

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
Transportation Department Guidelines
2018-2019 School Year



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Roseville, CA 95678-1310

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Web: RJUHSD.US, under Departments, click Transportation

DO NOT SHARE YOUR
BUS PASS !

It is FRAUD to allow a student other than the one named to use a bus pass. Automatic penalty is permanent revocation of the pass with no refund.

In 1997, the Board of Trustees approved Board Policy 3251 and Administrative Regulation (AR) 3251.1 enacting a fee for home-to-school transportation. No fee will be required for any transportation of students who are handicapped, whose individualized education program provides for transportation services, or whose parents/guardians are determined indigent pursuant to administrative regulation.

To qualify for busing, a student must live beyond the 3-mile District-mandated walking distance area (per Board Policy 3541). Distance is determined by the district and is based on the shortest path of travel. Inter-district and intra-district transfer students do not qualify for transportation.

Qualified students who are issued a current school year bus pass will be eligible to board the bus upon presentation of the actual bus pass. Students who are issued a courtesy pass or a one-way courtesy ticket may ride on a space-available basis. Passes shall be issued on a round-trip or one-way annual basis. In addition, one-way courtesy ticket booklets are available for eligible students who need to ride the bus intermittently; student ID must be shown when presenting a courtesy ticket. **Students must show the issued bus pass to the driver before boarding every time they ride. Students not showing their bus pass will not be permitted to board the bus. Cell phone photos of bus passes are prohibited. Please keep in mind that for the safety of our students, we observe a "no pass, no ride" policy.**

Completion of Bus Pass Application

The completed application for home-to-school transportation must be submitted to the Transportation Department office for processing, along with payment or acceptance to the Free/Reduced Lunch Program (FRLP). All passes will be sent to the school site for pickup at the student services desk. Falsification of information—such as address—is cause for revocation of bus pass and bus riding privileges.

1. Provide all information requested on the application. A parent/guardian signature acknowledging the Transportation Guidelines is required on the original application and remains valid for the current school year.
2. The correct fee must be submitted with the application.
3. If applying for a free- or reduced-price bus pass due to income, the student must first be approved for the Free/Reduced Lunch Program (FRLP) for the current school year.
4. Freshmen or students new to the district must provide a current, portrait-style, color photo. Student database photos will be used for all other students' passes.

Bus Ridership Rules and Regulations

Parents/guardians and students shall be familiar with the Bus Ridership Rules and Regulations.

BUS PASS Replacements and Refunds

Replacements/Charges

In the event a bus pass is lost, stolen, or mutilated, the \$10 replacement fee may be submitted either to the Student Services desk or to the Transportation Department.

A mutilated pass must be replaced as soon as possible. A \$10.00 service fee and the old pass must accompany the request.

A \$10.00 service fee will be charged for a pass that is changed for any reason except for a school change.

Refunds

Refunds must be requested within ten days of last use. A prorated refund will be issued for a bus pass only for the reasons below and subject to a \$10.00 service fee. Please note that if the bus pass is not submitted with the refund request, an additional \$10.00 will be deducted from the refund. No refunds will be made for single ride courtesy tickets or for replacement passes.

- A student who subsequently is reassigned to a special education program and whose individual education program requires special transportation.
- Students who experience an extended illness in excess of twenty consecutive school days.
- Students who move out of the busing area.
- Students who possess an annual pass and are denied transportation in the first semester of the school year for the remainder of the year due to disciplinary reasons (refund limited to second semester).

A written request for refund, along with the bus pass, must be sent directly to the Transportation Department and must contain the following information: Name of student, confirmed date of last use, reason for the refund, school of attendance, and address where the refund is to be sent.

In the event conditions beyond the control of the District prevent the District from providing the expected transportation services, the liability of the District will be limited to the refund of fees for that portion of the services not made available.

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STUDENT CONDUCT ABOARD THE BUS

The governing board of Roseville Joint Union High School District, in cooperation with the California Highway Patrol, believes that better informed students and parents will help to safeguard the lives of all who ride the buses.

The driver shall have absolute jurisdiction over the conduct of all students while riding the bus. The bus driver has a valuable passenger load and is driving on roads that are frequently hazardous. A moment's distraction from driving could result in a serious accident. For this reason, the driver must be responsible, not only for the bus, but also for the conduct of all the students on the bus.

Title V (CCR) states: Section 14103(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 en route between home and school or other destinations.

Please note that video surveillance cameras are used on district buses. Boarding the bus is consent to audio and video recording.

BUS RIDERSHIP RULES & REGULATIONS

The cooperation of all students and parents is requested to the end that students being transported under school authority shall be guaranteed the greatest possible safety. Students must realize that the safety of their own lives as well as those of their schoolmates depends upon cooperative bus conduct. Failure to comply with safe riding practices may result in the loss of the privilege of riding the bus.

Bus Conduct Rules

1. Students are expected to stay in their seats facing forward while being transported on the bus. The driver may assign students seats.
2. Eating, drinking, chewing gum, or smoking will not be allowed on the buses.
3. No part of the body may be extended out of the windows.
4. The following items are not permitted on the bus at any time: skateboards, cans, balloons, glass, pets or other animals.
5. If any item cannot be comfortably carried on student's lap, it is prohibited from the bus.
6. Students are not permitted to interfere with other students or their property.
7. Screaming, shouting, playing loud music, or causing any unnecessary loud noise will not be allowed.
8. Profane language, throwing of articles, shooting rubber bands, scuffling or any other unnecessary commotion, or disturbance is not permitted.
9. Students are to refrain from touching other students; fighting and horseplay and public displays of affection (such as kissing, cuddling) are prohibited.
10. Students defacing buses, in any way, will be required to pay for damages and may lose bus riding privileges.
11. Students shall not tamper with or operate any of the equipment on the bus unless instructed to do so by the driver in an emergency situation.
12. Shoes must be worn at all times; however, cleats or spikes may not be worn on the bus.
13. In the event of an emergency evacuation, students will remain with the bus driver until district transportation is provided. Students may be released only to parent/guardian or authorized agent.
14. Any behavior which is not considered to be in compliance with safe riding practices will be subject to citation and possible loss of riding privileges.

Bus Stop Regulations

1. Students should arrive at the bus stop at least five minutes prior to pick-up time. Students are not allowed to cross the street within the sight of a bus driver unless the flashing red lights are activated by the driver. Students should not wait on the opposite side of the street from the bus stop unless told to do so by the bus driver.
2. Students are to stay out of the street and wait in an orderly manner. Students are subject to the transportation discipline policy while waiting for a bus.
3. Students will only be dropped off or picked up on the same side of the street as the bus stop.
4. Buses will make designated stops only.
5. Parents should not flag down or drive in front of a bus in order to stop it as buses are not allowed to stop at any place other than a designated school bus stop.
6. Students are not to deface private property at or near bus stops.

Administrative Rules / Regulations / Discipline Regarding Behavior of Students While Riding the School Bus

1. The bus driver is responsible for the behavior of the students aboard the bus.
2. The bus driver shall expect, and will receive, full administrative support in exercising his/her duties in maintaining proper student behavior aboard the bus. This support, of necessity, is based on the premise that the bus driver has exercised reasonable judgment in performing his/her duties.
3. No student shall be permitted off the bus except at the designated stop.
4. Suspension
 - a. A violation of a safety measure, i.e., turning off warning lights when bus is stopped, opening emergency exit, or any action which endangers the bus and/or passengers, is an automatic suspension of up to 10 days. A Transportation Manager, in consultation with the bus driver, shall make a recommendation to the principal.
 - b. The first incident of misconduct, other than violation of a safety measure, shall result in the student receiving a notice of warning from the bus driver. A copy of this notice will also be given to the principal.
 - c. A second warning will result in an automatic suspension of busing privileges for a period to be determined and a conference between the parent, student, principal, and bus driver, if deemed necessary.
 - d. A third or subsequent warning may result in an automatic suspension for the remainder of the school year.

WHAT IF I LOSE MY BUS PASS? WHAT IF IT'S STOLEN?

Replace it TODAY!!! Turn in the \$10.00 replacement fee either to the Student Services desk at your school or to the Transportation Department.

IRIDE THE SAME BUS ROUTE EVERY DAY. MY DRIVER KNOWS ME. WHY WON'T MY DRIVER LET ME ON THE BUS IF I DON'T HAVE MY PASS?

The district transportation policy is NO PASS-NO RIDE. It's your responsibility to show your actual bus pass every time you board the bus--NO cell phone photos allowed!!! It's the driver's job to see your bus pass before allowing you to board. Remember: your regular driver may know you but a substitute won't.

WHAT IF I NEED A REFUND?

Refunds are granted for just a few reasons (not because you no longer use it). See the section on page 2 for more details.

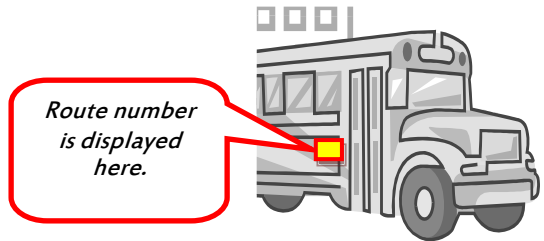
WHY DO I HAVE TO KNOW MY ROUTE NUMBER AND BUS STOP?

Knowing your route number and bus stop quickly tells the dispatcher which driver to contact when you call for information about your bus. More importantly, your family should have your route number written down someplace handy in case of emergency.

Dispatch 916-786-2723, ext 0

My Route Information:

Find your route at RJUHSD.US
(Under Departments, click Transportation)



WHAT IF THERE'S A CHANGE ON MY ROUTE? HOW WILL I FIND OUT?

Route changes are distributed through your driver, and there will normally be three days between the announcement and change implementation. Changes are not sent home, no major announcements are made at school, so pay attention on the bus!

Thank you for your cooperation!