



Bus Pass Information and Rules

Passes

Bus pass applications will be available during the month of August for the beginning of the school year and throughout the year on an as-needed basis. Bus passes will be available to all residents who possess a valid resident ID card. Bus passes will also be available to students whose after school child care provider resides in the City of Irwindale. Provider must possess a valid Resident ID Card and the parent/legal guardian must provide a letter stating that they are the care provider. A copy of the Resident ID card must be attached to the application and letter (if applicable). Bus passes will be available for pick up 3 — 5 business days after the application is received.

Lost Bus Passes

If a child has lost a bus pass, they may obtain a temporary bus pass from the Bus Driver or Recreation Supervisor in charge of Transportation. Temporary bus passes are valid for 5 days. A replacement pass must be processed prior to the expiration of the temporary bus pass. Replacement passes cost \$5.00 each. **PLEASE NOTE:** Temporary bus passes may only be issued to students who currently possess a valid bus pass. Temporary bus passes are **NOT** given to new applicants.

Safety Plan

All City bus drivers and all bus passengers will comply with the California Highway Patrol HPH 82.7 passenger Transportation Safety Handbook and City of Irwindale Recreation Policy and Procedures.

The following procedure provides a safety plan under the Thomas Edward Lanni Act of 1997 in compliance with Section 39831.3 added to the California Education Code.

- 1.0 All students riding a school bus for home to school transportation must wear identification at all times. The identification will include the students name, telephone number, appropriate school bus stop and school.
- 2.0 A brochure of safety instructions, or its equivalent, must be signed by the parent after he/she has had time to review the instructions with their child. The signed document will be kept on file in the Irwindale Recreation Department. A Cop of these rules can be found on the city website.
- 3.0 School will be provided with a current list of all students riding a home to school bus. This list will be updated as needed.
- 4.0 All bus drivers are trained according to the specifications of the Department of Education.
- 5.0 Pupils are instructed and expected to be at the bus stop 5 minutes prior to the arrival of the school bus.
- 6.0 Later arriving students who need to cross the street for the bus stop will be escorted by the driver in accordance with California Vehicle Code Section 221 12.
- 7.0 It shall be the responsibility of the school bus drivers to ensure that all students transported to and from school are identified, and that all students are loaded and unloaded at all times under the activated red flashing lights. This instruction will be given under the guidelines of the State of California Department of Education.
- 8.0 The school bus driver will be responsible for each student's instruction for boarding and exiting the bus at the appropriate school bus stop.
- 9.0 All students in Pre- Kindergarten, Kindergarten through grades 1 — 8 will receive instructions in emergency evacuation procedures using emergency doors on the school bus.
- 10.0 All students in Pre-Kindergarten, Kindergarten and grades 1 — 12 inclusive will have instructions on procedures to follow as they board and exit the school bus at the appropriate school bus stop for each student, and/or for the boarding and exiting the school bus at a school or other trip destination.

Transitional Kindergarten (TK) or Kindergarten students are **NOT** allowed to be left at any bus stop without someone present to pick them up. If you have a TK/Kindergarten student, please make sure someone is at the bus stop in time to pick up your student. The bus driver will drive away with your child if someone is not present and may return them back to school.

Boarding School Bus (Amendment February 2009)

Any school bus rider who refuses to board the school bus to or from school: School will be notified by bus driver.

CHP and Board of Education (new rules and regulations 2011)

Bus riders may only be picked up at the designated bus stops. Once the driver pulls away from the bus stop he/she will not be allowed to stop and pick up students who are walking towards the stop or to pick up students whose parents pull up in their vehicles. Please make every effort to ensure that your child is at the bus stop **PRIOR** to the designated pick up time.

Bus Rules

1. Follow directions promptly the first time they are given.
2. Respect the driver and fellow passengers.
3. Stay seated, keep hands/feet and objects to yourself and out of the aisles. Keep all body parts inside the bus.
4. No eating, drinking, smoking or spitting on the bus.
5. No swearing, rude gestures, teasing, horse playing or loud talking.
6. No throwing, kicking, shooting of any objects on the bus.
7. No skateboards, shoes with cleats, sharp objects, weapons (real or fake) or glass on the bus.
8. No aerosol spray or any other spray substance is allowed to be expelled while riding bus.
9. No animals except those specified in Civil Code Section 54.2 shall be transported in a school bus. Civil Code Section 54.2 refers to guide, signal, and service dogs.
10. Do not litter, write on or damage the bus in any way.
11. All school bus riders will be assigned a seat for the school year. This rule is pursuant to the Covina Valley School District Policy.
12. Driver can assign or re-assign a seat to any passenger whenever he/she feels it is necessary to ensure the safety of all bus riders.
13. Students and staff will adhere to the most up to date Los Angeles County guidelines on face coverings.

Camera Policy

1. A bus video surveillance system has been installed in both City of Irwindale School Buses. The system utilizes video recording equipment for the security and safety of students and staff, and for the purpose of monitoring the behavior of the students.
2. No audio recordings will be used as part of the video surveillance system.

For much more information, please read the "School/Charter Bus Video Surveillance System Policy." Please visit www.irwindaleca.gov to download the policy or request a copy from the bus driver.

Transportation Discipline Procedures

Disciplinary Procedures (All incidents occurring at bus stops to and from school and while riding the bus will be reported to the school the student attends, as they are still under the school's jurisdiction. A bus conduct report (ticket) will be issued by the bus driver to all students who are involved in disciplinary incidents while riding on the school bus. A copy of the bus conduct report will be mailed to the student's home.

Consequences if rules are not followed:

1. Verbal Warning
2. Parent Conference — with driver present
3. Take student back to school
4. May suspend bus privileges

Bus Conduct Report Actions and Recommendations

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|--|---------------------------------|
| 1 st Notice: Warning — Parent Signature | |
| 2 nd Notice: Warning — Parent Signature | (Principal/Student Conference) |
| 3 rd Notice: Referral to Principal | (3 Day Suspension) |
| 4 th Notice: Referral to Principal | (Loss of Bus Riding Privileges) |

Suspension or loss of bus riding privileges can be implemented due to the severity of the incident on first or second offense.

If you have any questions or concerns regarding the application process, California Education code or bus pass rules, please contact Public Services Director Elizabeth Rodriguez at (626) 430-2211.

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I have read and understand the bus rules and information provided in this document, have received a copy for my records and agree to abide by the same.

On behalf of (name of student(s): _____

Parent/Legal Guardian (print)

Parent/Legal Guardian Signature

Date

My child(ren) are Allergic to hand sanitizer. Yes / No

My child(ren) are unable to wear a mask due to medical reasons. Yes / No