



LA MESA-SPRING VALLEY SCHOOLS

Transportation Department

Parent Handbook

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Welcome to La Mesa-Spring Valley School District

Dear Parent/Guardian:

Welcome to the La Mesa-Spring Valley School District (LMSV) and thank you for utilizing our services for your student's Home-to-School transportation.

LMSV Transportation takes pride in servicing our community with kind, conscientious and professionally trained School Bus Drivers and Attendants. We have prepared this Parent Handbook to acquaint you with the policies, procedures and expectations for your student's school transportation. Please read this document in its entirety as your bus pass Transportation Registration Form requires you and your student to adhere to the policies and procedures herein. Please keep this handbook for future reference. You and your student's adherence to these procedures will aid considerably in transporting your student with the maximum service, courtesy and safety.

Thank you again for your partnership with the LMSV Transportation Department. We hope your student has a safe, successful and enjoyable school bus experience.

Eric Nunez

Director, Transportation

Mission Statement

It is our purpose to provide our students with safe, timely, and enjoyable transportation to and from school and school activity trips so that they are best prepared to learn and grow each and every day.

Information and Rules

The major responsibility for safety on our buses lies with our staff as well as the students. On the next few pages you will find some guidelines on proper behavior along with a set of rules adopted by the Board of Education for LMSV.

Bus Drivers

Our LMSV Schools Bus Drivers are highly trained professionals in their field. To become a Driver, one is required to receive training in laws, regulations, defensive driving techniques, first aid, public relations, emergency procedures as well as complete many hours of behind-the-wheel training. Each driver must hold a valid Medical Certificate, valid Class B Driver's License with a 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.

School Bus Drivers Authority

Per Title 5, Section 14103 California Administrative Code:

"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 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 to suspension of riding privileges and shall be made available to parents, pupils, teachers, and interested parties."

Administration of Rules

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

Student Conduct and Responsibility

Riding the School Bus is a privilege. The 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 scheduled departure time. It is important for them to line up in a single file and in an orderly manner so as not to jeopardize the safety and welfare of others. **Please instruct your student to never approach or run after a moving bus.** Once the door is closed and the bus is moving, students should return to their home or school.

Per Administrative Regulation 3542:

A School Bus Driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

Per Board Regulation 5131.1:

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

Bus Rules and Expectations

Please ensure your student(s) understands the following rules which apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the Bus Driver at all times.
2. Riders should arrive at their designated bus stop five (5) minutes early and stand in a safe place at the stop to quietly wait for the bus.
3. Orderly behavior is required. Student conduct at the bus stop should be the same as required on school grounds. Horseplay, such as ball throwing, pushing, shoving and/or similar behavior is not allowed (See Board Policy 5131 Conduct).
4. Some bus stops are designated in front of homes. Please respect the privacy and property of those residents. Any damage done to private property shall be cause for denial of transportation.
5. Students must stand in a single file line before boarding the bus. Riders shall enter the bus in an orderly manner and go directly to their seats.
6. Per State law, if a student needs to cross the street, students must cross in front of the bus with and as directed by the School Bus Driver. It is the sole responsibility of the School Bus Driver to escort the students across the street.
7. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
8. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision or block the aisle and can easily sit on the rider's lap.

9. Riders shall be courteous to the School Bus Driver and fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
10. Any noise or behavior that could distract the School Bus Driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
11. Riders shall not use tobacco products, eat or drink while riding the bus.
12. Riders may bring and use electronic devices on the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the School Bus Driver may direct the student to no longer use the device on the bus.
13. The use of electronic devices is governed by Board Policy 6163.4 Student use of Technology.
14. Riders shall not put any part of the body outside the window nor throw any item from the bus.
15. Riders shall keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
16. Service animals may be permitted on school transportation services; all other animals are prohibited. Administrative Regulation 6163.2 Animals At School, addresses when the use of animals is allowed (Education Code 39839;13 CCR1216) .
17. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the School Bus Driver, unfasten any restraint system, enter the aisle and go directly to the exit.

Consequences for Misconduct

The safety of students and staff and the maintenance of an orderly environment shall be the priorities in determining appropriate discipline. Riders who fail to comply with the above rules shall be reported to the school Principal, who will determine the severity of the misconduct and appropriate disciplinary strategies. (See Board Policy and Administrative Regulation 5144 Discipline).

In general, the District may follow the guidelines listed below

1. The first incident will result in a verbal warning with the School Bus Driver.
2. The second incident will result in a verbal warning with the School Bus Driver.
3. The third incident will result in a written referral and subsequent conference with the Principal or designee. At that time the student will be warned of the possible

loss of the privilege of riding the bus if the behavior continues.

4. The fourth incident report may result in a two-day loss of bus riding privileges (two school days).
5. The fifth incident report may result in a one-week loss of bus riding privileges (five school days).
6. The sixth incident report may result in a permanent loss of bus riding privileges for the rest of the school year.
7. The seventh incident report may result in a permanent loss of bus riding privileges for the rest of the school year.

Drivers shall not deny transportation services except as directed by the Principal or designee.

Bus Surveillance Systems

The Superintendent or designee shall monitor the use and maintenance of the District's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the District's policy and Administrative Regulation concerning student records.

Bus Pass Violations

Abuse or misuse of the Transportation Fee Program by way of improper use of a bus pass are subject to the same progressive disciplinary actions listed above.

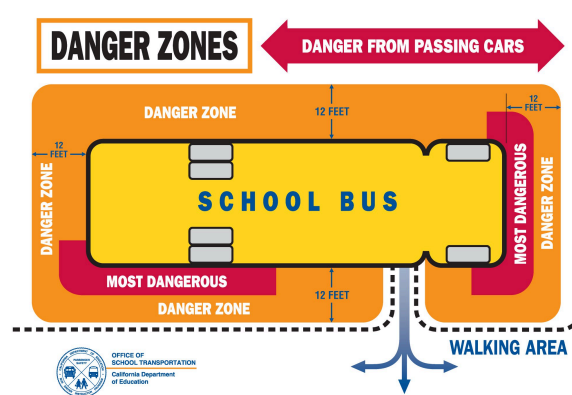
- Using, or attempting to use, an expired, stolen, found, or forged bus pass or a fake single-ride ticket
- Allowing another student to use your student's bus pass

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.

Important Safety Rules

- If an item is dropped under the bus, inform the driver. **DO NOT ATTEMPT RETRIEVE THE ITEM YOURSELF!!**

- Ensure your student(s) is aware of the 12 ft. “Danger Zone” surrounding the school bus.



- Parents should always park on the same side of the street as the bus to avoid students having to cross the street.
- Always 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.
- Use the push-button when possible and cross with the “walk” sign only.
- Look in all directions 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 between parked cars. Drivers can't see you.
- If sidewalks are not provided, walk on the left side of the road, facing traffic, so you can see oncoming cars.

Additional Information

- **Departure Time**
 - Students should be at their designated bus stop five (5) minutes prior to their scheduled departure time
- **Drop-off Time**
 - Drop-off times are approximate
 - Parents should be readily available to receive their student after the school bell rings
- **Students who Must Be Met**
 - All TK/Kindergarten students “Must Be Met” at the bus stop by a parent/guardian. For all other grades, student(s) will be released from the bus without a parent/guardian present, unless requested otherwise. If no adult is present at the drop off location of your Must Be Met student will be brought back to school and parents will be responsible for picking up the student.

- **Designated Bus Stops**

- Students who need to get off at a stop other than their designated stop must have a note from home or permission slip signed by the principal/staff member.
- A student who accidentally or willingly gets on the wrong bus will be taken back to school and their parents will be called to arrange pickup of their student.

- **Ill Students**

- In the best interest of everyone, infectious or severely ill students, (e.g. measles, vomiting, fever, etc.), cannot be allowed to ride the bus.
- Students who become sick during the day will not be allowed to ride the bus. They will remain in the Nurse's office until contact is made with the parents.
- Students sent home with a fever may return when fever has gone away over the night and is gone in the morning without the use of fever reducing medications.

Personal Items on School Buses

To ensure the safety of students and staff, the following items cannot be transported on a school bus:

- Glass Containers
- Bags of aluminum cans
- Animals (with the possible exception of service dogs)
- Large musical instruments, suitcases and sleeping bags
- Radios (unless approved by the school ahead of time)
- Skateboards
- Food or liquids that are not in a proper container
- Balloons
- Items that are too large for students to hold on their lap

Note: All toys, games or projects brought to school should be put in a plastic or paper bag. Nothing can be allowed on the bus that is too large for students to hold on their lap. Please make other arrangements for your student's transportation that day.

Lost and Found

Any items found on the school bus will be held in the Transportation Department. Unclaimed items will be donated at the end of each month.

Transportation Fees/Payment Options

The La Mesa-Spring Valley School District charges a fee for providing home-to-school transportation services to students who live within the transportable boundaries of the schools listed above. Fees will be waived based on eligibility for certain programs listed below.

The Transportation Fee Program provides the option of purchasing an Annual Bus Pass, Half Year Bus Pass or Single-Ride Ticket Books. The table below outlines the fees for each pass type.

Pass Type	Price		
	1st Student	2nd Sibling	3rd Sibling
Annual	\$250	\$160	\$0 - Free
Half year	\$150	\$100	\$0 - Free
Ticket Book			
Single Ride	\$60 - Book of 40 tickets		
Replacement			
Bus Pass Card	Damaged, lost passes and/or the replacement of a pass when a student changes bus routes per parent request. <ul style="list-style-type: none">\$6.00 for cash*/money order/credit card <p><i>*Cash payments are only accepted at the Transportation Department</i></p>		

Eligibility for a Free Bus Pass

Students who meet the criteria listed below will receive their bus pass at no charge.

- Free or Reduced Lunch Program
- English Language Learners
- Foster/In-Transition Youth

Payments

Transportation accepts [credit card payments](#) (online), cash, check or money order at the Transportation Department's office. Checks and money orders should be made out to **LMSV**.

Family Discounts

Discounts are available when purchasing annual or half year passes for **more than one (1)** student living in the same household at the same time. The third and/or any additional siblings may obtain a free bus pass.

Ticket Books

Ticket books include forty (40) single ride tickets and may be purchased at the Transportation Department.

Renewal of half year bus pass

Half year bus passes may be renewed online when paying by credit card or at the Transportation Department if paying with cash, check or money order. Please allow at least 10 working days for processing.

Non-Sufficient Funds

A \$15.00 charge will be imposed for all returned checks.

Refunds

Bus pass refunds are processed on a prorated basis and are calculated monthly. Please allow 2-3 weeks for processing. Ticket books cannot be refunded or returned if partially used.