

2016

Transportation Department:
School Bus Pass Information



Ocean View School District





HOW TO OBTAIN BUS PASSES

1. Please bring (or mail) the **completed** application **AND** your payment (or proof of online payment) for each child to: Ocean View School District, 17200 Pinehurst Lane, Huntington Beach, CA 92647, or your child's school Main Office. All passes issued for applications received during the school year will be sent to the student's school **to be picked up in the Main Office.**
2. Method of Payment: Cash (exact amount is requested), *check (payable to *Ocean View School District*), money order, Credit Card (via *www.MySchoolBucks.com*). *Note: *Ocean View School District* will assess a \$35.00 fee for all returned checks.
3. Single-ride fare (*Emergency Bus Pass*) shall be one dollar (\$1.00) per person each time riding the bus. Single-ride tickets may be purchased at each individual School Site for one dollar (\$1.00) per ticket.
4. Special Education students whose Individual Education Program (IEP) require transportation services *shall be issued free passes*. **Note:** Students enrolled in RSP or DIS are not eligible for Special Education transportation.
5. Possession of a current pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus for grades K-8. Passes will not be recognized for transportation on any other bus than the bus for which the pass was issued. Reassignment to a different bus or a different stop, due to the change of address or personal preference, may be requested by submitting a written request, together with a \$10.00 fee, to the Main Office at each individual school site; however, all decisions regarding assignments to buses and stops are at the sole discretion of the District. Middle school students who possess a current pass or single-ride ticket (*Emergency Bus Pass*) will also be eligible to ride the after-school activity bus at each location by presenting their current pass or single-ride ticket (*Emergency Bus Pass*).
6. **Bus passes are considered the property of the Ocean View School District, rented to the bearers, who are charged with custodial responsibility and are expected to safeguard them accordingly.** The District assumes no responsibility for lost or stolen passes or tickets. Unreadable, mutilated, lost or stolen passes will be replaced upon the payment of a \$10.00 service charge, after prior pass purchase has been verified. Replacement can be made at the school site.
7. Prorated refunds will be made based on the date the **ORIGINAL bus pass is surrendered to the Main Office at the individual school site, minus a \$10.00 service charge.**
8. Payments for Transportation Services can be made online, at your child's individual school site, and at the Accounting Department from 8:00 a.m.-3:30 p.m.
9. To avoid Transportation Services delays for the 2016-2017 school year, we recommend that you apply immediately. Pay online, or mail your application and payment to the address noted in #1 above.

GENERAL INFORMATION

WHICH BUS TO BOARD

Ride only the bus to which you have been assigned. Riding an unassigned bus or boarding/leaving a bus at an unassigned stop may only be done by presenting the driver with dated written permission from the parent/guardian and endorsed by a school official. Students must be at the bus stop five minutes before departure time.

LEAVING THE BUS AFTER BOARDING AT A SCHOOL SITE

Once a student has boarded the school bus at a school site, he or she may not leave the bus unless escorted by a school official.

SCHOOL BUS DEPARTURES

For the safety of all students and to avoid children chasing after a moving bus, once a school bus has departed from the curb, at either the school site or bus stop, the driver is not permitted to stop the bus to board late students.

WHEN THE BUS DOES NOT SHOW UP ON TIME

If you are reasonably certain 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 off schedule by 10-15 minutes.

- **On extremely foggy or rainy days, the buses will run late.**
- **If at the end of 15 minutes, your bus still has not arrived, you may wish to call the Transportation Department at (714) 848-5257 or (714) 847-2551 EXT. 3521.** Please be patient and *don't worry*— the school will be notified of the late arrival.

MUST- BE-MET KINDERGARTEN STUDENT

If you desire your kindergarten student to not be released at the bus stop unless an adult is there to receive them, you MUST return the School Bus Standard Release (page 4) with your application. Once the form has been received and is on file, if your child is not met at the bus stop by an adult, the driver will return your child to school.

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.

LOST ITEMS ON BUSES

If a driver finds a lost item on a bus, he/she will attempt to return the item to the student the following school day.

Wallets, cell phones, musical instruments and purses will be turned in to the Transportation Office.

FIELD TRIPS

General rules of conduct applicable to regular home-to-school/school-to-home transportation also apply to educational, athletic and other trips. A faculty member or parent is required on each bus for each field trip.

ATHLETIC BUS TRIPS

Conduct and behavior are to remain the same as on a home-to-school/school-to-home ride. While teachers and chaperones are expected to maintain appropriate conduct of the students, the bus driver is the ultimate authority aboard the bus at all times.

Regardless of materials, cleats may not be worn aboard buses and must be replaced with appropriate foot coverings.

No food, drinks, gum, candy, sunflower seeds, etc., are to be brought aboard the buses. Food items may be loaded in the baggage compartment, if your bus is so equipped.

Equipment will only be transported if the items can be safely stored either in a baggage area or stowed within a seating compartment and must be loaded so as not to protrude into exit areas, the aisle or step well of the bus. Items cannot be transported in the aisles or be carried where they could block an emergency exit.

BUS CODE OF CONDUCT AND DISCIPLINE PROCEDURES

BUS CODE OF CONDUCT

The National Safety Council has issued a set of safety rules for students riding the school buses. They are incorporated as follows:

1. All students must present a valid OVSD bus pass prior to boarding the bus.
2. Be careful approaching the bus stop. In areas without sidewalks, walk on left toward oncoming traffic.
3. Student may be picked up and discharged from the bus only at his/her designated bus stop.
4. Be on time for the bus to help keep it on schedule. Be at the bus stop five minutes before scheduled time.
5. Go directly to a seat in the bus without disturbing or crowding other students. Remain seated while the bus is in motion.
6. Follow instructions of the bus driver promptly and cheerfully. Realize that he/she has a big responsibility to keep everyone safe.
7. Help keep the bus clean and sanitary. Do not eat on the bus. No gum allowed.
8. Loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Keep head, arms, and hands inside the bus at all times.
10. Be courteous to fellow students. Remember, we are working together for safety.
11. Any damage caused by a student will be the responsibility of his/her parent.
12. Remain seated until the bus stops to unload. Wait for signal from bus driver, then cross the street in front of the bus. The driver will escort students across the street.
13. Students may be denied transportation services based on bus code violations, poor conduct, lack of or invalid use of District issued bus pass.
14. NO REFUNDS on regular passes are issued except when a family moves out of the District area of service. Refunds are prorated minus a \$10.00 service fee.
15. No articles deemed hazardous by the driver are permitted on the bus, including pets.

The following is taken from Regulations and Laws Concerning Operation of School Buses in California, California Highway Patrol Book 82.7:

Authority of Driver

Students transported on a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway.

Denial of Transportation

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. The Board of Trustees shall adopt rules and regulations to enforce this regulation.

Ejection of Pupils

The driver of a school bus shall not eject any student unless the student is given into the custody of a parent/guardian or any person designated by the parent or school.

Code of Bus Conduct

It is the policy of the District to require all students who regularly ride the bus to school to ride the bus to their assigned stop at the close of school, unless they have written permission from the parents/guardians to do otherwise.

With the cooperation of parents/guardians, teachers, bus drivers, and students, we believe these rules can be enforced and therefore ensure safety to all. Should any student continually fail to observe these rules, the following procedure will be used:

BUS DISCIPLINE PROCEDURES

Violation of the posted rules and regulations may result in the loss of bus-riding privileges. A student who rides the bus in the Ocean View School District is disciplined in accordance with the statutes of the State of California, and will be subject to disciplinary actions for violation of any of the rules of student discipline in the Ocean View School District, in line with Board Policy and Administrative Regulation 5144.

BUS CODE OF CONDUCT AND DISCIPLINE PROCEDURES Continuation...

Disciplinarians shall normally apply progressive discipline procedures as follows:

1. The first offense, a warning. Citation must be signed by a Parent/Guardian and a School Administrator;
2. The second offense, one school day of bus-riding suspension;
3. The third offense, five school days of bus-riding suspension; and
4. The fourth offense, suspension from the bus for the remainder of the school year.

However, disciplinarians shall have the latitude to increase or decrease the normal corrective measure, within reason, considering the student's age, frequency and severity of offense, and other patterns of behavior. In cases where the disciplinarian determines that the student's behavior causes a danger to persons or property, the student may be immediately suspended from ridership.

BUS PASS VIOLATIONS

The following standards of progressive actions regarding abuse/misuse of school bus ridership privileges are established and are separate from other disciplinary measures:

1. Using, or attempting to use, an expired pass:

1. The first offense, a warning. Citation must be signed by a Parent/Guardian and a School Administrator;
2. The second offense, one school day of bus-riding suspension;
3. The third offense, five school days of bus-riding suspension; and
4. The fourth offense, suspension from the bus for the remainder of the school year.

2. Using, or attempting to use, a stolen, found or forged pass or a fraudulent single-ride ticket (Emergency bus pass), borrowing a bus pass or altering one's own temporary or permanent pass:

1. The first offense, a warning. Citation must be signed by a Parent/Guardian and a School Administrator;
2. The second offense, one school day of bus-riding suspension;
3. The third offense, five school days of bus-riding suspension; and
4. The fourth offense, suspension from the bus for the remainder of the school year.

3. Loaning a bus pass:

1. The first offense, a warning. Citation must be signed by a Parent/Guardian and a School Administrator;
2. The second offense, one school day of bus-riding suspension;
3. The third offense, five school days of bus-riding suspension; and
4. The fourth offense, suspension from the bus for the remainder of the school year.

Possession of any pass, not the property of the possessor, shall constitute prima facie evidence of improper possession. Use or attempt to use the pass shall be reason to exercise disciplinary measures as in paragraph 2 or 3 above.

Note: In all cases, bus pass fee will not be refunded.

VIDEO CAMERAS

Most of our school buses are equipped with video cameras to record student behavior.

SCHOOL BUS SAFETY RULES

We have adopted a format of six pillars to define the behavior we expect from students on school buses. Please take the time to review these rules with your children and impart to them the safety issues behind each of these expectations and how important it is for them to not distract the school bus driver while the bus is in motion. We consider the safety of your children on our school buses to be our most important responsibility.

TRUSTWORTHINESS Be honest • Don't deceive, cheat or steal • Be reliable— do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal— stand by your family, friends, school and country

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- Show the driver your bus pass/Single-Ride (Emergency bus pass) ticket as you board the bus.
- Bus passes are the property of OVSD and may not be used by other students.

RESPECT Treat others with respect— follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

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

RESPONSIBILITY Do what you are supposed to do • Persevere— keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act— consider the consequences • Be accountable for your choices

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

FAIRNESS Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches stay back 12 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 driver gives the signal before standing.
- Depart the bus in an orderly manner.
- If crossing the street, follow the driver's instructions.

CARING Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

- 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. Skateboards, animals, birds, reptiles, fish, insects, breakable containers, hazardous materials, weapons or any unsafe object, such as balloons, that have the potential to distract or block the visibility of the driver will not be transported.

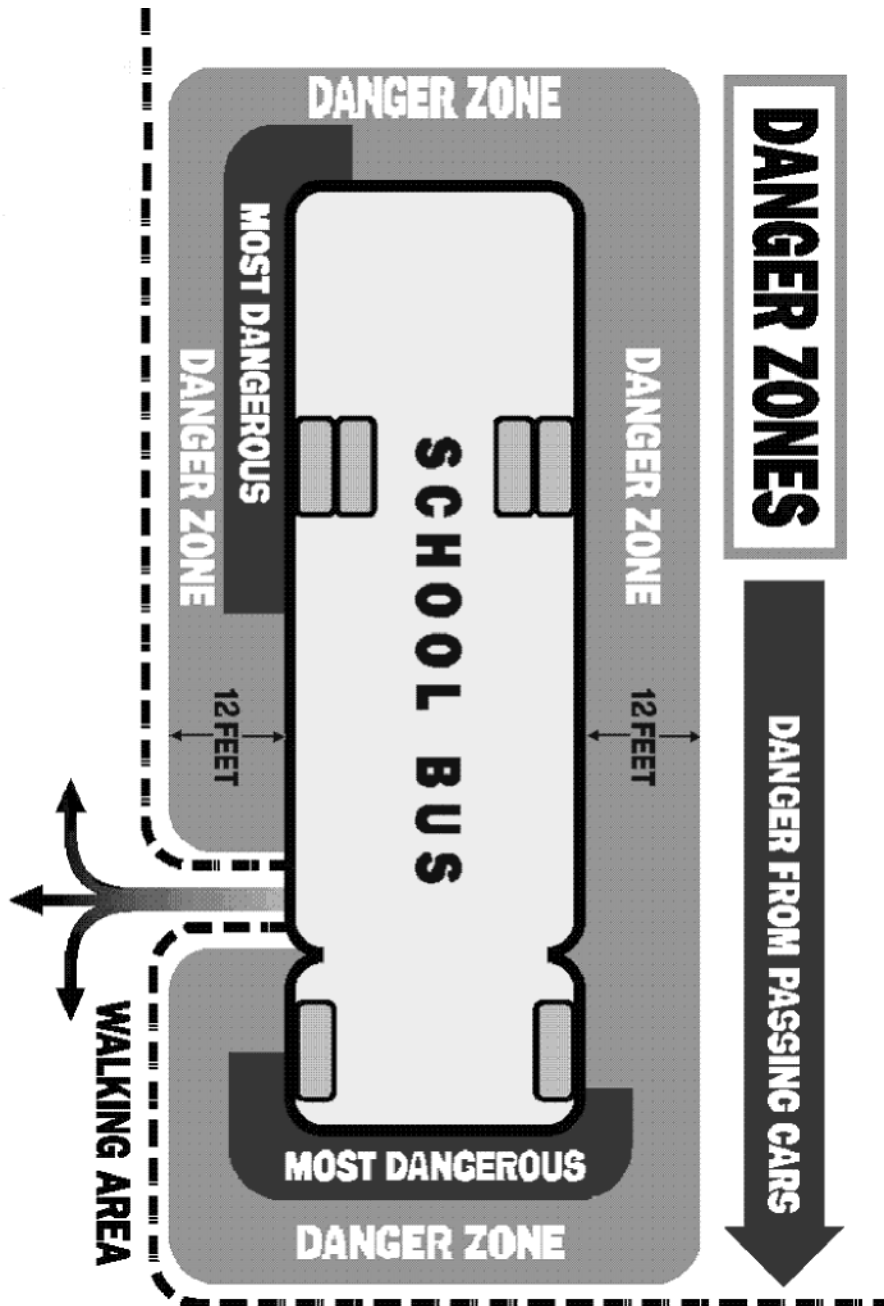
CITIZENSHIP Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

- Students must be fully attired, including shoes; no spiked or cleated shoes.
- No public displays of affection of any kind are 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.

STUDENT SAFETY INFORMATION AROUND THE SCHOOL BUS

Please review the following safety diagram and the Pedestrian Safety Rules on page 10 with your child so that he/she is aware of the dangerous blind spots around a school bus, how to walk safely to the school bus stop, and how to safely cross the street with the assistance of the school bus driver.

DANGER ZONES:



PEDESTRIAN SAFETY RULES

1. Cross only at street corners so that drivers can see you.
2. Always use a crosswalk when available, but make sure the traffic sees you and has stopped before stepping off the curb.
3. At intersections with traffic signals, use the push button when possible and cross when the WALK signal is displayed.
4. Look in all directions for cars, pedestrians, and bicycles before crossing.
5. While crossing, watch for cars that are turning left or right who may not see you.
6. Never cross the street from between parked cars— drivers can't see you.
7. Walk on the sidewalk, or if there are no sidewalks, on the left side of the road facing traffic, so you can see oncoming traffic.
8. Wear or carry something white at night to help drivers see you.
9. Always walk in an orderly manner and avoid running, pushing, and playing near streets and vehicles.

ESCORTED CROSSOVER INSTRUCTIONS FOR KINDERGARTEN TO 8TH GRADE

1. Wait until instructed by the school bus driver that it is safe to cross.
2. When directed by the school bus driver, students must cross between the bus and the school bus driver, directly to the opposite side of the street.
3. Students must also be escorted across the street in the morning if they arrive at the stop after the bus has arrived. The student must wait until the students waiting at the bus stop have boarded the bus, then the bus driver can properly shut down the bus to do the escorted crossover.