



Tehachapi Unified School District

Transportation Department

General Bus Information

General Rules of Conduct at School Bus Loading/Unloading Zones

1. Arrive at your stop at least 5 minutes before the bus is scheduled to arrive.
2. Route times indicate when the bus leaves the stop.
3. Students are prohibited from using a bus stop other than the one designated on their bus pass.
4. Students must wait in an orderly manner, and watch for the bus.
5. Fighting, horseplay, and vandalism are prohibited at the bus stop.
6. Stand back until the bus door opens, it is dangerous to approach a bus that is still rolling.
7. Use the handrail as you enter the bus. Students are to load and unload in a single file. Don't push or crowd.
8. Watch your step; don't jump to the curb. Step onto the pavement or sidewalk at least 10 steps away from the bus, and remember not to run.
9. Students must not wear headphones or earbuds while loading and unloading.
10. Students boarding or disembarking at a stop other than their designated stop will be issued a bus conduct report.

Student Escort/Red Light Crossing Instructions

1. You are now within one of the most dangerous environments; do not assume any vehicle will stop.
2. Students in Pre-K through 8th grade who must cross the street shall be escorted by the driver.
3. Pupils remain seated until the bus comes to a complete stop.
4. When traffic has stopped in both directions the driver will verbally tell you to walk across the roadway.
5. The pupils need to cross the roadway between the driver and the front of the bus, never behind the school bus driver or the rear of the bus.
6. Exit to the curb or sidewalk; do not run back across the street.
7. Students in grades 9th through 12th must make eye contact with the driver and wait for the drivers and wait for the driver's signal before crossing. Students must cross in front of the bus. The driver may escort students from 9th through 12th.
8. Get off the bus only at the designated stop and go directly home. Do not talk to strangers or accept rides.

School Bus Danger Zones

Even though there are mirrors, the driver can't see people close to the bus. Follow the safety plan listed below;

1. Line up when you see the bus coming
2. Stand back 12 feet and wait until the door opens before you approach the bus
3. Board the bus and find your seat, do not push or crowd, and use the handrails.

Walking to and from the Bus Stop

1. Wake up in plenty of time and arrive 5 minutes before the bus is due to arrive.
2. Listen to the weather forecast and dress appropriately. Also, check for delays and closures during inclement weather
3. Don't let little kids or pets follow you to the bus stop
4. Keep off of homeowners' lawns. Students shall be respectful of other people's property.
5. Use sidewalks and crosswalks when walking to and from bus stops.
6. Students must go directly home from the bus stop.

School Bus Evacuation Drills

All pupils in pre-kindergarten, kindergarten, and grades 1 through 8 inclusive, in public or private schools who are transported in a school bus or school activity bus, shall receive instruction in school bus emergency procedures and passenger safety. At least once in each school year, the evacuation drill shall include instruction on the following:

1. Proper loading and unloading procedures, including an escort by the driver
2. Proper passenger conduct
3. Location of emergency equipment and exits
4. As part of the instruction, pupils shall evacuate through an emergency exit

School Bus Evacuation Instructions for Activity Trips

Before departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes but is not limited to, the location of emergency exits, and the location and use of emergency equipment. Instruction also may include the responsibilities of passengers seated next to an emergency exit.

Activity Trips

Schools shall provide at least 1 adult chaperone to accompany pupils on each activity/field trip bus. Students are expected to follow the bus rules given to them during the Evacuation Instructions. If transporting extra equipment, nothing should extend above the seatback. Windows, aisles, and emergency exits shall not be blocked.

Child Safety Alert Systems

A child safety alert system is a device located at the interior rear of the school bus that requires the driver to manually contact the device before exiting the school bus.

After each run and before the driver exits the bus, the driver is required to physically walk to the rear of the bus checking each row to ensure there are NO STUDENTS still aboard. Drivers are to press the Child Check button to deactivate the system. These procedures shall also be follow for Activity Trips.

Bus Pass Rules

1. Students must obtain a valid school bus pass to utilize home-to-school bus transportation. Students **MUST** show the bus pass each time they board the bus. Students who do not have a valid bus pass will not be transported and will have parents called for pick-up. Temporary passes are not available.
2. Parents are advised that the Tehachapi Unified School District has the authority to add and remove students from routes with a waitlist. Student bus pass holders who miss **10 consecutive** school days without advance notice to the Tehachapi Unified School District Transportation Department may be placed on the waitlist to accommodate other riders when necessary
3. Your student must be registered in school and transportation under the same name.
4. If you are making a transportation request related to a student's Individual Education Program (IEP, please call the Transportation Department 661-822-2115
5. Bus stops will be assigned to the nearest stop safest to walk to for the address above. Only one stop can be assigned per student. Emergency bus passes are not available.
6. Parents are advised that the District does not supervise bus stops and that the District is not responsible for the control and conduct of students at bus stops. Parents are encouraged to supervise their children until they are safe aboard the school bus.
7. Parents and students are charged with the custodial responsibility of the bus passes and are expected to safeguard them accordingly. The district assumes no responsibility for lost, stolen, or damaged passes. Lost, stolen, or damaged passes will be replaced for \$10.00. Some exceptions may apply.
8. A parent or designee must pick up all kindergarten students.
9. Parents are advised that students must present a valid pass for each trip. Failure to do so may result in refusal of transportation to any student. Parents are encouraged to review the Bus Rules and General Information Guidelines with their children and the student understands their responsibility.
10. Parents are advised that school buses equipped with seatbelts require their student **MUST** wear their seatbelts at all times.

To ensure the safety of all students and employees your child's bus is equipped with video/audio surveillance.