



Roseville Joint Union
High School District
Transportation

Special Needs Transportation Guidelines and Procedures



SPECIAL EDUCATION TRANSPORTATION INTRODUCTION

Welcome to a new school year! We are looking forward to working with you and your student(s) to see that his or her school experience is a successful event.

To enable students' access to, and benefit from, educational instruction and related services, transportation *may* be provided to and from home and school. Roseville Joint Union High School District (RJUHSD) coordinates services with the Placer County Office of Education (PCOE) and Roseville City School District (RCSD) to transport students.

We provide transportation to students with disabilities when the student requires transportation in order to benefit from his/her special education program. The IEP team makes the decision as to whether transportation services are needed for a specific student. What is considered appropriate transportation depends on the unique needs of the student and may vary from child to child.

School bus transportation requires drivers with a high level of competency and skill to ensure the safe transportation of your child. In addition, state law requires each driver to have a valid School Bus Driver Certificate, first aid training, pass a physical examination, and obtain traffic and criminal clearances.

It is our hope that the information contained in the following pages will answer questions you may have regarding your child's transportation.

The information in this "Special Needs Transportation Guidelines and Procedures" will be expanded and revised as necessary.

Establishing Your Child's Transportation Service

Transportation services for Special Education students are set up through RJUHSD Special Education staff, PCOE Special Education staff, and/or RCSD staff. Parents need to contact their child's program secretary to make transportation arrangements. Parents may *not* set up service directly with transportation.

All changes must originate from the designated administrator of the student's program.

If you have a general question or concern regarding daily transportation or if your child is absent, please contact:

Roseville Joint Union High School District (916) 786-2723, ext. 0

Bus Passes

All students are required to carry a current bus pass issued by their district to ride the bus. RJUHSD students will have a photo bus pass.

Emergency Information

Parents are responsible for completing the Transportation Emergency Information form at the beginning of each school year and any time updates occur. The information on these forms is vital to your child's health and safety, and **MUST** be completed **any time updates occur**.

Absences

If your child is going to be absent, **please call RJUHSD Transportation Dispatch at 916-786-2723, ext. 0, at least 30 minutes prior to the scheduled pick-up time; earlier, if possible**. If your child is going to be out multiple days, please notify Dispatch of the dates of absence and scheduled return date. Each time a student is absent, it is your responsibility to contact Dispatch to restart his/her service.

Illness

Please do not send an ill (even mildly ill) child to school. Your child may become acutely ill in a very short time and/or may endanger the health of other students and staff.

Should your child become ill, or otherwise needs to leave school before the regularly scheduled day concludes, you will be contacted to pick up or provide transportation for your child. If you are unavailable or unable to pick up your child, the emergency contact person(s) listed on the Transportation Emergency Information form will be notified to pick up your child.

Hygiene

It is important for all students to maintain adequate standards of personal hygiene, promoting good health. This includes your child's personal items, such as backpacks, wheelchairs, restraints, lunch pails, etc.

Medication

Medication must be delivered to the school by the parent/guardian or adult designee. Medication **MAY NOT** be handed to the bus driver for delivery to the school and **MAY NOT** be placed in the student's backpack.

Personal Property and Belongings

Please label all personal items with your child's name. RJUHSD assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owner.

Schedules

Transportation schedules are coordinated with students' attendance calendars and daily schedules at all school sites so they may fully benefit from the educational settings.

Changes of Address

All address changes must be arranged by your child's program secretary. Please allow ten (10) days' advance notice to ensure continuous transportation service. Services cannot be altered without prior notification.

Pick-ups

Students need to be ready to be transported **5 minutes** prior to the scheduled pick-up time. While waiting, students are to remain under the parent's/guardian's supervision. Students waiting at the bus stop shall stand away from the curb or edge of the road for safety reasons.

Buses will not depart from a stop prior to the designated departure time. Buses shall not honk their horns except in a driving emergency.

If your child is not at his/her pick-up location, drivers will assume that he/she is not going to school that day and will leave. **A bus will not be sent back to pick up a student who was not ready on time.**

Drop-offs

Your child may exit the bus only at his/her stop except in an emergency situation. Drivers may be early depending on students or traffic that day, so **please be home at least 15 minutes prior** to the scheduled delivery time. You or another authorized adult is expected to be home to receive the student. The parent/guardian or care provider must be at the assigned bus stop to receive the student when delivered by the bus driver. When permissible under the IEP, parents may request that a student be dropped off without an adult present. This request must be authorized on the **Unattended Drop-Off** form.

In the event a responsible adult is not available to meet the student at the designated drop-off point, and there is not an authorization on file to drop the student off unattended, the following procedure will be observed:

- The bus driver will notify the dispatcher immediately and, if other students are on board, continue the route.
- The dispatcher will make every attempt to locate a parent/guardian or determine an alternate drop-off point within one mile of home/daycare.
- At the completion of the route, if a responsible adult has not been located, law enforcement will be called to provide protective custody of the child.

Minimum Day Schedules

Please maintain a calendar of events and special days for your student's school. The bus will deliver your student home earlier than normal on special event days (i.e. minimum days). It is your responsibility to know those dates and see that someone is available to receive your student.

Route Changes/Route Times

Parents/guardians should be prepared for changes in buses, routes, and times 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 and student home locations. After an adjustment period at the commencement of the school year or upon a re-organization of routes, the pick-up and drop-off times should be consistent within approximately fifteen (15) minutes. Buses may run later on days of unfavorable weather conditions—such as rain or fog—or on minimum days when schools have altered their bell times.

Temporary/Emergency Schedule Changes

Such changes must be agreed upon between the parents and transportation agency, RJUHSD staff, PCOE staff, and/or Roseville City School District staff, depending on your child's program. Any change NOT deemed an emergency, must be arranged through the program designated administrator. IF, on rare emergency occasions you are unable to meet the bus, arrangements must be made for another adult to be at the home when your child arrives. That person must identify herself or himself with a picture ID as the person authorized to receive the pupil. This person must also be named on the Transportation Emergency Information form. *IF no authorized person is at home to receive your child and no other arrangements have been agreed upon, law enforcement will be called to provide protective custody of the child.*

SPECIALIZED EQUIPMENT

Wheelchairs, Brakes and Restraining Belts

Wheelchairs **MUST** be properly equipped with well-maintained brakes, restraining harness, and/or seat belts which are bolted to the chair. It is the parent's responsibility to keep wheelchairs in good working condition, clean and sanitary.

It is also the parent's responsibility to provide a seat belt that meets the minimum safety requirements. Velcro seat restraints do not meet minimum State requirements and shall not be the sole source of seat restraint.

ALL brakes must be able to keep the wheelchair from rolling and prevent the wheels from moving.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus (or other mode of transport) or shall have an independent braking system capable of holding the wheelchair in place. Restraining belts, harnesses, and battery attachment(s) on electric wheelchairs are also the owner's responsibility.

Any wheelchair that does not meet minimum safety standards, and/or any seat belt, restraining harness, or brakes that do not function properly, and/or any wheelchair that is considered unsafe or unsanitary to RJUHSD will not be transported. Your child cannot be transported until the unsafe or unsanitary situation has been corrected.

Batteries—Electric Wheelchairs

Batteries used to propel electric wheelchairs transported on school buses MUST be both leak-resistant and spill-resistant or be placed in leak-resistant, spill-resistant container.

Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of a collision.

Wheelchair Lift Operation

Drivers are specifically trained in the operation of the wheelchair lift. Although your assistance in loading and unloading is appreciated, we ask that only the driver operate the lift controls.

Seat Belts, Harnesses and Other Restraints

Students on buses so equipped must wear the restraint for safety purposes. If you or your child's driver feels it is in your child's best interest to implement the use of a safety vest, approval will be obtained from the parent or guardian prior to use. If any child continually unfastens the restraint, the student will be subject to receiving a misconduct citation.

Student Transportation Conduct Rules

The health and safety of our students is the primary consideration when enforcing student transportation conduct rules. **Drivers need to pay attention to driving and traffic conditions for the safe transport of our students; having to attend to**

a student’s unsafe and disruptive behaviors may distract the driver and endanger lives. At all times students shall conduct themselves in a courteous and orderly manner, obey the rules, respect the rights and feelings of other students, passing motorists and pedestrians, and comply with the driver’s authority to maintain order and safety in the vehicle.

Conduct Reports

Drivers may complete a *Misconduct Citation* when normal conduct reminders have gone unheeded by your child.

5CA14103 - Authority of Driver

“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. 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. The school district board of trustees shall adopt rules and regulations to enforce this provision.”

13CA 1217(h) - Ejection of Pupils

“The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school.”

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In conclusion...

We hope this handbook has been informative for you. If you have suggestions for additional information that would be useful in future editions, please contact Lisa Buchanan at 916-786-2723 x1393 or Pam Zanze at 916-786-2723 x1394.

We look forward to serving your child this year; it is a privilege to do so as we work with you to provide the best available personnel, education and services.

**Roseville Joint Union High School District
Transportation Department**

Cooperation and communication between parents, Special Education staff, and Transportation personnel are essential to maintaining your child's safety and well-being.

Along with information provided within this booklet, we would like to provide for you this quick reference page. In the event you need to contact us, these numbers are your guide.

IMMEDIATE ASSISTANCE 916-786-2723 ext. 0

Dispatch:

Lisa Buchanan 916-786-2723 ext. 1393

Pam Zanze 916-786-2723 ext. 1394

Director of Transportation:

Brian Gruchow 916-786-2723

*Again, we welcome you and extend our best wishes
for a safe and successful school year.*