Oroville Union High School District
Transportation Department
2139 Washington Ave
Oroville Ca 95966
530-538-2300

Transportation Safety Plan and Handbook
(a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

1. Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.
2. (A) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

   (B) Nothing in this paragraph requires the county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

3. Boarding and exiting a school bus at a school or other trip destination.

4. Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

California Education Code 39831.5

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

1. Upon registration, the parents or guardians of all pupils not previously transported in a school bus or pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but is not limited to, all of the following:
   
   (A) A list of school bus stops near each pupil's home.
   (B) General rules of conduct at school bus loading zones.
   (C) Red light crossing instructions.
   (D) School bus danger zone.
   (E) Walking to and from school bus stops.

2. At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8,
inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but
not limited to, proper loading and unloading procedures, including escorting by the driver, how to
safely cross the street, highway, or private road, instruction on the use of passenger restraint
systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of
emergency equipment. Instruction also may include responsibilities of passengers seated next to an
emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency
exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is
installed, shall include, but not be limited to, all of the following:
(A) Proper fastening and release of the restraint system.
(B) Acceptable placement of passenger restraint systems on pupils.
(C) Times at which the passenger restraint systems should be fastened and released.
(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity
bus shall receive safety instruction that includes, but is not limited to, location of emergency exits,
and location and use of emergency equipment. Instruction also may include responsibilities of
passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph
(2) of subdivision (a) is given:
(1) Name of school district, county office of education, or private school.
(2) Name and location of school.
(3) Date of instruction.
(4) Names of supervising adults
(5) Number of pupils participating
(6) Grade levels of pupils
(7) Subjects covered in instruction
(8) Amount of time taken for instruction
(9) Bus driver’s name
(10) Bus number
(11) Additional remarks

The information recorded pursuant to this subdivision shall remain on file at the district or county
office, or at the school, for one year from the date of the instruction, and shall be subject to inspection
by the Department of the California Highway Patrol.
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Contact Information Oroville Union High School District

Oroville Union High School District
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530-538-2300

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530-538-2300 ext. 1107

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530-538-2300 ext. 1103

Transportation Secretary
Kendahl Costa
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530-538-2300 ext. 1109

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530-538-2310 ext. 2203

Oroville High School
Kristen Wiedenman – Principal
530-538-2320 ext. 3301

Prospect Alternative and Community Day School
Vacant – Principal
530-538-2330 ext. 4150

Contact Information Oroville City Elementary School District

Spencer Holtom – Superintendent
530-532-3000 ext. 3001

Superintendent Secretary – Kim Felder
530-532-3000 ext. 3001
Troy Cox – Assistant Superintendent, Curriculum and Instruction
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Vince Xiong – Principal
530-532-3002

Ishi Hills Middle School
Vacant – Principal
530-532-3078

Oakdale Heights School
John Bettencourt – Principal
530-532-3004

Ophir School
Aimee Hubbard – Principal
530-532-3005

Stanford Avenue School
Vacant – Principal
530-532-3006

Wyandotte Avenue School
Kathy Pietak – Principal
530-532-3007
SCHOOL BUS TRANSPORTATION

The Oroville Union High School District’s primary goal for student transportation is to promote safe, efficient and cost effective transportation services. Bus routes will generally be limited to properly maintained, paved roads without dead ends. Other factors the district will evaluate for routing include student demographics, destinations, behavioral patterns, vehicle capacities, number of stops, number of passengers per stop and walking distances to stops. Bus routes may include limited travel on properly maintained gravel roads. Such roads shall provide the driver with good visibility and be wide enough for two vehicles to pass safely. Other factors that determine bus stops include limited use of flashing lights, driving maneuver limitation, major roadway crossings, speed limits, hills and curves, no drive zones, hazardous areas, industrial areas, railroad crossings, limited access highways, sex offender areas, known drug houses and any other unsafe conditions. The transportation department will attempt to limit student riding time as much as possible. The transportation goal is to limit ride time to no more than one hour, but some outlying areas may have longer ride times.

Loading and Unloading Pursuant 22112 of the Vehicle Code

Rules of Conduct at Bus Stops and School Bus Loading Zones

Procedures for all students to follow as they board and exit the school bus:

1) Arrive to bus stop 10 minutes prior to the scheduled bus arrival
2) Students shall wait for the bus in an orderly manner, line up single file 12 feet away from the bus stop and six feet off the road, and wait until the bus comes to a complete stop and the door is open before approaching.
3) Students shall board and exit the school bus only at bus stops designated by the District Superintendent or designee.
4) Students must load and unload only at their designated school site and designated bus stop, which is specified on the Permission to Ride form (In the case of an emergency the student must obtain a bus pass from the school office).
5) All students (K-12) require driver escort who need to cross the roadway or private road upon which the school bus is stopped during drop off. Drivers shall ask if anyone needs escorted across the roadway or private road. While boarding or exiting the bus students are NEVER allowed to cross the street without a driver escort. Students are not permitted to cross at the rear of the bus.
6) During pickup students shall not attempt to cross the roadway or private road once they have visual contact with the school bus. Students shall wait for the driver to properly escort them across the street. Bus drivers shall not allow students to cross roadways or private roads once they have visual contact with a student.
7) Students shall exit the bus in an orderly manner, remaining seated until the bus comes to a complete stop and is placed in gear and the parking brake is set. Leave the bus promptly. Immediately leave the vicinity of the bus stop and stay clear of the roadway.
8) While at the bus stop, students will show respect to public and private property. There will be no marking and/or destruction of public property.

Bus Driver Requirements:

1) On approaching a bus stop, the driver must activate approved flashing amber light (if bus is so equipped) beginning 200 feet before the bus stop.
2) The driver shall operate flashing red light and stop arm when the bus is stopped for
purpose of loading and unloading students.

3) Before opening the door, the driver shall ensure the flashing red signal lights and stop arm are activated

4) Driver shall escort students across the roadway or private road as needed. The driver shall use an approved hand-held stop sign while escorting all students.

5) The driver shall stop only at bus stops designated by the District Superintendent or designee.

6) The driver shall ensure that all students who need to cross the roadway or private road are crossed safely, that all other unloaded students and pedestrians are a safe distance from the bus and that it is safe to move before setting the bus in motion.
Red Light Crossing Instruction/Escort of Students across Roadway

22112 (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils.

2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

NOTE: Oroville Union High School District escorts all students through grade 12. Upon pickup, riders shall be at their designated pickup location. If a rider is not at their designated pickup location at the time the bus is arriving and once both the rider and/or the bus driver have visual contact, than a red light crossover shall be performed. Bus drivers shall escort all riders that require a red light crossover during drop off.

Driver Escort Procedure

1) Students shall:
   a) Wait for the driver to exit the bus
   b) Cross the roadway only when the bus driver tells them it is safe to do so
   c) Always cross in FRONT of the bus straight across the roadway between the bus driver and the bus
   d) After crossing, from the bus, stay clear of the roadway
   e) After crossing, to the bus, find a seat promptly and remain seated

2) The transportation department will determine if a student requires escort to or from the bus. Red light crossovers must be approved by the transportation department. Red light crossovers will be determined by the riders physical address, routing software and/or observations from the school bus driver.

School bus Danger Zone

It is very important that students know the danger zones and are never in these areas without the bus driver's knowledge.

Designated Bus Stop

Students must load and unload only at their designated school site and designated bus stop. Designated stops are determined by the address of student. If a student needs to load or unload at a stop other than their designated bus stop, student must obtain a bus pass from the school office. The school office shall notify the transportation department when this is needed.
Application for Permission to Ride
All students must have a current permission to ride form on file with the transportation department in order to ride any Oroville Union High School District bus. Permission to ride forms are available electronically at the Oroville Union High School District website (OUHSD.org). Forms may also be obtained from school offices or from the bus driver. Any changes to a student’s information will require an updated permission to ride form.

Bus rules and conduct are printed on the permission to ride form. It is encouraged that the parent/guardian reads over rules of conduct with their student and keeps the upper section of the form for reference. An electronic RFID bus pass may be issued to each student. This pass is to be scanned upon boarding and departing the bus.

Bus Pass
A bus pass will be required from the school office anytime a student deviates from their designated pickup or drop off location or when requesting transportation. Any student who needs transportation will be required to have a permission to ride form on file with the transportation department. A parent/guardian must request the bus pass either in person or in writing. In the event of an emergency, permission by telephone may be accepted. Students who do not obtain a bus pass will be refused transportation. In the event a student is at a morning bus stop without a bus pass and no parent/guardian is available, the bus driver will notify dispatch and take the student to his/her school site. The parent/guardian will be contacted by the school site of the student.

Bus Behavior/Conduct:
Bus Rules and Conduct
5 CCR § 14103 (a) Pupils transported in a school bus or in a school pupil activity 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. A bus driver shall not permit any pupil to leave the bus en-route between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Bus Rules
The safety of school bus passengers is the most important part of the school bus operation. To insure safety the following rules have been developed:

1. Be at your bus stop at least 10 minutes early.
2. Passengers shall stand back 12 feet in an orderly line at pickup points until the bus comes to a complete halt.
3. Follow the instructions of your school bus driver.
4. Remain in your seat while the bus is in motion. Keep aisles clear at all times.
5. No smoking, vaping, chewing, gum, eating or drinking beverages.
6. No loud or distracting noises of any kind. Remain quiet at all railroad crossings.
7. No throwing of objects or littering on or about the bus.
8. No fighting. No bullying. No abusive, back talk or objectionable remarks to the other passengers or to persons outside the bus.
9. Be courteous to your school bus driver and fellow passengers.
10. Bus drivers may assign students to a specific seat.
11. No cell phone pictures or video. Other cell phone use is at the discretion of the driver.
12. No touching or tampering with bus equipment.
13. Always be alert to traffic when boarding and departing the bus. Cross in FRONT of the bus between the bus and the driver. Always wait for the driver to escort you across the street.
14. Students must board and depart only at their designated school site and designated bus stop. (In the case of an emergency, students must obtain a bus pass from the school office.)
15. The following items are not allowed on the bus: firearms, knives, baseball bats, balls, rollerblades, skateboards, and bicycles, items made of glass, animals, insects, hazardous articles, aerosols, perfumes, or any illegal substance.
16. Rule violators are suspended from using any OUHSD school bus. Suspension from transportation includes suspension from all athletic and extra-curricular trip buses.

School Bus Incident Report to Parents (bus slip)
The lack of compliance of rules and/or undesirable conduct by a student can result in the issuance of a School Bus Incident Report to Parents (bus slip).

Disciplinary Actions:
- First violation (Level 1): Warning
- Second violation (Level 2): Shall result in a 1-2 days suspension of transportation privileges. Parents must provide transportation during the period of suspension
- Third violation (Level 3): Shall result in a 3-5 days suspension of transportation. A conference between parents and the principal will be held in order to have transportation reinstated. Parents must provide transportation during the period of suspension
- Fourth violation (Level 4): Shall result in the loss of transportation for the remainder of the school year.

• All disciplinary action is at the discretion of the school administrator, the transportation director and/or Board of Education; the penalty may be more severe or less severe if deemed necessary

Other Discipline
Bus driver may use other means of discipline in addition to or in place of a Bus Slip. Such as; assigning a seat, writing sentences, phone call to parent/guardian, conferencing with the school administration or the use of incentives such as stickers, color pages, small toys, behavior charts and positive behavior post cards to parents.

Evacuation Instruction
All pupils in prekindergarten to grade 12, inclusive, in public or private schools, who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

At least once in each school year, all pupils in prekindergarten to grade 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but not
limited to:
- Proper loading and unloading procedures including escorting by the driver
- How to safely cross the street, highway or private road
- Instruction on the use of passenger restraint systems
- Proper passenger conduct
- Bus evacuation
- Location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit

As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Each school year the transportation department provides school buses to every elementary and middle school site and all students receive instruction on safety and participate in a bus evacuation. This instruction shall be completed at the beginning of each school year.

**Bus Safety Equipment and Emergency Exits**

All school buses are inspected by each driver before leaving the bus yard to transport students, at regular scheduled intervals (3000 miles or 45 days), by a mechanic and yearly by a CHP officer. Included in these inspections are ensuring safety equipment and emergency exits are in proper working order. During evacuation training, students are trained on the location and use of safety equipment and the proper operation of emergency exits. At this time, and during the event of an emergency, the students are permitted to handle safety equipment and emergency exits. Handling safety equipment and emergency exits any other time will result in disciplinary action to be taken toward the student with possible loss of bus riding privileges.

**Safe Bus Operations**

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

**Procedures for Discontinuance of Service due to Reduced Visibility**

In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Transportation Director or his designee of the fact and a decision will be made as to the next course of action.

If the conditions warrant, whether or not students are on board, the driver will remain parked and secure until it is safe to proceed. School sites and the superintendent will be notified immediately.

If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed. School sites and the superintendent will be notified immediately.

**Field Trip / Activity Trip**

To be in compliance with Vehicle Code 221 12b The Request for Transportation form must contain all stops where students will load or unload including comfort stops such as restroom and food. Home-to-school routes take precedence over activity trips in scheduling. It is very
important to have correct times listed on trip request forms and to adhere to those times. Trip request forms must have all proper signatures in order for the trip to be scheduled. It is recommended that the activity trip be confirmed by phone or email at least one week prior to the day of the trip.

All bus rules and orderly conduct apply to fieldtrips/school activity trips. Before departing on a school activity trip, students shall receive safety instruction which, includes but is not limited to:
- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit
- May include the use of the passenger restraint system (if so equipped)

PASSENGER RESTRAINT
Oroville Union School District does have school buses equipped with passenger restraint systems. School buses purchased or leased for use in California must be equipped, at all designated seating positions, with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 (small bus) bus manufactured on or after July 1, 2004 or a Type 1 bus (large bus) manufactured on or after July 1, 2005.

TRANSPORTING PASSENGERS WITH SPECIAL NEEDS
Many special education students have the ability to ride the standard school bus to and from school while other students require specialized transportation service. For students requiring specialized services transportation needs must be addressed in their Individualized Educational Plan (IEP).

The IEP and Transportation
Each student’s success is reliant upon sustaining positive communication, and the teamwork of parents, teachers, and the school bus driver. OUHSD bus drivers recognize that their personal attitude and behavior affects the people served. Initially the student’s needs may require curbside service, or an aide; however, safety concerns need to balance with the need to foster independence in students. After all, education is to prepare students for life outside of school.

Transportation Independence Tools
IDEA requires that all related services (including transportation) are provided in the Least Restrictive Environment (LRE). IDEA requires students with disabilities be provided access to the educational program, to the extent possible, in the same manner as their non-disabled peers. Our goal is for all students to have access to the education program, which includes teaching skills for greater independence, in order to achieve the LRE.

Levels of Service
The district offers transportation service at multiple levels to correspond with each student’s skills and abilities. Listed below are the service options available from least restrictive to most restrictive.

| Public Transit | Where public transit is available and appropriate students may use public transit. |
| Centralized | This bus service is provided at the designated neighborhood bus stop which may be used to provide bus service for students in the regular education program. |
**Transitiona**  I

The bus stop is located at a safe point which is somewhere between the home location and the regular neighborhood bus stop. This stop location can be customized based upon the student’s abilities. As the student’s skills increase transportation staff will work with the IEP team to provide a progressively more independent location.

**Curbside**

Service is provided at the closest safe point to the student’s residence. This bus service is the most restrictive service provided. Typically, for students requiring this service, it is expected that a responsible adult is present to deliver/receive custody of the student.

**Providing the Least Restrictive Bus Service**

Although every student has an individualized education program, the following guidelines help establish targets and goals. Not every student in a given program will be able to achieve these standards while some students will be capable of exceeding them. In each case, the IEP team should assess the student’s skills and abilities in order to establish the correct level of service. Where a student’s skills and abilities do not meet the expected service standards a targeted intervention is warranted.

<table>
<thead>
<tr>
<th>Service Level</th>
<th>Skills to be Mastered</th>
<th>Sample IEP Goal (Student will be able to . . .)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism Program SDC</td>
<td>Curb</td>
<td>Curb</td>
</tr>
<tr>
<td>Fully Included Autism</td>
<td>Curb</td>
<td>Trans</td>
</tr>
<tr>
<td>Mild/Moderate SDC</td>
<td>Curb</td>
<td>Trans</td>
</tr>
<tr>
<td>Moderate/Severe SDC</td>
<td>Curb</td>
<td>Curb</td>
</tr>
<tr>
<td>Adult Transition</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>VI</td>
<td>Curb</td>
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<tr>
<td>RSP</td>
<td>No Service</td>
<td>No Service</td>
</tr>
<tr>
<td>ED SDC</td>
<td>Curb</td>
<td>Trans</td>
</tr>
<tr>
<td>DHH</td>
<td>Curb</td>
<td>Trans</td>
</tr>
</tbody>
</table>

**Skill Ladder**

Each level of transportation service has an associated set of skills which must be learned before the student can proceed to a more independent level. The skills do not need to be learned in any particular order. Based upon specific knowledge of student abilities, the IEP team may add additional skills to any category. When a student is not capable of being safely served at the expected level, the case manager should establish IEP goals to help the student progress. When the IEP team finds it necessary to modify this skill set, transportation staff should be contacted.

When a student is not capable of being safely served at the least restrictive level, the case manager should establish IEP goals to help the student progress. These goals should be specific to the desired skills and may require the assistance of the bus driver for assessment and/or instructions. The frequency of goal achievement should be increased until the student demonstrates mastery. Listed below (in order from least restrictive to most restrictive) are each of the service levels and their associated skills.
### Public Transit
- Make Change
- Read a public transit schedule
- Ask directions
- Position own wheelchair (if appropriate)

### Produce correct bus fare as measured by the teacher 9/10 times.
- Select stop times & buses using transit schedule.
- Role play asking the driver for directions as measured by teacher.
- Set wheelchair in the correct position as measured by the driver.

### Centralized
- Safe path to your stop
- Respect for property
- Knowing how long to wait for a late bus
- Ability to contact transportation dispatch if the bus is late

### Demonstrate safely walking to the bus stop as measured by the teacher.
- Wait for the bus in the correct area properly as measured by the teacher.
- Role play waiting and determining when to call transportation as measured by the teacher.
- Demonstrate accurately calling transportation dispatch as measured by the teacher.

### Transitional
- Recognize the bus/route
- Recognize the stop and be ready for it
- Importance of time, ability to tell time
- Waiting for the bus with assistance
- Requesting help/self-advocacy
- Interact with other passengers appropriately.
- Crossing the street safely – being crossed
- Avoiding neighborhood obstacles, Stranger Danger (dogs, etc.)
- Waiting for the bus independently

### Identify the route number located on the bus as measured by the driver.
- While on the bus, get ready to get off at the assigned stop as measured by the driver.
- Correctly report whether (s)he is on time for the bus as measured by the teacher.
- Locate a safe spot to wait with help from a responsible adult assessed by teacher.
- Properly and politely ask for assistance as measured by the driver.
- Role play entering and exiting the bus appropriately as measured by the teacher.
- Demonstrate safe street crossing skills as measured by the teacher.
- Recognize potentially unsafe conditions as measured by the teacher.
- Wait for the bus independently in a safe location as measured by the teacher.

### Curbside
- Present bus pass
- Greet the driver
- Follow instructions
- Observe Bus Rules

### Show the bus pass to the bus driver as measured by the driver.
- Address the driver in a friendly manner as assessed by the driver.
- Appropriately respond to driver instructions on the bus as assessed by the driver.
- Demonstrate safe riding behavior as reported by the bus driver.

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Once transportation is identified as a related service, the transportation department is notified. Within 3-5 working days of notification from the special education department the student is added to the Special Needs route best suited for the student. At which time transportation will contact parents in regard to student pick up and drop off times. Transportations services cannot be provided until transportation has been approved through the OUHSD special education department.

Transporting students with special needs requires appropriate care and concern and the “least restrictive environment.”

### Parental Responsibilities
Parental involvement is vital for safe conveyance and student achievement. Parental involvement helps drivers to make informed choices on seating and providing support for the student’s positive attitude. Parents have the responsibility to inform the driver of their child’s needs and any changes for transportation to provide a consistent and safe level of service. The driver-parent relationship shall be professional, friendly, and oriented toward acquiring a better understanding of the child. As a parent, you have the responsibility to:

- Communicate safety concerns to the driver, transportation officials, and school administration.
- Have student(s) ready for transportation 10 minutes before the scheduled arrival of transport.
- Inform bus drivers of medications needing transportation.
- Inform bus drivers of changes in a student’s medication.
- Call dispatch if student will not need transport that day (530) 538-2300 ext. 1109.
- Understand transportation policy.
- Maintain the wheelchair and other adaptive devices in safe conditions.
- Provide bus drivers and transportation officials with emergency phone numbers.
- Participate in communicating rules and consequences.
- Participate in educating students of safety issues and loading and unloading.
- Inform bus drivers of medical health considerations for their child.

Confidentiality Requirements
The IDEA (34 CFR 300.560) and the Education Code (EC 56347) require that information in the IEP (even if confidential) shall be made available to related service providers to transport students safely. School bus drivers are school officials who perform the IEP mandated transportation-related service. Information on the handicapping condition, medical/health issues, and other personal characteristics is provided to transportation staff to assist in the orderly and safe transportation of a student protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Transportation staff shall be trained regarding confidentiality requirements.

Pick-up and Drop-off Locations
The OUHSD Transportation Department will route special needs buses to pick and drop off on the right side only. Therefore, no student will have to be escorted across the street. In the event an unforeseen circumstance should require a student to be escorted across the street, the driver shall comply with provisions of Vehicle Code 22112.

Parents should have students ready for AM pick up 10 minutes prior to the stop time. Students shall be at the school bus stop (usually in front of house on side walk curb), 10 minutes before stop time. Parents/Guardians shall not leave children unattended at the stop unless a waiver is submitted and approved by transportation.

Parent must notify transportation daily if students are not going to school because of illness or any other cause. If student does not ride the bus for three days, the school bus will cease servicing the stop until the parent/guardian calls transportation to restart services.

In the afternoon, when the school bus is dropping off students at home, parents must be present at the drop off time or students may be dropped off back at the school location, and parents/guardians will have to arrange for transportation home. The school bus driver shall not leave K – 3 students unattended at the stop. K – 3 students must have a parent, guardian or chaperone available before the bus driver will release any K – 3 student from the bus.

The transportation department must have parent approval and contact information of all adults, family members, guardians or chaperones who are approved to receive the child should the parent not be available. Parents shall notify the transportation department immediately upon changing contact or emergency contact information. Also, plan in advance if you will be moving or if your child will be using adaptive equipment so that your child does not have an interruption in transportation services.

Routing and Ride Times
OUHSD routes in the most cost effective and safe manner possible to minimize route time. Students may have early AM pick up times, even as early as 6:00 AM. As well, some students may have late drop off times, sometimes as late as 4:30 or 5:00 PM, depending on school bell
times, the amount of students and their destinations. OUHSD attempts to route students to experience a comfortable and timely trip from home to school. However, ride times can vary from 5 minutes to 2 hours depending on route configuration.

**Loading and Unloading Zone Communication and Supervision**
It’s in the best interest of all to have as much supervision as possible in the school bus loading zones. Parents are encouraged to communicate with their school bus driver and must supervise students at the bus stops.

**Transporting Children in Wheelchairs**
Students who need transportation while seated in a wheelchair, should be seated in a wheelchair that meets regulations stipulated in 13 CCR 1293 and should be WC-19 (ANSI/RESNA) compliant. WC-19 chairs are designed for safe transport in vehicles with strong anchor points to secure them. Drivers and parents should routinely inspect wheelchairs for:
- Brake function
- Headrest position and securement to the chair.
- Securement of the seat and back of the chair to the frame.
- Chair size appropriate to student
- Footrests function for student's needs.
- Functioning anti-tip bars.
- Proper integrity of batteries.
- Positive locking positioning belt fasteners attachment to the chair frame (not Velcro).
- Tire and wheel condition and function.
- Book bag secure to chair (should be removed if heavy)
- When wheelchair condition compromises safety, driver may refuse transport. Local organizations can be a resource for the funding of needed repairs or a resource for temporary replacement. The district must ensure any noted defects are fixed before resuming transportation of the wheelchair.

**Lap trays**
Wheelchairs cannot be transported with their lap trays in position on the wheelchair. For safety reasons, all lap trays should be removed prior to transport and secured.

**Oxygen Tanks**
Oxygen tank types vary; please inform dispatch/transportation if your child will need transport with an oxygen tank. If oxygen is needed it is safer to transport oxygen detached from the wheelchair and secure it separately. The tank should be stowed in an area out of the impact zone. The district will need to provide appropriate training to load and unload all medical support equipment. Any change in medical equipment, or change in transportation as a related service, must be changed on the IEP. Sufficient notice should be given to the transportation department so as not to disrupt service (530-538-2300 ext.1109).

**Transporting Children in Safety Vests, Car Seat, and Support Systems**
Some students benefit from using a safety vest or car seat while being transported in a school bus. Usually when a student needs extra support, a safety vest or car seat may be used. This is beneficial when a student needs additional physical or behavioral support. Please consult with transportation and the IEP team if requesting the use of a safety vest or car seat. Car seats must be approved by the transportation department prior to being used on a school bus.
Driver-Parent-Teacher Communication
There is a direct link between a student’s ability to communicate and a students’ behavioral excess. When people have difficulty communicating, they tend to have frequent behavioral outbursts. We encourage our drivers to communicate with parents and teachers to understand our student’s needs. If drivers learn about behaviors and know when and where they are likely to happen, they can plan positive behavioral interventions to guide and help teach better behavior. As drivers develop trust with each student, they are more likely to communicate in a positive manner. As we learn from teachers and parents about each student’s home and school environment, we better understand how to support and teach our children to manage their own behaviors.

When drivers notice frequent student behavioral excesses on the bus, we ask them to ask the parents, teachers or administrators for information in regard to any changes in the school or home environment that may be causing behavioral excesses. Cooperation and collaboration will assist the driver-parent-teacher relationship and assist in teaching the student how to communicate to get his or her needs fulfilled.

When a pattern of behavioral problems exist that may require a disciplinary measure, a warning citation is written and transportation will notify the school site administration at the school in which the student attends and that school will contact the parent of the issue. Subsequent behavioral excesses may result in suspension of bus privileges. Transportation attempts to work with both the parent and teacher prior to suspending students from the school bus service.

Our goal is to be proactive and to develop a means to eliminate challenging behaviors before they occur. The focus is on reinforcing positive behavior instead of punishing negative behavior. This approach is especially true when the student’s behavior is related to a disability and can be anticipated and planned for in advance. Therefore drivers are trained to observe and understand problem behaviors, such as where they occur and what function they serve for the child.

School Bus Safety Alert System
School busses and each school pupil activity busses shall be equipped with an operational child safety alert system. A child safety alert system is a device located at the interior rear of the vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. Oroville Union High School bus drivers receive in-service training on this procedure and perform this check after completion of each route.