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## CLOVIS UNIFIED SCHOOL DISTRICT

### BUSINESS AND NONINSTRUCTIONAL OPERATIONS

#### Student Transportation Management

#### **STUDENT TRANSPORTATION MANAGEMENT**

Board Policy No. 3540 provides regulations and guidelines for transportation to and from school and for co-curricular activity trips.

The Assistant Superintendent of Business Services shall be responsible for all aspects of the school transportation program. The Director of Transportation Services shall, in consultation with site administrators, be responsible for the establishment of regular bus routes serving the District. Except in an emergency, no bus route, including stopping points, shall be changed without the permission of the Director or designee.

The Director of Transportation shall ensure that all bus drivers are familiar with board policies relating to transportation and the contents of applicable administrative regulation prior to assignment.

#### **A. Home to School Transportation Program.**

Annually, a home to school fee-based transportation program may be implemented. If a fee-based program is implemented, parents or guardians must complete a school bus pass application and return it to Transportation Services before issuance of a pass. Parents or guardians must pay the fee set forth below, or complete an income disclosure form and provide any additional requested information, or have transportation specified as a service in the student's Individualized Educational Program (IEP).

1. Special Education Transportation. Students with special needs whose IEPs include home-to-school transportation as a related service will be provided with the service at no cost. (See Board Policy No. 3541.2 – Transportation for Students with Disabilities.)
2. Homeless Students. Homeless students residing in the District shall work with the District's Student Services and School Attendance office to request transportation to and from their school of origin at no cost. Depending on the pickup location the student may be provided with a bus pass to ride the city transit system.
3. Ridership Eligibility Conditions. Students presenting a valid bus pass or temporary pass to the driver will be eligible to ride a bus except when a student's ridership has been suspended by the District. Non-presentation of a bus pass or continued refusal to adhere to the bus rules of conduct may result in denial of transportation services.

All students will be required to comply with rules and regulations regarding student transportation as set forth in this administrative regulation and elsewhere in the District's policies and procedures. Students who continually forget to bring their bus passes or who loan passes or use bus passes that do not belong to them may be denied transportation services permanently.

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Students transported from one school to another school as part of the District's educational program will not be charged for such transportation.

### 4. Refunds, Prorating and Replacement of Bus Passes.

a. Refunds. Written requests for refunds shall be made directly to the Director of Transportation and should contain the following information:

- 1) Name of student and address where refund is to be sent.
- 2) Date the pass would no longer be used.
- 3) Reason for refund request (attach a note from the school site or doctor if appropriate).
- 4) School of attendance.
- 5) Bus stop location.

The bus pass, accompanied by the request for refund, shall be submitted to the Director of Transportation not later than ten days after transportation services are no longer utilized.

No refunds will be issued for students who are denied transportation due to disciplinary purposes or reasons. No refund will be allowed for students who have been issued a replacement bus pass.

Refunds shall be based on the date that the surrendered pass arrives in Transportation Services.

b. Proration. Refunds shall be prorated based upon the percentage of the school year (or semester, if a semester pass) remaining as of the date the bus pass is returned to the District. For the purpose of determining the prorated refund, the school year will be divided into quarters, based upon the number of school days remaining. If a refund is requested during the first quarter of the school year, the refund shall be 75% of the purchase price (or 50% if a semester pass). If a refund is requested during the second quarter, the refund shall be 50% of the purchase price (or 0% if a semester pass). If a refund is requested during the third quarter, the refund shall be 25% of the purchase price (or 50% if a semester pass). No refunds shall be given during the fourth quarter. A \$10.00 handling charge shall be deducted from all refunds.

c. Replacement of Bus Passes. Purchasers of bus passes are solely responsible for their safekeeping. The District assumes no responsibility for lost, damaged, or stolen passes. Readable mutilated passes will be replaced upon the payment of a \$10.00 service charge. Missing passes will be replaced upon the payment of a \$10.00 service

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- charge and after prior pass purchase has been verified. Requests for more than one replacement per year or summer session may be denied.
5. Bus and Bus Stop Assignments. Possession of a current bus pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus. 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 can be requested by submitting a request to the Director of Transportation. Requests for reassignment may be approved or denied at the sole discretion of the District. Students who possess a current pass are also eligible to ride the activity buses at each location.
  6. Bus Pass Violations. The following standards of progressive actions regarding abuse/misuse of school bus ridership authorization are established, and are separate from and additional to other disciplinary measures.
    - a. Using or attempting to use an expired pass.
      - 1) First offense: A “Warning Notice ” shall be issued.
      - 2) Second offense: A second “Warning Notice” shall be issued.
      - 3) Third offense: Bus privileges shall be suspended for two school days.
    - b. Using or attempting to use a stolen, found or forged pass; borrowing a bus pass; or altering one’s own temporary or permanent pass.
      - 1) First offense: A “Warning Notice” shall be issued.
      - 2) Second offense: A second “Warning Notice” shall be issued.
      - 3) Third offense: Bus privileges shall be suspended for two school days.

No refunds shall be given for bus pass violations.

7. Fee Schedule.

The District currently does not charge for home to school transportation if a student resides outside of the established radius or special pocket.

- a. Traditional School Year. The following fee schedule is effective July 1, 2023:

<u>Number of Paying Students Per Family</u>	<u>Cost Per Year Per Student</u>	<u>Cost Per Semester Per Student</u>
1	\$225.00	\$145.00
2	\$195.00	\$130.00
3 or more	\$175.00	\$120.00

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This fee schedule may be adjusted annually, and the adjusted schedule for the following school year shall be determined and announced no later than June 1 of the preceding school year.

Annual or semester passes may be purchased at the above rate with one installment of check or money order by students who reside within the District and outside the radius zones defined in Board Policy No. 3540, or who are within areas designated as special pockets pursuant to Board Policy No. 3540. There will be a service fee of \$25.00 for returned checks. Semester passes will be color coded differently for each semester and are valid for transportation services only for the school days in that semester as identified in the approved traditional calendar for that school year. Students wanting to purchase a bus pass within the semester will pay the full semester cost specified above.

8. Low Income Disclosure Forms. Parents or guardians may apply for a free semester bus pass by completing a free Educational Benefit Survey. If the student qualifies, a letter will be provided to the family. The qualifying letter must be included with each application for a free bus pass. The District reserves the right to require additional information to verify income eligibility and income level.
9. Surveillance Cameras. Consistent with Board Policies No. 3515 and 5145.12, District school buses are equipped with surveillance cameras. The resulting recordings may be used to establish the misconduct of students and others.

### **B. Bus Pass Procedures for Non-Transported Students.**

1. Bus Passes for Students Residing in Areas Other Than Transportable Zones. Students who reside within the radius zones (as defined in Board Policy No. 3540) or outside of the District boundaries may purchase a bus pass and utilize transportation services if space is available after providing for students residing outside the radius zones and inside District boundaries. Parents must complete a school bus pass application and submit it to Transportation Services with full payment for the current school year. Seats will be filled on a first come, first served basis. The number of bus passes issued will depend on the number of seats available on the particular bus route. The number of available seats will be determined during the third week of each school year. Bus passes will continue to be sold on the route as long as there are seats available. Applicants that are not granted passes due to limitations of available seats will be refunded any fees they may have paid. These bus passes will be available throughout the school year for \$225.00 per year or \$115.00 per semester.
2. Community Funded Transportation Run Within Radius Zone. If a community is inside the radius, as established in Board Policy No. 3540, and raises sufficient funds to pay for the cost of operating a run, the District will provide the transportation. Ridership on a community funded run is subject to rules and regulations applicable to other school buses. The process of establishing a community funded transportation run is as follows:

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Step One – Contact the Director of Transportation to request analysis of the run. A community request should be submitted 60 days before the start of the next school year.

- a. Calculation of run costs shall be for actual run time and mileage. Each run will also be charged deadhead mileage of 2.5 miles per run and an administrative fee of \$100.00. The Director of Transportation will work with the group to determine the appropriate stops and pick up times for each group.
- b. Salaries and benefits shall be calculated on Step 8 of School Bus Driver II salary schedule and the statutory benefit rates applicable (see Board Policy 4251.10 Exhibit No. 1 and No.4).
- c. Mileage for the run shall be calculated on the current school site mileage reimbursement rate for bus operation only.

Step Two – Approval of the Board to operate community funded transportation run. All approved requests are pending prepayment of the service run.

Step Three – On or before 14 calendar days before the run is scheduled to begin, all funds for the cost of the run must be deposited with the District for the entire school year before the services will begin. The cost of the run will be based and prorated on the number of days operated.

### **C. Bus Safety Instruction and Evacuation Drills.**

At least once per year, all pre-kindergarten through eighth grade students who receive home-to-school transportation shall receive safety instruction in proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. As part of the instruction, students shall evacuate the school bus through the emergency exit door(s) (not the entrance door). Specified information must be documented and retained for one year and is subject to inspection by the California Highway Patrol. Additionally, the law requires safety instruction to be given to all students regardless of grade level prior to departure on each school activity trip. This instruction must include the location of emergency exits and location and use of emergency equipment. This applies to both school buses and school student activity buses (SPAB).

### **D. Requirements for Riding a School Bus.**

Students must:

1. Arrive at the bus stop five minutes before the scheduled departure time.
2. Wait for the bus in a safe place – well off the roadway at least 12 feet away from the school bus.

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3. Wait until the bus is completely stopped and secured, enter the bus in an orderly manner and take a seat immediately.
4. Be courteous to the school bus driver and fellow passengers.
5. Have in their possession a valid school bus pass when utilizing school bus transportation.
6. Scan their bus pass when boarding or exiting the school bus. Students shall board or exit the school bus only at the student's designated school bus stop. Designated school bus stop is the approved bus stop closest to the student's residence. Exceptions to this requirement will be permitted only on a per day basis when the student has a written statement bearing the parent's/guardian's signature, and signed by a school administrator. The written statement shall be forwarded to the bus driver. (The school administrator's signature should include his or her title, and the time and date signed. If there are any questions, the school site administrator should contact the parents/guardians.)

NOTE: For Community Funded Bus Routes, paying student may utilize the bus, friends and other students may not ride on a community funded bus.

### 7. Posted Bus Rules of Conduct

*ALL SCHOOL AND DISTRICT RULES AND REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!*

- a. Fighting (physical contact)\*\*\*, fighting (verbal altercation)\*\*, threatening behavior and/or harassment\*\*\*, or conduct that endangers students, staff, or others\*\*\* is prohibited.
- b. Weapons, smoking, vaping, laser pens, drugs or alcohol are forbidden on or near a school bus.\*\*\*
- c. Cross the street in front of the bus and only under the supervision of the bus driver.\*\*\*
- d. Follow the instructions of the bus driver at all times.\*\*
- e. Remain seated and facing the front of the bus while the bus is in motion.\*\*
- f. Keep arms and head inside the bus at all times.\*\*
- g. Blocking the aisle or emergency exit with body or personal belongings is prohibited\*. Students may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.

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- h. Profanity, indecent language, obscene gestures discrimination, harassment including sexual harassment, bullying including cyberbullying, hazing, and/or intimidation are prohibited.\*\*
- i. No writing on, vandalizing, or damaging bus property. Any property defaced or destroyed on the school bus will be paid by the student and/or the parents/guardians.\*\*
- j. Eating, drinking (except water), and/or chewing gum is prohibited.\*
- k. Spitting or throwing objects on the bus or out the windows is prohibited.\*
- l. Loud or boisterous noises, videotaping, Bluetooth speaker, are not permitted.\* No disruptive or loud behavior while using any electronic devices.
- m. Glass objects, aerosol sprays, inflated balloons, cleats, radios, social media recording, scooters, or skateboards are not permitted.\* Headphone equipment may be used.
- n. Guide dogs, signal dogs, and service dogs trained to assist individuals with a disability may be transported in a school bus when accompanied by a student with disabilities or by a person training the dogs pursuant to Education Code section 49839 and consistent with District guidelines. No other animals or insects (dead or alive) are allowed on the bus.\*

**Failure to comply with these rules will result in the following:**

\*\*\*Zero Tolerance – 10-day suspension from bus

\*\*Level One – 5-day suspension from bus

\*Level Two – 2-day suspension from bus

Failure to abide by one or more of these rules shall result in the loss of bus riding privileges. Students may also be subject to discipline by the District, including but not limited to suspension or expulsion, for conduct on the bus or at a bus stop.

- 8. Each bus driver is responsible for the bus and for all passengers at all times, except when students are under the supervision of a District staff at the activity or event which they are attending.
- 9. Procedures for issuing a “School Bus Referral”.

Before issuing a “School Bus Referral,” a driver is required to issue a “Warning Notice ” for Level 1 and 2 infractions as follows:

- a. Level 1 infractions require the driver to issue ONE written warning notice before issuing a “School Bus Referral”.

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- b. Level 2 infractions require the driver to issue TWO written warning notice before issuing a “School Bus Referral”.
  - c. Appropriate discipline will be determined and administered by the school site administrator.
10. Procedures for issuing a “School Bus Referral”.
- a. A “School Bus Referral” listing non-compliance with the Posted Bus Rules of Conduct set forth in D.7 or unsatisfactory conduct will be issued for inappropriate behavior by a student. Appropriate copies of the referral will be distributed for school use and Transportation Services.
  - b. The school will notify Transportation Services as to what action is being taken against the student for the inappropriate behavior and the duration of time and effective date the student will be removed from the bus. Transportation Services will notify the driver accordingly.
  - c. Bus Discipline Procedures
    - 1) Violation of the Posted Bus Rules of Conduct set forth in D.7 and regulations shall result in the loss of bus riding privileges and may lead to suspension or expulsion in accordance with the District’s policies. A student who rides the bus in the 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 Posted Bus Rules of Conduct set forth in D.7.
    - 2) School site administrator shall apply progressive discipline procedures when the driver issues a “School Bus Referral” as follows:
      - (a) For the first and second referral, the school site administrator shall generally impose the following discipline:
        - “Zero Tolerance” section = 10-day suspension from bus
        - “Level One” section = 5-day suspension from bus
        - “Level Two” section = 2-day suspension from bus
      - (b) For the third referral, suspension from all District buses for the remainder of the school year.
    - 3) In cases where the school site administrator determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from ridership.
11. Students with Special Needs. See Board Policy No. 3541.2 – Transportation for Students with Disabilities.



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12. Keeping Records. It is the responsibility of each driver to keep such records as are necessary; e.g., daily bus report, defect report, special trip miles, and number of students transported. Reports shall be filed on forms provided by the Director of Transportation.
13. Accidents. All accidents must be reported regardless of size or nature. Students should be kept aboard the bus unless there is danger of fire or other hazard. If necessary, the driver should send two students for help. Drivers shall notify or cause to be notified (1) the California Highway Patrol (2) Transportation Services – (559) 327-9700, Option 3; and (3) Principal of the school and/or schools to which, or from which, the students were being transported. The driver should give first aid, attending the most seriously injured first. The driver shall complete the accident report factually and avoid making decisions as to fault. The driver shall not move the bus from the scene until told to do so by the California Highway Patrol, unless the bus must be moved to avoid a clear and present danger to people or property.
14. Daily Inspection. Prior to operation, the driver shall inspect each vehicle daily to ascertain that it is in safe condition, is equipped as required by all provisions of the law, and all equipment is in good working condition.
15. Procedures for Transporting Students Under Emergency Conditions. The District recognizes a responsibility for the safety of students. This concern is equal for all students while being transported, walking to school, waiting for buses, or attending school. The District also has a responsibility to parents, who have the right to expect that their children will be picked up at approximate times scheduled. The District will make a reasonable effort to advise parents when any disruption occurs in the scheduled time for student pick-up at any stop.

It is possible that, in the event of traffic accidents, flooding, heavy smoke, fog conditions or mechanical malfunction of a vehicle, a particular stop cannot be utilized safely or an adopted time schedule cannot be maintained providing optimum protection for the students. In these situations, the drivers' judgment will prevail.

In the event of any schedule delay or bus malfunction, the driver shall contact Transportation Services. Transportation Services will, in turn, notify the school in order that necessary communications can be established with the principal who will take appropriate action.

District policy coincides with State of California requirements that the school bus driver has the responsibility to ascertain that conditions at all times are safe for a school bus to proceed when students are aboard.

16. Procedures For Operation of School Buses and SPAB Operations When Atmospheric Conditions Reduce Visibility to 200 Feet or Less.
  - a. Determining Foggy Day Schedules: This process has been developed to serve the District as best as possible.

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- 1) Seven transportation employees are strategically located throughout the 199 square mile District.
  - 2) Between 5:30 and 5:40 a.m., the designated employees survey their area and determine whether hazardous driving conditions are present.
  - 3) The information is gathered from ALL areas of the District. If the majority of information points to hazardous atmospheric conditions throughout the District, a foggy day schedule is announced.
- b. The following procedures will be used to implement a foggy day schedule in the District on extremely foggy days:
- 1) A decision will be made no later than 6:00 a.m. whether or not the departure time of buses must be delayed.
  - 2) If departure times of school buses must be delayed, an announcement will be made on Valley PBS Channel 18 starting no later than 6:15 a.m. There will be continuous broadcasting on this channel.
  - 3) If buses within the District are delayed, the word “Schedule A” or “Schedule B” will appear after the name of the District.  
  
“Schedule A” means that buses will be delayed two hours. If fog conditions require, “Schedule B” will be implemented and buses will be delayed four hours. If fog conditions require that “Schedule B” is necessary, all transportation for morning transitional kindergarten and kindergarten classes will be canceled. Recreation runs may need to be canceled due to heavy afternoon fog. A decision should be made prior to the P.M. buses leaving the site.
  - 4) Out of town activity trips will be reviewed and, if needed, delayed until such time as conditions improve. Out of town or late activity trips may be canceled due to these conditions.  
  
Students who walk or provide their own transportation to school should arrive at the normal time. Unless an additional announcement is made, afternoon bus runs and athletic runs will operate on a regular schedule.
- c. Drivers’ Discretionary Authority. In the event that a driver is out on either a home to school or extra-curricular activity run, and encounters reduced visibility which in his or her opinion causes it to be unsafe for continued driving, the driver has the responsibility to pull the vehicle over in a safe location. The driver will wait there until conditions improve. The driver shall notify or cause to be notified the District’s Transportation Services as soon as possible. This will allow Transportation Services to notify the affected school sites or parents of the delay.

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17. Supervision on Buses During Field Trips: Field trips are an extension of the educational process and require extensive pre-planning. The principal is to be consulted for approval of field trips prior to making arrangements.
- a. Passengers are to follow the instructions of the bus driver. All school and District regulations apply while the students are aboard the bus. On field trips where there is an adult supervisor, the adult supervisor must work under the direction of the bus driver to assure bus safety and assist the driver in maintaining proper student behavior.
  - b. Every effort should be made to schedule field trips at times when transportation can be furnished without undue interference with normal transportation requirements for transporting students between home and school.

Where field trip schedules for more than one class are similar, classes are encouraged to share a bus. Overnight and out-of-state trips require Board approval. Saturday field trips may be permitted if they cannot be conducted on a regular school day. The principal or designee is responsible for confirming supervision of students at the departure and arrival points for local field trips (including Sierra Outdoor School). The principal or designee will determine if additional adult supervision is required on the bus for local trips. For out of town and/or overnight travel, adult chaperones shall be provided and shall ride the bus with students. Only authorized chaperones and participating students of the event are permitted transportation on field trips.

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