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I. Introduction
Congratulations on being selected to be the transportation liaison at your school site. This guidebook 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 619-725-5672 [http://sandi.net/enrollmentoptions/](http://sandi.net/enrollmentoptions/)
- School finder [http://old.sandi.net/schoolfinder/?20451072011450793nav=&nodeid=401](http://old.sandi.net/schoolfinder/?20451072011450793nav=&nodeid=401)
- Special Education Articulation Hotline 619-725-7057.
- Special Education Office for Elementary Schools 619-725-7203.
- Special Education Office for Middle/K8, Learning Center Schools 619-725-7697.
- Special Education Office for High Schools 619-725-7796.
- Special Education Center Licensed Child Care Institution 619-725-3321.
- Special Education Center Nonpublic 858-490-2104.
- Special Education Center Other Special Education Programs 619-725-7096.
- Special Education Center SEEC Program 858-490-8501.
- Special Education Center TRACE Program 858-490-2540.
- Special Education Charter School Office 619-725-7604.
- Special Education Extended Year 619-725-7412
- [Special Education Programs Division](#): (619) 725-7700
- Transportation Administration 858-496-8475.
- Transportation Field Trips 858-496-8743.
- Transportation Safety and Training 858-496-8726.

We hope that you will use this guidebook to help answer any questions that you may have. The underlined items in this guidebook are hyperlinks if you are viewing this guidebook online.

II. Definitions

A. Transportation Terminology

1. **F12**
   After an I.E.P. (Individualized Education Plan) meeting is held any transportation information is communicated to the Special Education office located in Annex 2 via this document. The Special Education office may then submit to the transportation department a request, via a download, for transportation.

2. **Roster**
   A list of all students at a school site who receive transportation services. This listing is alphabetized by student’s name and includes all data on transported students. A school can access this information on the transportation website.

3. **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. Program Managers at the Special Education Center approve the need for bus monitors. It is the responsibility of each site to locate and employ the bus monitors.

4. **Manifest**
   A manifest is a list of all the students on a route, which is carried by bus drivers, and received by the school every week. There is one manifest for every route. The manifest contains information such as the stops in the order they are made, and the name and identification number of each student next to the stop they use.
5. Transportation Application
A form found online on the transportation website under general transportation application. This form is used whenever a new student or a current student who does not already receive transportation is requesting transportation.

6. Transported Student Forms (TSF)
A form, generated by Transportation after receiving a student enrollment form from a program office or when service has changed, that has a student's individual transportation information. This communication document is used between Transportation, the school site, and parents. The liaison is responsible for sending the appropriate copy, confirming the change, to the student's home.

B. Programs
To determine transportation eligibility for the following programs please refer to the San Diego City Schools Transportation Page or Enrollment Options website.

1. Choice
The San Diego Unified School District Choice Program provides students with the opportunity to attend a school other than their neighborhood school. Students may apply to any school within the School District, with the exception of Magnet schools. No transportation is offered through the Choice Program. Enrollment through the Choice Program is on a space available basis. Submitting an Enrollment Options Application for Choice does not guarantee enrollment in the school. For further information contact the Choice Office or visit the Choice website.

2. Hardship
Free or partially compensated public transportation service may be requested for students in extreme hardship cases. Only temporary assistance is available. Parents/guardians initiate a request for transportation assistance with the school. After reviewing the request, the school forwards the completed application to the Guidance Department for final approval.

3. Magnet
Magnet Programs are special learning opportunities for students living within the San Diego City School District. Magnet Programs attract students by offering unique opportunities for in-depth studies in specific areas of study while meeting rigorous California state curriculum standards. Magnet Programs offer a variety of special features to students, which may include reduced student/teacher ratio, additional funds for special activities, technology, teaching labs, field trips, and extra classroom books and materials. Additionally, many magnet schools work closely with universities and businesses to provide exposure to higher education and career opportunities.

4. OCILE
The Off-Campus Integrated Learning Experiences (OCILE) Programs at Old Town, Balboa Park, and Camp Palomar offer integrated learning opportunities for the San Diego Unified School Districts' fourth, fifth, and sixth grade students. OCILE provides students with positive, integrated experiences in unique environments which enhance the students’ awareness, acceptance, and appreciation of cultural diversity. For more information read the Program Summary.

5. PISC
Program Improvement School Choice is also known as NCLB (No Child left behind). If a school is designated as a PISC a student can attend a non PISC school with transportation. Please refer to the PISC website at
6. Pregnant Minors
A school nurse or district counselor must recommend a pregnant student before she can enroll in the Pregnant Minors Program. Based on residence the student is assigned to either Twain or Garfield Schools. A student usually remains in the program throughout the semester concurrent with delivery of her infant.

7. ROP San Diego County Regional Occupational Program
Vocational education and applied arts classes are offered to high school students through the Regional Occupational Program, ROP. Classes are located at sites throughout the district.

8. Special Education
The Special Education program provides educational programs and/or services especially designed for individuals whose special needs cannot be met in the regular classroom. Special education eligibility is determined at the Special Education department. The Individualized Educational Plan, or IEP, is a legal document which includes very specific program goals and objectives that have been determined at an IEP meeting.

9. VEEP
San Diego Unified School District is committed to offering its students a dynamic education through a variety of enriching programs. The Voluntary Enrollment Exchange Program (VEEP) is a program that encourages students from communities with diverse ethnic compositions to attend schools outside their neighborhood schools.

III. Responsibilities

A. Job Tasks
As a site liaison you provide a communication link between the Transportation Department, program offices (i.e., Special Education, Enrollment Options, and ROP), Administrators at the school site, staff members within programs offered at the school site, and the parents.

1. Preparing for the School Year
Participate in the transportation liaison in-service; attend the summer site review session with the Transportation Department to audit routes and service prior to the start of the school year.

2. Maintaining and processing of Student Information
Update student information in appropriate databases (Zangle); update Special Education student information (i.e., address, phone) with Special Education Offices by means of a F12 and/or TSF; process Transported Student Forms (TSF’s), 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 (SAD).

3. Maintaining Transportation Documents
Visit the San Diego City Schools Transportation Page to access manifest, rosters, and other pertinent information. Please receive, review, organize, and distribute transportation correspondence as necessary.

4. 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.
5. **Bus Passes**
Issue, update, and collect bus passes.

6. **Discipline**
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. District buses may be equipped with onboard surveillance cameras to facilitate the identification of students who misbehave or vandalize the buses.

7. **Contacts**
Contact Special Education Office when a special education student moves, changes programs, or is new to the district, for placement of said student. Contact Special Education Offices with any other changes that have been generated through the IEP process. Contact Enrollment Options in regards to regular education transportation (e.g. VEEP, Magnet, and NCLB).

8. **Loading and Unloading Students**
As a liaison it is your responsibility to ensure that:
- The students are properly monitored in the loading zone(s).
- Enough people have been assigned to supervise loading and unloading of students. Schedule meeting with your principal to verify the recommended ratio (i.e. for Elementary the ratio is 1 staff member for every 3 non-wheelchair buses and 1 staff member for every 2 wheelchair buses. For Secondary the ratio is 1 staff member for every 4 non-wheelchair buses and 1 staff member for every 2 wheelchair buses).
- Your school has developed a plan for loading and unloading students.
- Elementary students are wearing bus tags, especially at the start of the school year.
- Secondary students are using bus passes as determined by your site.
- 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.

9. **Resolving Service Problems**
It is important to report all bus problems (carrier or district) as they occur. Call Transportation Operations @ (858) 496-8460 to report:
- A late bus (including field trips).
- The need for an overflow bus on a particular route.
- A mechanical problem (i.e., a flat tire).
- A bus accident.
- A bus that has failed to pick up a student at a designated stop.
- Any concerns about drivers.

When you call to report the problem, be prepared to provide the following information as applicable:
- The school's name.
- The bus route.
- The normal site arrival time.
- The time of the occurrence.
- The current location of the bus.
- Student name and identification number.
- Bus stop location.

In addition to contacting the dispatcher, notify:
• The classroom teacher (in the morning).
• Parent/guardian (in the afternoon).

Contact the Enrollment Options, Special Education, or ROP office if:
• Transportation is not responsive.
• Transportation cannot resolve the problem.
• A student's parent is not satisfied.

When you call the program office, clearly explain:
• The nature of the problem.
• Names and phone numbers of those involved with the problem.
• The student's disability if Special Education.
• Route, bus stop information, pickup and delivery times.
• Strategies used to resolve the problem.
• People who have been contacted in an effort to resolve the problem.

Contact your assigned Transportation Scheduler to resolve service problems or changes in student service. Contact Transportation Dispatch to report driver misconduct and to refer parent and public complaints regarding contract carrier service.

10. Responding to Parent Concerns
As site liaison, much of your time will be spent responding to parent concerns and resolving specific transportation issues. Sometimes you will be able to supply information or change service quickly. Other times you will need the assistance of a school administrator, the program office, and/or the Transportation Department to resolve an issue. Do not suggest that parents contact Transportation directly.

B. Preparing, Organizing, and Processing Transported Student Forms (TSF)

1. Organizing TSF
Generally, on a weekly basis (refer to the Student Data Deadline for specific dates) a TSF for each student transported is posted on the transportation website. To locate the TSF’s, click on the “Manifest/Rosters/TSF’s” link on the transportation website, http://transportation.sandi.net/. Use your location number and password to access your TSF’s. Access, review, and print this information and forward changes to students/parents. Before you print click Under "Headers and Footers" on the Page Setup box, make sure the Header and Footer boxes are empty. Click on them and clear them if they are not. Also make sure that your margins are set to ensure that the entire TSF will fit on one page. Use the portrait orientation to print the TSF. Develop a filing system which will allow easy access to student information. Note: To retrieve OCILE rosters use site number 012 for Balboa Park, 260 for Old Town, and 262 for Camp. Your password remains the same.

2. Changing a Student's Transportation
During the year use the student's pre-printed TSF when you need to make changes in transportation or drop a student's transportation service. If a student moves to a new address it is the schools responsibility to update the resident address in Zangle. Failure to do so will result in an inability to communicate transportation information to parents. If the service address (the address from and to where transportation is provided) is changed as well, then change the service address on the TSF. At times a change in service address will result in a change of the bus stop and route that the student uses. In these instances, submit a TSF and issue a temporary bus pass for an existing stop, if space is available, until the change is implemented. See the section below to help you fill out the TSF properly.
3. Filling out the TSF
As liaison you may make changes in a student's transportation service by writing in the shaded areas. From the Transportation website, print out the student’s current TSF and complete the following sections:

- **SERVICE ADDRESS:** The address from which a.m., early-out, and p.m. transportation is scheduled. This address may or may not be the resident address.
- **SCHOOL, LOCATION:** the current school name and location number.
- **DATE OF SUBMISSION:** the date the request is made.
- **SUBMITTED BY:** your name.
- **REQUESTED EFFECTIVE DATE:** The preferred date service is to be effective.
- **DROP FROM TRANSPORTATION:** A drop from service. Mark this for drops only, not for changes. When a drop is requested please indicate, in the General Comment section, which trips (i.e. a.m., p.m., early-out, or all) that are affected.
- **CHANGE:** Refers to the numbers 1, 2, 3 and 4, under "Service Address" to which the request applies. Only mark the numbers that are affected by the change.
- **RECOMMENDED STOP (EXISTING or NEW):** Whether or not the suggested stop exists on the current route.
- **GENERAL COMMENTS:** Comments or details to share with the scheduler. It is important to support/justify parent concern, especially when requesting a change in stop. Attach parent notes when appropriate. Be as specific as possible.
## TRANSPORTED STUDENT FORM

**XXX - YOUR SCHOOL**

<table>
<thead>
<tr>
<th>Student Name: JOHN SMITH</th>
<th>Student ID: 000000-123</th>
<th>Grade: 7</th>
<th>Ethnic:</th>
<th>Gender: M</th>
<th>Effective Date: 09/22/08</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resident Address: 123 MAIN ST APT 3</th>
<th>Track</th>
<th>Program</th>
<th>LOS</th>
<th>Phone: 299-123-4567</th>
</tr>
</thead>
</table>

### Special Services

<table>
<thead>
<tr>
<th>Trip Name: SCHOOL-A</th>
<th>Trip ID: T123 AA</th>
<th>Stop Time: 710</th>
<th>Days: MTWRF</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Service Address: 123 MAIN ST APT 3</th>
<th>Stop Description: STERLING CT @ MAIN ST, NW</th>
<th>Additional Description: W/C ACCESS 100' EAST</th>
</tr>
</thead>
</table>

**Eater Service Address: Change As Needed**

<table>
<thead>
<tr>
<th>Trip Name: SCHOOL-A</th>
<th>Trip ID: T123 AE</th>
<th>Stop Time: 1310</th>
<th>Days: W</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Service Address: 1245 BOB MURPHY AVE</th>
<th>Stop Description: STERLING CT @ BOB MURPHY AVE, SE</th>
<th>Additional Description:</th>
</tr>
</thead>
</table>

**Eater Service Address: Change As Needed**

<table>
<thead>
<tr>
<th>Trip Name: SCHOOL-A</th>
<th>Trip ID: T123 AP</th>
<th>Stop Time: 1530</th>
<th>Days: MTFX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Service Address: 1245 BOB MURPHY AVE</th>
<th>Stop Description: STERLING CT @ BOB MURPHY AVE, SE</th>
<th>Additional Description:</th>
</tr>
</thead>
</table>

**Eater Service Address: Change As Needed**

### SCHOOL USE ONLY (Only if Service Change Needed)

**Date Submitted: ____/____/______**  
**Recommended Stop: Existing New**

**Submitted By: __________________**  
**General Comments:**

**Requested Effective Date: ____/____/______**

**Drop from Transportation**  
**Change: 1 2 3 4**
4. Transportation Applications
At times during the school year a request for a new student or a current student who did not previously receive transportation needs to be submitted using a transportation application. Following is an example of an application. You can access these blank applications on the transportation website. Please print the name and make sure you fill out all the information on the application including the student ID #. Do not fax and send the application as this will create duplication. Please note that if the student is new and will be attending for the regular school session, as opposed to intersession or summer, then you do not need to select any of the sessions.

TRANSPORTATION APPLICATION
San Diego Unified School District
Transportation Services Department
4710 Carden Street, San Diego, CA 92111
Phone: (619) 486-8700

SCHOOL: ____________________________
LOCATION #: 000
SCHOOL YEAR: 2007-2008

Select one: ☐ CURRENT YEAR ☐ EXTENDED YEAR: ☐ Intercession ☐ SUMMER I ☐ SUMMER II

Select one: ☑ VEEP ☐ MAGNET ☐ CAPACITY ☐ NCLB/PISC ☐ CHARTER ALTERNATIVE
☐ PREGNANT MINORS/TEEN MOTHERS ☐ IN TRANSITION ☐ ALBA

Smith ____________________________ John __________ 8 __________
(Students Last Name) (First Name) (MI) (Student ID #)
123 Any St __________ 123 __________ San Diego 92101 __________
(Home Address) (Apartment) (City/ZIP Code) (619)123-4567
(Home Phone)
Bob Smith ____________________________ (619)456-7890
(Parent/Guardian Name) (Cell Phone) (858)123-0000
(Work Phone) (858)591-1234
(Emergency Phone)

Additional Transportation Information:
If child needs to receive bus service on a continuing daily basis other than at the above address, please provide the information below:

AM ____________________________ PM ____________________________
(Street Address) (Street Address) (Street Address)
(Street Address) (Street Address)
(Days) (Days) (Days)

Route and stop student will use:
AM ____________________________ PM ____________________________
(Street Address) (Street Address) (Street Address)
(Street Address) (Street Address)

Special Requirements (e.g. wheelchair, car seat): ________________________________________________________________

Submitted by: ____________________________ Date: Oct 25,2007

Jane Doe Liaison at ____________________________
Education Ele___________________________

5. Submitting the TSF
After you have completed the TSF:
- For regular education students, send to the Transportation Department for processing.
- For special education students, send to the Special Education Department for processing.

6. Processing by Transportation
As a rule an accurate and complete TSF submitted to Transportation will be processed within 7 to 10 days of receipt by the Transportation Department. For actual timeline please refer to the Transportation website Student Data Deadline.
C. 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 year round calendars and holidays.

1. Revised TSF
A revised TSF is generated for every change in a student's bus service. A student may be affected by changes in others' service. Even though you may not have requested a change in service for a particular student, you will still receive a new TSF. Upon receiving revised TSF:

- Compare the copy in your pending action file with the revised TSF.
- Students with changes are marked in red with a brief description of the change.
- Contact the student and inform him/her of the change. If you are not mailing a copy, give a copy to the student to take home.
- Telephone the parent if you have any doubt that the TSF copy will not reach the student's residence address before the change goes into effect.
- File the new TSF and attach it to previous form(s). The file should show all information concerning a student's transportation service.

Please note that a student may have more than the three service/trip assignments which are shown on the TSF. Refer to the roster to confirm any additional assignments.

2. Roster
You can also determine if a student's service has been changed by checking the Roster. Asterisks placed by a student's identification number indicate that a revised TSF has been generated.

3. Manifests
Manifests are also 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.

D. Articulation Audit
In mid-spring, the Transportation Department forwards to each site an audit report and directions for completion (Articulation Audits). It is essential that liaisons submit their reports in a timely manner, as this information is the basis for fall scheduling. The Articulation Audits for Special Education students are updated by the Special Education Department. Please ensure that an F12 is submitted to the Special Education Boundaries Office for any changes regarding a special education student.

E. Parent Notification by Mail Out
Prior to the opening of the fall semester, parents will be notified by mail of their student (’s) transportation schedule. Undeliverable mail is returned to the Transportation Department and will be forwarded to your site. Each site is responsible for researching and correcting student data.

F. Liaison Workshop
Liaison workshops conducted by the Transportation Department are scheduled on an as needed basis. New liaisons are required to attend; existing liaisons and site administrators are invited to participate. The in-service will review:

- Roles and responsibilities of the site liaison.
- Completion and processing of program forms.
- SAD’s.
- Production timelines.
- Reporting common transportation problems.
G. Site Review for Fall

1. Scheduling Your School's Site Review
During the summer the transportation site liaison is required to visit the Transportation Department to review student data and bus routes. A review date is scheduled in early May. It is your responsibility to confirm or reschedule the appointment with Transportation before the close of the school year. Review of student data and routes generally requires 20 minutes per bus. Therefore, to adequately complete the site review process, a school with one bus should schedule a 20-minute appointment while a school with ten buses should schedule a 3-hour, 20-minute review. Each school is allowed a minimum two hour appointment. Contact the Transportation Department with any questions prior to your scheduled appointment.

2. Preparing for the Site Review
Prior to your scheduled appointment:
- Verify student data. Pay particular attention to service and residence addresses, home and work telephone numbers, emergency contact, current bus route and attendance times.
- You will receive a confirmation for your site review. Included with the confirmation will be a checklist of items which you are responsible for completing. The site review checklist requires that the liaison verify your sites bell times.
Again, it is your responsibility to bring program enrollment forms (originals or photocopies) or a comprehensive list of program participants for whom transportation has been requested.

3. Site Review
At the site review:
- Provide updated student data as received after program SAD's.
- Provide program enrollment forms or lists of enrolled students for whom transportation has been requested.
- Submit updated student data.
- Verify your school's bell times.
- Review routes, manifests, and other transportation production documents to ensure all new applicants have been scheduled for service.
- Complete the Site Review Checklist. The form must be signed by you and the Transportation representative.

4. Compensation
You are compensated for attending the summer site review. You will be provided with the appropriate time card containing a budget number that you can submit to your site’s timekeeper for payment.

IV. Transportation Policies

A. Special Education Service Levels Administrative Procedure 5415
There are five levels of transportation service for special education students (LOS = Level of Service) provided by the district):
- **Curbside Service (LOS-9)** provides pickup and delivery of students at the safest location close to the residence. This service generally is provided only to students with severe and/or physical disabilities as identified by the Special Education Division as needing such service. All curbside service is subject to physical inspection and certification by safety staff of the Transportation Services Department.
- **Corner Stop Service (LOS-2)** provides pickup and delivery of students on residential streets at bus stops within neighborhoods. Students may be expected to walk up to two-tenths of one
mile from residence to designated neighborhood stop. This service level generally is provided to elementary-age students with short-term health needs and students in Special Education Programs identified by the Special Education Division as needing such service.

- **Neighborhood Bus Stop Service (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 residence to designated neighborhood stop. This service level generally is provided to elementary-age students, secondary-age students with short-term health needs (504) in special education programs identified by the Special Education Division.

- **Arterial Bus Stop Service (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 residence to designated stops on arterial streets. This service level generally is provided to atypical school students, to all pregnant minor students, and to secondary students in special education programs identified by the Special Education Division.

**B. Non-Special Ed. Service**

1. **Magnet**
   - **Bus stops:** For all grade levels will be placed at one or two locations within your High School Boundary. Once established, stops will not change for the duration of the school year.
   - **Eligibility for Resident Magnet Schools:** Must reside outside the High School Attendance Boundary in which the school site is located and more than 2.5 miles from chosen Magnet School.
   - **Eligibility for Dedicated Magnet Schools:** Must reside more than 2.5 miles from chosen Magnet School.

2. **VEEP**
   - **Bus stops:** For all grade levels will be placed at or near your neighborhood school (known as Express Routing). 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 [http://www.sandi.net/204510720114516140/lib/204510720114516140/documents/VEEP_Allied_Patterns.pdf](http://www.sandi.net/204510720114516140/lib/204510720114516140/documents/VEEP_Allied_Patterns.pdf)

**B. "Must Be Met" Delivery Limitation Administrative Procedure 5415**

When a special education student is determined to be a "Must Be Met" they can only be released when the parent, guardian or other designated adult is present to receive the student. When a student is undeliverable because the designated adult is not present, 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 trip for the afternoon.
- With approval from a bus operation supervisor, the driver may attempt to deliver the child to an authorized emergency address on her/his transportation application. The emergency address must be within one mile of the return point.
- The Transportation Department notifies Schweitzer School and the child's school of attendance.
- With approval from a bus operations supervisor, the driver may attempt to return the child to the school of attendance.
- The student is brought to Schweitzer School for later pickup by her/his parents. Schweitzer supervises students until 5:00 p.m.
- The child protective services may be called if a child is not picked up at Schweitzer or the school cannot contact the parent by 5:00 p.m.

Transportation services may be canceled, after an IEP, if an adult is not present to meet the child on
more than two occasions within a school year.

C. Service Assurance Dates (SAD's)
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 school. Students whose applications are received in Transportation after the SAD may experience delays and/or inconveniences in their transportation schedule. Please refer to the transportation website to view SAD's.

D. Bus Capacity
The districts seating policy meets state guidelines for maximum legal seating capacity of three students per bench seat and further recommends appropriate seating levels for larger and older children. Following is the bus capacity seating chart:

<table>
<thead>
<tr>
<th>POSTED SIZE</th>
<th>13” Seat K-3</th>
<th>15” Seat 4-6</th>
<th>17” Seat 7-9</th>
<th>19” Seat 10-12</th>
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<td>5/5</td>
<td>4/5</td>
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<td>24/3</td>
<td>24/3</td>
<td>20/3</td>
<td>18/3</td>
<td>16/3</td>
</tr>
</tbody>
</table>

E. Scheduling Criteria Administrative Procedure 5411 (In Revision)
Transportation will be scheduled only when a minimum number of passengers in a specified area are serviced:
- Minimum of 15 riders per bus per High School region.
- A minimum of one or two bus stops will be assigned at or near neighborhood schools in each High School Region.
- Once established, stops will not change for the duration of the school year.
- Routes may enter multiple High School Regions to pick up students provided trip length does not exceed 70 minutes.
Service will be discontinued at the close of the current year when ridership drops below 15. Parents will be notified at the earliest possible date.

F. Space-Available Service Administrative Procedure 5411 (In Revision)
Resident and Choice students are not eligible for space available services. Space-available transportation may not be available for the first two months of the school year and is provided as follows:
Space-available students must reapply on an annual basis. School liaisons, in conjunction with transportation, are responsible for determining the number of spaces available on a particular route. It is the responsibility of the school site to:

- Submit a copy of the “Space Available” form (signed by the parent/guardian) to transportation. Students will be assigned as time and space allows.
- Identify the bus route and closest bus stop to the student’s service address, utilizing the manifests and a Thomas Bros. Map book and submit Space-Available Form.

Following is an example of the Space-Available Form. You can obtain the Transportation Space - Available Application on the Transportation website.

TRANSPORTATION SPACE AVAILABLE APPLICATION

SCHOOL: _My Junior High_
LOCATION #:  ____999____________
SCHOOL YEAR: ___07-08__________________

Student Name:  Amy Smith      Student ID #:  ______121284123_
Address:  444  Paradise St        Home Phone:  ___(858)760-1619___
Bus stop student will use:  ___4th  St and Elm St SW_________

Bus route:  ________B____________________

INFORMATION/INSTRUCTIONS

Note: Resident students are NOT eligible for Space Available service
Your child will be riding one of our buses on a “space available” basis. It is important that both you and your child understand the following information:

1. Space available service is limited to a specified number of seats based upon state funding requirements. Students riding “space available” in excess of this number will be denied service.
2. Students within the resident attendance area or minimum walking distances (established by Board policy) for the school are NOT eligible for space available service.
3. School sites are responsible for selecting students on each eligible route to ride on a space available basis.
4. Your child must use a bus stop already established to service eligible students at your site. Transportation to the nearest established bus stop is the responsibility of the parent/guardian.
5. No stops will be instituted for “space available” students and larger buses will not be assigned to accommodate them.
6. Space available transportation is valid for one school year at a time. Parents/guardians must reapply each year service is available.
7. This form must be fully completed, submitted, and approved before space available service can officially start.
8. Once your application is approved, you will receive a Transported Student Form showing service times and locations.
9. The stop or bus might change throughout the school year as a result of enrollment changes. If this is the case, space available service may be terminated. When this is necessary, adequate notice will be provided.

I HAVE READ AND FULLY UNDERSTAND THE INFORMATION/INSTRUCTIONS AS LISTED ABOVE.

Parent/ Guardian Signature:  Maria Smith
Date:  4/4/08

Authorizing School Signature:  Lorana Garcia
Date:  4/4/08

G. Riding Times
The district attempts to schedule bus routes such that students ride less than 70 minutes in each direction; however, some students may ride more than 70 minutes.

H. Bus Stop Times
The times listed on trip schedules are the departure times of the bus at each stop. Buses may not wait past the 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 10 minutes after the scheduled pickup or drop time before to contacting Transportation.

I. 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 starting time of the second school. Principals may call for an earlier delivery time due to a breakfast program.

**J. 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.

**K. Pupil Progress Reporting Days (PPR's)/Minimum 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 against the days that the Transportation Department has. You can check Transportation website for PPR and minimum days.

**L. Route Designators, Bus Passes and Pupil Tags**

1. **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.

2. **Bus Passes**
Bus passes should be lettered or numbered to match route cards displayed in the bus windows. New passes are issued by the school. Most schools issue their own bus passes, which are color coded by route. Below is a bus pass that can be copied and used by each site.

![SCHOOL BUS PASS SAN DIEGO UNIFIED](image)

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student Name</th>
<th>ID Number</th>
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<tbody>
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<table>
<thead>
<tr>
<th>School Name</th>
<th>Location Number</th>
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</table>

<table>
<thead>
<tr>
<th>Route</th>
<th>Stop</th>
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</table>

**a. VEEP**
VEEP students may be required to show a valid bus pass upon boarding the bus.

**b. Magnet**
Elementary, secondary and atypical Magnet schools may issue bus passes on specific routes in areas where space-available, non-eligible, and resident students attempt to board buses in error. Passes are recommended for Magnet schools without resident attendance boundaries.
c. Temporary Bus Passes
A temporary bus pass may be issued to eligible students whose transportation request has been submitted and has yet to be scheduled on the manifest. A temporary bus pass should include name, school name, school location number, route, stop, expiration date; special service i.e. must be met status, and authorizing school staff signature. Below is a temporary bus pass that can be copied and used by each site.

![Temporary School Bus Pass](TEMPORARY_SCHOOL_BUS_PASS_SAN_DIEGO_UNIFIED.png)

3. 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 required to wear the tags during the first two or three weeks of school. Transportation will provide preprinted pupil tags for all transported kindergarteners prior to the start 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.

M. Field Trip Ordering

For the 09-10 school year, Transportation is using a new Web-based field trip software system called TripTracker. To be able to order Field Trips, each schools site must designate a Requester and Approver.

Prior to requesting a field trip using VersaTrans Trip Tracker, it is suggested that you review the updated Field Trip Rate Schedule [http://transportation.sandi.net/WEBFT0910-Revised.pdf](http://transportation.sandi.net/WEBFT0910-Revised.pdf) & the “How to” videos for Requesters and Approvers [http://transportation.sandi.net/TTracker.html](http://transportation.sandi.net/TTracker.html). TripTracker training will be scheduled as needed.

Budget Number: All requests must have a budget number, even if you are paying with a check. Budget strings were pre-loaded for each site at the beginning of the school year. If a budget string you need is not available, please contact your budget analysis and copy the transportation budget analyst.
N. Bus Evacuation Drills
Each year your school must participate in a set of bus safety exercises. Sites are notified each year via a site operations circular, one for elementary, middle school and junior high, and senior high. It is your responsibility to:

- Post scheduling information.
- Assist safety education instructors during drills.
- Prepare a time schedule so that all students participate in the safety drills.
- Ensure new students receive written instructions on bus evacuation procedures. Copies are available from Transportation.

Transportation will contact each school site approximately two weeks prior to their drills to schedule the drills.

O. 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. Good luck!