

Tehama County Department of Education



Transportation Handbook

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Red Bluff, California

For more information, please contact:

Tehama County Department of Education
During office hours 8am—5pm

1135 Lincoln Street Red Bluff CA 96080
530-527-5811

Students who attend special education programs and are transported to school require a coordinated transportation system. Cooperation and communication are essential to provide effective service.

The instructions in this parent handbook have been set up to give you safe, prompt and courteous service.

It is the policy of Tehama County Special Education Local Plan Area that students with disabilities will get to and from school in the same manner as their non-disabled peers, unless the IEP team determines that the needs of the student require more restrictive transportation services. Accommodations and, or modifications to regular transportation, including special seating, restraints, behavior interventions, etc. will be considered and implemented as appropriate. It is also the policy of this SELPA that any student eligible for special education services who requires special transportation services, shall receive transportation as a related service if an IEP team determines that such service is necessary for the student to benefit from special education services, or access the core curriculum in the least restrictive environment. This policy will apply to each agency in the SELPA that provides transportation to students with disabilities.

Each child pick-up point will be individually reviewed. We appreciate your understanding and cooperation.

PICK-UP FOR SCHOOL

Have your child ready when the bus arrives. Each child should be supervised until the bus arrives. If your child is picked up at a bus stop, it will be determined by safety and appropriateness.

ABSENCES

Please notify the driver or the supervisor of transportation as soon as possible before the regular pick-up time when you do not intend to send your child to school.

The transportation supervisor can be reached at 528-7336/526-3088.

RETURN HOME

A parent or other authorized adult is expected to be at home to receive the student when he or she arrives home.

No student will be delivered to any address other than the regularly scheduled stop except in an emergency situation.

Students must be handed off to an adult. If someone is not there to meet the student, the bus will wait for three (3) minutes. After that the child will be brought to the Department of Education located at 1135 Lincoln Street in Red Bluff. If the student is not picked up by 5 pm, the police will be contacted and the student will be reported as an abandoned child.

ILLNESS

Please do not send even a mildly ill child to school because he/she may become acutely ill a short time later. In fairness to your child and other children, keep a sick child at home.

HYGIENE

For the comfort of other passengers on the bus, it is important to maintain adequate standards of personal cleanliness and hygiene.

EMERGENCY

If, on rare occasions of a real emergency, the parent is unable to be home, the parent should arrange for another adult to be at home when the child arrives. The parent may call the transportation office with this information and the parent will need to fax in a written, signed note. When there is a change in phone numbers, parents need to provide the updated phone numbers and contacts to the office at 528-7336.

The driver should be provided with a signed note from the parent with an alternate place to leave the child if no one is going to be home.

BUS SCHEDULE

School buses operate on a time schedule; therefore, the student must be ready when the bus arrives. The driver or other transportation personnel will inform you of the time you can expect the bus. If the student is not ready, the bus will leave as the driver must maintain the schedule. Should a new student be added to the route, or if a student moves, an adjustment in time may be necessary. In such circumstances, the driver will keep you informed.

ROUTE CHANGE

Each pupil is assigned to a definite bus and may be assigned to a particular seat at the discretion of the driver. Pick-up times, routes, buses and pick-up points may need to be changed during the year to accommodate new children. No pupil will be permitted to leave the bus at a point other than his/her assigned stop.

SCHEDULE CHANGE

Schedule changes are not the responsibility of your child's teacher. Please contact the Supervisor of Transportation about any needed change.

WHEELCHAIRS

Wheelchairs shall be equipped with brakes and seat belts properly maintained by the owner of the chair. Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. (California Administrative Code—Title 13) All wheelchair brakes must be maintained so as to prevent the wheels from moving when the brakes are applied.

Any wheelchair which does not meet minimum safety standards shall not be transported.

Velcro seat restraints do not meet minimum state requirements and shall not be the sole source of seat belt restraint. It is the parent's responsibility to provide a seat belt which meets the minimum safety requirements.

Parents, teachers, aides or children are NOT permitted to operate the wheelchair lift.

Batteries used to propel electric wheelchairs transported on school buses shall be both leak resistant and spill resistant or shall be placed in a leak resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident (California Administrative Code— Title 13).

PERSONAL PROPERTY

The Department of Education assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owner.

CAR SEATS

Each driver shall arrange for a properly equipped car seat as needed.

VANDALISM

Civil Code CV 1714.1(a)

WILLFUL MISCONDUCT OF A MINOR WHICH RESULTS IN INJURY OR DEATH TO ANOTHER PERSON OR IN ANY INJURY TO PROPERTY

(a) Any act of willful misconduct of a minor which results in injury or death to another person or in any injury to the property of another shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct.

Subject to the provisions of subdivision (c), the joint and several liability of the parent or guardian having custody and control of a minor under this subdivision shall not exceed twenty-five thousand dollars (\$25,000) for each tort of the minor and in the case of injury to a person, imputed liability shall be further limited to medical, dental and hospital expenses incurred by the injured person, not to exceed twenty-five thousand dollars (\$25,000). The liability imposed by this section is in addition to any liability now imposed by law.

(b) Any act of willful misconduct of a minor which results in the defacement of property of another with paint or a similar substance shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages, including court costs and attorney's fees, to the prevailing party and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct, not to exceed twenty-five thousand dollars (\$25,000), except as provided in subdivision (c), for each tort of the minor.

(c) The amounts listed in subdivisions (a) and (b) shall be adjusted every two years by the Judicial Council to reflect any increases in the cost of living in California, as indicated by the annual average of the California Consumer Price Index. The Judicial Council shall round this adjusted amount up or down to the nearest hundred dollars. On or before January 1, 1997, and on or before January 1 of each odd-numbered year thereafter, the Judicial Council shall compute and publish the amounts listed in subdivisions (a) and (b), as adjusted according to this subdivision.

(d) The maximum liability imposed by this section is the maximum liability authorized under this section at the time that the act of willful misconduct by a minor was committed.

(e) Nothing in this section shall impose liability on an insurer for a loss caused by the willful act of the insured for the purposes of Section 533 of the Insurance Code. An insurer shall not be liable for the conduct imputed to a parent or guardian by this section for any amount in excess of ten thousand dollars (\$10,000). (Amended by Stats. 1994, Ch. 909, Sec.1).

IF YOU MOVE

If you move during the school year, notify the Supervisor of Transportation seven days in advance to insure continuous transportation service. Do not send or take the child to school and expect the bus to bring him or her home to the new address unless you have been notified that transportation has been arranged.

MEDICATION

MEDICATION MUST BE HANDED DIRECTLY TO THE DRIVER OR TEACHER BY THE PARENT AND NOT PLACED AMONG THE STUDENT'S BELONGINGS.

SUSPENSION POLICY

The bus driver has the authority to recommend the suspension of pupils who ride the bus for any infraction of the rules. Any pupil may receive the maximum suspension and/or be denied transportation if it is determined that he/she created a discipline problem on the bus.

1st. Violation Written Warning, 2nd. Violation 1 Day Suspension, 3rd. Violation Up to 1 Week Suspension.

*IEP Review Meeting will be scheduled to address this behavior.

The Supervisor of Transportation will notify the parents, the school which the pupil attends and the bus driver of any suspension and the reason for the suspension. The Superintendent of the District of Residence and the Tehama County Department of Education Special Education Director are to be notified in writing of a pupil suspension.

AUTHORITY OF THE DRIVER

California Code of Regulations, Title 5—Section 14103 (a)

(a) Pupils transported in a school bus or in a school pupil activity 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 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.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedure relating to suspension of riding privileges and shall be made available to parents, pupils, teachers and other interested parties.

NOTE: Authority cited: Section 39831, Education Code. Reference: Section 39830 and 39831, Education Code. Cross-reference: Section 1217.

**EDUCATION CODE NOTIFICATION OF SUPERINTENDENT BY LAW ENFORCEMENT OF
CERTAIN CRIMES BY STUDENT BC48909 (a)**

When a petition is requested in juvenile court or a complaint is filed in any court alleging that a minor of compulsory school attendance age or any pupil currently enrolled in a public school in a grade to and including grade 12 is a person who (a) has used, sold or possessed narcotics or other hallucinogenic drugs or substances; (b) has inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code; or (c) has committed felonious assault, homicide or rape, the district attorney may, within 48 hours, provide written notice to the superintendent of the school district of attendance, notwithstanding the provisions of Section 827 of the Welfare and Institutions Code and to the pupil's parent or guardian.

(Amended by Stats. 1991, CH. 1202, SEC.1)

MEDICAL ATTENTION

At the time your child enrolls in a special education class and at the annual evaluation, a medical information sheet must be completed. This card will give you the opportunity to let us know which doctor to call for your child in case of an accident or illness requiring medical attention. You will also be asked to list any allergies or other medical information that would be necessary or helpful for the bus driver to know.

BUS RULES FOR STUDENTS Suspension policy will apply to any infraction of the rules.

PLEASE DISCUSS THIS WITH YOUR CHILD

- 1 Students transported to school in a school bus shall be under the authority of and responsible directly to the driver.
- 2 Orderly behavior is required at all bus stops.
- 3 Students should be ready 5 minutes before the scheduled time the bus is to arrive. Teachers should have students ready when the bus arrives for afternoon departure.
- 4 Visitors are prohibited from riding the school bus.
- 5 With prior approval, other districts' students may ride department buses when space is available.
- 6 Students may be assigned to a particular seat.
- 7 Students will remain seated at all times when the bus is in motion.
- 8 Loud conversation, singing or noisy boisterous conduct will not be permitted.
- 9 All parts of the body (arms, head, etc.) must be kept inside the bus at all times.
- 10 No foul or abusive language is to be used.
- 11 Eating or drinking is not permitted on the school bus.
- 12 Students will be discharged only at regularly scheduled stops.
- 13 No object may be brought aboard the bus that the driver feels could be hazardous to the other passengers; examples include but are not limited to glass, knives, skateboards, bowling balls, weapons of any type, objects too large to hold comfortably on the lap.

- 14 Fighting, pinching, hitting, biting, etc. will not be permitted.
- 15 Smoking is not permitted on a school bus.
- 16 Dogs, cats, rabbits, rodents, snakes, insects, etc., will not be allowed on the bus at any time.
- 17 Students shall not be a danger to themselves or others while being transported or at bus stops.
- 18 Vandalism to the interior or exterior of the bus is forbidden.
- 19 Be courteous and show respect to the driver and obey the driver's instructions at all times.

EC Section 56040 states:

"Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both *under this part* [Part 30] shall receive such educational instruction, services, or both, at no cost to his or her parents, or as appropriate, to him or her." Special education transportation is defined in federal regulation (34 CFR Section 300.24) as a related service. Transportation is required to be provided if it is necessary for the student to benefit from special education instruction. In addition, as required for any special education program, the service must be provided to meet the criteria for a free, appropriate public education."

**Teachers are to supervise the arrival
and departure of buses.**

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