



# Bus Pass Information and Rules

## Passes

Bus pass applications will be available to students 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 students Transitional Kindergarten through the 12<sup>th</sup> grade who reside in the City of Irwindale and 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. After school care provider must possess a valid Resident ID Card, and the parent/legal guardian of the student must provide a letter with the student's application confirming that the provider is the after school care provider for the student. A copy of the child care provider's Resident ID card must be attached to the application along with the letter. Bus passes will be available for pick up 3 — 5 business days after the application is received.

## Lost Bus Passes

If a student has lost a bus pass, they may obtain a temporary bus pass from the Bus Driver or Public Services Staff 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 student's parent or guardian after he/she has had time to review the instructions with their child. The signed document will be kept on file in the Irwindale Public Services Department. A copy of these rules can be found on the city website.
- 3.0 Schools 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 State of California Department of Education.
- 5.0 Students are instructed and expected to be at the bus stop 5 minutes prior to the arrival of the school bus.
- 6.0 Students who need to cross the street for the bus stop will be escorted by the driver in accordance with California Vehicle Code Section 22112.
- 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 in accordance with California Vehicle Code Section 22112. 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 Transitional Kindergarten (TK) through and including 8<sup>th</sup> grade will receive instructions in emergency evacuation procedures using emergency doors on the school bus.
- 10.0 All students in TK through and including 12 grade 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) and 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 that a parent, guardian care provider, or a sibling of a responsible age is present when the bus arrives. The bus driver will not allow the student to disembark without someone present to pick them up and will instead drive the student back to their school's administration office.

The parent, guardian, or other person authorized to pick up the student from their school will be responsible for retrieving the student from their school's administration office.

### **Boarding School Busses**

The bus driver will immediately notify the school of any school bus rider who refuses to board the school bus to or from school. (Amended February 2009.)

Students may only board school busses 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 student is at the bus stop **PRIOR** to the designated pick up time. (California Highway Patrol and Board of Education Regulations, amended 2011.)

### **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, or 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 the 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. Students are required to sit in their assigned seat.
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.

### **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](http://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.

### **Bus Conduct Report Actions and Recommendations**

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| 1 <sup>st</sup> Notice: Warning— Parent Signature  | (Verbal Warning)                                   |
| 2 <sup>nd</sup> Notice: Warning — Parent Signature | (Meeting with Public Services Director and Driver) |
| 3 <sup>rd</sup> Notice: Referral to Principal      | (3 Day Suspension)                                 |
| 4 <sup>th</sup> Notice: Referral to Principal      | (2 week Suspension)                                |
| 5 <sup>th</sup> 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 Pubic 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.

**WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE**

I, \_\_\_\_\_ (FULL NAME OF STUDENT OR PARENT/GUARDIAN IF UNDER 18), fully understand that my/my student's participation in the School Bus Transportation program (hereinafter "this program") exposes me/my student to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating/enrolling my student in this program and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Irwindale for any injury, death or damage to or loss of personal property arising out of, or in connection with, my/my student's participation in this program from whatever cause, including the active or passive negligence of myself, my student or any other participants in this program. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in this program, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Irwindale from any and all claims, demands actions or suits arising out of or in connection with my/my student's participation in the bus transportation.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Student/Parent or Guardian (If under age 18)

**DECLARATION**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify and hold harmless the \* City of Irwindale from and against any and all Claims resulting from, incident to, or arising out of Minor's participation in this program, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent/Legal Guardian Printed Name of Parent/Legal Guardian

On behalf of (name of student(s): \_\_\_\_\_