

## 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

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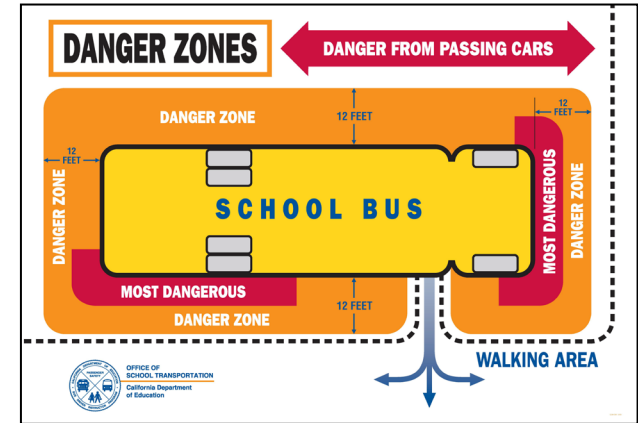
**DIRECTOR OF TRANSPORTATION**  
Christina Celeste-Russo

## 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](http://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 2<sup>nd</sup> 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 | <b>\$335.00</b> |
|          | One-Way    | Full Price | <b>\$225.00</b> |
| Semester | Round-Trip | Full Price | <b>\$215.00</b> |
|          | One-Way    | Full Price | <b>\$165.00</b> |

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.