

**SEQUOIA UNION HIGH SCHOOL DISTRICT
1090 Mills Way, REDWOOD CITY, CA 94063
Transportation Office (650) 306-8875
School Year 2020-2021**

TINSLEY

The district is responsible for the pickup and delivery of students only at designated stops and the student's school. It is the student's responsibility to depart from the bus at his/her designated stop.

It is the responsibility of the parents to ensure that their children are aware of their responsibilities for exiting the bus at the correct stop and proceeding to their destinations.

Students need to arrive at their designated school bus stop prior to pick up time. Buses will depart stop at the designated time.

Buses will not return to school sites for students failing to board the bus within the allowed 10 minutes. It is the responsibility of the individual school sites to notify the Transportation Department when school-created delays occur (preventing students from making the bus departure on time). The Transportation Department will make every effort to ensure the safety of students, while going to or returning from school.

KINDERGARTEN

Kindergarten students are transported to school from designated stops on standard bus runs. When the students are going home, they MUST be met at the bus stop by an adult, unless there is a letter signed by the parent/guardian on file at the Transportation Department.

If there is not an adult at the student's designated, the driver will notify the Transportation Dispatcher, and continue the run. After the driver has dropped off all the students, they will return that student to his/her school. It is then the responsibility of the parent to pick up the student. Parents failing to meet the bus three times are in jeopardy of losing transportation privileges for their children.

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TRANSPORTATION RULES, REGULATIONS, AND CONSEQUENCES
STUDENT CONDUCT ON SCHOOL BUSES

Appropriate behavior is critical to the safety of all persons on and off the school bus. The school bus is an extension of the school. All rules and regulations pertaining to the student's conduct on the school grounds apply to riding on school buses and waiting for the school bus.

The bus driver has the legal authority and responsibility to enforce the school bus rules and regulations. Students on board a school bus are directly responsible to the driver for their conduct and actions.

RULES

1. Wait safely at the bus stop, out of the street and back from the curb.
2. Be calm and orderly while getting on and off the bus, and enter and exit through the main door.
3. Loud talking, yelling, and horseplay distracts the driver, and will not be tolerated. Except for emergencies, students should not talk to the driver while the bus is in motion.
4. Students are to stay seated, except while exiting the bus.
5. Students are not to open or close windows or emergency doors, except as directed by the driver. All parts of the body and other objects must be kept inside the bus at all times, and shoes must be worn.
6. Animals, birds, reptiles, fish, or insects may not be transported on a school bus, whether in containers or not. Knives or other sharp, pointed objects or weapons are not allowed.
7. Students are expected to be courteous and respectful to the driver, each other, and other motorists. Profanity, rude remarks, obscene gestures, etc. will not be tolerated.
8. **Students must wear face covering at all times while being transported on the bus. (Face shields must be worn with face covering)**

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TRANSPORTATION PROCEDURES

Transportation is provided for Tinsley students by Sequoia Union High School District.

Students are picked up and dropped off at designated stops only.

Parents who request a change of stop, in writing, for hardship reasons, must choose another designated stop on their route.

Students need to arrive at their designated school bus stop prior to pick up time. Buses will depart stop at the designated time.

Students must get their temperature checked by the school bus driver or school official prior to boarding on the school bus.

Students must wear face covering at all times while being transported on the bus and at their school bus stop.

Buses will leave school sites 10 minutes after the close of school and will not return to school sites for late students.

Kindergarten students must be met at the bus stop by an adult unless there is a letter signed by the parent/guardian on file at the Sequoia Transportation Department.

Kindergarten students not met at the stop by an adult will be returned to the school. It is then the responsibility of the parent to pick up the student.

Kindergarten parents failing to meet the bus three times are in jeopardy of losing transportation privileges.

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CONSEQUENCES

By state law and board policy, students who violate rules or regulations may be denied bus riding privileges in the interest of discipline and safety. Notification of such action will be communicated to the parent/guardian by the principal.

1st VIOLATION: Warning by the bus driver

2nd VIOLATION: Written referral to the principal for disciplinary action and notification of parent

3rd VIOLATION: Written referral to the principal for up to five days suspension from riding the bus and notification of parent/guardian

4th VIOLATION: Written referral to the principal for suspension from riding the bus and notification of parent/guardian

5th VIOLATION: Written referral to the Superintendent; penalty may include suspension from riding the school bus for a semester or for the remainder of the year

In cases of severe misconduct, a student may be assigned a penalty more severe than provided for in the normal process, including the termination of a student's bus riding privileges. In all cases, the safety of all students is the prime consideration.

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AREAS OF RESPONSIBILITY FOR CONDUCT ON THE BUS

THE TRANSPORTATION DIRECTOR OR HIS/HER DESIGNEE SHALL:

1. Inform bus drivers and staff of rules, regulations, and consequences.
2. Ensure that principals and bus drivers are acting according to the Administrator's procedures and where necessary, provide staff development.
3. Distribute lists of routes, parent packets, rules, procedures, and consequences.
4. Work closely with schools, staff, and parents to resolve issues.

THE PRINCIPAL OR HIS/HER DESIGNEE SHALL:

1. Remind students, staff, and parents of the bus rules, regulations, and consequences.
2. Be responsible to see that the discipline, guidelines, and Conduct Report process is followed. The process includes disciplinary action, notification of parent, or report to bus driver.
3. Include bus rules and consequences as a part of the school's behavior and discipline plan.

THE SCHOOL BUS DRIVER SHALL:

1. Have the authority and responsibility to implement established rules and regulations.
2. Be recognized as the authority regarding student conduct on the bus.
3. Be held accountable for supervising the behavior of students in his/her charge.
4. Refer to the Transportation Department all students who do not abide by the rules and regulations while riding the bus.

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BUS PASSENGER CONDUCT REPORT PROCESS
GUIDELINES FOR PROCESSING BUS PASSENGER CONDUCT REPORTS

1. It is mandatory that the Bus Passenger Conduct Report form be filled out by the bus driver on the day of the incident.
2. When a driver fills out a Bus Passenger Conduct Report form, he/she signs and dates it, keeps his/her copy, and submits a copy to the Director of Transportation or designee.
3. The Transportation Department will see to it that the Bus Passenger Conduct Report form reaches the principal of the school the child/student attends by the following day.
4. The principal shall take disciplinary action.
5. In each instance, the principal or his/her designee shall immediately notify the parent/guardian by telephone, in person, or in writing of the student's behavior. The penalty for the violation will normally take effect within one school day from the issuance of the Bus Passenger Conduct Report.
6. When the handling of the situation is completed, the principal shall notify the Transportation Department by returning to it a copy of the Bus Passenger Conduct Report as soon as possible, stating on the form what type of disciplinary action was taken.