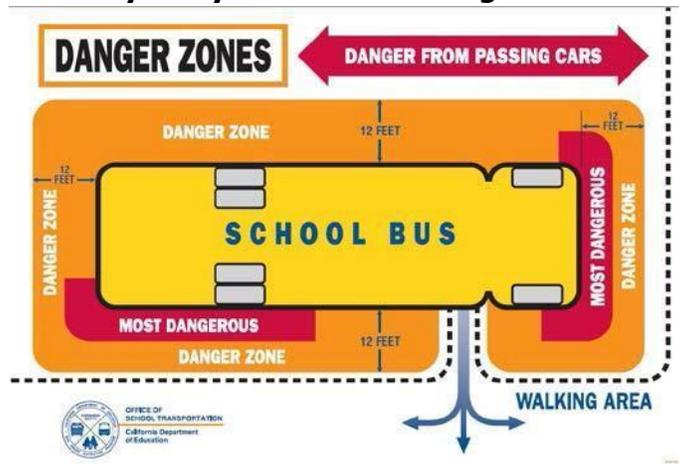
Annual Evacuation Training

- Each school year all students who ride the school bus will, practice an emergency evacuation drill (ED 39831.5).

General Rules:

- Remain seated at all times.
- Keep your hands and feet to yourself.
- Talk quietly.
- No eating or drinking at any time.
- Follow the direction of the Bus Driver and Bus Attendant at all times.

Remember to stay away from the 12' danger zone around the bus



This Transportation Safety Plan shall be kept on file at each school and made available, upon request, to any California Highway Patrol officer.

BOARD OF EDUCATION
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