

# Parent and Driver Information

for children receiving

## Home to School Special Education Transportation Services

**Yuba City Unified School District  
Transportation Department**

1512 Stewart Road  
Yuba City, CA 95993  
(530) 822-5275  
Fax: (530) 822-5097



**IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

Revised December 2018



## ***Parent and Driver Information***

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Dear Parents:

The Yuba City Unified School District Transportation Department has prepared this information package to acquaint you with the rules covering your child's school transportation. We need your assistance and cooperation to maintain timely and reliable service. Your familiarization and adherence to these rules will aid considerably in transporting your child with the maximum service, courtesy and safety.

The YCUSD Transportation Department can be contacted by telephone at 530-822-5275 if you have a suggestion, complaint, comment or question. The YCUSD Transportation Department dispatch and/or supervisory staff are on duty from 6:00 a.m. to 6:00 p.m. school attendance days.

### **YCUSD TRANSPORTATION SERVICES**

**7:00 a.m. - 5:00 p.m.**

**Phone (530) 822-5275**

**After-Hours Voice-Message System 6:00pm-6:00am**

# **Parent and Driver Information**

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### **1. PICK-UP PROCEDURE**

At the beginning of the school year, parents will be notified by YCUSD Transportation Department of their child's pick-up time. Parents will be informed of changes in pick-up time throughout the year. Buses must operate on a definite schedule in order for classes to start on time. All students should be ready and watching for the bus at least five (5) minutes before their scheduled pick-up time. (There is a Motor Vehicles regulation prohibiting drivers from honking their horns except in a driving emergency.) Students are encouraged to wait outside for the bus if they are capable. Parents or a designated adult are responsible for assisting the child from the house to the bus and drivers are responsible from that point on. Buses will not wait longer than one (1) minute after scheduled pick up time. **A bus will not be sent back to pick up a student who was not ready on time.**

### **2. DROP-OFF PROCEDURE**

A parent or a designated adult **MUST** be at the home to receive the student when delivered by the bus driver. The parent or designated adult should be at home fifteen (15) minutes prior to the drop-off time and is responsible for assisting the child from the bus into the home. Drivers will **NOT** walk to your door to drop-off your child. If your child is capable of being home without an adult to receive the child on a regular basis, **A RELEASE-ALONE FORM MUST BE SIGNED AND GIVEN TO THE BUS DRIVER.**

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If there is no designated person to receive the child at the designated drop-off location the procedure will be as follows:

- (1) Driver is to notify dispatcher of the problem.
- (2) Dispatch will call the home first, then all emergency phone numbers (current information on hand).
- (3) Driver will continue on route while awaiting instruction from dispatch.
- (4) If there is still no one to receive the child at the designated drop-off location, dispatch will notify the program or district administration and the driver will return the child to the designated school administrator.
- (5) It will be the parent's responsibility to pick up the child. The school administrator will continue attempts to locate the parent.
- (6) If unsuccessful, the local police department will be contacted. A social service agency will be called if the child is not picked up by the parents or if contact with parents cannot be made.

***All attempts will be made to notify parents with information regarding their child***

**NOTE: Recurring problems regarding the delivery of your child may result in the need to hold an Individualized Education Program (IEP) meeting.**

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### **3. ALTERNATE ADDRESSES**

Some parents may want their child picked up or dropped off at a childcare facility or relative's house. This service may be provided if:

- (1) The service occurs on a consistent long-term basis (30 days or longer) every day of the week.
- (2) The service can be accommodated on an existing route.
- (3) The address is within the same school district boundaries.

**Please allow 72 hours for all route changes. Drivers will not change established pick-up or drop-off sites to accommodate special requests without authorization from the YCUSD Transportation Department. New pick-up or drop-off sites are not added to meet temporary needs. Children will not be transported to and from parents' place of business.**

### **4. PARKING**

Drivers are encouraged **NOT** to pull in and out of private driveways. It is extremely helpful if room can be left at the curb in front of your home for loading and unloading purposes. Drivers are encouraged **NOT** to do any backing if it is at all possible to avoid.

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### **5. APARTMENTS**

Pickup and Drop-off areas in apartment complexes vary by apartment. The Transportation Department will determine whether it is safe to drive in to the complex or stop on the street to pickup and drop off your child.

### **6. SEATING**

Each student will be assigned to a specific bus route, and may be assigned to a specific seat on the bus. This seating assignment is based upon the children's medical needs, behavior management strategies, and other considerations affecting the safety and welfare of the students.

### **7. ROUTE TIMES**

Yuba City Unified School District Transportation Department buses children throughout Sutter County. Our large service area makes it necessary for some children to have long bus rides. Travel time will vary from route to route. We attempt to ensure that each student rides the bus no longer than 90 minutes in each direction between home and school. You can be assured that every attempt has been made to make your child's ride as short and as comfortable as possible.



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### **8. ROUTE CHANGES**

Parents should be prepared for **CHANGES** in drivers, buses, routes, and time of pick-up/drop-off **THROUGHOUT** the school year as a result of additions or withdrawals of students in the program. Overall route travel time will vary from route to route depending on class times and student home locations. Parents will be notified if route changes affect their child's pick-up or drop-off times. Buses may run later during days of unfavorable weather conditions, such as fog and rain.

### **9. CHANGE OF ADDRESS/TELEPHONE**

If you move during the school year or change your telephone number, please notify the school and YCUSD Transportation Department at least three (3) working days before the move to ensure uninterrupted bus service. Do not deliver your child to school and expect the bus to return him or her to a new address unless you have been notified that bus service to the new address has been arranged by the YCUSD Transportation Department.

It is important that YCUSD Transportation Department has **CURRENT AND CORRECT TELEPHONE NUMBERS** (home, emergency, etc.). Please notify YCUSD Transportation Department of any changes at (530) 822-5275.

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### **10. DELAYED BUSES**

If a bus is delayed, the driver notifies the YCUSD Transportation Department via a communications radio in the bus. YCUSD Transportation Department notifies schools of buses that are more than ten (10) minutes late. Parents may call the YCUSD Transportation Department to determine the reason for the delay and the approximate length of the delay. YCUSD Transportation staff will telephone parents if a delay exceeds thirty (30) minutes.

### **11. MINIMUM DAYS**

There will be days throughout the school-year when your child's school will be on a minimum-day schedule. Your child's bus driver will notify you of the drop-off time for those days. Make arrangements for you or a designated adult to be home at least 15 minutes before the scheduled drop-off time. Transportation Department cannot make temporary address changed to accommodate minimum days.

### **12. WEATHER CONDITIONS**

Sutter County has variety of weather conditions (fog, rain, etc.) that can cause a major delay of bus service. Fog can affect areas differently; therefore, some routes may have "on time" service, whereas

other areas may experience a major slow down on routes.

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If for any reason there is a major visibility condition and the driver feels it is unsafe to proceed, the dispatcher will call the parents on the affected route and advise parents of the delay.

Any major countywide bus delay due to weather conditions will be reported to local radio stations and will be broadcasted every 15 to 20 minutes.

### **13. SCHOOL BUS EQUIPMENT**

To assure use of safe equipment, all school buses are inspected daily by the driver and annually by the California Highway Patrol. In addition, YCUSD Transportation Mechanics perform comprehensive inspections at frequent intervals. In case of an emergency, all buses are equipped with two-way radios and video cameras.

Although seat belts are not legally required on school buses, all YCUSD special education buses are equipped with seat belts for the added safety of our special needs children. In the event that a seat belt does not provide adequate safety for an individual child, the YCUSD Transportation Department and parents will agree upon alternate safety equipment.

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### **14. CAR SEATS**

The YCUSD Transportation Department will provide a car seat if needed. In the event that a car seat is not the safest equipment for an individual child, the YCUSD Transportation Department and parents will agree upon alternate safety equipment.

### **15. WHEELCHAIR LIFT OPERATION**

Drivers are specially trained on the wheelchair lift operation; although your assistance in loading and unloading is appreciated. **ONLY THE DRIVER IS ALLOWED OPERATE THE LIFT CONTROLS.**

### **16. WHEELCHAIR AND TRAVEL CHAIRS**

The safest possible lifts and tie-down equipment have been purchased for the transportation of your child. Your help is also needed to maintain safe transportation of wheelchairs and travel chairs. Section 1293G C.C.R.: "WHEELCHAIRS SHALL BE EQUIPPED WITH BRAKES AND RESTRAINING BELT PROPERLY MAINTAINED BY THE OWNER OF THE CHAIR." Transportation will be **SUSPENDED** until the owner properly maintains these devices. Wheelchairs must meet the ANSI/RESNA WC19 rating.

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### **17. ABSENCES**

**Please notify the YCUSD Transportation Department when you do not intend to send your child to school.** Advance notice is extremely helpful and, in many cases, saves unnecessary miles. The YCUSD Transportation Department can be contacted by telephone, **530-822-5275**, Monday through Friday as early as 5:30 a.m. and as late as 6:00 p.m.

If your child does not ride the bus for **THREE (3) CONSECUTIVE DAYS**, transportation will be **DISCONTINUED** until you call the YCUSD Transportation Department, unless previous arrangements are made in advance with the YCUSD Transportation Department.

To resume transportation services for your child, please call the YCUSD Transportation Department 530-822-5275.

### **18. ILLNESS**

Please do not send a child who is ill to school. Besides the risk of spreading the illness to other students and the driver, the bus drivers need to concentrate on driving and are not able to wipe noses, clean spit-up, or comfort a sick child. A

parent or guardian is responsible for taking a child home if the child becomes ill at school.

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### **19. TRANSPORTATION OF MEDICATION**

Parents may request on child's student transportation application that medication be transported with the child to school. Bus drivers may not transport medication until parents have complied with all legal provisions. When medication is transported, these guidelines below must be followed:

- (1) The drug or medication is sealed in an envelope or other container in its original pharmacy container.
- (2) The envelope or container is labeled with identification of the student and school.
- (3) The envelope or container is to be kept in personal possession of the driver while in route.
- (4) The envelope or container is delivered by the driver directly to school staff or parent/guardian.
- (5) Under no circumstances is the student allowed to keep medications in their possession.

### **20. SEIZURE POLICY**

Parents must notify the Transportation Department if their child has a seizure disorder. Information should be provided regarding signs & symptoms of

seizures, and average duration. Drivers are to notify dispatch if a child has a seizure while on the bus. If a seizure lasts longer than five (5) minutes emergency services will be called.

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## **21. PERSONAL HYGIENE**

For the comfort of the other persons on the bus, it is important to maintain adequate standards of hygiene. Please be sure your child uses the restroom prior to boarding the bus. If your child has a problem in this area, please be sure to supply the school with a change of clothes and a bag for transporting them. A child will not be allowed to board the bus with a soiled diaper.

## **22. PERSONAL ARTICLES**

It is recommended that all students carry a backpack or bag marked with their name to bring personal items to and from school.

In consideration of student safety, parents should consult with the YCUSD Transportation Department before a child is allowed to carry an item that is too large to fit in the child's backpack or bag.

**YCUSD Transportation Department assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their owner.** *Please put your child's name on all items that could be easily lost (backpacks, coats, sweaters, etc.).* Unclaimed items left on bus will be turned into the YCUSD Transportation Department, (530) 822-5275.

### **23. FOOD & GUM**

Students are not allowed to eat, drink, or chew gum while on the bus. In addition to choking hazards, other students on the bus may have food allergies. Any food or drinks must be kept in the student's backpack while on the bus.

Sometimes food rewards (such as candy) may be given by the driver. You will sign a consent form prior to any food given to your child. The food will be eaten later after the child has exited the bus.

### **24. ANIMALS**

Students are not allowed to bring insects or pets (including those in boxes, cages, or on leashes) on board a school bus. Service dogs and Guide dogs may be transported when arrangements have been made with the Transportation Department.

### **25. UNACCEPTABLE BEHAVIOR**

A student's behavior is judged to be unacceptable when it jeopardizes the safety of the child or the other passengers, or interferes with the operation of the bus. At which point the student will be a parent transport.



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### **26. PARENT LIABILITY**

The YCUSD Transportation Department will notify parents if their child has been involved in behavior leading to damage of school bus or other passenger's property. Parents may be required to reimburse the YCUSD Transportation Department for these damages.

### **27. PARENT RESPONSIBILITY**

It is the parent's responsibility to adhere to all policies contained within this handbook. Refusal to comply will result in the need to hold an Individualized Education Program (IEP) meeting.

### **28. BUS RIDING RULES AND REGULATIONS**

All transportation shall be subject to the appropriate provisions and policies of the California Education Code, California Administrative Code and policies of Yuba City Unified School District.

Title 5 C.C.R. Section 14103: "Pupils transported in 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 while they are on the bus or being escorted across a street or highway."

**29. BUS RULES**

**(Please discuss with your child.)**

- (1) Sit down at once and remain seated
- (2) No profanity
- (3) No food, open drink containers, or chewing gum while on the bus
- (4) No fighting, playing or loud conversations
- (5) Keep all parts of the body inside the bus at all times
- (6) Follow the driver's instructions at all times

Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving. The safety of all children on the bus is of prime importance; if a child continually behaves in an unsatisfactory manner an Individualized Education Program (IEP) meeting will be scheduled. **YOUR** reinforcement of these regulations and occasional communication with your child's bus driver will help considerably in maintaining a low level of disciplinary problems. **PARENTS/GUARDIANS** may be held responsible for any damage to vehicles caused directly by their child.

**30. SAFETY**

Special Education transportation requires drivers to have a high level of competency and skill to ensure the safe transportation of your child.

### **31. PRE-EMPLOYMENT AND RANDOM DRUG AND ALCOHOL TEST**

Drivers are tested for both drug and alcohol use, as well as fingerprinted, prior to employment and are subject to periodic random testing throughout employment.

### **32. SCHOOL BUS DRIVER TRAINING**

Our bus drivers are specially trained to give students the best service and protection available. The YCUSD Transportation Department requires all bus drivers to attend regularly scheduled safety meetings, and to attend in-service training sessions to improve their skills with special education students. In addition, State law requires each driver to have a valid School Bus Driver Certificate, pass a physical examination and obtain traffic and criminal clearances.

### **33. FERPA / SHARING OF INFORMATION**

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests.

Your child's school may share any pertinent information with the Transportation Department.

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### **34. COMMUNICATION**

If you have a request or complaint regarding transportation please contact the YCUSD Transportation Department at (530) 822-5275.

Bus drivers are not to be used as messengers between home and school. Please write down any communication for school staff and enclose in your child's backpack.

Families without phones will be contacted by the YCUSD Transportation Department through their message phone number. Please be sure these phone numbers are kept current.