



Student Services Department

676 E. Walker St, Orland CA 95963 www.glenncoe.org

Transportation Coordinator

(530)865-1267 Ext. 3211

(530)624-0981 Cell

SPECIAL EDUCATION TRANSPORTATION Parent Information For Children Receiving Specialized Transportation

GUIDELINES AND PROCEDURES

The Glenn County Office of Education Transportation Department has prepared this information page to acquaint you with the rules and regulations covering your child's school transportation. Our goal is to provide the safest, most reliable transportation service possible for your child. Transportation is related service only as necessary for a special education student to access the education program. Please read this information to familiarize yourself with the guidelines and procedures for transportation. Your cooperation is needed to ensure reliable, safe and efficient school bus service.

BUS STOPS

Under most conditions, special education students are transported from their door to school and back. All transportation services are during the student's school day. Services have been expanded to allow for pick ups and drop offs at day care providers, with the exception of therapy, each student will be limited to two (2) alternate addresses.

Unless physically impossible for the bus stop will be in front of and on the same side of the street as the student's address. Pick up or release of a rider will not be made in any area determined to be unsafe. **Safety always takes precedence.**

Each child is assigned to a definite bus route and may be assigned to a particular seat. State law requires that no child be permitted to leave the bus at a point other than his/her designated stop. **Parents/Guardians must not make private arrangements with the bus driver. All changes must be cleared through the Transportation Department.**

Drivers must follow established routes. They may not make changes in these routes unless authorized by the Transportation Coordinator/Designee.

BUS SCHEDULES

Prior to the beginning of each school year, Parents/Guardians will be notified of their child's pick up and drop off schedules. Buses, routes and times may need to be changed throughout the school year to accommodate new students. Parent/Guardians will be notified of time changes of more than fifteen (15) minutes prior to the scheduled time. Buses may run late during days of inclement weather conditions such as rain or fog.



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An adult must supervise each child until the bus arrives. You are required to have the child ready for pick up five (5) minutes prior to the scheduled time. 27001 VC Use of Horns

(a) the driver of a motor vehicle when reasonably necessary to insure safe operation shall give audible warning with his horn. (b) The horn shall not otherwise be used, except as a theft alarm system which operates as specified. Buses must operate on a definite schedule in order for students to make their classes on time. Buses will not depart from a stop prior to the designated pick up time and **will wait only (2) minutes past the designated pick up time before continuing on the route.**

A bus will not be sent back to pick up a child who was not ready on time.

The Parent/Guardian is responsible for assisting the student from the house to the bus. The driver may not leave the bus except to operate the lift for students in wheelchairs. It is the bus driver's responsibility to load and unload the students and to ensure that the wheelchairs are secured and all seat belts are fastened.

DROP OFF PROCEDURE

The Parent/Guardian or Care Provider must be at the assigned stop to receive the student when delivered by the bus driver. No student will be permitted to leave the bus at anytime other than the designated stop. If there is an emergency and the assigned adult is unable to meet the bus; arrangements must be made for another adult to be there when the bus arrives. If the Parent/Guardian feels that the student does not need to be met by an adult, this must be authorized on the form titled "Transportation Release Authorization Form".

In the event that no responsible adult is available to meet the student at the designated drop off point, and there is no authorization on file to drop the student off unattended, the following procedure will be observed:

The bus driver will notify the Transportation Coordinator/ Designee by radio immediately and, if other students are on board, continue the route. This can take up to two hours or more. The transportation office will make every attempt to locate a Parent/Guardian or an alternate drop off point using the information provided on the "Transportation Emergency Information" for and "Transportation Release Authorization" forms. At the completion of the route, if no responsible adult has been located, The Transportation Coordinator/Designee will contact the Program Specialist; if not available the Child Protective Services and Law Enforcement may be contacted.

TRANSPORTATION CAMERA USE POLICY

All vehicles owned by Glenn County Office of Education, transporting students, will be equipped with camera equipment and recording at all times while the vehicle is in use, we at



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GCOE are excited about the addition of this technology to help us ensure enhanced safety for students while being transported. These camera systems will help protect and ensure the safety of the students who may struggle to communicate in a traditional way. We believe that the ability to review footage, if the need arises, may help put parents and guardians at ease.

Here are some facts about our camera system:

- If there are any allegation or incidents, or complaints from students, parents, or staff footage will be reviewed by GCOE Administration.
- Parents may request footage to be reviewed and GCOE Administrative staff will provide a summary of the footage. The actual footage will not be shown to parents in order to maintain the confidentiality rights of other students. The names of students on the vehicle will be withheld.
- Video footage would not be made available to parents unless mandated by a higher authority (i.e. law enforcement, court order).
- The GCOE Transportation Coordinator will review video footage from each vehicle, at least once every 3 months/90 days to spot check for incidents that may have gone unnoticed or unreported.

TRANSPORTATION EMERGENCY INFORMATION FORM

In order to keep emergency information on each child as current as possible, Parent/Guardians will be required to complete this form at the beginning of each school year. The transportation department will provide the form to the Parents/Guardians along with their child's bus schedule prior to the start of the school year. The completed form can then be mailed to the transportation department or given to the child's bus driver. The Transportation Department must receive the emergency form ten (10) days prior to commencing transportation service.

CHANGES WHICH AFFECT YOUR CHILD'S TRANSPORTATION

If you move or make any changes that will affect your child's transportation during the school year, you must notify the transportation department, five (5) days in advance to insure continuous transportation service.

Once you provide the school with the new information, the school will forward the information to the transportation department. Transportation Coordinator/Designee will assign your child to a bus route and you will be notified of the new pick-up and return times.

NOTE: Bus drivers cannot accept changes of address from parents. Transportation will not be provided until we receive the new address information from the Parent/Guardian.

ILLNESS

Please notify the transportation department by telephone at least one hour prior to the pick up time whenever you're not sending your child to school.



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Please do not send an ill child to school because he/she may become acutely ill on the bus. In fairness to your child and other children, keep an ill child at home. Most doctors recommend that children be free of fever for at least 24 hours before sending them back to school.

If a child becomes ill at school, the parent will be asked to transport the child home.

After three (3) consecutive days of a student not riding the school bus, the bus service will be discontinued until the Parent/Guardian calls the Transportation Department to restart the service.

If you drive your child to school, you will need to call the Transportation Department to let them know he/she needs a ride home.

Medication- For safety purposes, medication must be placed in a plain, brown paper bag and handed directly to the bus driver by the Parent/Guardian and or Teacher and must not be placed among the child's personal belongings.

Personal Hygiene- For the comfort of the other persons on the bus, it is important to maintain adequate standards of hygiene. Please be sure to toilet children before they board 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 in.

Emergency Medical Information- Please notify the school nurse and Transportation Department of and medical conditions (seizures, asthma, allergy to bee stings, etc.) your child may suffer from. Each school bus must be provided with an emergency medical information card, giving the driver basic instructions on what to do when faced with an medical emergency on the bus.

LOST ARTICLES

Please label all personal items sent to school. The Transportation Department assumes no responsibility for lost articles. Any articles found on a bus will be returned to the student or the school.

BUS RULES FOR STUDENTS

1. Students may be assigned to a particular seat.
2. Students must remain seated at all times when the bus is in motion.
3. Seat belts are to be worn at all times.
4. For safety purposes, conversations and singing need to be kept within reasonable limits.
5. Hands, arms, legs and feet must be inside the school bus at all times.
6. No foul or abusive language is to be used. Be courteous and respectful to students.
7. Eating or drinking is not permitted on the school bus.
8. No items may be brought aboard the bus that could be hazardous to other passengers.



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Example: Large toys, glass, balloons, straight or safety pins, insects, animals,(with the exception of guide, service and signal dog, plastic bags, knives, skateboards, weapons of any kind).

9. Smoking, drugs is not permitted on the school bus.
10. Fighting, pinching, hitting, biting, spitting, etc. will not be permitted.
11. Vandalism to the interior or exterior of the bus is prohibited.
12. Be courteous, respectful and obedient to the driver at all times.

BUS SUSPENSION POLICY

The bus driver has the authority to recommend the suspension of students involving safety issues. (Disruptive and/or dangerous behavior, including, but not limited to infractions of the bus rules) providing the behavior is not a manifestation of their disability. When necessary the bus driver will complete a Bus Conduct Report and give to the Transportation Coordinator/Designee. Students who have transportation on their IEP can be suspended from the bus without being suspended from school program services. If the student has no other means of getting to school, the transportation department will devise an alternative to bus service to ensure the student can receive IEP services. This alternative can include reimbursing a parent to transport their child.

CAR SEATS and WHEELCHAIRS

Students, who cannot sit safely secured by a seat belt, must be transported in approved safety vest, car seat or wheelchair.

Wheelchairs shall be equipped with brakes and seat belt properly maintained by the owner of the chair. All wheelchair brakes must be maintained so as to prevent the wheels from moving when the brakes are applied.

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 wheelchair in place. Wheelchair power shall be turned off prior to being transported in a school bus. Batteries used to propel electric wheelchairs 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.

Any wheelchair, which does not meet minimum state requirements, shall not be transported. It is the parent's responsibility to provide all equipment, which meets the minimum safety requirements.

SCHOOL BUS EQUIPMENT

To assure use of safe equipment, all school buses are inspected daily by the bus driver and annually inspected by the California Highway Patrol Motor Carrier Inspector. In addition, each vehicle must



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be certified so that it meets all applicable regulations and laws relating to pupil transportation in the State of California. In addition, all of the buses are equipped with two-way radios and phones for emergencies.

The students will be required to wear their seat belts while riding the school bus. Seat belts are not to be unfastened while the bus is in motion. Safety vests are available for students unable to sit upright without the extra support.

SCHOOL BUS DRIVER QUALIFICATIONS

School bus drivers are especially competent to give the best service and protection for your child. To assure safe drivers for the children, The Glenn County Office of Education Transportation Department requires all school bus drivers to attend regularly scheduled safety meetings and in-service training sessions. In addition, state law requires each driver to have a valid California Driver License Class A or B, Special School Bus Drivers Certificate, first aid training, School Bus Endorsement, Passenger Endorsement, pass a physical examination, random drug/alcohol testing, and to obtain a traffic and criminal clearance. Tests for school bus drivers are given by the California Highway Patrol every 5 years.

SERVICE PROBLEMS OR COMPLAINTS

The Glenn County Office of Education Transportation Department is committed to providing the safest transportation service to you and your child. For any service related questions, please call (530) 865-1267 Ext. 3211, or (530)934-6575 Ext. 3211 Please be prepared to give your child's name bus route, bus driver and state the nature of your concern.