



TRANSPORTATION DEPARTMENT HANDBOOK FOR SCHOOL SITES

2023 - 2024



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ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 W. Collins Ave., Orange, CA 92867

Bus Pass Office: 714-538-8295 / Business Office: 714-997-6244

INTRODUCTION FROM THE DIRECTOR OF TRANSPORTATION

August 1, 2023

To: Principals & Administrative Staff

From: Christina Celeste-Russo, Director of Transportation

Re: Transportation Handbook for School Sites

Welcome to the 2023–2024 school year! This handbook was designed to assist you with doing business with the Transportation Department. If you cannot find what you are looking for, please contact us.

In addition to home-to-school/school-to-home transportation for students, we also provide field/sport/activity trip services. You can request field/sport/activity trips on-line.

Our trip fees are:

Monday thru Friday \$55.00 per hour with a two (2) hour minimum

Sat, Sun and Holidays \$65.00 per hour with a four (4) hour minimum (includes Grad night)

OUSD school buses are the most economical way for your school to travel and our District bus drivers consider themselves part of your school's team while providing you with excellent service.

Nevertheless, if you prefer a private charter bus to a District school bus for your trip, Sharon Breland, our Field Trip Dispatcher, will schedule it with a Transportation Department approved charter company who is properly insured. There is an additional \$50.00 per trip charge for this service. The day of the chartered trip, the Transportation Department may send a State Certified Driver Instructor to make certain the charter bus passes a safety inspection and the bus driver has the proper credentials. Sharon also provides the OUSD Security Department with a list of all after hours/weekend/holiday trips so students are always accounted for. This would also apply to trips/activities in limousines.

Please encourage your school's qualifying students to ride our school buses. They qualify based on the distance they live from your school site. Remember, school bus transportation remains *THE* safest mode of ground transportation, and increased ridership on the bus will help with traffic flow in your school's parking lot.

Finally, the Transportation Department is available to speak to your parent groups, and our Training Department Team can come to your school and give a safety presentation to your students; Pre-K and Kinder students love this! If you would like to meet with staff members of the Transportation Team, please contact us. In addition, we would love to have you visit us at our site at MOT on Collins Avenue; let us know when you can come over.

If you have any questions, feel free to contact us.



DEPARTMENT ORGANIZATIONAL CHART





STAFF - AREAS OF RESPONSIBILITY & CONTACT INFO

Management Staff	Responsibilities	Contact Information
Christina Celeste-Russo Director of Transportation and Mechanical Services	Oversees the Transportation and Vehicle Maintenance Departments	714-997-6244 cceleste@orangeusd.org
Omar Dena Transportation Manager	Supervises Reg. Ed. employees; Oversees Safety & Training; Checks Bus Stops; Community Interaction; Employee Hiring; Discipline; etc.	714-997-6244 odena@orangeusd.org
Roxanne Rippy-Carlsten Transportation Supervisor	Supervises Sp. Ed. employees; Oversees Dispatch; Checks Bus Stops; Community Interaction; Employee Hiring; Discipline; etc.	714-997-6244 rrippycarlsten@orangeusd.org
Erik Marquez Transportation Field Supervisor	Field Supervision, School Site Liaison, In charge of Sp. Ed. for Dept.; Routes & Schedules Sp. Ed.; Driver Assignments	714-997-6244 emarquez@orangeusd.org
Mario Garcia Vehicle Maint. Supervisor	Bus Garage; Vehicle Maintenance; BIT Program; Smog Program; Ordering; Billing; Employee Hiring; Discipline; etc.	714-997-6196 mogarcia@orangeusd.org
Sharon Breland Senior Router / Dispatcher	Schedules; Field Trips, Routes Gen. Ed.; Interacts with Drivers	714-997-6357 sbreland@orangeusd.org
Alejandra (Alley) Avila Router / Dispatcher	Schedules; Routes & Assists Sp. Ed.; Interacts with Drivers	714-997-6358 aavila@orangeusd.org
OPEN Router / Dispatcher	Schedules; Routes Gen. Ed.; Interacts with Drivers	714-997-6357
OPEN Router / Dispatcher	Schedules; Routes Sp. Ed.; Interacts with Drivers	714-997-6358
Richard Avila Training Supervisor	Supervises Safety & Training; Evacuation Drills; Accidents; Driver Records	714-516-2742 ravila@orangeusd.org
Classified Staff		
Laurie Rhode Administrative Secretary	Secretary to Director; Purchase Orders; Billing	714-997-6244 lrhode@orangeusd.org
Kim Ayers Senior Account Clerk	Supervises Bus Pass Office; Bus Pass Banking; Refunds; Correspondence; Payroll	714-538-8295 kayers@orangeusd.org
Robert Garrido Senior Staff Clerk	Bus Passes; Emergency Bus Passes; Customer Service	714-538-8295 rgarridojr@orangeusd.org
Briahna Resendiz Staff/School Clerk	Assists in the Dispatch Office with Routing	714-997-6358 bresendiz@orangeusd.org
Danny Kim Vehicle Maint. Foreman	Assists the Vehicle Maint. Supervisor; Assists in monitoring preventive maintenance; Shop Safety	714-628-5313 dkim@orangeusd.org
Maricruz Garcia Veh. Maint. Services Staff Assist.	Assists the Vehicle Maint. Supervisor; parts; receiving; correspondence; etc.	714-628-5313 maricruz.garcia@orangeusd.org



TRANSPORTATION SAFETY PLAN - The Five Requirements of Ed. Code 39831.3

1. Determining if pupils require escort to cross a highway or private road upon which the school bus is stopped.
 - a. Pupils loading/unloading at their bus stop for home-to-school/school-to-home transportation.
 - i. Transportation Department leadership and/or bus pass office staff will determine if a pupil requires escort based on (1) the pupil's address, (2) the parent/guardian chosen bus stop, and (3) VC 22112.
 - b. Pupils loading/unloading during school activity trips.
 - i. The school bus driver will determine if students require escort per VC 22112.
2. Procedures for pupils to follow as they board and exit the appropriate school bus at the pupil's school bus stop.
 - a. Boarding the school bus.
 - i. Pupils will not move toward the bus until the entrance door opens.
 - Should the driver be required to escort pupils, other pupils will not move toward the bus until directed by the driver.
 - ii. Pupils will enter the bus in an orderly manner.
 - iii. Pupils will use the handrail(s) as they ascend the bus step well.
 - iv. Pupils will show/scan their bus pass.
 - v. Pupils will go directly to their seats.
 - vi. Pupils will sit facing forward with their legs in front of them.
 - vii. Pupils will use child safety restraint systems (CSRS)/seatbelts if the bus is equipped.
 - Pupils will request bus driver assistance for proper use, if necessary.
 - The bus driver assists per pupils' needs.
 - b. Exiting the school bus.
 - i. Pupils will remain properly seated until the bus comes to a complete stop and the door is opened.
 - ii. Pupils will remove and properly place CSRS/seatbelts (with driver assistance, if necessary).
 - iii. Pupils will move toward the front of the bus in an orderly manner.
 - iv. Should the bus driver be unaware - pupils requiring escort will notify the driver.
 - v. Pupils will use the handrail(s) as they descend the bus step well.
 - vi. Upon exiting the bus, pupils will immediately move out of the "Danger Zone" to the right front, right, or right rear of the bus, except that pupils requiring escort will follow the bus driver's instruction to cross the highway or private road.
 - vii. Pupils shall not attempt to return to the bus without first getting the attention of the bus driver.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

(Transportation Safety Plan cont.)

3. Procedures for boarding and exiting a school bus at a school or other trip destination.
 - a. Boarding the school bus.
 - i. Pupils will enter the bus in an orderly manner.
 - ii. Pupils will use the handrail(s) as they ascend the bus step well.
 - iii. Pupils will show/scan their bus pass unless boarding for an activity trip.
 - iv. Pupils will go directly to their seats.
 - v. Pupils will sit facing forward with their legs in front of them.
 - vi. Pupils will use child safety restraint systems (CSRS)/seatbelts if the bus is equipped.
 - vii. Pupils will request bus driver assistance for proper use, if necessary.
 - viii. Bus driver assists per pupils' needs.
 - b. Exiting the school bus.
 - i. Pupils will remain properly seated until the bus comes to a complete stop and the door is opened.
 - ii. Pupils will remove and properly place CSRS/seatbelts (with driver assistance, if necessary).
 - iii. Pupils will move toward the front of the bus in an orderly manner.
 - iv. Pupils will use the handrail(s) as they descend the bus step well.
 - v. Upon exiting the bus, pupils will immediately move out of the bus "Danger Zone" to the right front, right, or right rear of the bus, except that pupils requiring escort will follow the bus driver's instructions to cross the highway or private road.
4. Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.
 - a. Prior to leaving the immediate vicinity of a school bus, school pupil activity bus, or youth bus; the driver will walk the entire length of the bus systematically checking the interior of the bus, including under the seats and any compartments large enough to contain a pupil, before exiting the bus.
 - i. Paragraph (4)(a) does not apply to a school bus driver engaged in escorting students.
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity (SPAB) bus.
 - a. District and/or school site administrators shall designate District employees and/or non-District employees as adult chaperones to accompany pupils on a SPAB bus.
 - b. Standards for non-District employee adult chaperones:
 - i. Non-District employees serving as adult chaperones on a SPAB bus must meet qualifications for a Volunteer Assistant and have a Volunteer Assistance Request form on file with the District.



FIELD / SPORT / ACTIVITY TRIP INFORMATION

Field/Sport/Activity Trip Transportation Charges

\$55.00 per hour (2 hr. minimum, Monday thru Friday)

\$65.00 per hour (4 hr. minimum, Saturday, Sunday & Holidays) (Including Grad Nights)

Internet Based Trip Requests

Field, sport, and activity trip requests can be completed online through the TransTraks system. If you need a log in name and password to use this system, please contact Sharon Breland to set this up. If you are having trouble using the system and she is not available, fill-out the Trip Request / Billing Information form available in the OUSD staff portal, then send it via email or mail.

You can log into TransTraks to see your upcoming trips. If you do not see a trip you have requested on the list, please call.

Placing a Request

It is never too early to send in your request. Trips are booked on a first come-first served basis. It is important to remember there are "busy seasons" in Transportation and our department can be booked solid months in advance.

District policy states we must receive field/sport/activity trip requests at least 10 working days in advance. If we do not receive trip requests in this time frame, there is no guarantee we will be able to accommodate your request.

Trip Request Information

State the correct number of passengers for your trip - include students, teachers, AND other adults.

Correct times for your trip are crucial. If you are not sure how long it takes to get somewhere (consider time of day, traffic, etc), call for assistance.

"Leave school" and/or "depart destination" times, are expected to be kept. When they are not, it can negatively impact other trips and/or home-to-school routes. Should your group want to stay at a destination a little longer, contact Dispatch as soon as possible. We will try to work with you; however, this may not always be possible.

All fees associated with the trip, such as parking, toll road, etc., are the responsibility of the group leader. Fees are not paid by the bus driver.

Eating and drinking are not allowed on the bus at any time.

If your group leaves a mess on the bus, you will be charged for the time it takes to clean the mess.

Outdoor Ed. / Science School

We limit the passenger count per bus to 40 in order to accommodate passengers and luggage.

Contact us to discuss special accommodations or circumstances.

Luggage - maximum weight for a piece of luggage is 40 lbs.



(cont. FIELD / SPORT / ACTIVITY TRIP INFORMATION)

Sports Trips

When filling out the trip request form, input the actual location where your team is playing as the destination. For example, if your team is playing Saddleback H.S. at Memorial Park, enter Memorial Park as the destination - not Saddleback H.S.

Since most schools have specific bus drop-off locations, should there be a special drop-off location for an individual sport (baseball drop off might be in back of the school) put the name of the school as the destination and then the special drop-off location in the notes.

Buses are to depart from schools based on trip request times. Coaches, be they school staff or "walk-on," must be on-time to make this happen. Adjustments to scheduled times must be communicated as soon as possible.

Coaches are responsible for control of the group. Safety is the bus driver's first concern. Therefore, the bus driver will expect full cooperation from coaches when it comes to the safety of the group.

Cleats are NEVER to be worn on the bus.

Eating and drinking are not allowed on the bus at any time. This includes chewing tobacco, sunflower seeds, nutrition bars, candy, etc.

Sports Trips Times

Coaches need to verify the return time with the driver who *takes* them.

Should a coach desire an earlier return time than what was scheduled, inform the take driver who will then inform dispatch (the coach can also contact dispatch). We will do our best to accommodate your request.

Dispatchers are available from 5:00 a.m. to 5:30 p.m.

If a group finishes early and wishes to be picked up early, call Dispatch. If it is "after hours," call Security at (714) 997-6396. We will do our best to accommodate your request.

If your bus is not at the site at the scheduled return time, call Dispatch. If it is "after hours," call Security at (714) 997-6396.

If your group has a TBA for a following day, you can call Dispatch that following morning, or leave a message on the answering machine. Messages are checked first thing in the morning. Call (714) 997-6357 or (714) 997-6358.

If you are calling in "after hours" prior to a weekend or holiday trip, call Security and give them the times. Security will contact the driver and give her/him your trip times.

If you have a TBA for a weekend or a holiday trip, and Security has not received the times by 10:00 p.m. on the day before the trip, we will consider it a cancellation.

If you have an "after hours" emergency, call Security at (714) 997-6396.

If you have questions or concerns, contact the Field Trip Dispatcher at (714) 997-6357, or District extension 5303.



BUS PASS OFFICE

Senior Staff Clerk, Robert Garrido, and Senior Account Clerk, Kim Ayers are in charge of the Bus Pass Office. The Bus Pass Office sells, processes, and prints bus passes for students who ride district buses to and from school, both for regular education students and for students with special needs. In addition, they process bus pass refunds, and oversee the use of Emergency Bus Passes issued at school sites.

Below is a list of documents used in the Bus Pass Office. These documents can be found in the appendix:

- Letter to Parents/Guardians from the Director of Transportation.
 - Bus Pass Information.
 - Bus Pass Applications - English & Spanish.
 - Gross Income Eligibility Chart for bus pass pricing.
 - School Bus Transportation Information - tri-fold (includes: Bus Conduct Regulations / Bus Discipline Procedures / Frequently Asked Questions (FAQs) / Danger Zones info / Price Chart).
 - Emergency Bus Pass Information.
-

SPECIAL EDUCATION

Transporting students with special needs can require a high degree of coordination between the dispatchers who receive the initial information and the school bus drivers who actually transport the students to school in the morning and home in the afternoon. The dispatchers who keep everything running smoothly in the Transportation Department are Erik Marquez and Alejandra (Alley) Avila.

Below is a list of documents used in the Special Education Transportation Office. These documents can be found in the appendix:

- Quick Reference Guide for Special Education Transportation.
 - Student Release / Important Information form - English & Spanish.
-

SAFETY & TRAINING

The primary goal of the Training Department is to provide the most up-to-date instruction on all laws and regulations, behind-the-wheel training, and hands-on equipment training to ensure all students receive the safest school bus transportation possible.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

(cont. SAFETY & TRAINING)

In addition to training, the Training Department serves the Orange Unified School District by:

- Ensuring OUSD school bus drivers' records are up-to-date and in compliance.
- Assists in resolving student discipline problems on school buses, and at designated loading/unloading locations.
- Investigates all school bus accidents and incidents.
- Assists in determining the safest means of transporting OUSD students with special needs.
- Inspects buses and driver credentials when outside agencies are contracted to transport OUSD students in order to make certain they meet all legal requirements.
- Other duties listed below.

Contact Information (To leave a voice message, call 714-516-2742)

Omar Dena	Transportation Manager (oversees Training Dept.)	714-997-6244 odena@orangeusd.org
Richard Avila	Transportation Training Supervisor	ext.: 5635 ravila@orangeusd.org
Irma Garcia	School Bus Driver/Instructor	ext.: 5316 igarcia@orangeusd.org
OPEN	School Bus Driver/Instructor	ext.: 5634
OPEN	School Bus Driver/Instructor	ext.: 5310

The Yearly Bus Evacuation Drill (see appendix for the current Evacuation Drill schedule/calendar)

Evacuation drills are scheduled for the months of August, September, October, and November.

The evacuation drill simulates what might take place in an actual emergency. It may be repeated during the school year should the driver, or Training Department, believe it would be in the best interest of the students being transported.

Evacuation drills are conducted through a floor level emergency exit.

Accommodations may be made for students with special needs.

State and Federal Regulations governing school bus driver training and pupil transportation:

Specialized Vehicle Driver Training Courses / CA Ed. Code 40081.

- The California Department of Education, Office of School Transportation, with the advice and assistance of the Department of Motor Vehicles and the Department of the California Highway Patrol, develop and approve courses for training school bus drivers. These courses provide school bus drivers with the skills and knowledge necessary to prepare them for certification pursuant to Sections 12517, 12519, and 12804.6 of the California Vehicle Code.
- All courses of study and training activities are approved by the California Department of Education and given by, or in the presence of, an instructor in possession of a valid school bus driver instructor certificate of the appropriate class.

Minimum Course Work for Driver Certification / CA Ed. Code 40082.

- Every school bus driver must successfully complete a minimum 40-hour of course instruction.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

(cont. SAFETY & TRAINING)

The course shall include at least 20 hours of classroom instruction* in, but not limited to, all units of the Instructor's Manual for California's Bus Driver's Training Course.

The course shall also include at least 20 hours of behind-the-wheel training* in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course.

***O.U.S.D. School Bus Driver Training Statistics:**

Average classroom instruction hours – 32

Average behind-the-wheel training hours - 25

Qualifications for School Bus Drivers / CA Vehicle Codes 12517, 12517.2, 12517.3, 12522.

1. A Class A or B license endorsed for school bus and passenger transportation.
2. A California Special Driver Certificate (School Bus) validated by the CHP.
3. A report of medical examination renewed at least every two years (if not sooner).
4. Passing an examination on first aid practices every five years (if not sooner), and/or certification of attending and passing a first aid training program every two years (if not sooner).
5. Department of Justice Fingerprint clearance through CHP and Orange Unified School District.

Driving Proficiency / 13 California Code of Regulations 1229.

All school bus drivers must demonstrate they are capable of safely operating each different type of school bus before driving such bus on a highway unsupervised. This includes the driver demonstrating (s)he is capable of operating all equipment (wheelchair lifts, tie-downs, and all child safety restraint systems) necessary for safe transportation of students.

Drug & Alcohol Testing for Commercial Drivers / 49 Code of Federal Regulations, Part 382.

Pass pre-employment drug tests, reasonable suspicion tests, and random drug & alcohol tests.

School Bus Certificate Renewal Training Requirements / CA Ed. Code 40085.

1. School bus drivers seeking to renew their CA Special Driver Certificate (School Bus) must successfully complete at least 10 hours of certified training during each 12 months of certificate validity.
2. During the last 12 months of the special driver certificate validity, the 10 hours required shall consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency procedures, passenger loading and unloading, and the inspection procedures pursuant to paragraph (4) of subdivision (a) of Section 39831.3.
3. Failure to successfully complete the required training, during any 12 month period of certificate validity is cause for the Department of Motor Vehicles to cancel the bus driver certificate.

Authority of the Driver / 5 California Code of Regulations 14103.

(a) Pupils transported in a school bus or in a school pupil activity 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, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver



(cont. SAFETY & TRAINING)

shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

- (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

(This information is also in the OUSD Parent/Student Handbook.)

Ejection of Pupils / 13 California Code of Regulations 1217 (i).

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 school.

Definition of School Bus Accident / CA Vehicle Code 12517.1.

- (a) A school bus accident means any of the following:

- (1) A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000) or personal injury, on public or private property, and involving a school bus transporting a pupil.
- (2) A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 2212, or when the school bus is stopped for the purpose of loading or unloading pupils.
- (3) Injury of a pupil inside the school bus as a result of acceleration, deceleration, or other movement of the vehicle.

- (b) The Department of the California Highway Patrol shall investigate all school bus accidents.

Instruction in School Bus Emergency Procedures & Passenger Safety / CA Ed. Code 39831.5.

- (a) All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools and superintendent of school district, shall ensure that the instruction is provided as follows:

- (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus and who are in pre-kindergarten, kindergarten, and grades 1 to 6, shall be provided with written information on school bus safety. The information shall include, but not limited to, all of the following:
 - (A) A list of school bus stops near each pupils home.
 - (B) General rules of conduct at school bus loading zones.
 - (C) Red light crossing instructions.
 - (D) School bus danger zone.
 - (E) Walking to and from school bus stops.



(cont. SAFETY & TRAINING)

- (2) At least once each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include the responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors.*
- (3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:
 - (A) Proper fastening and release of the passenger restraint system.
 - (B) Acceptable placement of passenger restraint systems on pupils.
 - (C) Times at which the passenger restraint systems should be fastened and released.
 - (D) Acceptable placement of the passenger restraint systems when not in use.
- (4) Prior to departure on a school activity trip, all pupils riding on a school bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and the location and use of emergency equipment. Instruction may also include the responsibilities of passengers seated next to an emergency exit.
- (b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:
 - (1) Name of school district.
 - (2) Name and location of school.
 - (3) Date of instruction.
 - (4) Names of supervising adults.
 - (5) Number of pupils participating.
 - (6) Grade levels of pupils.
 - (7) Subjects covered in instruction.
 - (8) Amount of time taken for instruction.
 - (9) Bus driver's name.
 - (10) Bus number.
 - (11) Additional remarks.

The information recorded shall remain on file for one year from the date of instruction and shall be subject to inspection by the California Highway Patrol.



(cont. SAFETY & TRAINING)

***Additional Instruction in School Bus Emergency Procedures & Passenger Safety**

In addition to the requirements for Instruction in School Bus Emergency Procedures and Passenger Safety mandated by CA Ed. Code 39831.5., O.U.S.D. bus drivers provide students who are transported “home-to-school” the following instruction:

- 1) Review the “School Bus Rules” posted in the school bus.
 - 2) Location of all emergency equipment and instruction on the proper use of fire extinguishers.
 - 3) Location of and method of calling for assistance on the Two-way Radio.
 - 4) Location and method of using the Parking Brake to stop and secure the bus in an emergency.
 - 5) Emergency Exits
 - Location and how to open.
 - Choosing the safest exit to use in an emergency situation.
 - Safe exiting procedures.
 - 6) Where to go and what to do once the bus is evacuated.
-

VEHICLE MAINTENANCE

The O.U.S.D. Vehicle Maintenance Department, lead by Supervisor, Mario Garcia, is charged with maintaining all District vehicles including school buses and “white” fleet vehicles.

The seven heavy-duty technicians in the department each have numerous certifications required of those who service the vehicles transporting the world’s most precious cargo – our school children.

The 119 District school buses require periodic preventative maintenance inspections every 45 days or 3,000 miles whichever comes first. These inspections can then lead to oil changes; tire changes; seat repairs; brake adjustments and replacements; valve adjustments; engine, transmission, and differential replacements; etc.

Additionally, the California Highway Patrol inspects all school buses and department records pertaining to the maintenance of the school buses annually.

The 167 vehicle white fleet includes food service department, warehouse department, and maintenance department trucks and vans; grounds crew trucks and equipment; adaptive P.E. vans; all the way down to the golf carts used at school sites. The Vehicle Maintenance performs a 100-point check once every three months on the vast majority of these vehicles, and as with the school buses, performs the work necessary to keep this fleet running.

Copies of service, repair, and fuel bills are sent out to various departments and school sites at the beginning of each month for charges due to the Vehicle Maintenance Department.



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Department Personnel, Responsibilities, and Contact Information

Christina Celeste-Russo, Director
Transportation & Vehicle Maintenance
Departments Oversight
714-997-6244 / cceleste@orangeusd.org

Omar Dena, Manager
Assists Director; Regular Education; Oversees
Training Supervisor; Checks Bus Stops;
Community Interaction; Employee Matters
714-997-6244 / odena@orangeusd.org

Roxanne Rippy-Carlsten, Supervisor
Assists Director; Special Education; Oversees
Dispatch Office; NCLB; McKinney Vento;
Community Interaction; Employee Matters
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Mario Garcia, Vehicle Maintenance Supervisor
School Bus & District Vehicle Maintenance;
Assists M&O w/Bit Program; Smog Program;
Ordering & Billing; Reports; Employee Matters
714-997-6196 / mogarcia@orangeusd.org

Erik Marquez, Trans. Field Supervisor
Field Supervision, School Site Liaison, In charge
of Sp. Ed. for Dept.; Routes & Schedules Sp.
Ed.; Driver Assignments
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Richard Avila, Training Supervisor
Oversees Safety & Training Department,
Evacuation Drills; Driver Training; Proficiencies
& Records; Checks Bus Stops; Accident
Investigation; Community Interaction
714-997-6357 / ravila@orangeusd.org

Sharon Breland, Senior Dispatcher
Routes & Schedules Home-to-School;
Schedules Field Trips & Billing, Driver
Assignments; Checks Bus Stops
714-997-6357 / sbreland@orangeusd.org

Dept. Personnel (continued)

Alejandra (Alley) Avila, Router / Dispatcher
Routes & Schedules Special Education;
Driver Assignments
714-997-6358 / aavila@orangeusd.org

OPEN, Router / Dispatcher
Schedules Sp. Ed. Routes & Schedules; Driver Assignments
714-997-6357

OPEN, Router / Dispatcher
Schedules Field Trips; Field Trip Billing; Routing; Bus Stops;
Driver Assignments
714-997-6358

Laurie Rhode, Secretary
Secretary to Director; Payroll; Purchase Orders; Field Trip
Billing; Correspondence
714-997-6244 / lrhode@orangeusd.org

Kim Ayers, Senior Account Clerk
Bus Pass Office; Bus Pass Banking/Accounting/Refunds; Payroll;
Correspondence
714-538-8295 / kayers@orangeusd.org

Robert Garrido, Senior Staff Clerk
Bus Pass Office; Bus Pass Customer Service; Correspondence
714-538-8295 / rgarridojr@orangeusd.org

Briahna Resendiz, Staff/School Clerk
Assists in the Dispatch Office with Routing; Community
Interaction
714-997-6357 / bresendiz@orangeusd.org

Safety & Training Department
3 Instructors / Call this # when Training Supervisor cannot be
reached. 714-516-2742

Orange Unified Security Department
Security can be called after regular business hours, on
weekends and holidays if you have Trans. Dept. / bus concerns.
714-628-4573 / 714-997-6396

Available for Parents - Z Pass

Students scan their bus pass when they board
or leave the bus and parents are able to track
this information.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

Quick Reference Guide (revised 7/23)



*OUSD Transportation Department
726 W. Collins Ave., Orange, CA 92867*

TRANSPORTATION SAFETY PLAN

The OUSD Transportation Safety Plan is in compliance with CA Ed. Code 39831.3 and can be found in the Trans. Handbook for School Sites. It contains: (1) determining if pupils require escort to cross a highway or private road, (2) procedures for pupils to follow as they board and exit the bus at a bus stop, (3) procedures for boarding and exiting a bus at a school or trip destination, (4) procedures to ensure a pupil is not left unattended on a bus, (5) procedures and standards for designating a chaperone on a School Pupil Activity Bus (#5 applies when pupils are not transported on a District bus).

FIELD / SPORT / ACTIVITY TRIPS

Dispatcher, Sharon Breland, handles trip requests. Requests are submitted online at: triprequest.transtaks.com. For assistance with this system, contact Sharon. Make your requests as early as possible, yet never less than 10 working days in advance. For more information see the Transportation Handbook for School Sites / Field Trips.

CHARTERED TRIPS: When trips are scheduled with, or covered by, outside companies, a member of the Training Department may come out to inspect the bus(es) and driver(s) credentials to make certain they meet all legal requirements.

LIMOUSINES: School sites contracting with limo companies, or with promotional companies offering limo prizes, must ensure legal requirements are met. Information is in the handbook. However, contact our department to schedule a Trainer to come out on the day of the activity to ensure the limo and driver can legally transport your students.

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS FOR DISTRICT ACTIVITIES/EVENTS: District employees and/or volunteers (other than District school bus drivers in District school buses) who transport students must have the OUSD School Driver Certification Form on file with the Risk Management Office at least two weeks before

BUS PASSES

Students are required to possess a bus pass before boarding the bus for home-to-school, or school-to-home transportation. Bus passes are obtained from the bus pass office at the MOT site. Lost or stolen passes must be replaced and *may* require a \$10 processing fee.

EMERGENCY BUS PASSES: School sites issue green emergency bus passes to students with valid bus passes who may have lost/misplaced their pass. These are ONE-TIME passes issued with the student's current, assigned bus stop noted on the pass. Lists with students' assigned bus stops are updated and sent to school sites monthly. Call the Bus Pass Office for students not on the list.

NOTE: Emergency bus passes are never issued to students wishing to ride the bus with a friend, or to students whose parents cannot pick them up from school.

GETTING OFF BUS AT UNASSIGNED BUS STOPS: Students with bus passes who wish to get off the bus at a location other than their assigned stop must have received preapproval from the Transportation Department. Parents must contact the Transportation Department and receive the approval prior to the students boarding the bus.

SCHOOL BUS CONDUCT REPORTS

Bus Conduct Reports may be issued to pupils who: violate the bus rules, impair the safe driving of the school bus, or compromise their safety, or the safety, well-being, and/or respect of others.

Drivers fill out the Bus Conduct Report form and submit copies to school administration.

School administration takes appropriate action, notes it on the form, and sends copies to the Transportation Department.

The Transportation Department administration, as well as the Training Department, is happy to assist in resolving issues. Digital Video Recorders (DVRs) are installed on all buses, and recordings often provide useful information.

SAFETY & TRAINING

School bus transportation remains the safest mode of transportation on the road - safer than even parental transportation. School bus driver training, as well as safety instruction to students who ride buses contributes to this fact.

SCHOOL BUS EVACUATION DRILLS: CA Ed. Code requires all pupils who receive home-to-school transportation receive safety instruction which includes evacuation practice. Schedules for school-site bus evacuation drills are sent out annually. Contact the Training Department if you have questions.

SCHOOL BUS DRIVER TRAINING: School bus drivers receive Federal and State mandated extensive training in current laws, regulations, and behind-the-wheel practices; more so than any other licensed driver on the road.

AUTHORITY OF THE DRIVER: All bus riders, including teachers and district staff, should know Title 5 of the CA Code of Regulations states: "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 ..."

SCHOOL BUS ACCIDENTS: School site staff should understand the Dept. of the CHP is required to investigate all school bus accidents. Therefore, when students are aboard buses involved in accidents, their arrival to school or home may be delayed. The Transportation Department Dispatch Staff will make every effort to notify schools and parents when this is the case.

THE TRANSPORTATION TRAINING DEPARTMENT:

The Training Department is available to assist at all school sites with anything related to the safe transportation of students. This includes: site loading/unloading area evaluation, advanced preparation for lower grade field trips, student behavior/disciplinary problems, etc.

STUDENTS WITH SPECIAL NEEDS: Transportation is a related service for many students with special needs. It is imperative the Trans. Dept. be involved with IEP transportation decisions.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 West Collins Avenue, Orange, CA 92867

Business Office: 714.997.6244 Dispatch: 714.997.6357

Training: 714.516.2742 Bus Pass: 714.538.8295

Bus Pass Information for the 2023-2024 School Year

Dear Parents/Guardians,

We in the Orange Unified School District Transportation Department welcome you to a new school year. We thank you for choosing to use the school bus to transport your children to and/or home from school. The District continues to offer a parent pay program for those who use school bus transportation.

This year, there are more options for purchasing bus passes. You can go to our website at www.orangeusd.org/buspass click on forms and follow instructions to submit your application through Informed K-12, or mail your application. You can pay for bus passes by using Informed K-12.

Please read this packet thoroughly for information and instructions regarding bus passes. A new application must be completed each school year.

Our Transportation Department is committed to the tradition of making school bus transportation the safest form of on-the-road vehicle transportation in the nation. Our entire staff; from drivers, dispatchers, trainers, bus mechanics, office personnel, and administrators, are here to serve you with the highest standards.

If you are new to our services, we hope to earn your trust for years to come. If you are returning for another year, thank you for the privilege of serving you again.

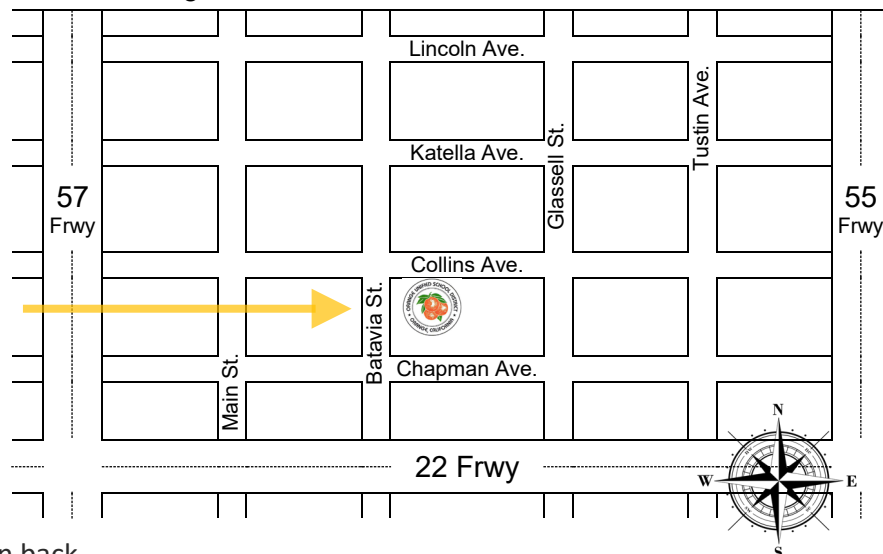
Please contact us at the numbers above, or email us at buspass@orangeusd.org, should you have questions, concerns, or suggestions. We value your trust and are here to make certain we do not lose it.

Sincerely,

Christina Celeste-Russo

Director of Transportation and Mechanical Services

The Bus Pass Office is located at 726 W. Collins Ave.,
Orange, 92867, between Glassell St. and Batavia St.



- Continued on back -



2023-2024 BUS PASS INFORMATION

General information

All students transported to and from school are required to have a bus pass in order to ride the bus. When boarding or exiting the bus, students scan the bus pass. Students must present their bus pass to the bus driver, or other district official, when requested.

Purchase Options

Annual or Semester (first semester passes expire Friday, December 15, 2023).

Round Trip or One-way (to school or from school)

Online bus pass sales begins Monday, July 3, 2023. The Bus Pass Office opens to the public on Tuesday, July 11, 2023.

Note: a) the line to purchase a bus pass becomes longer as the start-date of school approaches - plan to come in early.

b) *PLEASE* consider purchasing bus passes via OUSD website or mail.

What to Bring to the Bus Pass Office to Purchase a Bus Pass

Bus pass application form (a new application is required every school year), please fill out online prior to coming. A current wallet-size photo for each child getting a bus pass if they are new to the school.

Note: a) Your child's bus stop will be the closest/safest to your residence. Should you prefer a different bus stop, you must submit a Request to Choose a School Bus Stop Not Closest to Student's Home form.

b) Children are discouraged from coming in with parents.

Purchasing Bus Passes via OUSD website or Mail

Bus pass applications can be sent: (1) via OUSD website (put your credit card information on the application, or we can obtain the information via phone call). (2) By mail (include personal check or credit card information on application).

Mail to: Orange Unified School District / Attention: TRANSPORTATION DEPARTMENT
726 W. Collins Ave.
Orange, CA 92867

*Remember to include a current wallet-size photo

Free Purchases (available to qualifying families)

To be considered, you must bring required documents (1) the application form, (2) current wallet-size photo for each child, and (3) current "year-to-date" gross income documentation for all members of the household.

Acceptable documentation includes:

Paycheck, pension, or other stubs (Must show current year-to-date gross income) Current AFDC Notice of Action (or print-out showing past 12 mo. income) Letters from employers verifying income (Must be on business letterhead) Medi-Cal eligibility print-out from the Doctor, Pharmacy or Social Worker

(No Medi-Cal Card)

Proof of income from sources out of this area (other states, countries, etc.)

2022 Federal Income Tax Returns (2nd Semester only)

See the Gross Income Eligibility Chart for pricing information.

Evidence of child support
Proof of direct deposits of income
Savings account statements
Unemployment receipts

2022 W-2 Forms (2nd Sem. only)

Make Check / Money Order Payable to O.U.S.D. Transportation (note-there is a fee for "insufficient funds")

Replacements

OUSD is not responsible for lost, stolen, or damaged bus passes. Bus passes can be replaced.

Refunds

Pro-rated refunds are available for students who move out of the school district or change address to a residence where transportation is no longer needed. Return the bus pass and submit a Bus Pass Refund Request form. Upon approval, a refund check will be mailed. Allow four-six weeks for processing.

Refunds are not available for loss of service due to disciplinary reasons.

Bus Transportation / Bus Passes for Open Enrollment or Inter-District Transfers

As outlined in the open enrollment contract, parents must provide transportation to and from the school.

Note: Bus passes are the property of the Orange Unified School District and must be returned upon request.

Bus Passes will be collected by the bus driver on, or near, their expiration date.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT
726 W. Collins Ave., Orange, CA 92867 / Bus Pass Office: 714.538.8295 / Business Office:
714.997.6244

BUS PASS APPLICATION

For more information about purchasing bus passes (dates & times, in-person vs. electronic vs. phone in, etc.) see Transportation Department website at www.orangeusd.org/buspass

Parent / Guardian Information:		Family Size: _____
Last Name: _____	First Name: _____	Phone: _____
Address: _____	City: _____	Zip Code: _____
Email: _____	Phone: _____	Phone: _____

Student #1 (If purchasing bus passes for more than 4, use an additional application form)

Last Name: _____ First Name: _____ Student ID: _____
Date of Birth: _____ Grade: _____ School: _____
Proposed bus stop (must be nearest stop to residence): _____
Type of Bus Pass: _____

Student #2

Last Name: _____ First Name: _____ Student ID: _____
Date of Birth: _____ Grade: _____ School: _____
Proposed bus stop (must be nearest stop to residence): _____
Type of Bus Pass: _____

Student #3

Last Name: _____ First Name: _____ Student ID: _____
Date of Birth: _____ Grade: _____ School: _____
Proposed bus stop (must be nearest stop to residence): _____
Type of Bus Pass: _____

Student #4

Last Name: _____ First Name: _____ Student ID: _____
Date of Birth: _____ Grade: _____ School: _____
Proposed bus stop (must be nearest stop to residence): _____
Type of Bus Pass: _____

Reduced price bus pass must include attachment of documents to qualify. (Current medi-cal print out, current pay check stubs must show current year-to-date income, unemployment receipts, W-2 or current taxes (2nd semester only))

I have attached the required documents.

Method of Payment (select one)

Name on Card: _____ Card #: _____
CCV: _____ Exp. Date: _____

My signature certifies the information above is correct and verifiable. I understand the policies regarding bus pass purchase, expiration, replacement, revocation, and refund as stated in Transportation Department policies provided to purchasers.

Parent / Guardian Signature: _____

Date: _____



DISTRITO ESCOLAR UNIFICADO DE ORANGE DEPARTAMENTO DE TRANSPORTACIÓN
726 W. Collins Ave., Orange, CA 92867 / Oficina de pases de autobús: 714.538.8295 / Oficina General: 714.997.6244

SOLICITUD PARA PASES DE AUTOBÚS

Para obtener más información sobre la compra de pases de autobús (fechas y horario, en persona vs electrónico vs por teléfono, etc.) visite el sitio web del Departamento de Transportación. www.orangeusd.org/buspass

Información de los Padres/Tutores:		Número de miembros de la familia: _____
Apellido: _____	Primer Nombre: _____	Teléfono: _____
Dirección: _____	Ciudad: _____	Código Postal: _____
Correo Electrónico: _____	Teléfono: _____	Teléfono: _____

Información del Estudiante /Si necesita comprar más de 4 pases de autobús, utilice una solicitud adicional.		
Apellido: _____	Primer Nombre: _____	de ID del Estudiante: _____
Fecha de Nacimiento: _____	Grado: _____	Escuela: _____
Parada de Autobús propuesta (debe ser la parada más cerca a la residencia): _____		
Tipo de pase de autobús: _____		

Estudiante #2		
Apellido: _____	Primer Nombre: _____	de ID del Estudiante: _____
Fecha de Nacimiento: _____	Grado: _____	Escuela: _____
Parada de Autobús propuesta (debe ser la parada más cerca a la residencia): _____		
Tipo de pase de autobús: _____		

Estudiante #3		
Apellido: _____	Primer Nombre: _____	de ID del Estudiante: _____
Fecha de Nacimiento: _____	Grado: _____	Escuela: _____
Parada de Autobús propuesta (debe ser la parada más cerca a la residencia): _____		
Tipo de pase de autobús: _____		

Estudiante #4		
Apellido: _____	Primer Nombre: _____	de ID del Estudiante: _____
Fecha de Nacimiento: _____	Grado: _____	Escuela: _____
Parada de Autobús propuesta (debe ser la parada más cerca a la residencia): _____		
Tipo de pase de autobús: _____		

El pase de autobús de precio reducido debe incluir documentos adjuntos para calificar. (Impresión del medical actual, talones de cheques de pago actuales deben mostrar los ingresos actuales del año hasta la fecha, recibos de desempleo, W-2 o impuestos actuales (solo el segundo semestre))
Adjunto estan los documentos requeridos.

Forma de Pago (Marque una)	
Nombre en las Tarjeta: _____	de Tarjeta: _____
CCV: _____	Fecha de Exp.: _____

Mi firma certifica que la información anterior es correcta y verificable. Entiendo las políticas con respecto a la compra, vencimiento, reemplazo, revocación y reembolso de pases de autobús según lo establecido en las políticas del Departamento de Transportación que se proporcionan a los compradores.

Firma de los Padres/Tutores: _____	Fecha: _____
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2023-2024 BUS PASS INFORMATION

GROSS INCOME ELIGIBILITY CHART (Effective July 1, 2023 - June 30, 2024)

Household size*	Gross Income Per Week	Gross Income Per Month	Gross Income Per Year	Bus Pass Price
1	\$365 or less	\$1,580 or less	\$18,954 or less	No Charge
	\$366 through \$492	\$1,581 through \$2,136	\$18,955 through \$25,635	Reduced Price
	\$493 or more	\$2,137 or more	\$25,636 or more	Full Price
2	\$493 or less	\$2,137 or less	\$25,636 or less	No Charge
	\$494 through \$621	\$2,138 through \$2,693	\$25,637 through \$32,317	Reduced Price
	\$622 or more	\$2,694 or more	\$32,318 or more	Full Price
3	\$622 or less	\$2,694 or less	\$32,318 or less	No Charge
	\$623 through \$749	\$2,695 through \$3,249	\$32,319 through \$38,999	Reduced Price
	\$750 or more	\$3,250 or more	\$39,000 or more	Full Price
4	\$750 or less	\$3,250 or less	\$39,000 or less	No Charge
	\$751 through \$878	\$3,251 through \$3,806	\$39,001 through \$45,681	Reduced Price
	\$879 or more	\$3,807 or more	\$45,682 or more	Full Price
5	\$879 or less	\$3,807 or less	\$45,682 or less	No Charge
	\$880 through \$1,006	\$3,808 through \$4,363	\$45,683 through \$52,363	Reduced Price
	\$1,007 or more	\$4,364 or more	\$52,364 or more	Full Price
6	\$1,007 or less	\$4,364 or less	\$52,365 or less	No Charge
	\$1,008 through \$1,135	\$4,365 through \$4,920	\$52,366 through \$59,045	Reduced Price
	\$1,136 or more	\$4,921 or more	\$59,046 or more	Full Price
7	\$1,036 or less	\$4,921 or less	\$59,046 or less	No Charge
	\$1,037 through \$1,263	\$4,922 through \$5,477	\$59,047 through \$65,727	Reduced Price
	\$1,264 or more	\$5,478 or more	\$65,728 or more	Full Price
8	\$1,264 or less	\$5,478 or less	\$65,728 or less	No Charge
	\$1,265 through \$1,392	\$5,479 through \$6,034	\$65,729 through \$72,409	Reduced Price
	\$1,393 or more	\$6,035 or more	\$72,410 or more	Full Price

* Household Size refers to the number of people living in the same house, condominium, apartment, etc.

Include related, or non-related, individuals who share the same living space and expenses (rent, utility bills, food cost, clothing costs, etc.)

For purposes of this chart, a foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child.

“Gross Income” refers to total household income BEFORE taxes and/or deductions. It includes wages, welfare payments, food stamp allotments, pensions, Social Security payments, S.S.I., child support, alimony, income from investments, and all other income for ALL members of the household.

If there are more than 8 people in your household, the Bus Pass Office staff will assist you with guidelines.

You must provide Income Tax Return documentation to verify you have more than 3 dependents.

SCHOOL BUS PASSENGER CONDUCT/REGULATIONS

Passenger conduct can directly affect the safety of all aboard the bus. The following regulations apply before, during, and at the completion of home - school, school - home bus transportation. Parents/guardians and school personnel should be familiar with the regulations. Pupils must follow the regulations.

5 CCR 14103 states, "Pupils transported in a school bus ... shall be under the authority of and responsible directly to the driver of the bus.

Pupils shall be aware of the "Danger Zones" around the school bus. These zones include twelve (12) feet around the entire bus with the "Most Dangerous Zones" being directly in front of the bus, near the passenger side rear tires, and rear of the bus (see diagram on other side of page)

Do not litter at school bus stops or in the school bus.

Do not engage in vandalism, destruction of property, or graffiti. Repair costs will be billed to the guilty pupil(s) and their parents.

At the pick-up location:

1. Use only the designated bus stop and school bus.
2. Arrive at the bus stop at least five (5), but not more than ten (10) minutes, before the school bus is due. Whenever possible, walk to and from the school bus stop in groups. Behave in an orderly manner at the bus stop.
3. As the school bus arrives, form a line, and stand at least twelve (12) feet to the front and side of where the bus stops. Do not move toward the school bus until the entrance door opens.

Boarding the bus:

1. Do not bring animals (except registered service animals), glass objects, skates, skateboards, large, bulky, or hazardous articles on the school bus.
2. Enter the bus in an orderly manner using the handrail(s).
3. Display/scan your bus pass. Do not use an expired bus pass. Do not use another pupil's bus pass.
4. Follow the bus driver's instructions. Bus drivers are authorized to assign seats, assign three (3) pupils to a seat bench, assign seat mates, and other actions as needed for safe transportation of pupils.
5. Go directly to a seat. Remain seated at all times, facing forward. If the school bus is equipped with seat belts, pupils must use them.

Aboard the bus:

1. Keep all body parts inside of the bus. Do not spit or throw anything in or out of the school bus.
2. All electronic signaling devices, including cell phones, shall be set to silent or vibrate upon entering the school bus. Use while on the bus is limited to purposes related to health and safety.
3. Talk quietly. Do not shout, yell, use profane language or gestures, or behave in a boisterous manner. Do not engage in unnecessary conversation with the bus driver.
4. Remain quiet as the school bus stops at and crosses railroad tracks.
5. Do not bring weapons of any type.
6. Do not use any writing instruments while on the bus.

7. Do not possess or use tobacco, drugs, or alcohol. Do not vape.
8. Do not eat, drink, or chew gum.
9. Do not play or tamper with any part of the school bus.
10. Shoes must be worn at all times. Wearing cleats is not allowed.

Exiting the bus, and leaving the drop-off location:

1. Exit the bus only at your designated bus stop. Note: a one-day request for an alternate drop off location requires a parental note and approval by the Transportation Department.
2. Follow the bus driver's instructions.
3. Remain properly seated until the bus comes to a complete stop and the door is opened.
4. Move toward the front of the bus in an orderly manner.
5. If you cross the roadway the bus stops on, notify the bus driver. Follow the bus driver's instructions as you are escorted across the roadway.
6. Use the handrail(s) and exit the bus in an orderly manner.
7. Immediately move out of the "Danger Zone" to the right front, right, or right rear of the bus if you do not need to be escorted across the roadway.
8. Do not attempt to return to the bus without first getting the attention of the bus driver.
9. Do not talk to strangers or accept rides from strangers.

Note: Audio/video recording equipment may be used aboard buses for safety/security monitoring.

These Passenger Conduct/Regulations can also be found in the OUSD Parent/Pupil Handbook.

Discipline Procedures

Violations of School Bus Passenger Conduct/Regulations will result in drivers issuing Bus Conduct Reports. Drivers may also issue Bus Conduct Reports to students who, in the judgement of the driver, impairs the driver's ability to drive the bus safely, or who jeopardizes the safety of other pupils.

First Violation: The pupil will be counseled by a school administrator. In serious matters, the parent/guardian will be contacted.

Second Violation: If recommended by the driver and supported by the school administrator, the pupil may be refused bus transportation for up to three (3) days. Parent/guardian will be notified.

Third Violation: The pupil may be refused bus transportation for five (5) or more days. The penalty will be determined by a conference that may include the principal, the pupil, a parent/guardian, the bus driver, and/or a leadership representative of the Transportation Department. The effective date of suspension and resumption of bus riding privileges will be determined at that conference. If no parent/guardian is present, implementation of penalty will be effective at the time a parent/guardian is notified.

Gross Violation: In serious matters, even for a first violation, a pupil's bus riding privileges may be revoked.

Refunds: There will be no refunds for days a pupil's bus riding privileges are suspended/revoked.

ORANGE UNIFIED SCHOOL DISTRICT

SCHOOL BUS TRANSPORTATION INFORMATION



TRANSPORTATION DEPARTMENT

726 W. Collins Ave.
Orange, CA 92867

Bus Pass Office
(714) 538-8295

Business Office
(714) 997-6244

OUSD BOARD OF EDUCATION

Rick Ledesma
John Ortega
Angie Rumsey
Andrea Yamasaki
Ana Page
Madison Miner
Kris Erickson

ACTING SUPERINTENDENT OF SCHOOLS
Ernie Gonzalez

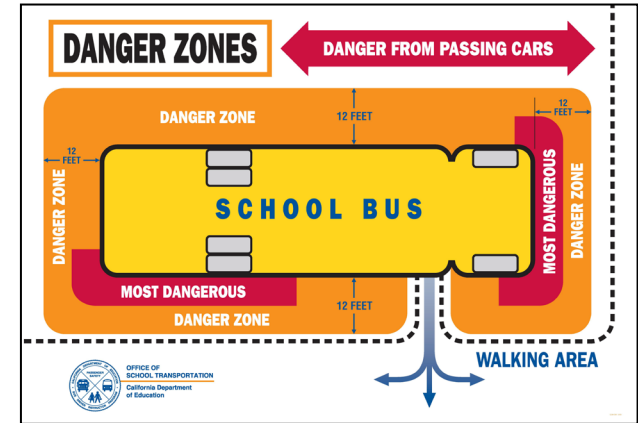
DIRECTOR OF TRANSPORTATION
Christina Celeste-Russo

School Bus Transportation FREQUENTLY ASKED QUESTIONS

1. Q. Who needs a bus pass?
 - A. Pupils living outside of the NON-busing area for their home school & desire to ride a bus.
2. Q. What are the NON-busing areas for schools?
 - A. Elementary schools - within 1.0 mile of home
Middle schools - within 2.5 miles of home
High schools - within 3.0 miles of home.
3. Q. Are there deadlines for obtaining a bus pass?
 - A. No, but pupils must have a bus pass to ride the school buses.
4. Q. Is the pupil required to carry the pass daily?
 - A. Yes. It must be shown to board and exit the bus.
5. Q. How do I get a bus pass?
 - A. By mail, in person or online. Applications and passes are available at the address on the front of this flyer and online at orangeusd.org/buspass.
The Transportation Office is in the old house on the south side of Collins, west of Glassell, between the railroad tracks and Batavia.
6. Q. What are the Bus Pass Office hours?
 - A. 7:30 a.m. to 4:00 p.m., Monday - Friday.
Closed on Mondays in July-August & December-January
7. Q. Will there be a long line to purchase a bus pass?
 - A. Quite possibly. Lines are usually shorter early in the morning and longest during lunch hours and after 3:00 p.m. The office closes at 4:00 p.m.
8. Q. Is there a program for low-income families?
 - A. Yes, see Gross Income Eligibility Guidelines available through the Bus Pass Office. Applicants must provide proof of income (ex. most recent pay stubs for both parents, unemployment receipts, current Medi-Cal print out). Additionally, a photograph of each pupil.

9. Q. How do I purchase a bus pass by mail?
 - A. A bus pass may be purchased by mail. See instructions on the application form. Please enclose a photograph of each pupil with his/her name on the back.
Allow 10 to 14 days for delivery.
10. Q. What if a bus pass is lost, stolen, or damaged?
 - A. A replacement pass is required and can be purchased for \$10.00 (non-refundable). Please call the Bus Pass Office for more information.
11. Q. What if we move or have no further need of bus transportation?
 - A. If a pupil moves out of the district or changes address to a residence where bus transportation is no longer needed, a prorated refund is available (AR-3250). A Bus Pass Refund Request form must be submitted and the bus pass returned to the Bus Pass Office. Refunds for other reasons must be approved by the Director of Trans.
12. Q. Can bus passes be transferred from one pupil to another?
 - A. No.
13. Q. Is busing available for students in the GATE program or students attending a school on open enrollment?
 - A. No.
14. Q. Is busing available for Transitional Kinder.?
 - A. Yes, when a student resides outside the NON-busing area and attends their homeschool.
15. Q. When do first semester passes expire?
 - A. Friday, December 15, 2023.
16. Q. When do sales for 2nd semester begin?
 - A. Monday, November 13, 2023.

DANGER ZONES AROUND A BUS



BUS PASS PRICE CHART

TERM	TYPE	CATEGORY	COST
Annual	Round-Trip	Full Price	\$335.00
	One-Way	Full Price	\$225.00
Semester	Round-Trip	Full Price	\$215.00
	One-Way	Full Price	\$165.00

If you are paying full price, apply by mail (see Question 9) or Online, and avoid the line at the Bus Pass Office.

If you are paying by check or money order, please make check payable to O.U.S.D. Transportation.

Please note – O.U.S.D. will assess a \$25.00 fee for checks returned for insufficient funds.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 W. Collins Ave., Orange, CA 92867

Bus Pass Office: 714.538.8295 / Business Office: 714.997.6244

– EMERGENCY BUS PASS INFORMATION –

Attached is a list of students who have been issued bus passes for the 2023-2024 school year.

Please refer to this list when issuing the green emergency bus passes to students who have forgotten or lost their bus pass.

Emergency bus passes can ONLY be issued to students who are on the list. If a student insists he/she has a current, valid bus pass but is not on the list, call the bus pass office and allow us to confirm the information before issuing an emergency bus pass.

Do not issue an emergency bus pass for any of the following reasons:

- A student wants to ride home on the bus with a friend who rides the bus.
- A student who is not on the list and whose parents cannot pick her/him up yet lives near a school bus stop.
- A student who has exhausted his/her number of emergency bus passes.

The list includes AM and/or PM designated bus stop locations. An emergency bus pass can only be issued with the designated bus stop location for the student unless he/she provides a written parental request, approved by the transportation department, for a one-time alternate drop-off at a different designated bus stop location.

The list also includes information about bus pass validity. An emergency bus pass can only be issued during the time a student's bus pass is valid.

Bus Pass Codes:

A	Annual Pass both ways	F	Fall Semester Pass both ways	S	Spring Semester Pass both ways
AA	Annual Pass A.M. only	FA	Fall Semester Pass A.M. only	SA	Spring Semester Pass A.M. only
AP	Annual Pass P.M. only	FP	Fall Semester Pass P.M. only	SP	Spring Semester Pass P.M. only



Lists are updated and sent out to school sites by the 2nd of each month starting in August. A student who receives a bus pass after the date on the list will not appear on the list until the following month. Call the bus pass office to verify pass validity, if necessary.

Emergency bus passes are limited to three per student, per semester. If a student has reached the limit, refer the student to the District Transportation Bus Pass Office.

SAMPLE

If you run low on passes, email or call the Bus Pass Office and we will send you more.

Robert Garrido, Senior Staff Clerk

	Orange Unified School District *Emergency Bus Pass* One Way	
Students Name: _____		
School: _____		Issued by: _____
Bus Stop: _____		#of Passes: _____
(Please check bus pass list for correct bus stop)		
Valid only on this date: _____		
**Limit 3 emergency bus passes per student per		

QUALIFICATIONS FOR WHO CAN BE AUTHORIZED TO RECEIVE YOUR CHILD WHEN DROPPED-OFF?

- Must be at least 18 years old.
- Must be responsible and familiar with your child's disability.
- Must be prepared to deal with your child's behaviors.
- Must have photo I.D. available. Remember, substitute bus drivers may question identity.

WHAT TO DO WHEN A PREVIOUSLY NOT AUTHORIZED ADULT IS TO RECEIVE YOUR CHILD WHEN DROPPED-OFF

As stated in the Must-be-Met section of this guide, only adults authorized by parents/guardians can receive students at the P.M. drop-off location.

In the event the parent/guardian desires an adult not previously identified on the Student Release form to receive their child, the following is required:

- Write a note that includes:
 1. your child's name
 2. name of person to receive your child
 3. relationship of person to your child (family member, neighbor, friend, babysitter, etc.)
 4. date this person is to receive your child
 5. your name (printed), signature, date
- Give this note to the bus driver the day before, or on the day the person will receive your child.
- Inform the person who will receive your child she/he must be prepared to show photo I.D.

WHEELCHAIRS

CA Code of Regulations 1293 (g) requires wheelchairs transported on school buses be "equipped with brakes and a restraining belt properly maintained by the owner of the chair."

Transportation can be postponed if the wheelchair is not properly equipped.

SCHOOL BUS RULES

- Always follow the bus driver's instructions.
- Do not approach the bus until the door opens.
- Remain seated, with seat belt or other child safety restraint system fastened, and facing forward until the bus driver releases you.
- Keep hands, feet, and personal objects to yourself.
- Be polite and talk quietly.
- No eating, drinking, or gum chewing.

Safety aboard the school bus is key at all times. Students' behaviors must not distract the driver from being able to focus on the road while driving. Behavior modification plans and/or devices may be considered when necessary.

Drivers may assign seats to students on the bus. Surveillance systems may be used to monitor student behavior.

The Transportation Department assumes no responsibility for lost items. However, every effort to locate such items and return them to their owner will be made.

YOUR TRANSPORTATION SCHEDULE

(please input information for reference)

A.M. Schedule

Bus #: _____ Departure Time: _____

Driver's Name: _____

Modified/Minimum Day Schedule

Bus #: _____ Drop-Off Time: _____

Driver's Name: _____

P.M. Schedule

Bus #: _____ Drop-Off Time: _____

Driver's Name: _____



ORANGE UNIFIED SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

726 W. Collins Ave., Orange, CA 92867

Quick Reference Guide

Transportation for Students with Special Needs



DIRECTOR'S MESSAGE

This Quick Reference Guide is designed to give you important information about the Transportation Department and the transportation of your student aboard the District's school buses.

Should you have any questions or concerns, please contact us.

We look forward to another safe and great year!

Christina Celeste-Russo, Director of Transportation

TELEPHONE CONTACT INFORMATION

Dispatch Office 714-997-6358
714-997-6357

Business Office 714-997-6244

TRANSPORTATION DEPARTMENT STAFF

Erik Marquez, Field Supervisor (primary)
emarquez@orangeusd.org

Alejandra Avila, Sp. Ed. Dispatcher (secondary)
aavila@orangeusd.org

Roxanne Rippy-Carlsten, Supervisor
rrippyarlsten@orangeusd.org

Omar Dena, Manager
odena@orangeusd.org

Christina Celeste-Russo, Director
cceleste@orangeusd.org

EMERGENCY & MEDICAL DATA TAG

A small plastic tag that you can insert medical and emergency information into is available through the Dispatch Office. Contact us for more information or to obtain one free of charge.

BUS PASS with "Z Pass"

Students scan their bus pass when they board or leave the bus and parents are able to track this information.



PARENT /GUARDIAN RESPONSIBILITIES

- Complete & return the Student Release/ Important Info. form (also available online).
- Review the School Bus Rules with children.
- Securely attach the bus pass to student's backpack.
- Mark all personal belongings.
- Be ready and waiting five minutes prior to pick-up/departure time. Driver will not honk!
- Display O-Card if student is not riding the bus.
- Be present, or make arrangements, to receive student for P.M. Drop-Off.
- Take student's medication(s) to school. (School bus drivers cannot transport medications.)
- Do not send student to school when sick! If student does not ride the bus for 3 consecutive days or more, driver may stop coming by. Notify Dispatch when student is well enough to return to school.
- Notify Pupil Services Department of changes or modifications to transportation provisions. After Pupil Services notifies Dispatch, modifications take 3-5 business days.

ORANGE "O-CARD"

- Parents/guardians should receive a heavy sheet of paper with a large, orange "O" on it. This "O-Card" is to be used to communicate to the bus driver your child will not be riding the bus.

On days when your child will not ride the bus, display the O-Card in a location easily viewable by the bus driver (examples: in a window, on a door, on a garage door, etc.). When the bus driver sees the O-Card she/he knows your child will not be riding the bus. The driver will not wait at your residence, and can continue on the route.

In addition to displaying the O-Card, feel free to contact Dispatch to let them know your child will not be riding the bus. This goes a long way in keeping the driver on schedule.

Note: if you have not received an O-Card, or need a new one, let your child's bus driver know and/or contact Dispatch.

NOTE: TIMES ARE SUBJECT TO CHANGE!

A.M. PICK-UP / DEPARTURE TIME

Students are to be at their designated school bus stop, ready to board the school bus 5 minutes before the scheduled departure time.

The school bus will not wait more than 2 minutes past the departure time.

P.M. DROP-OFF

MUST-BE-MET REQUIREMENT:

A parent/guardian must be at the designated school bus stop to receive students upon arrival of the school bus unless alternative arrangements have been made. Note: this includes minimum day and modified day schedules. Be aware of your student's school calendar!

ALTERNATIVE ARRANGEMENTS (see Student Release form):

1. Self-Release. Parents/Guardians must indicate on the Student Release form that their child can be dropped-off without a parent/guardian being present.
2. Release to an Adult Authorized by Parent/Guardian. Parents/Guardians must indicate on the Student Release form who they authorize the student to be released to.

NO ONE TO RECEIVE STUDENT PROCEDURES:

- School bus driver notifies Dispatch.
- Dispatch attempts to contact parent/guardian/"authorized adult"/emergency contact.
- If no one is available to receive the student, student remains on the bus and the driver continues on the route.
- After the driver drops-off all other students, the driver returns to the school bus stop or contacts Dispatch to see someone has been contacted who can receive the student.
- If no one can receive the student, the driver returns the student to his/her school, provided someone is available there.
- As a last resort, the student will be taken to the local law enforcement agency.



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 W. Collins Ave., Orange, CA 92867

Dispatch: 714.997.6357 / Bus Pass: 714.538.8295 / Business Office: 714.997.6244

— STUDENT RELEASE / IMPORTANT INFORMATION —

Fill out this form, sign it, and return to the OUSD Trans. Department as soon as possible.

For your convenience, this form is available on the District's website-www.orangeusd.org/departments/business-services/transportation/students-with-special-needs

Student's Name: _____

Student's School: _____

Drop-off/Authorized Bus Stop location:

_____ *street address* _____ *(additional info specifying exact drop-off location)*

_____ *city* _____ *zip code*

Check ONE box below for P.M., minimum day, modified day, or any other drop-off:

- ☐ Release student to parent/guardian ONLY.
- ☐ Student can be released to enter residence unattended (also known as "self-release").
- ☐ Student can be released when one of the following individuals is present to receive the student.
Note - anyone listed must meet the following qualifications: (1) must be 18 or older, (2) must be responsible & familiar with your child's disability, (3) Must be prepared to deal with your child's behaviors, (4) must have photo I.D. available.

_____/_____/_____
Name Age Relationship to student

_____/_____/_____
Name Age Relationship to student

_____/_____/_____
Name Age Relationship to student

Unless I have indicated my child can be "self-released," I understand if I, my spouse (or other guardian), or one of the adults listed above is not present to receive my child, he/she may be returned to school provided school staff is available. As a last resort, my child may be taken to a local law enforcement agency.

_____/_____/_____
Parent/Guardian Printed Name Parent/Guardian Signature Date

_____/_____/_____
Cell Phone # Home Phone # Work Phone #

_____/_____/_____
Emergency Contact #1 Name Phone # Relationship to student

_____/_____/_____
Emergency Contact #2 Name Phone # Relationship to student

_____/_____/_____
Emergency Contact #3 Name Phone # Relationship to student



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—FORMULARIO DE CONSENTIMIENTO ESTUDIANTIL—

Llene esta forma, fírmela y regrésela al Departamento de Transportación de OUSD. Para su conveniencia esta forma está localizada en el sitio web-www.orangeusd.org/departments/business-services/transportation/students-with-special-needs

Nombre del estudiante: _____

Escuela del estudiante: _____

Lugar de bajar/Parada de autobús autorizada:

Dirección _____ (Información adicional de lugar exacto de baja de autobús)

Ciudad _____ código postal _____

Marque UNA casilla a continuación para P.M., día mínimo, día modificado, o cualquier otro arreglo de dejar el autobús:

- ☐ Entregar el estudiante a los padres/tutores SOLAMENTE.
- ☐ El estudiante es permitido llegar a su casa solo(a) con consentimiento propio.
- ☐ El estudiante puede ser permitido cuando unas de las siguientes personas están presentes para recibirlo(a). *Nota – Las siguientes 3 personas deben reunir estos datos: (1) mayor de 18 años de edad, (2) Debe ser responsable y familiarizado con la discapacidad de su estudiante, (3) Estar preparado para lidiar con el comportamiento de su estudiante, (4) Y tener identificación con foto.*

Nombre	/	Edad	/	Relación al estudiante
Nombre	/	Edad	/	Relación al estudiante
Nombre	/	Edad	/	Relación al estudiante

A menos que haiga indicado, mi hijo(a) tiene autorización de consentimiento propio, entiendo que si yo, mi esposo(a) o (otro tutor), o alguno de los adultos mencionados arriba no están presente para recibir a mi hijo, el/ellas pueden ser regresados a la escuela si hay personal presente en la escuela. Como última alternativa, mi estudiante puede ser llevado a la agencia local de cumplimiento de ley.

Padre/Tutor imprima nombre	/	Firma de Padre/Tutor	/	Fecha
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# Celular	/	# Teléfono de casa	/	# Teléfono de trabajo
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Contacto de Emergencia #1 Nombre	/	# Teléfono	/	Relación al estudiante
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Contacto de Emergencia #2 Nombre	/	# Teléfono	/	Relación al estudiante
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Contacto de Emergencia #3 Nombre	/	# Teléfono	/	Relación al estudiante
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ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 West Collins Avenue, Orange, CA 92867

Business Office: 714.997.6244 Dispatch: 714.997.6357

Training: 714.516.2742 Bus Pass: 714.538.8295

Vehicle Maintenance: 714.997.6196

8/1/2023

To: All Principals

From: Christina Celeste-Russo, Director of Transportation

Subject: 2023 – 2024 School Bus Evacuation Schedule

CA Education Code requires that all pupils in pre-k through eighth grade, who receive home-to-school transportation, receive safety instruction that includes evacuation through an emergency exit door. Our District includes pupils in higher grade levels.

Attached are the dates for all participating schools. Please be advised that all school buses arriving at your site in the a.m. on that date will be performing the evacuation drill. This will include pre-k and kindergarten buses that arrive later in the morning.

All the evacuation drills will be supervised by the Training Department. Your site will need to have a representative available to sign the form stating the students have performed the evacuation drill. We also would request that an area be coned off so the traffic cannot interfere with the drill.

The evacuation drill may cause the students to run a little late to class.

Please contact the Training Department at 714-516-2742, if you have any questions.

Thank you for your cooperation.



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SCHOOL BUS SAFETY EVACUATION DRILL SCHEDULE 2023 - 2024

SCHOOL SITE	EVACUATION DRILL DATE
Anaheim Hills	Tuesday, September 5, 2023
California	Thursday, September 7, 2023
Cambridge	Thursday, September 7, 2023
Canyon Rim	Tuesday, September 12, 2023
Chapman Hills	Wednesday, September 13, 2023
Crescent	Thursday, September 14, 2023
Esplanade	Tuesday, September 19, 2023
Fairhaven	Wednesday, September 20, 2023
Fletcher	Thursday, September 21, 2023
Handy	Tuesday, September 26, 2023
Imperial	Wednesday, September 27, 2023
Jordan	Thursday, September 28, 2023
La Veta	Tuesday, October 3, 2023
Lampson	Wednesday, October 4, 2023
Linda Vista	Thursday, October 5, 2023
McPherson	Tuesday, October 10, 2023
Nohl Canyon	Wednesday, October 11, 2023
Olive	Thursday, October 12, 2023
Palmyra	Tuesday, October 17, 2023
Panorama	Wednesday, October 18, 2023
Prospect	Thursday, October 19, 2023
Running Springs	Tuesday, October 24, 2023
Serrano	Wednesday, October 25, 2023
Sycamore	Thursday, October 26, 2023
Taft	Wednesday, November 1, 2023
Villa Park	Thursday, November 2, 2023



SCHOOL BUS SAFETY EVACUATION DRILL SCHEDULE 2023 - 2024

SCHOOL SITE	EVACUATION DRILL DATE
Yorba	Wednesday, September 6, 2023
El Rancho	Tuesday, September 12, 2023
Santiago	Wednesday, September 13, 2023
Cerro Villa	Thursday, September 21, 2023
Portola	Thursday, October 26, 2023
Orange High	Thursday, September 7, 2023
Canyon High	Wednesday, September 27, 2023
El Modena	Thursday, September 28, 2023
Villa Park High	Wednesday, October 25, 2023
Richland High	Tuesday, September 26, 2023
Adult Transition	Wednesday, November 8, 2023
Canyon Hills	Tuesday, November 14, 2023
OUSD Pre-K	Thursday, November 16, 2023
Venado	Thursday, September 28, 2023
Port View	Tuesday, October 10, 2023
ECE	Thursday, November 9, 2023
Horace Mann	Thursday, November 9, 2023
Rossier Elementary	Wednesday, November 15, 2023
Rossier Park (Buena Park)	Wednesday, November 15, 2023
Taft DHH	Thursday, November 16, 2023
University High	Tuesday, November 28, 2023
Speech and Language Dev Ctr	Tuesday, November 28, 2023
Make-up Days	December 5, 6, 7, 2023