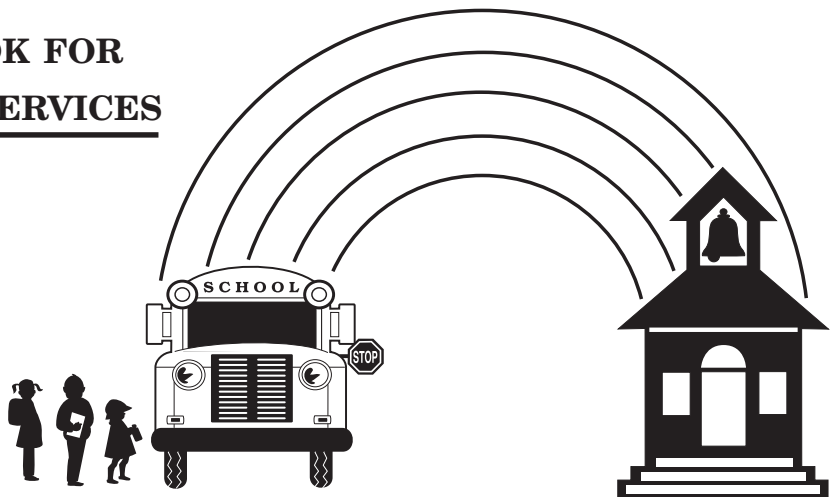


PARENT/DRIVER HANDBOOK FOR SPECIAL TRANSPORTATION SERVICES

TRANSPORTATION DEPARTMENT



**Director of Transportation
Timothy W. Purvis
858-679-2535**



Dear Parent/Guardian:

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

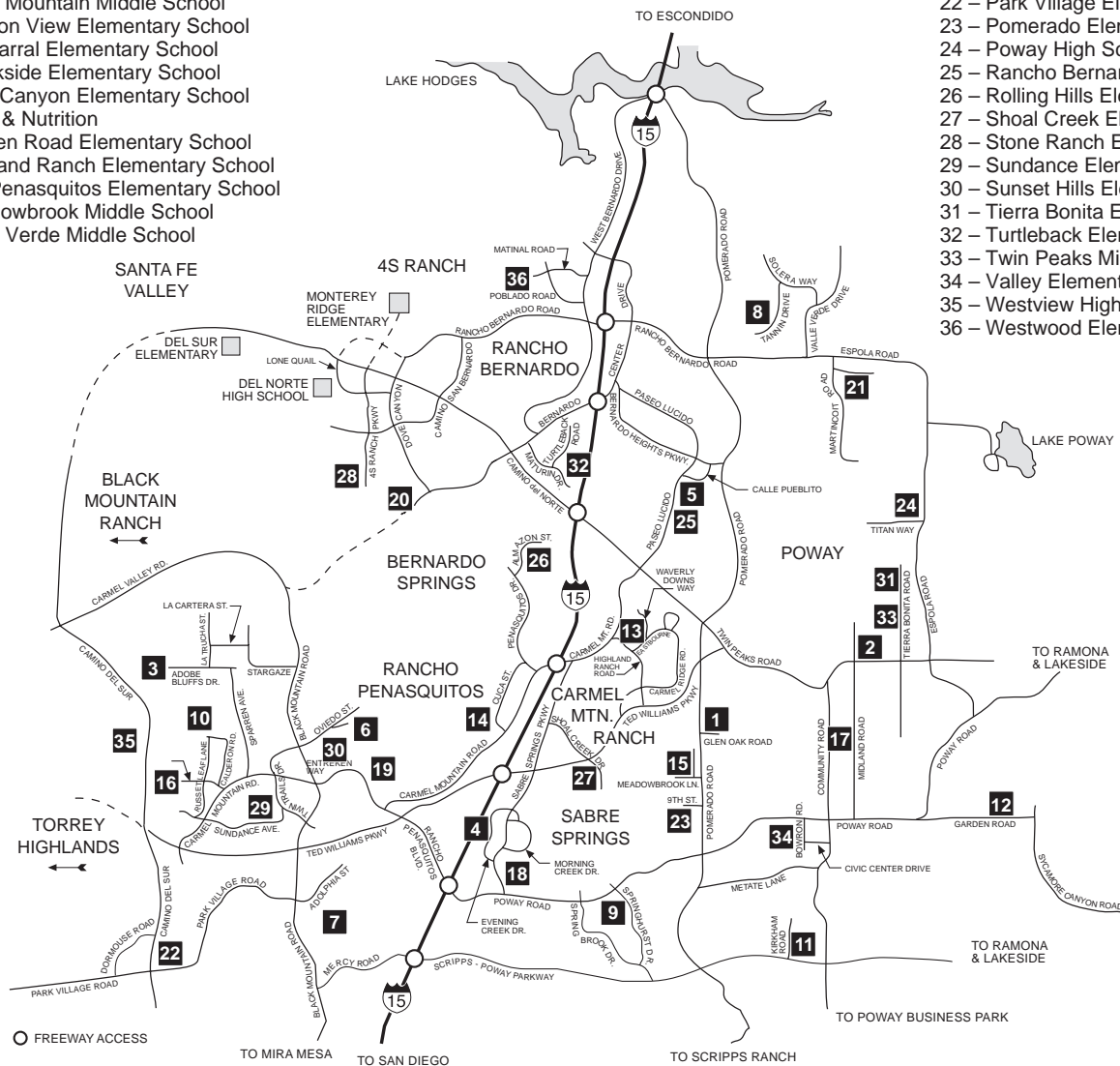
Superintendent of Schools Donald A. Phillips, Ed.D.
 Deputy Superintendent John Collins
 Director of Transportation Timothy W. Purvis
 Assistant Director of Transportation Steven G. Rogers

Transportation Special Education Supervisor Barbara Towne
 Dispatcher Eva Huntress
 Dispatcher Bill Bedard

Transportation Services 5:00 a.m. - 5:30 p.m. • Phone (858) 679-2535

- 1 – Abraxas High School
- 2 – Administration Center
- 3 – Adobe Bluffs Elementary School
- 4 – Adult School
- 5 – Bernardo Heights Middle School
- 6 – Black Mountain Middle School
- 7 – Canyon View Elementary School
- 8 – Chaparral Elementary School
- 9 – Creekside Elementary School
- 10 – Deer Canyon Elementary School
- 11 – Food & Nutrition
- 12 – Garden Road Elementary School
- 13 – Highland Ranch Elementary School
- 14 – Los Penasquitos Elementary School
- 15 – Meadowbrook Middle School
- 16 – Mesa Verde Middle School

- 17 – Midland Elementary School
- 18 – Morning Creek Elementary School
- 19 – Mt. Carmel High School
- 20 – Oak Valley Middle School
- 21 – Painted Rock Elementary School
- 22 – Park Village Elementary School
- 23 – Pomerado Elementary School
- 24 – Poway High School
- 25 – Rancho Bernardo High School
- 26 – Rolling Hills Elementary School
- 27 – Shoal Creek Elementary School
- 28 – Stone Ranch Elementary School
- 29 – Sundance Elementary School
- 30 – Sunset Hills Elementary School
- 31 – Tierra Bonita Elementary School
- 32 – Turtleback Elementary School
- 33 – Twin Peaks Middle School
- 34 – Valley Elementary School
- 35 – Westview High School
- 36 – Westwood Elementary School



SCHOOL TELEPHONE NUMBERS

ELEMENTARY SCHOOLS

Adobe Bluffs	538-8403
Canyon View	484-0981
Creekside	391-1514
Chaparral	485-0042
Deer Canyon	484-6064
Garden Road	748-0230
Highland Ranch	674-4707
Los Penasquitos	672-3600
Midland	748-0047
Morning Creek	748-4334
Painted Road	487-1180
Park Village	484-5621
Pomerado	748-1320
Rolling Hills	672-3400
Shoal Creek	613-9080
Stone Ranch	521-0250
Sundance	484-2950
Sunset Hills	484-1600
Tierra Bonita	748-8540
Turtleback	673-5514
Valley	748-2007
Westwood	487-2026

MIDDLE SCHOOLS

Bernardo Heights	485-4850
Black Mountain	484-1300
Meadowbrook	748-0802
Mesa Verde	538-5478
Oak Valley	487-2939
Twin Peaks	748-5131

HIGH SCHOOLS

Abraxas	748-5900
Adult Education	486-2167
Mt. Carmel	484-1180
Poway	748-0245
Rancho Bernardo	485-4800
Westview	780-1914
Transition	679-2519

SPECIAL EDUCATION

District Special Education Dept.	
	748-0010 Ext. 2534
	-or- 679-2534

SAFETY • TRAINING • EQUIPMENT

SAFETY:

Special Education Transportation requires drivers with a high level of competency and skill to ensure the safest transportation of your child.

SCHOOL BUS DRIVER TRAINING:

California state law requires a high level of competency of individuals who drive a school bus. State law requires each driver to have a valid commercial class A or B driver's license, school bus special certificate, first aid training, a physical examination, finger printing, and criminal and traffic clearances. In addition, the Poway Unified School District Transportation Department requires all drivers to attend regularly scheduled safety and in-service training sessions to improve their skills with special education students.

SCHOOL BUS EQUIPMENT:

To assure use of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by our maintenance shop, and annually by the California Highway Patrol.

STUDENT ILLNESS:

Should students become ill occasionally or cannot attend school for other reasons on a particular day or days, it would be appreciated if the parent/guardian would call the Transportation Department.

Listed below is the procedure to use to provide a more efficient and practical school bus transportation service for your student.

1. In the event a student is to be absent, the parent/guardian should call the Transportation Department (858) 679-2535 prior to the absence:
 - a. anytime before 5:00 p.m. the day before the absence;
 - b. before 6:00 a.m. the day of the absence.
2. If a student is absent for the morning bus pickup without prior notification, we will not dispatch a bus for the afternoon return without notice from the parent/guardian stating that a ride is necessary.
3. In the event a student is absent without prior notification to the Transportation Department for three (3) consecutive days, the bus will not be routed to the student's home again until such notification has been given by a phone call from the parent/guardian. This must be done no later than 5:30 a.m. the day of return. There will be no exceptions.

You must notify the Transportation Department. This information is not to be relayed by the driver.

MEDICATION:

MEDICINE The school bus driver will not assume responsibility for delivering medicine to school or home.

Fairness

- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches, stay back 10 feet with bus pass holders boarding first.
- Enter the bus and take your seat in an orderly manner.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped, and the brake is set, before standing.
- Depart the bus in an orderly manner.
- If crossing, follow the driver's instructions.

Caring

- Take pride in your school bus. Keep it safe and clean.
- Do not damage seats or equipment.
- Eating, drinking, gum or tobacco chewing, spitting and smoking are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, skateboards, weapons or any unsafe object or hazardous material will not be transported.

Citizenship

- Students must be fully attired including shoes. No spiked or cleated shoes.
- No intimate behavior of any kind is allowed on the school bus.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.

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. Since the safety of all children on the bus is of prime importance, a child who behaves in an unsatisfactory manner may be denied the use of transportation. 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 responsible for any damage to vehicles caused directly by their child.

WEATHER CONDITIONS:

Adverse weather conditions may require the delay of buses. Rain and fog are the two major elements we typically experience in the San Diego area. In the event of severe/abnormal weather conditions, the following radio stations will transmit weather conditions and, in the unlikelyhood of the cancellation of transportation, they will inform their listeners of the decision.

K.F.M.B./STAR 100 AM 760 FM 100.7

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 the Poway Unified School District.

(Title 5 C.A.C. 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."

BUS RULES: *(Please discuss these rules with your child.)*

Trustworthiness

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- Show the driver your pass, prepaid ticket or fare as you board the bus.
- Bus passes are the property of PUSD and may not be used by other students.

Respect

- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity or obscene gestures will not be tolerated.

Responsibility

- Emergency exits or driver controls are only to be used in an emergency.
- Non-high school students must be delivered to their assigned bus stop or released to a school administrator.
- Non-high school riders must have a note from their parents, signed by a school administrator, to use a different bus stop.

PARENT RESPONSIBILITIES:

Parents are responsible for children needing assistance from the bus into the home. Children will **NOT** be dropped at other than the designated address, unless a written request is submitted and approved by Transportation.

The procedure to be followed in the event that an authorized adult is not at home and authorization to leave unattended is not on file will be as follows:

1. Driver will notify Transportation of the problem.
2. Transportation will call the home or emergency phone number. (Note: Will use current information on hand. It is the parent's responsibility to provide us with updated information.)
3. Driver will continue on route while awaiting instruction from Transportation.
4. After completion of their route, the driver will take the child to his/her school of attendance where the parent will be required to pick up the child.
5. If the child has not been picked up by 5:00 p.m., the local law enforcement agency will be contacted to hold the child until parents are contacted.

CONTINUED PROBLEMS WITH DELIVERY OF YOUR CHILD MAY RESULT IN SUSPENSION OF TRANSPORTATION SERVICES.

SUCCESSFUL SCHEDULING:

The successful scheduling of individualized routing for our Special education students is dependent upon the students being ready at their designated pick-up time. We suggest that all students be ready for pick-up five (5) minutes before their pick-up time. If the child has not come to the school bus, the driver will depart one minute after your child's pick up time.

Minor delays at individual pick-up points such as two minutes at ten separate stops will cause a major delay equal to as much as twenty minutes late to final destination points. For maximum efficiency, we attempt to not deliver our students at the school of attendance unnecessarily early. Drivers are not permitted to honk the horn or leave the bus to get a student.

As you can see, it is imperative that we maintain a prompt and efficient routing schedule. With your help, we will have a safe, efficient and educationally productive school year.

DROP AT HOME PROCEDURE:

If a parent/guardian has indicated on our child release form that their child is only to be released to the identified individuals on the form, then our drivers will only release your child from the bus to those individuals. If the parent has indicated on our child release form that their child does not need to be met by themselves or another responsible party, then we will release the child at the designated drop-off point.

DISCIPLINE PROCEDURES:

Student conduct reports are initiated by the bus driver and then given to the Operations Supervisor or designee for necessary action to be taken. A copy of the bus referral (misconduct) will be sent to the student's principal at the school of attendance. After evaluation of the student's misconduct, the principal will take action based on one of the categories below:

A. Warning:

This action will be considered when a child's misconduct is of a minor nature which does not jeopardize the safety of other students or the operation of the bus.

B. Suspension:

1. When a child's misconduct is deemed to jeopardize the safety of the bus passengers and its operation;
2. When repeated warnings fail to correct unacceptable behavior;
3. When a student incurs damages to the bus; or,
4. Continued problems of no authorized person to receive the child at home. Depending on the severity of misconduct, **SUSPENSIONS** will be issued for an appropriate period of time. A parent conference may be necessary before bus riding privileges can be resumed.

C. Exclusion of Bus Service:

Depending on the degree of misconduct, this action may be necessary. It will be applied in cases where misconduct is of such a nature where safe operation of the bus and its occupants' safety is willfully and seriously threatened.

ROUTE CHANGES:

Parents should be prepared for CHANGES in buses, routes, and time of pick-up 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, class locations and student home locations. After an initial adjustment period at the start of school or upon reorganization of routes, the pick-up and delivery time should be consistent within approximately fifteen (15) minutes. If any changes are made, you will be contacted by phone. Buses may run later during days of unfavorable weather conditions such as fog, rain and traffic congestion.

ROUTE TIMES:

Poway Unified School District is approximately 99 square miles in size which constitutes our normal program boundary. In addition we provide transportation for the needs of students who attend programs outside the P.U.S.D. boundary. Typically, a large majority of our special education students are picked up and dropped off individually. This condition may make a transfer of buses necessary for some children and bus rides which can be somewhat long. You can be assured that every attempt has been made to make your child's ride as short and as comfortable as possible. The Transportation Department is endeavoring to attain a ride time of one hour or less for in-district programs and no more than one hour and thirty minutes for out-of-district programs. Circumstances beyond the control of the Transportation Department may require a child to be on the bus for a longer period of time in order for them to be transported to the programs which best benefit them.

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 passengers.

WHEN THE BUS DOESN'T SHOW UP ON TIME

If you are reasonably sure that the delay is not due to weather conditions, please allow at least 15 minutes before leaving the bus stop. School buses have to endure the same rush hour traffic conditions that plague commuters. A traffic snarl, traffic accident, minimum days, or a longer than scheduled loading at a previous school bus stop can easily throw your bus 10-15 minutes off schedule.

If, at the end of 15 minutes, your bus still has not arrived, you may wish to call the Transportation Department at (858) 679-2535.

On extremely foggy or rainy days the buses will run late. Please be patient and don't worry; the school will be notified of the late arrival.

MOVING:

If you move during the school year, please notify the Transportation Department as soon as possible. Due to the number of requests, it could take up to 10 days to process the change.

If you change phone numbers, please notify Transportation immediately. Both work numbers and home phone numbers are important in the event you need to be contacted.

ROAD CONDITIONS:

Transportation Services may assign the pick-up and drop-off bus stop location to other than the home if road conditions are felt to be unsuitable for school bus travel (poorly maintained road, hazardous conditions, steep grades, mud, dust, visibility, etc.). Transportation will inspect such road conditions and will determine their suitability for bus travel. If this condition exists, you will be given the nearest possible bus stop location and time of pick-up. It is the parent's responsibility to transport their child to and from this bus stop location.

TWO-WAY COMMUNICATION:

For student safety and route control each bus is equipped with a two-way radio. The Transportation Department is in constant communication with each bus on its scheduled runs.

If there is a problem such as a late bus or perhaps a student riding the wrong bus, the Transportation Department will be able to contact the bus and make the necessary corrections.

PERSONAL ARTICLES:

For safety reasons: Large toys, glass bottles, insects, animals, plastic bags, knives, skate boards, or any other articles which may cause an injury or cannot be safely secured, will NOT be allowed on the bus. Parents should consult with the Transportation office before a child is allowed to carry an item which is too large to fit in the child's pocket, back pack or lunch pail. Transportation ASSUMES NO responsibility for lost items. However, every effort will be made to locate such items and return them to their rightful owner. Please put your child's NAME on all items which could be easily lost (back packs, lunch pails, coats, sweaters, etc.). Unclaimed items left on buses will be turned into the office at the school of attendance. You may call the office at your child's school concerning lost items.

WHEELCHAIR LIFT OPERATION:

Drivers are specially trained on all our wheelchair lifts and their proper operation and controls. Although your assistance in loading and unloading is appreciated, we ask that only the driver operate the lift controls and secure the student's chair.

WHEELCHAIRS/STROLLERS, CAR SEATS, AND OTHER TRANSPORTATION DEVICES:

The safest possible lifts and tie-down equipment have been purchased to accommodate the typical variety and sizes of chairs we transport. Periodically, an unusual style chair is used by a student which may have limitations for transportation purposes. Your help is also needed to maintain safe transportation of wheelchairs and travel chairs. Section 1293G California Administrative Code: "WHEELCHAIRS SHALL BE EQUIPPED WITH BRAKES AND A RESTRAINING BELT PROPERLY MAINTAINED BY THE OWNER OF THE CHAIR". Transportation may be DISCONTINUED unless these devices are properly maintained by the owners. All wheelchairs, travel chairs, etc. will be inspected by a member of the transportation staff at least once a year or as necessary. A record will be kept on file in the transportation office. As well, an inspection tag will be attached to the student's chair.