

## WALKING TO BUS STOPS

Bus stops must meet all state requirements. The district continues its practice of corridor busing for middle and high school routes.

For safety, parents should walk the route to and from the bus stop with their student. Parents should help the student identify landmarks to recognize both the proper stop and the route home.

## BUS LOADING PROCEDURES – A.M.

Students may only board at their designated bus stop. Safety begins at the school bus stop. Students are expected to arrive at the bus stop five minutes before the scheduled departure time. Students are expected to stand in a straight, orderly line 12 feet from the curb when waiting for the school bus to arrive at the bus stop. Students should not walk toward the bus until the driver opens the door. All students must show and scan their bus pass to board and exit the bus. **Seat belts must be utilized.**

## BUS LOADING PROCEDURES – P.M.

Students may only exit at their designated bus stop. Students must show and scan their bus pass to board and exit the bus. Students must be seated before the bus can be put in motion. Once the bus is in motion, the bus driver will not stop the bus, and any student not on board must make other arrangements for transportation home. **Seat belts must be utilized.**

## KINDERGARTEN INSTRUCTIONS

**Parents or a designated person age 18 or older must show the designated color bus pass to the bus driver when picking up Kindergarteners at a bus stop. The parent's bus pass and the Kindergartener's bus pass will serve as identification to ensure that the student is released to an authorized person. If the designated person does not have the parent bus pass, he/she must present a valid ID or driver's license.** Students not met at the bus stop will be returned to the school office. Parents will be contacted by school personnel and will need to arrange for their student's transportation home.

## RED LIGHT LAW

California law, VC 22112, states that motorists must always stop and remain stopped when the red lights are flashing on a school bus. This applies to vehicles approaching the bus in both directions. When the bus is stopped on a divided or multiple lane highway, vehicles that are approaching the school bus from the opposite direction need not stop. Flashing red bus lights indicate the driver is either loading or unloading students.

## EMERGENCY P.M. BUS PASSES

Students without a bus pass must have a *Student Without Bus Pass* form to ride home. A *Student Without Bus Pass* form may be obtained under the following conditions:

1. Student is currently a registered rider.
2. Student forgot his/her bus pass.
3. Student requires an emergency ride (per parent request through a signed and dated note or phone request to the school). REGISTERED RIDERS ONLY.

## LOST OR DAMAGED BUS PASS

A lost, damaged or defaced bus pass replacement fee is \$15.00 per bus pass. Do not punch holes, bend, crack, cut or deface the bus pass. This will break the antennae within the bus pass causing it to no longer scan and it must be replaced. Each student is provided a plastic sleeve to protect their bus pass. It is highly recommended the sleeve be used to avoid damage to the bus pass.

## BUS STOP CHANGE

A bus pass change is permitted only if a seat is available on the bus and the bus stop is safe for the student to walk to/from. There is a \$15.00 fee to make changes to the bus pass.

## BUS PASS VIOLATIONS

The following standards of progressive actions regarding abuse/misuse\* of the Student Transportation Program are established and are preliminary to formal disciplinary measures. The bus driver will write bus conduct reports when a student is found misusing his/her bus pass.

Misuse/abuse of a bus pass consists of:

- \*Using, or attempting to use, an expired bus pass.
- \*Using, or attempting to use, a stolen, found, forged or defaced bus pass.
- \*A student allowing another student to use his/her bus pass.
- \*Failure to show and scan a current bus pass each time he/she rides the bus.
- \*Riding bus and using bus pass while suspended.
- \*Students are to board/exit the bus ONLY at their assigned bus stop.

## BUS DISCIPLINE PROCEDURES

Students transported in school buses are under the authority and responsibility of the bus driver. The bus driver is responsible for the orderly conduct of the students 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 the student to be denied transportation. Disorderly students may be removed from the bus en route between home and school by a school official or other district administrator.

The district's Board of Trustees has adopted specific administrative procedures concerning bus discipline. A violation of the rules and regulations may result in a loss

of bus riding privileges. "Notices of Unsatisfactory Conduct" are cumulative and not necessarily for the same offense. Bus drivers will inform students when a notice is filed with the principal. Consequences for misconduct are administered by the school administrator.

The following rules must be observed on the bus: Obey the bus driver and follow directions at all times.

1. Remain seated and face forward while the bus is in motion. Keep yourself and all objects inside the bus.
2. Be courteous and considerate of others.
3. Remain quiet while on the bus and silent at all railroad crossings.
4. Abusive or profane language or gestures will not be tolerated. Fighting is prohibited.
5. No food, gum, or drinks are allowed on the bus.
6. Littering on the bus is prohibited. Vandalism and destruction of property will not be tolerated and costs will be billed to parents/guardians.
7. All electronic devices must be in silent mode.
8. Animals and insects will not be transported on the bus. Guide and service animals are the only exceptions to this rule.
9. Glass containers, hazardous materials, or balloons will not be transported on the bus.
10. Skateboards and/or body boards will not be transported on the bus.

**First Conduct Report:** Considered a warning.

**Second Conduct Report:** Grades K-5: 1-day bus suspension or parent/guardian conference. Grades 6-12: 1 to 3-day bus suspension.

**Third Conduct Report:** Grades K-5: 1 to 3-day bus suspension. Grades 6-12: 1-week bus suspension.

**Fourth and Subsequent Reports:** Student must be considered a continuing safety hazard on the bus and serious consideration should be given to denial of bus privileges for an extended period.

If a student chooses to break a rule, the consequences outlined on the district bus citation are applied. If a student attempts to ride the bus after receiving a no-ride citation, further disciplinary action will be taken.

## BUS EVACUATION DRILLS

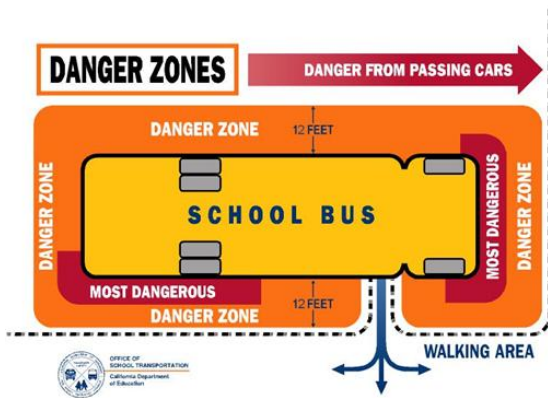
The Transportation Department staff conducts safety instruction and bus evacuation drills in accordance with state regulations each school year for students riding district buses. The safety of all bus riders is greatly served through the practice of these bus evacuation drills, EC 39831.5.

## HAZARDOUS ARTICLES

State regulation requires that baggage or other objects carried on a school bus be safely secured or stored in a manner that will not result in passenger discomfort or injury. All aisles and emergency doors/windows must remain unobstructed. Students may only transport items that can be held on their lap so that every bus rider will have an adequate and safe place to sit. Parents and students must arrange for other transportation when large, bulky items must be taken to and from school.

## BUS OPERATIONS DURING INCLEMENT WEATHER

Occasionally school buses are delayed due to reduced visibility during rain and foggy conditions. Information about late buses may be obtained by calling the Dispatch Office at 949-234-9972.



## CELL PHONES AND SIGNALING DEVICES

The school bus is an extension of the classroom. Cell phone and electronic signal device possession is allowed, per District policy. Cell phone or signal device use, however, is only used in case of an emergency. The driver has the right and the authority to make students turn off and put away cell phones and/or electronic signaling devices if and when use of said devices becomes a distraction to the driver or disturbs other students on the bus.

## SURVEILLANCE CAMERAS

Surveillance cameras may be present on any school bus.

## RETURNED CHECKS

If a check is returned to the District as non-negotiable, an alternate method of payment will be required and a \$25.00 fee will be imposed. Transportation privileges will be suspended for students using passes obtained with non-negotiable checks until financial settlement is made.

## REFUNDS

Refunds are made only if a student is reassigned to the Special Education Program, moves out of the District, or moves to a non-transportable area. All requests for refunds must be made in writing to the Transportation Department's Bus Pass Office. Refunds are prorated based on full, unused months. A \$15.00 processing fee will be charged. If a bus pass was purchased during the renewal period, an Administrative Fee of \$175.00 will be charged. The bus pass must be enclosed with a request for refund. The District does not refund fares for pupils who are suspended or expelled from transportation service or school due to disciplinary reasons.

If a student has not used their bus pass for 10 consecutive school days, it may be cancelled and his/her seat on the bus forfeited.

CAPISTRANO UNIFIED SCHOOL DISTRICT

# RULES TO RIDE BY

2024-2025 School Year

## Transportation Department

2B Liberty  
Aliso Viejo, CA 92656

Dispatch  
Phone: (949)234-9972

Bus Pass Office  
Phone: (949)234-9920



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