



CATEGORY: **Support Services, Transportation**

EFFECTIVE: **9-03-68**

SUBJECT: **Transportation for Integration Program Students**

REVISED: **4-29-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing transportation for students enrolled in Voluntary Integration Programs.
2. **Related Procedures:**
 - Instructions for obtaining transportation for school-related activities 4586
 - Transportation assistance for extreme hardship cases 5409
 - Transportation for the Regional Occupational Program 5407
 - Transportation for special education students 5415
 - Voluntary Ethnic Enrollment Program 6135

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-5100, G-5150, H-7920; Education Code Sections 39806, 39831.3, 41852; California Code of Regulations, Title 5, Sections 14102, 14103, and Title 13, Sections 1202 b, 1216 a, c, d, 1217 a, b, e, h, l, 1221; Civil Code Section 54.2.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Transportation Services Department, Business Operations Division, Office of School Site Support.
2. **Eligibility for Transportation.** All nonresident students who enroll in the Voluntary Ethnic Enrollment Program (VEEP), magnet school, or Off Campus Integration Learning Experience (OCILE) programs receive transportation within parameters outlined herein. Transportation is provided by school bus at no cost to the student; other modes of transportation may be assigned by the Transportation Services Department.
3. **Program Receiving Transportation Services**
 - a. **Voluntary Ethnic Enrollment Program.** Transportation is provided only to students residing within the allied school pattern, *with the following exceptions:*

- (1) **Students whose residence changes to a different geographic area after initial enrollment.** These students may continue at the school of attendance until the end of that school level as long as their attendance has a positive effect on the racial/ethnic balance of both sending and receiving schools. The parent/guardian is responsible for transporting the student either to the school or to an existing bus stop in the allied pattern for the school.
 - (2) **Elementary school pupils approved to leave their geographic school of residence to receive child care at locations within the district.** A parent/guardian is responsible for transporting the student to the assigned bus stop within the allied school pattern.
- b. **Magnet schools.** Transportation is provided for all students enrolled in a magnet school, with the following exceptions:
- (1) Students residing within the neighborhood attendance boundary of the magnet school.
 - (2) Students of grade levels K-6, residing outside the neighborhood attendance boundary whose walking distance from the magnet school is two miles or less.
 - (3) Students in grade levels 7–12 residing outside the neighborhood attendance boundary whose walking distance from the magnet school is two and one-half miles or less.
 - (4) Students attending a magnet school under an interdistrict permit and GATE. These students may ride a bus only on a “space available” basis (C.6.d.).
- c. **OCILE programs.** Transportation is provided to students participating in any or all of the three OCILE programs (Old Town, Balboa Park, and Palomar). Students are transported from their school of attendance to the designated OCILE program in class groups with their teacher.
- (1) All a.m. trips originate from the school of attendance regardless of students’ residency status. Nonresident students are expected to arrive at their school of attendance via bus or other transportation before the OCILE trip departs.

- (2) All students will be returned to their school of attendance with the following exceptions:
- (a) Bus delivery for VEEP and students in the over-capacity program will be to the neighborhood elementary school in their feeder pattern.
 - (b) Bus delivery for magnet students will be to the elementary school nearest their regular p.m. stop.
 - (c) Bus delivery for special education students will be to their regularly scheduled p.m. bus stop.

All students will have the option of returning to their school of attendance.

Schools are responsible for submitting OCILE roster reports to the Transportation Services Department two calendar weeks prior to their participation per the Batch Production Timelines published by the Transportation Services Department.

Parents/guardians are responsible for supervising and transporting students home after bus delivery.

- (d) All trips returning from Palomar deliver students to their school of attendance. On holidays, some neighborhood schools may be used for pick-up and drop-off by special arrangement with the Transportation Services Department.
4. **Service assurance dates** are established, published, and distributed annually by the Transportation Services Department. Students whose applications are received at the Transportation Services Department by the service assurance date are assured transportation on the first day of school. Students whose applications are received at the Transportation Services Department after the service assurance date are processed after applications meeting the deadline and therefore may experience delays in their transportation schedule:
- a. Students who change programs or schools during the school year may wait 10–15 school days after reporting such changes to the Transportation Services Department before their bus service is revised to reflect the new program or school.

- b. Students who change addresses or request other service revisions may wait 10–15 school days after reporting such changes to the Transportation Services Department before their bus transportation is amended to reflect the new address or service if the request is approved by the Transportation Services Department or Enrollment Options Office.

5. **Levels of Service (LOS) and Limitations**

- a. Neighborhood bus stop service provides pickup and delivery of students on residential streets at bus stops within neighborhoods. Elementary students may be expected to walk up to four-tenths of one mile (approximately six blocks) from their service address and/or residences to designated neighborhood stops. This service level is provided to all students at elementary schools. Atypical schools with elementary and secondary grade students are routed for service only on arterial streets (see C.5.b.). Atypical school students of elementary age may gain neighborhood bus stop service as an exception to regular procedure when *all* of the following conditions are satisfied:
 - (1) Distance from the residence to the assigned arterial bus stop exceeds one road mile.
 - (2) Bus can be routed safely for ingress and egress to the alternative stop off the artery.
 - (3) Service change does not result in addition of time and mileage that conflicts with other trip assignments for the bus.
 - (4) Rescheduling of the trip does not result in riding times in excess of policy limits, except for the student making the request.
- b. **Arterial bus stop service** 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 their residences and/or service address to designated stops on arterial streets. This service is provided to secondary and atypical school students.
- c. **Express bus stop service.** School campuses are utilized as pickup and delivery points for students enrolled in programs such as career/business/science centers, some magnet programs at senior high schools, OCILE programs, and late activities.

- d. Students are expected to be at the bus stop ten minutes prior to arrival of the bus in the morning. Red-light crossover escort service usually is not provided by the bus driver on morning trips to school.
- e. Parents/guardians are responsible for instructing children about street directions from home or service address to bus stop.
- f. Due to daily absences, students may arrive early at their bus stop in the afternoon. To minimize the impact on parents/guardians and students, the Transportation Services Department has an early-drop policy on any trip with scheduled times; no student will be dropped off more than ten (10) minutes prior to the time listed on the manifest.
- g. Upon return from school, the procedure is to disembark students at a bus stop whether or not adults are present to receive the children. The special service whereby parents/guardians could request a student be met by a designated adult is not offered in the Integration Program.

6. **Ridership and Seating Limitations**

- a. **Standing/sitting regulations.** Student passengers are prohibited from standing, sitting on each other's laps, sitting on the floor or stepwells, or sitting in any manner that blocks aisle or exit spaces (California Code of Regulations, Title 13, Section 1217 a, b, and e). Adults on board may stand or walk in a bus (with permission of the bus driver) for purposes of supervising or instructing students (California Code of Regulations, Title 13, Section 1217 i).
- b. **Posted bus capacity.** Every school bus has a maximum legal seating capacity posted on an inspection certificate located inside the bus; the number of passengers may not exceed this posted legal limit regardless of circumstance (California Code of Regulations, Title 13, Section 1217 a). The maximum *legal* seating capacity of a school bus is three students per bench seat regardless of size or age; district practice limits seating to levels that provide for larger and older children.
- c. **Ridership minimums.** Transportation shall be scheduled only when a minimum number of passengers are serviced as follows:
 - (1) A minimum of five student passengers (rule of five) is required on all trips servicing magnet schools identified by the court as racially isolated.

- (2) A minimum of eight student passengers (rule of eight) is required on all trips servicing other magnet and VEEP schools.
- (3) A minimum of five student passengers is required on all OCILE trips.

d. **“Space-available” transportation**

- (1) Schools may elect to temporarily place students onto a bus who are not identified as eligible riders per the trip manifest when one or more of the following conditions are met:
 - (a) The student is eligible for service and has been submitted for scheduling onto a route. The student may ride “space-available” until processing is completed. (**Note:** An eligible student may have to ride “space-available” when his/her services have not yet been computed/completed.)
 - (b) The student is not a magnet or VEEP student, yet space is temporarily available on the bus per limitations of the district seating policy (C.6.c.). **Example:** The student is enrolled on a school-initiated placement (SIP).
 - (c) Placing the student on the route does not exceed capacities specified in the “space-available” report issued every October by the Transportation Services Department.
- (2) The school must submit to the Transportation Services Department the appropriate form for each student placed as “space-available” onto a route. The trip manifest thereafter will identify such students as “space-available.”
- (3) No special bus arrangements will be scheduled; it is the responsibility of the student to appear at the existing bus stop on the assigned schedule for the receiving school.
- (4) The ridership total is *not* incremented for “space-available” students. Therefore, the bus assigned to the trip is sized to serve only the total number of eligible students on the trip manifest. As the number of eligible students changes, the availability of seating space fluctuates.

- (5) The school is responsible for notifying students before placement that service is temporary and subject to loss. If “space-available” status changes at any time during the school year, the school must notify students and parents/guardians and collect bus passes.
- (6) The school is responsible to provide to the school bus driver a note with the student’s name and temporary stop to be used. (**Note:** A temporary stop is an existing stop used until the student’s actual stop/times are assigned at the Transportation Services Department.)
- (7) To the extent that late additions of student names (at the start of school) can be accommodated with the existing bus capacity, students may be added per C.6.d. In rare exceptions, additional buses may be temporarily scheduled to accommodate unanticipated additions. Under no circumstances will these “sweeper buses” continue beyond the third week of school.

7. **Riding, Delivery, Pickup Times, and Sequences**

- a. **Riding times.** The district attempts to schedule bus routes so students ride no more than sixty (60) minutes each direction between school and bus stop. However, some students are scheduled to ride over one hour.
- b. **Bus stop times.** 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 pupils. Variance in bus departure times is often the reported difference in time between people’s watches. Parents/guardians are requested to ensure their children arrive at the bus stop ten (10) minutes before the scheduled time in order to ensure pickup.
- c. **Delivery times.** Morning delivery times are scheduled to be fifteen (15) minutes before starting bell times unless the principal requests an earlier delivery time in support of a breakfast schedule. Requests are submitted through the Transportation Services Department Planning Section. Morning delivery times on trips servicing two schools with shared service are determined by the starting time of the second school.

- d. **Dismissal time.** Transportation is scheduled for return of students after school dismissal only at the upper-grade level dismissal bell time. Elementary schools that observe multiple dismissal times for lower grade levels must supervise their transported students until the upper-grade dismissal time. Buses should arrive at the school site five (5) minutes before dismissal bell time in the afternoon and depart no later than ten (10) minutes after dismissal bell time. Afternoon departure times on trips servicing two schools with shared service are determined by the dismissal time of the first school.
- e. **Modified week early-out days.** Buses on early-out days are scheduled to arrive for pickup twenty (20) minutes after the dismissal bell time. This allows time for a lunch program. Principals may request an earlier time with shorter lunch periods through the Transportation Services Department Planning Section.
- f. **Conference days/minimum days** shall be supported by rescheduling transportation services to earlier times subject to the following limitations:
- (1) Each traditional and single-track school is limited to four conference/minimum days per year. These days are in addition to early-out days observed on modified week schedules for elementary schools.
 - (2) All grade levels at the school are to dismiss at the same time on conference/minimum days.
 - (3) Schools assigned to share the same buses at the same hour on regular times must select the same dates to observe conference/minimum days. This requires communication between the schools to coordinate and plan minimum days.
 - (4) Information on this subject, including the number of minutes required for conference/minimum days, is described in an administrative circular published annually in May.
- g. **Routing alternatives/stop sequences.** Trips are usually established to ensure that the last student boarding in the morning will be the first disembarking in the afternoon. This type of routing (LIFO: Last in, first off) is usually the most cost effective.

The alternate method of routing (FIFO: First in, first off) is circular. It ensures that the first student boarding in the morning will be the first student disembarking in the afternoon. Circular routing is usually less cost effective except in geographic areas such as a peninsula with the same entrance and exit points.

- (1) A principal may request circular routing for a particular trip that is originally routed linear if he/she has surveyed all parents/guardians involved on the trip and received a consensus on this alternate method of routing.
- (2) Requests from principals are submitted through the instructional leader to the Transportation Services Director for cost analysis and written approval prior to implementation.

8. **Special Services**

- a. **Red light crossover/escort.** The school bus will stop traffic and provide crossover protection of students disembarking from the bus in the afternoon if students must cross the street where the stop is located to walk home.
 - (1) **Bus routes originating from elementary, junior, middle, and atypical schools.** The bus driver will stop, park the bus, activate red crossover stoplights, turn off the ignition, and personally escort the students across the street.
 - (2) **Bus routes originating from senior high schools.** The bus driver will stop, park the bus, activate the red crossover stoplights, and wait in the bus while students cross the street unescorted.
 - (3) Parents/guardians picking up and/or dropping off students at the bus stop shall park safely away from the stop, but on the same side of the street as the bus stop, to avoid the possibility of a student being injured by traffic.
- b. **Alternate service addresses for delivery/pickup.** Individual students may be serviced at more than one bus stop. The morning pickup and afternoon delivery bus stops may differ when requested by the parent/guardian due to child care, split family, activity, or welfare needs of the child. This service must be approved by the principal then submitted to the Transportation Services Department, subject to the following limitations:

- (1) Alternate stops must be consistently observed on a continuing basis (e.g., daily, each Tuesday). No “one-time” arrangements will be honored.
 - (2) Alternate stops must be within the time and distance allowances of the bus route. No additional expenses may be incurred for this service.
 - (3) Passenger capacity exists on the bus to accommodate any additional child transferred to the bus for this service.
 - (4) No child may be serviced at more than four addresses per week.
- c. **Late activity services** may be scheduled in support of extracurricular and athletic programs at schools subject to the following limitations:
- (1) The school or program supported by separate late activities buses must be recognized as part of the San Diego Plan for Racial Integration.
 - (2) The pickup time scheduled for late activities bus service may not be earlier than 4:00 p.m. A limited number of buses are available for late activity service at 3:30 p.m. Requests for late activity service prior to 4:00 p.m. will be reviewed by Transportation Services Department and approved when available.
 - (3) Senior high and atypical schools will be limited to a maximum of two service times per school day. A second-service request shall be scheduled not less than one hour after the first time. Elementary and middle-level schools will be limited to one service time per day. These restrictions exclude parent/guardian activities and one-time events.
 - (4) School sites will be expected to monitor and report low-ridership routes to avoid buses sent for “no-riders.”
 - (5) All Friday-evening service schedules after 4:00 p.m. (including service requested on field trips) will require student sign-up lists. If no students have signed up by noon on Friday, the school site shall request the Transportation Services Department cancel the service.
 - (6) Elementary sites receiving service more than one afternoon per week will need to maintain an average of at least eight riders for each VEEP route and five riders for each magnet route. If this average is not maintained, late activity service may be limited to one afternoon per week.

- (7) Secondary schools will need to maintain ridership of at least eight riders per VEEP route and five riders per magnet route to receive a *second* service time each day.
 - (8) No transportation service will be provided in the fall for athletic physicals.
 - (9) Shared service will be scheduled whenever possible. To facilitate shared service, the Transportation Services Department may ask a school site to change *the time or the day of the week* service is provided. Time changes will be limited to no more than twenty (20) minutes from the school's requested pickup. Transportation Services Department will provide notice at least fifteen (15) school days prior to making a time- or day-of-week service change.
 - (10) If, within a ten-school day period, there are no riders on two or more occasions, future service may be canceled by the Transportation Services Department with the approval of the Enrollment Options Office. A five-school-day notice will be given to the site before cancellation of the service.
 - (11) Secondary schools receive express service; elementary schools receive arterial service for late activities.
 - (12) The principal is responsible to assign staff to supervise the loading of the late activity bus.
- d. **Bus safety education.** At least once during each school year, each student who is transported in a school bus shall receive appropriate instruction in safe riding practices and emergency bus evacuation drills (California Code of Regulations, Title 5, Section 14102). Schedules for visiting schools by bus instruction staff are published via administrative circular by the Transportation Services Department during the fall semester.
9. **Transport of Musical Instruments, Athletic Equipment, and Animals.** Students may bring musical instruments, athletic equipment, and other instruction-related tools and equipment on a bus when the following conditions are met:

a. **Storage/securement for safety**

- (1) Items must be stored in the baggage compartment of the bus or secured on the floor in the event of a sudden stop or bus maneuver. The bus driver is solely responsible for determining adequacy of securements (California Code of Regulations, Title 13, Section 1216 c).
- (2) Items stored/secured in a bus must be clear of aisles, steps, emergency exits, and doorways and not encroach on foot space of seated students (California Code of Regulations, Title 13, Section 1216 c).

b. **Glass items.** Items made of glass, wholly or partially, may not be transported regardless of storage/securement unless encased in a protective box or covering (California Code of Regulations, Title 13, Section 1202 b).

c. **Prohibited materials.** Certain materials are expressly prohibited from transport on a school bus regardless of securement or location: alcohol, flammable gases, oxidizers, poisons or chemicals, and radioactive materials (California Code of Regulations, Title 13, Sections 1202, 1216 a, 1221).

d. **Animals.** No animals of any size or category may be transported in a bus including those confined in a cage or on a leash. **Exception:** Those animals specified in Civil Code Section 54.2. In such cases the driver may determine if the animal should be muzzled (California Code of Regulations, Title 13, Section 1216 d).

10. **Bus Stops and Loading Zones**

a. **Bus stop location**

- (1) To prevent injury, the location of each bus stop must be physically inspected and certified by the Transportation Services Department according to specific access and safety standards. Requests for bus stop additions or changes usually require ten (10) or more workdays after request is received before implementation.

Elementary students may be expected to walk up to four-tenths of one mile from their residences and/or service addresses to their bus stops. Secondary students may be expected to walk up to one mile to their bus stops.

- (2) Parents/guardians are responsible for instructing their children about street directions to and from home and/or service address to the bus stop.

b. **Loading zone location.** The school bus loading zone is a high-risk area for injuries to student passengers. Exposure is greatest when students are entering or leaving a bus.

- (1) Loading zone locations must be approved by the Transportation Services Department for safety, bus maneuverability, and compliance with regulations.
- (2) Transportation Services Department makes arrangements with the City of San Diego for bus signs, curb painting, and changes in zones. Loading zones usually are not modified by the city more often than once each year. All requests for loading zone moves or modifications must be referred to the Transportation Services Department.
- (3) Loading zones usually are not approved for location on school grounds in the play area because this increases hazards to children and sometimes results in damage to grounds. Principals must address requests for playground loading zones to the appropriate instructional leader for facilities approval, in addition to submitting a request to the Transportation Services Department for safety inspection. Approval of both the instructional leader and the Transportation Services Department are required in order to locate a loading zone on school grounds. An annual request for loading zones located on campuses must be submitted to the Transportation Services Department by June 1 of each year for the subsequent school year.

11. **Loading Zone Duties**

a. **Supervision of loading zones.** Principals are responsible for assigning staff for supervision of loading zones during bus arrivals and departures, including early and late activity service. The recommended ratio of staff supervision is:

- (1) Secondary schools: one staff member for every four buses.
- (2) Elementary schools: one staff member for every three buses.

- (3) Staff supervision should be present at the loading zone prior to the first arrival time noted on the bus manifests serving the school. In the afternoon, staff supervision should remain at the loading zone until the last bus departs (C.7.). It is recommended that staff be available in the office for *telephone* contact at least forty-five (45) minutes after school dismisses.
- b. **Monitoring safety of children.** School staff is to assist in monitoring safety of children with particular attention to:
- (1) Resident children who attempt to cross a street near bus loading areas (vision of motorists may be restricted by buses).
 - (2) Children who attempt to stand or walk between buses obscured from the view of the driver.
 - (3) Children who stand within three feet of a bus obscured from the view of the driver.
 - (4) Children who pass items through open windows to children outside the bus. Often items are dropped and children attempt to retrieve them from under the bus.
- c. **Reporting misconduct.** School staff receives bus driver reports of student misconduct and assist with bus passes, tickets, or tags. Bus drivers are responsible for student conduct when students are entering or leaving a bus and follow specific operating procedures outlined by the Transportation Services Department.
- d. **Reporting early, late, and service problems.** If a bus is late, the school may call the Transportation Services Department at (858) 496-8460 and request immediate assistance. In addition, all schools are required to report, on a daily basis, any early, late, or service problems via TeleBus Service at (858) 496-8712. Directions for use of the TeleBus Service are available on a flyer distributed by request from the Transportation Services Department. Reports received by TeleBus Service are the primary documentation for enforcing on-time services by carriers and district drivers.

12. **Site Liaison to Transportation.** The principal shall designate a staff member to act as the site transportation liaison. This person is to communicate with the Transportation Services Department (see duties identified in D.3.). Employment of any site transportation liaison as a substitute, replacement, or new assignment should be reported to the Transportation Services Department within two working days of assignment.
13. **Late Arrival of Buses/Student Admittance to School.** Timely delivery of students to school in the morning is a cooperative concern of carriers and the school district. Tardy students shall be excused if delay is the result of bus service problems and/or circumstances beyond the control of the student. Students shall *not* be excused from tardy status if they created discipline problems on board the bus, arrived late at the pickup point, or impeded timely or safe operation of the bus. Determination of student eligibility for receiving an excused tardy shall be the responsibility of the school.
14. **Disciplinary Action Due to Student Misconduct**
- a. Control of student behavior is a cooperative concern of carriers and the school district. The bus driver has supervisory authority over assigned student passengers (California Code of Regulations, Title 5, Section 14103); the driver has authority to demand bus passes and/or student identification cards at any time. When misconduct persists or results in an unsafe operating condition in the driver's opinion, he/she shall demand the student's pass and forward it to the principal or designee, along with a completed "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" (instructions are on form). The bus driver may recommend disciplinary action and/or suspension of bus riding privileges to the school via the form.
- (1) If the offense is minor, the school official may elect to return the bus pass to the student immediately, pending investigation of the incident.
- (2) If the results of the school investigation warrant disciplinary action, parents/guardians should be involved in all steps. A student's bus riding privilege may be suspended or revoked according to the following guidelines:
- First offense: Warning or possible bus riding suspension
- Second offense: Warning or possible bus riding suspension

Third offense: Two-day bus riding suspension

Fourth offense: Five-day bus riding suspension

Fifth offense: Balance-of-year bus riding suspension

Bodily harm (actual
or threatened): Immediate suspension of student

- b. When a certificated or classified school staff member is on a bus, he/she is expected to supervise student passengers; however, the bus driver remains responsible for all passengers on the bus. In the event of a difference of opinion between the bus driver and the staff member as to how, or whether, to discipline or transport a student, the bus driver must immediately contact his/her supervisor for direction on resolving the dispute. (California Code of Regulations, Title 5, Section 14103)
- c. 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 h).
- d. Students may not eat or drink while riding the bus. The bus driver and the school shall respond to eating or drinking on the bus as student misconduct.
- e. Action to cancel a student's transportation pass will be the decision of the principal; recommendations for district action may be made by the carrier's representative.
- f. Prior to cancellation of bus passes, suspension or restriction of bus riding privileges, or denial of bus boarding privileges, the parent/guardian and the Transportation Services Department shall be notified. Cancellation of transportation privileges for an indefinite period also should be reported to the Enrollment Options Office.
- g. Continual disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the bus driver to deny service after approval from the driver's supervisor (California Code of Regulations, Title 13, Section 121).

15. **Student Misconduct on a Public Transit Bus.** Students on public transit buses are subject to municipal and state codes for public conduct. A public transit bus driver does not exercise legal authority or supervision over passengers. When misconduct persists or results in an unsafe operating condition in the opinion of the driver, he/she will stop the bus and radio for police assistance.

16. **Bus Passes and Student Tags.** Manifests with the names of authorized passengers are maintained for each route. Nevertheless, schools may also need to utilize bus passes and tags for specific purposes, as follows:
 - a. **Elementary schools student tags** (first two weeks of school year). To ensure safe pickup and delivery during the first weeks of school, elementary school students are identified with name tags. This is to ensure that each child boards the correct bus and disembarks at the correct bus stop upon returning home from school, as bus stops and routes change frequently during this early period. Schools are responsible for preparing and distributing tags; frequent updates or issuance of tags may be necessary.
 - (1) Bus driver or bus paraprofessional review the trip manifest and make corrections, as needed; from this information schools complete children's name tags.
 - (2) Name tags must include child's first and last names, bus route name, and bus stop identification. Additional information may include the child's address, phone number, and the name of parent/guardian.
 - (3) Schools should prepare name tags for students prior to the first day of school.
 - (4) As a new student begins service throughout the school year, it is recommended the student be given a student tag to facilitate identification and service information during the first weeks of service.
 - b. **Secondary magnet and VEEP schools and atypical magnet schools** may elect to use bus passes on specific routes in areas where "space-available," noneligible, and resident students attempt to board buses. This practice is recommended for magnet schools without resident attendance boundaries and for schools with large numbers of school-initiated placement (SIP) and special attendance permit (SAP) students. Secondary VEEP and magnet schools may be

required to issue passes to students, and students are required to show a valid pass daily upon boarding, if deemed necessary for safety reasons by the Transportation Services Department.

c. **Format and supply**

- (1) Bus passes and student tags are color- and letter-coded to match route titles and the route display cards in buses.
- (2) Bus passes are preprinted and supplied by the Transportation Services Department upon request of each school.

d. **Lost school bus passes** will be replaced by the school with a charge of \$1 to the student for the first replacement pass issued, and \$5 for each replacement thereafter.

e. **Misuse of passes** (such as handing a pass through a window to a student outside the bus) may jeopardize a student's transportation privilege.

- (1) The school district retains ownership of each student's pass. Student bus riding privileges may be suspended for student misconduct (C.14.).
- (2) The principal or designee may elect to keep, cancel, or suspend a bus pass indefinitely or for a limited period of time. Retention or cancellation of a bus pass does not cancel a student's attendance requirements or status at school.

17. **Public Bus Tokens.** Integration program schools may obtain a *contingency* supply of public transit bus tokens to use for unscheduled late activities, detention periods, or service problems in secondary schools only. Public transit bus tokens are ordered by e-Procurement requisition, processed through the Transportation Services Department for approval.

D. IMPLEMENTATION

1. **Student/parent/guardian** complies with procedures identified in "Information About Your School Bus Service" parent pamphlet.

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2. School Secretary or Financial Clerk

- a. Returns all unissued or mutilated passes to the Transportation Services Department along with proper accounting forms for number issued.
- b. Orders San Diego Transit bus tokens for contingency use only (unscheduled late activities, detention periods, or service problems). Tokens are ordered by e-Procurement requisition, Item 33-T-3700, charged against the Transportation Services Department budget, after approval by the Transportation Services Department.
- c. Submits San Diego Transit bus tokens distribution form to the Transportation Services Department on last workday of the month.

3. Site Transportation Liaison (Principal or Designee)

- a. Meets during summer with the Transportation Services Department to review routes and service for each program at the school. The objective of the summer meeting is to audit all routes and service information which have been established for the upcoming school year. The input provided by the liaison helps to prevent possible problems in service and communication. This site review is scheduled and published with approximately 3–4 weeks advance notice.
- b. Notifies parents/guardians and students of bus stops, trips, and service information each week throughout the school year via the TSF form (DS-1191) blue copy.
- c. Updates student information with the Transportation Services Department as change of address, phone, or service parameters occur via Transported Student Form (TSF DS-1191).
- d. Receives and maintains a current set of transportation documents on student and/or trip information to use as a reference.
- e. Informs parents/guardians and students of “space-available” status; monitors and reports space availability on trips to the Transportation Services Department.

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- f. Receives notification of action taken by the Special Education Division regarding extreme hardship cases and determines distribution of tokens to students/parents/guardians (Procedure 5409).
 - g. Reports early, late, or service problems to the Transportation Services Department either directly or via TeleBus.
 - h. Coordinates supervision of loading and unloading of buses at school.
 - i. Issues and updates passes to secondary students or name tags to elementary students when necessary (C.16.a.).
 - j. Notifies the school bus driver by note of each student not listed on the manifest and the existing stop the student will use for temporary service.
 - k. Receives "Bus Referral Form" from driver; investigates incident; *refers* to administrators for disciplinary action.
 - l. Upon request, assists with identifying students who misbehave or vandalize public transit buses; may contact parents/guardians of students for referral to San Diego Transit.
 - m. Reports bus driver misconduct to the Transportation Services Department.
 - n. Refers parent/guardian and public complaints regarding contract carrier service to the Transportation Services Department.
 - o. Participates in site transportation liaison inservice activities.
 - p. Coordinates bus evacuation drills and safety instruction. Schedule is published annually by the Transportation Services Department (C.8.d.).
 - q. Complies with the Transportation Safety Plan (Education Code Section 39831.3).
- 4. Transportation Services Department**
- a. Receives, processes, and maintains address and service data on all transported students.

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- b. Notifies parents/guardians by U.S. mail of their children's transportation services at the beginning of the school year.
- c. In adherence to rules and regulations of the district and other appropriate law enforcement agencies, establishes stops, trips, times, and locations convenient to students' and schools' needs; prepares bus schedules and distributes to schools.
- d. Receives, investigates, and responds to all complaints made or referred by schools, parents/guardians, private citizens, and school district administrators regarding bus service.
- e. Sends blank name tags to elementary schools; sends blank passes to secondary schools.
- f. Approves e-Procurement requisitions for bus tokens ordered by secondary schools as a contingency supply for unscheduled late activities, detention periods, or service problems.
- g. Issues San Diego Transit bus tokens to schools for students regularly scheduled to ride public buses.
- h. Contracts with bus firms for services. Supervises contract carrier operations; enforces contract.
- i. Receives TeleBus Service information from schools; records and maintains detailed account of early, late, and service problems and "missout" buses reported by schools; assesses liquidated damages against carriers.
- j. Issues supply of "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" to bus drivers.
- k. Receives third copy of "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" from school; following receipt of second copy from bus driver, destroys third copy and files second copy.
- l. Contacts school and cooperatively investigates "Bus Driver's Report of Unacceptable Pupil Behavior on Bus."
- m. Assigns and disciplines carrier drivers and district-employed drivers when warranted in accordance with contract terms and provisions.

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- n. Dispatches road supervisors, school police services, or appropriate law enforcement agency to assist in cases of emergency on the road.
 - o. Refers questions about students' eligibility for transportation services to the Enrollment Options Office.
5. **Bus Driver**
- a. During first month of school, reviews manifests and records student corrections at their bus stop as they board bus in the morning. Forwards corrections to the school for update. During first two weeks of school, records names of elementary school children at their bus stop as they board in the morning.
 - b. Receives direction from Dispatch in the Transportation Services Department. Reports problems with routes, stops, or times to the supervisor. Reports ridership discrepancies to the scheduler.
 - c. Provides safe and timely delivery of students to and from school following rules and regulations of the district, Department of Motor Vehicles, California Highway Patrol, Education Code, and all other law enforcement and regulation agencies.
 - d. Completes and distributes "Bus Driver's Report of Unacceptable Pupil Behavior on Bus."
 - e. Complies with objectives and standards established for employees supporting the San Diego Plan for Racial Integration.
6. **Business Support Services Department** issues public transit bus tokens to schools upon receipt of e-Procurement requisitions either initiated or approved by the Transportation Services Department.
7. **Internal auditor** provides audit.

E. FORMS AND AUXILIARY REFERENCES (Nonstock forms are available from the Transportation Services Department.)

- 1. Site Liaison Handbook
- 2. Information About Your School Bus Services, parent pamphlet, Inventory Item 41-I-9050, English; 41-I-9051, Spanish; 41-I-9052, Vietnamese

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3. Here Comes The Bus pamphlet, Inventory Item 41-I-9053, English; 41-I-9054, Spanish; 41-I-9055, Vietnamese
4. Bus Driver's Report of Unacceptable Behavior
5. Bus Passes
6. Transported Student Forms, DS-1191
7. Student Name Tags
8. San Diego Transit Bus Token Distribution Form
9. TeleBus Service Flyer
10. School Transportation Log Report, Inventory Item 22-T-7720
11. Transportation Safety Plan, Education Code Section 39831.3

F. REPORTS AND RECORDS

1. Names and addresses of students to be transported to the Transportation Services Department:
 - a. Continuing students to be transported in next school year via Transported Student Forms (TSF) school audit no later than May. This audit is published annually by the Transportation Services Department.
 - b. New students to be transported in next school year, from school via program applications, are to be forwarded before the service assurance dates.
 - c. New students added during school year via program applications/transportation enrollment forms are to be forwarded to the Transportation Services Department. Applications of students who are new to the district are forwarded to the Information Technology Department, Business Operations Division, Office of School Site Support.
 - d. Change of name, address, or service information, via TSF (DS-1191).

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2. San Diego Transit Bus Token Distribution form, from school to the Transportation Services Department.
3. TeleBus Service from school to the Transportation Services Department.
4. Bus driver reports of unacceptable pupil behavior on bus.
5. Operating records retained by the Transportation Services Department.

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education