

Transportation Department

3838 Conrad Drive
Spring Valley, California 91977
Telephone: 619/668-5767
Hours 8:00 – 4:00 PM

HOW TO OBTAIN A BUS PASS:

Bring the completed application with payment (check, Money Order, or cash) to the Transportation Office at 3838 Conrad Dr., Spring Valley, CA 91977

Or

Bring completed application to your schools office and they will forward it to us. If your child qualifies for free child nutrition they will most likely qualify for free Transportation, as long as your address is within the established transportation boundary line.

<i>Transportation boundary line distances are:</i>	
<i>Kindergarten - 3rd</i>	<i>1 mile or more away from school</i>
<i>4th, 5th, 6th</i>	<i>1 ½ miles or more away from school.</i>

The entire front of the application must be completed including the bus stop.

If you do not know your bus stop you will need to call or come into the Transportation office.

Your student's bus pass will be given to them by the school bus driver. This will assist the driver with putting the name and face together.

Fee Schedule

The Transportation Fee Program provides the option of purchasing an Annual Bus Pass, Half Year Bus Pass or Single-Ride Tickets/Ticket Books. Please refer to the fee schedule listed below:

TYPE OF PASS	PRICE	COST PER RIDE (one way)
* Annual Bus Pass	\$200.00 First Child \$130.00 2nd Child 3rd Child free	.55¢ .36¢ PER RIDE
*Half Year Bus Pass	\$125.00 First Child \$83.00 2nd Child 3rd Child Free	.69¢ .46¢ PER RIDE
Single Ride Ticket Books 40 One-Ride Tickets	\$50.00	\$1.25 PER RIDE
Single Ride Tickets (One way only)	\$1.25	\$1.25 PER RIDE

*** Annual and Half Year Passes are only available at the full rate. Prorated passes are not available.**

*Applications may be obtained from the bus driver, school or Transportation Department. Please check with the school regarding time schedules. **Drop-off times are approximate.** Your child will be returned to school if no one is at their stop and you have requested that they must be met at their stop.*

Replacement Passes: A \$3.00 processing fee will apply for replacement bus passes due to damage, lost, or replacement of a bus pass when a student changes bus routes.

Renewal of Half Year Bus Passes: Half Year Bus Passes may be renewed by mailing the completed application form with remittance to the La Mesa-Spring Valley Schools, Transportation Department, 3838 Conrad Drive, Spring Valley, CA 91977. Bus pass order forms will be available at each school site and from the bus drivers. Please allow at least 10 working days for processing. Renewal passes may also be purchased in person at the above address.

Family Discounts: Discounts are available when purchasing annual or half year passes for **more than one (1)** student in the same family at the same time. The third student or more will be issued a free pass.

Free Transportation for Low Income Families: La Mesa Spring Valley Schools will offer assistance to low income families by providing free transportation if **the family meets the child nutrition free status and live within the established transportation boundary line.**

Ticket Books: Ticket Books include forty (40) Single Ride Tickets and may be purchased at each school site or the Transportation Department. Please check with your home school to find out when Ticket Book sales are available.

Parents who are planning to use Single Ride Tickets must fill out the Emergency Information Card and check the box indicating Single Ride Tickets.

Tickets may be used at any time to ride the bus during the school year. Ticket Books cannot be mailed. La Mesa-Spring Valley Schools does not refund Single Ride Ticket purchases.

Single Ride Tickets: Individual Single Ride Tickets may be purchased in the school office for \$1.25. This Single Ride Ticket is good for (1) morning **or** afternoon ride.

Returned Checks: A \$15.00 charge will be imposed for checks not processed and returned to La Mesa Spring Valley Schools.

Refunds: Refunds will only be made if a student is reassigned to the Special Education program, moves from the area or is denied transportation due to discipline reasons for **more than 15 school days**. All requests for refund must be made in writing to the Transportation Office. Please allow 2 weeks for processing. All refunds will be prorated and be charged a \$3.00 processing fee.

Ticket books cannot be refunded or returned if unused.

La Mesa – Spring Valley Schools Bus Drivers are highly trained professionals in their field. To become a School Bus Driver one must receive training in laws, regulations, defensive driving techniques, first aid, public relations, emergency procedures, and then receive many hours behind-the-wheel learning all about the big yellow bus they will drive on our roads.

Each driver must hold a valid Medical Certificate, valid Class B Driver's License with the Passenger Endorsement, and a valid School Bus Driver Certificate. In order to maintain their certificate, they must complete a minimum of ten hours of training per year, all of which is regulated by the California Highway Patrol and the Department of Motor Vehicles.

The major responsibility for safety on our buses remains with the students. On the next few pages you will find some suggestions on proper behavior along with a set of rules adopted by the Board of Education for the La Mesa-Spring Valley Schools.

TRANSPORTATION OF PUPILS

La Mesa-Spring Valley Schools provides home-to-school of residence transportation to students attending specific schools and who live within the established transportation boundary line. Students who meet the boundary requirement will be eligible to apply for transportation. Students who need to get off their regular bus, at a designated bus stop other than their own, must have a permission slip from home, signed by the parent/guardian. Every effort will be made by the drivers to have each student get off at his/her designated bus stop. A student who accidentally or willingly gets on the wrong bus will be returned to school where their parents will be called to arrange pickup of their student. If your student becomes sick during the day, they will be kept in the nurse's office until contact is made with the parents.

Parents picking up children at bus stops and who normally do not cross the street should park on the same side of the street that the bus stops on to avoid the possibility of a child being hit while crossing the street.

In the best interest of everyone, infectious or severely ill students, e.g. (measles, vomiting, etc.), cannot be allowed to ride the bus home.

ADMINISTRATION OF RULES

The bus driver shall have the jurisdiction over students' conduct on the bus and they are required to report infractions of rules to the school principal/designee, using a "Bus Referral." However, no student shall be asked to leave the bus while in route to or from school, unless removed by a school official or law enforcement for unsafe behavior.

AUTHORITY OF DRIVER

"Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and directly responsible to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations. Governing Boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating suspension of riding privileges and shall be made available to parents, pupils, teachers, and interested parties."

Title 5, Section 14103 California Administrative Code

STUDENT CONDUCT / RESPONSIBILITY

Riding the School Bus is a privilege. The School District is not mandated to provide such service. Students will be held accountable for their behavior while on the bus and at their bus stop. **All** students need to be at their bus stop five (5) minutes prior to the departure time. It is important for them to line up in an orderly manner as not to jeopardize the safety and welfare of others. Please instruct your child to never approach a moving bus. Once the door is closed and the bus is moving, children should return to their home or school.

Never should a child run after the bus.

SCHOOL BUS NOTICE OF UNSATISFACTORY CONDUCT (BUS TICKET)

(BOARD POLICY 5131)

- The first incident report will result in a conference with the principal/designee. At that time the student will be warned of the possible loss of the privilege of riding the school bus if a second report is issued. Serious infractions may result in an immediate bus suspension.
- The second incident report will result in a minimum one-week loss of bus riding privileges (5 school days).

- The third incident report will result in a minimum two-week loss of bus riding privileges (10 school days).
- The fourth incident report will result in a permanent loss of bus riding privileges for the rest of the school year.

A one day suspension may be issued by the driver for a safety infraction that involves danger to the driver or to the other students.

Bus Pass Violations: The following standards of progressive actions regarding abuse/misuse of the Transportation Fee Program are established and are separate from other disciplinary measures:

1. Using, or attempting to use, an expired bus pass:

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|--------------|--|
| 1st Offense: | Bus Ticket issued by Driver |
| 2nd Offense: | Bus privileges suspended for 5 days |
| 3rd Offense: | Bus privileges suspended for 10 days |
| 4th Offense: | Bus privileges suspended for remainder of school year. |

2. Using, or attempting to use, a stolen, found, or forged bus pass or a fake single-ride ticket:

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|--------------|--|
| 1st Offense: | Bus ticket issued by Driver |
| 2nd Offense: | Bus privileges suspended for 10 days |
| 3rd Offense: | Bus privileges suspended for remainder of school year. |

3. Allowing another student to use your bus pass:

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|--------------|--|
| 1st Offense: | Bus Pass will be confiscated, attached to a Bus ticket and turned into the school. |
| 2nd Offense: | A prorated refund will be issued to the parent. Bus riding privileges shall be suspended for the remainder of the school year. |

Possession of any pass, not the property of the possessor, shall constitute clear evidence of improper possession and use or attempt to use the pass and shall be reason to exercise disciplinary measures.

ITEMS THAT CANNOT BE TRANSPORTED TO OR FROM SCHOOL IN A SCHOOL BUS

- Glass Containers
- Bags of aluminum cans
- Animals (birds, hamsters, fish, insects, etc.)
- Large musical instruments, suitcases and sleeping bags.
- Radios (unless approved by the school ahead of time)
- Skateboards
- Food or liquid that is not contained
- Balloons

All toys, games or projects brought to school should be put in a plastic or paper bag. Nothing can be allowed aboard that is too large for the students to hold on their lap. Please make other arrangements for your child's transportation that day. Students may not use cell phones on the bus.

STUDENT CONDUCT AT BUS STOPS

- The bus stop is not a playground. Horseplay, ball throwing, pushing and shoving cannot be allowed.
- Most bus stops are designated in front of homes. Any damage done to private property shall be cause for denial of transportation.
- To insure timely bus schedules, students must **arrive at the bus stop at least five minutes before pick-up time**, and they should be at their designated bus stops.

- *Students should line up in single file before boarding the bus. There is no pushing or shoving allowed.*
- *According to State law, students must cross in front of the bus with the driver. It is the sole responsibility of the driver to escort students across the street when necessary. No one else can assume this responsibility.*

Parents picking up children at bus stops and who normally do not cross the street should park on the same side of the street that the bus stops on to avoid the possibility of a child being hit while crossing the street.

STUDENT BEHAVIOR ON SCHOOL BUSES

"Pupils transported on a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils." (CCR 14103). The following rules of conduct shall apply to all students who ride school buses. To help insure a safe ride on our school buses, most are equipped with a video monitoring system.

- *Students must be seated at all times except when boarding or leaving the bus.*
- *Students should sit upright, face the front of the bus, keep feet out of the aisle, and in no way bar progress of the other students in or out of the bus.*
- *All bus riders shall keep hands to themselves and not touch the property of others.*
- *All students are prohibited from creating disturbances such as whistling, playing musical instruments or radios, yelling, using loud or profane language, throwing articles, shooting rubber bands, or any activity that could distract the driver.*
- *We cannot allow students to eat or drink on the bus. Such things as gum, candy and sunflower seeds are prohibited.*
- *The driver shall have the right to assign all seats when deemed necessary. **All** Middle School bus riders are automatically assigned seats the first or second week of school.*
- *For safety, students must keep head, hands and feet inside the bus at all times.*

Cross the road safely.

Make sure you clear the "Danger Zone".

Never cross the street on your own.

If you must cross the street, wait for the driver to cross you with the hand held stop sign.

IF YOU DROP SOMETHING UNDER THE BUS, TELL THE DRIVER!

DO NOT TRY TO GET IT YOURSELF!

PARENTS, PLEASE PARK ON THE SAME SIDE OF THE STREET AS THE BUS.

PEDESTRIAN SAFETY RULES

ALWAYS follow these rules and be extra alert in rainy or foggy weather.

- *Cross only at corners so drivers can see you.*
- *Always use a crosswalk when it is available. Remember, painted lines can't stop cars.*
- *Cross only on the new green light so you have time to cross safely.*
- *Use the push-button when possible and cross with the "walk" sign only.*
- *Look all ways before crossing the street to see cars, pedestrians and bicyclists.*
- *When crossing, watch for cars that are turning left or right.*
- *Never cross the street from between parked cars. Drivers can't see you.*
- *Walk on the left side of the road, facing traffic, if sidewalks are not provided so you can see oncoming cars.*

