

# Transportation

## Site Liaison

### Resource



# Transportation Site Liaison Online Resource

Revised 7/2022

## Introduction

Congratulations on being selected to be the transportation liaison at your school site. This online resource has been designed to help you become acquainted with what is entailed in being a transportation liaison. Below is a list of numbers and websites you will find helpful:

- Enrollment Options 619-260-2410 [Neighborhood Schools and Enrollment Options](#)
- The School finder online app can be accessed here:  
[https://www.sandiegounified.org/schools/school\\_finder](https://www.sandiegounified.org/schools/school_finder)
- Special Education Center Nonpublic Office [kshapazian@sandi.net](mailto:kshapazian@sandi.net)
- Special Education Center Early Learning Office [earlylearning@sandi.net](mailto:earlylearning@sandi.net)
- Special Education Programs Division: (619) 260-2450 [earlylearningenrollment@sandi.net](mailto:earlylearningenrollment@sandi.net)
- Transportation Information Center 858-496-8460
- [Transportation Key Contacts](#)

We hope that you will use this online resource to help answer any questions that you may have.



# Programs Supported by Transportation

## Magnet Program

Transportation may be offered to support Magnet programs at specific school sites. See link below.

### [Dedicated Magnet Bus Allotments and Stops](#)

#### Magnet School Eligibility Guidelines

Qualified riders reside further than 5 miles from Magnet School. The District has established a specific passenger count to support the program at each Magnet site.

#### Maintaining Transportation Waitlists

When the capacity limit has been reached for the designated number of passengers allotted to support the program at a specific school site the transportation scheduler will forward the names of students not scheduled to the site liaison. These names will be added to a waitlist maintained by the site transportation liaison. When seats become available the site liaison will select students from the waitlist to fill those seats and notify scheduler.

## Voluntary Enrollment Exchange Program (VEEP)

The Voluntary Enrollment Exchange Program (VEEP) offers transportation to students residing within a specific boundary and encourages students from one community to attend approved pattern schools in another community. See link below.

### [VEEP Patterns](#)

#### Bus stops

For all grade levels will be placed at one location within a High School Boundary. Once established, stops will not change for the duration of the school year.

#### Eligibility for VEEP Schools

Must reside within the established VEEP allied pattern. Each site will be given a specific passenger count (resources) to support the program at their school. When the capacity has been reached for the passenger count designated a wait list will be kept and maintained by the school liaison.

Service will be evaluated at the beginning of the second semester for any school when passenger counts drop below 25. School sites and parents will be notified of any changes at the earliest possible date via email.

## Special Education

### Special Education Service Request (F12)

After an I.E.P. (Individualized Education Plan) meeting is held any transportation information or changes to current transportation service is communicated to the Special Education office via this document. The Special Education office must then submit to the transportation department a request via F12 download. Service will be established according to the Student Service Assurance Dates **SAD**. If you're unsure, contact your site scheduler.

### Special Education Bus Monitors (Paraprofessionals)

Special Education bus monitors assist, under direction of the bus driver, in securing students to seats and attending to other individually identified special needs. Sites are responsible for the services of their students with the assistance of the Area Program Managers for Special Ed.

FIRST	LAST	EMAIL	AREA	CLUSTERS
Cynthia	Krawtschenko	<a href="mailto:ckrawtschenko@sandi.net">ckrawtschenko@sandi.net</a>	PM: Area HS	High Schools & Atypical
Jamie	Milton	<a href="mailto:jmilton@sandi.net">jmilton@sandi.net</a>	PM: Area 1	Canyon Hills, Lincoln, Point Loma
Shannon	Dearborn	<a href="mailto:sdearborn@sandi.net">sdearborn@sandi.net</a>	PM: Area 2	Clairemont, Mira Mesa, Morse, UC, Home Hospital
Marco	Samaniego	<a href="mailto:msamaniego@sandi.net">msamaniego@sandi.net</a>	PM: Area 3	Hoover, Kearny, Mission Bay
Susie	Sovereign	<a href="mailto:ssovereign@sandi.net">ssovereign@sandi.net</a>	PM: Area 4	Crawford, Henry, Scripps Ranch, Some Atypical
Rachel	Alexander	<a href="mailto:ralexander@sandi.net">ralexander@sandi.net</a>	PM: Area 5	La Jolla, Madison, San Diego
Michelle	Spence	<a href="mailto:mspence@sandi.net">mspence@sandi.net</a>	PM: ECSE	ECSE

### Service Codes used on Manifest

- A – Aide/Monitor required
- B – Lap belt required
- C – Car seat required
- D – May transport medication
- F – Seat student in the front of the bus/close to the driver
- H – Safety vest required
- K – Walker
- N – Nurse required
- O – Oversized wheelchair
- S – Monitor student for seizures
- V – Student transport with infant
- W – Wheelchair

### Special Education Siblings (SES)

Siblings of Qualified SPED students may be offered transportation with their qualified sibling. An application will need to be filled out and submitted to transportation via the student's school of

attendance every year. The SES will only be scheduled for transportation if there are available seats on the bus. The SES may be removed from the bus if the assigned seat is needed for a qualified SPED student. Applications for SES will not be accepted until the 3<sup>rd</sup> week of the school year. SES will not appear on the manifest until at least one month after school begins. Applications will be made available to school officials via the transportation website.

### **Special Education Service Levels (Administrative Regulation/Board Policy 3541.2)**

#### ***Curbside (LOS-9)***

Provides pickup and delivery of students at the safest and closest location to the service address. This type of service requires parent/guardian to receive physical custody of student at the door of the school bus. Curbside service bus stop location is subject to physical inspection and certification by the Transportation Services Department.

#### ***Corner Stop (LOS-2)***

Provides pickup and delivery of students from the closest/safest corner to the student's service address. Students may be expected to walk up to two-tenths of one mile from residence to designated stop.

#### ***Neighborhood Bus Stop (LOS-3)***

Provides pickup and delivery of students on residential streets at bus stops within neighborhoods. Students may be expected to walk up to four-tenths of one mile from the service address to the designated neighborhood stop.

#### ***Arterial Bus Stop (LOS-4)***

Restricts pickup and delivery of students to bus stops on streets identified as major, business, arterial, and collector streets. Students may be expected to walk up to one mile from service address to designated stops on arterial streets.

#### ***Must Be Met Delivery (Administrative Regulation/Board Policy 3541.2)***

When a special education student is determined to be "Must Be Met" the parent/guardian, other designated adult, or a school official must be present at the door of the school bus to deliver or accept custody of the student to or from the school bus driver. This applies to both AM and PM transportation at the designated school bus stop or in the school loading zone.

When a designated individual is not present to receive a student, the following procedure is followed:

- The bus driver notifies Transportation via the bus radio. Transportation attempts to telephone the parent.
- The bus driver retains the child on the bus until the completion of the assigned route.
- A second delivery attempt to the scheduled stop location is made.
- The Transportation Department notifies the child's school of attendance.
- With approval from Dispatch, the driver may attempt to return the child to the school of attendance.
- The Child Protective Services may be called if a child cannot be delivered to the school of attendance or transportation cannot contact the parent.

## Neighborhood Shuttles

Routes transport students to their School of Residence (SOR) from areas that have been identified by the school working with various community stakeholders and school police. As resources allow, pre-determined number of seats will be made available to a school site that requires this service. Students who live the furthest will be assigned first.

## McKinney-Vento / In-Transition

Transportation service may be requested for students experiencing extreme hardship, foster care, or in-transition. Parents/guardians initiate a request for transportation assistance with the school. The school forwards the completed application to the Youth in Transition Office for evaluation of services.

## Field Trips

### Field Trip Ordering

Transportation uses a Web-based field trip software system called [Versatrans Trip Tracker](#). Sites must designate a Requester and Approver. Contact your site scheduler for Trip Tracker training.

### District Budget String

All requests must have a District Budget String. Please contact your site scheduler to assist you with your District Budget String.



# Responsibilities

## Job Tasks

As a site liaison you provide a communication link between the Transportation Department via your site scheduler, program offices (i.e., Special Education, Neighborhood Schools and Enrollment Options), Administrators at the school site, staff members within programs offered at the school site, and parents.

### Maintaining and processing of Student Information

Update student information in appropriate databases (PowerSchool); update Special Education student information (i.e., address, phone) with the Special Education Office by means of an F12; process Transported Student Forms (TSF) to request service changes or drops; review and distribute new route information, route changes, and manifests as necessary. Additionally, it is recommended that liaisons periodically send letters regarding specific program or transportation policies to parents. These letters can function to verify the above listed student data prior to the Service Assurance Date.

### Service Assurance Dates [SAD](#)

Service Assurance Dates (SAD's) are established by Transportation and published annually. Students, whose applications are received in transportation by the SAD, are assured transportation on the first day of Coord service implementation. Students whose applications are received by Transportation after the SAD may experience delays in the implementation dates of transportation service.

Any changes to student service or requests for transportation must be submitted by the SAD to ensure service or service changes begin within expected timelines.

### [Transportation Application](#)

This form is used whenever a new or a current student who does not already receive transportation is requesting service. This form can also be found on the Transportation Website via the Staff Portal.

### [Zpass](#)

It is vital that your student uses their Zpass card whenever boarding **and** exiting the bus. This allows Transportation to track use of Transportation services. Data gathered from the use of these cards will be used to schedule routes more efficiently, improve service and determine continuing eligibility for transportation service at your school.

Students new to transportation are issued Zpasses at the beginning of each school year. New Zpass cards will be distributed to students by their school bus driver at the beginning of the school year. If a Zpass is lost or damaged you may request a replacement Zpass. Replacement Zpasses will be delivered to the school through District mail.

### Bus Passes

Issue, update, and collect bus passes. [Temporary Transportation Student ID Slips](#)

### Safety and Supervision

Develop the site plan for utilization of the loading zone; coordinate supervision of loading and unloading of buses at school; coordinate bus evacuation drills and instruction.

## Loading and Unloading Students

As a liaison it is your responsibility to ensure that:

- The students are properly and adequately monitored in the loading zone(s)
- Your school has developed a plan for loading and unloading students
- School official is meeting buses at AM arrival and dismissing buses at PM departure
- All students are using Zpasses
- Each bus clearly displays route identification
- Students who receive alternate transportation on a given day have their names recorded on a daily status log
- Medication is handled properly
- Transportation is notified if a bus driver is carrying an incorrect copy of the manifest
- Bus passes when issued are filled out completely with accurate student information

Contact your assigned [Transportation Scheduler](#) to resolve service issues or request changes in student service.

## Maintaining Revised TSF, Rosters, and Manifests

Approximately every week revised TSF are posted on the transportation website. Changes are generally effective the following Monday, however, some implementation dates may vary due to holidays.

### Revised TSF

A revised TSF is generated for every change in a student's transportation service. A student's service may be affected by changes to the service of other students. If there are changes to the service of any student you will receive a new TSF. Upon receiving revised TSF:

- Identify any change
- Students with changes are marked in red with a brief description of the change.
- Contact the student and inform him/her of the change.

### Student Rosters

You can also determine if a student's service has been changed by checking the Roster online. Asterisks placed by a student's identification number indicate that a revised TSF has been generated. This listing is alphabetized by student's name and includes all data on transported students.

### Transported Student Forms [TSF](#)

A form, available on the transportation website showing the student's individual transportation information. Any changes to the student's service will also be reflected here. This document is used to communicate transportation service information for non-SPED students between Transportation, the school site, and parents. The site liaison is responsible for providing this information, confirming service or changes in service, to the student's home.



## Organizing TSF

On a weekly basis (refer to the [Student Service Assurance Dates](#) for specific dates) a TSF for each transported student is posted on the transportation website. TSF form can be viewed here: [Log in for Manifests, Rosters, TS Forms and Zpass Card Reordering](#). Use your school site location number and password to access your TSF's. Review and print this information; forward changes to students/parents.

<b>TRANSPORTED STUDENT FORM</b>					
758 - COOK CENTER			Created: 07/14/2022		
Student Name: Johnny Smith	Student ID: 123456	Grade: 11	Ethnic: 5	Gender: M	Effective Date: 07/18/2022
Resident Address 123 Main St., San Diego CA 92123		Track T	Program SE	LOS 9	Phone(619) 366-0000
Special Services			<b>MUST BE MET</b>		
Trip Name: Route: 2 - AM		Trip ID: N822 2A	Stop Time: 7:39	Days: MTWHF	
Service Address: 123 Main St.					
1	Stop Description: 123 Main St	Additional Description: (1290D4)(RST-48)			
Enter Service Address Change As Needed					
Trip Name: Route: 2 - PM		Trip ID: N822 2P	Stop Time: 15:15	Days: MTWHF	
Service Address: 123 Main St.					
2	Stop Description: 123 Main St	Additional Description: (1290D4)(RST-48)			
Enter Service Address Change As Needed					
Trip Name:		Trip ID:	Stop Time:	Days:	
Service Address:					
3	Stop Description:	Additional Description:			
Enter Service Address Change As Needed					
Trip Name:		Trip ID:	Stop Time:	Days:	
Service Address:					
4	Stop Description:	Additional Description:			
Enter Service Address Change As Needed					
<b>SCHOOL USE ONLY (Only if Service Change Needed)</b>					
Date Submitted:	___/___/___	Recommended Stop: Existing	<input type="checkbox"/>	New	<input type="checkbox"/>
Submitted By:	_____	General Comments:			
Requested Effective Date:	___/___/___	Drop from Transportation	<input type="checkbox"/>	Change: 1	<input type="checkbox"/>
				2	<input type="checkbox"/>
				3	<input type="checkbox"/>
				4	<input type="checkbox"/>

## Manifests

A manifest is a list of all the students and stops on a route carried by bus drivers, and made available online every week. There is one manifest for every route. The manifest contains information such as the estimated departure/arrival time for each stop, the name and identification number of each student, special service codes and the bus stop each student is assigned to use. Online Manifests are marked with a red Asterisk if there have been changes. Manifests can be printed and given to drivers should a last minute assignment not allow them to be given one in advance.

## Parent Notification by Email

Prior to the opening of the fall semester, parents will be notified by email, using PowerSchool data, of student transportation schedules. Each site is responsible for researching and correcting student data in PowerSchool. Transportation cannot update PowerSchool. Parents will also be notified prior to the start of ESY.

## Bus Stop Times

The times listed on AM trip schedules are the departure times of the bus at each stop. Buses will not wait past listed bus stop times for tardy students. Parents are advised to have their children at the bus stop at least **ten minutes** before the scheduled pickup time. If the bus is late, parents are advised to wait ten minutes after the scheduled pickup or drop time before to contacting Transportation. Check the Transportation website for [Late Buses Today](#).

### **Delivery to School**

Morning delivery times are typically scheduled fifteen minutes before the starting bell times. Delivery times on a trip servicing two schools are determined by the latest bell time of the two schools allowing for travel time between the two schools. Principals may request an earlier delivery time due to a breakfast program. The request will be reviewed and approved or denied by the Scheduling Supervisor.

### **Dismissal Time**

Buses typically arrive at the school site five minutes before dismissal time and depart ten minutes after the dismissal time. Afternoon departure times on a trip servicing two schools with shared service are determined by the dismissal time of the first school.

### **Pupil Progress Reporting Days (PPR's)/Minimum Days/Late in days**

These are dates on which the times that students attend school have been modified. Dates are requested via Admin Circular in the spring for the following year and must be approved by Transportation, Pupil Accounting and Food Services prior to the start of the school year. It is recommended that you verify the days that your site has as modified days. Check the Transportation website for [PPR](#) and minimum days.

### **Route Designators**

All school buses display a route designator in the side window or front door of the bus in order to identify the specific route serviced at each school. Each time the bus completes one trip and begins another, the bus driver changes the route designator. The bus trip number or letter is included in the trip name on the trip manifest.

### **Pupil Tags**

Although the weekly manifest lists the names of authorized passengers, schools may issue name/route tags to elementary students. Students are encouraged to wear the tags during the first two weeks of school. Kindergarten students are highly encouraged to wear the tags during the first two or three weeks of school. Essential information for name tags includes:

- Student first and last names.
- Bus route name.
- Bus stop identification.

Additional information may include student address, phone number and parent/guardian name.

## **Disciplinary Action Due to Student Misconduct on a School Bus**

1. Control of student behavior on a bus is a cooperative concern of parent/guardian and the school district. The bus driver has supervisory authority over assigned student passengers. (California Code of Regulations, Title 5, Section 14103) All acts of misconduct on the bus observed by the bus driver will be reported by the driver to the school via "Bus Referral Form". The principal may cancel a student's transportation privilege indefinitely or for specified periods. Suspensions of bus service will be in compliance with IDEA and California Education Code Section 48915.5(c). When misconduct persists or results in an unsafe condition in the opinion of the driver, he/she may complete "Bus Referral Form" and forward it to the principal or liaison. The bus driver may recommend disciplinary action and/or suspension of bus riding privileges to school via "Bus Referral Form". Behavior on the bus should be treated the same as at the school site.
  - a. If a student's conduct on the bus is unsatisfactory after consideration of his/her disability:
    - (1) After first report, warning or no action is taken unless circumstances demand it.

- (2) After second report, warning or possible bus riding suspension; confer with parent/guardian.
  - (3) After third report, confer with parent/guardian. Transportation may be suspended for not more than three days.
  - (4) After fourth report, confer with parent/guardian. Transportation may be suspended for not more than five days.
  - (5) After 5th report, transportation may be suspended for the remainder of the school year.
  - (6) A bus driver may refuse to transport student after approval of the site administrator.
- b. If, due to the child's disability, the student's conduct is considered a hazard to self and others:
- (1) After first report, confer with the parent/guardian. Transportation may be suspended until a safe mode of transportation service is scheduled.
  - (2) After second report, confer with parent/guardian and refer to appropriate area program manager. Transportation may be discontinued.
- c. If there is excessive difficulty in transporting a student because of his/her disability, an IEP meeting should be convened including Transportation Services Department to discuss transportation issues.
- d. When certificated school staff is on a bus, staff is expected to supervise student passengers; however, the bus driver remains legally responsible for all passengers on the bus (California Code of Regulations, Title 5, Section 14103).
- e. Students may not eat or drink while riding bus. In addition to sanitary conditions, food and drink can be hazardous. The bus driver and school shall respond to eating or drinking on the bus as student misconduct.
- f. Action to cancel a student's transportation will be the decision of the IEP team; recommendations for district action may be made by the carrier's representative. Transportation Services Department must be notified of cancellation of transportation privileges.
- In no case may a bus driver require any student to leave the bus enroute between home and school or other destinations (California Code of Regulations, Title 13, Section 1217).

Ensure that the site administrator receives Bus Referral Forms completed by drivers; assist with identification of students who misbehave or vandalize buses; contact parents when necessary.

Approximately 200 District buses are equipped with onboard surveillance cameras to facilitate the identification of students who misbehave or vandalize the buses. Requests for this data must be made within 24 hours. In some cases video may be available after longer periods.

## Bus Evacuation Drills

Each year all students receiving home to school transportation at your site must participate in bus safety training. Sites are notified each year via a site operations circular, one for elementary, middle/junior high school, and senior high. It is your responsibility to:

- Post scheduling information.
- Assist safety education instructors during training.
- Prepare a time schedule so that all required students participate in the safety training.
- Ensure new students receive instruction on school bus safety.
- Transportation will contact each school site to schedule training.

## Frequently Asked Questions

The Transportation website has [F.A.Q.](#) (Frequently Asked Questions) to assist with any other issues. The Transportation Department and their website are at your service to help you get familiar with the important liaison job which you have agreed to undertake. Thank you.