



Transportation Services

Mailing Address: 3101 Redding Avenue, Sacramento, CA 95820
(916) 277-6700 – Fax: (916) 277-6630

Rider-Ship Application

Route #

School of Attendance: _____ Grade: _____ Student ID# _____

Please return this form to the school bus driver or school site main attendance office. The form must be completed and signed by the parent or guardian. You may also elect to mail the completed application to the above listed mailing address. (PLEASE INCLUDE ROUTE NUMBER)

Please Print Legibly

Student Name: _____
(Last Name) (First Name)

(M.I.)

(Home Address) (City) (State) (Zip Code)

If you are a returning student to the above named school, indicate the location of your last bus stop.

What is the nearest major cross street to your home? _____

I have received the attached rules from Transportation Services and have shared them with my student.

(Parent/Guardian Printed Name) (Parent/Guardian Signature - required)

Home Phone: _____

Work Phone: _____

Pager/Cellular Number (optional): _____

In the event of an emergency please indicate person(s) (if parent/guardian cannot be reached) to contact.

Emergency Contact Person Primary (to be called first): _____

Primary Emergency Contact Number: _____

Emergency Contact Person Secondary (to be called second): _____

Primary Emergency Contact Number: _____

Kindergarten students must be received by a parent or guardian at the bus stop. The student will be taken back to the school site if no parent or guardian is at the stop to receive the student.

Transportation Use Only
Red Light Escort Yes No Approved: Denied: Walking Distance: Not Attendance Area:

~RULES AND REGULATIONS ON THE BUS~

The Sacramento City Unified School District Board of Trustees has adopted the following policy:

- 1) Students are to ride only those buses to which they are assigned and normally take to and from school.
- 2) Students are to be at their bus stop a minimum of five (5) minutes before the scheduled pick up time.
- 3) Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- 4) Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- 5) Students are to board and exit buses in an orderly manner without pushing or crowding.
- 6) Students are to sit in seats and areas assigned by the bus driver.
- 7) Students will remain seated facing forward in their seats at all times. Legs, feet or other objects are not to obstruct the aisle.
- 8) Students are to remain seated while the bus is in motion.
- 9) Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
- 10) Students will cross roadways in front of the bus (all grades) and escorted by the driver (Grades Pre-K - 8 inclusive).
- 11) Students will be respectful and courteous to the driver and other staff at all times.
- 12) Students will identify himself or herself to the driver when requested to do so.
- 13) Students will not smoke or light matches on the school bus at any time.
- 14) Students will not fight, create excessive noise, litter, tamper with equipment or deface property (cut seats, etc.).
- 15) Students are not permitted to eat or drink on the bus.
- 16) Students are not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, weapons or pressurized containers (hair spray, perfume, paint, etc.)
- 17) Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- 18) Students will not use abusive language or gestures on or near the bus.
- 19) Students will never extend any part of their body or any of their possessions out of the window of the school bus.

~MISCONDUCT CITATION~

This citation process is the driver's Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do his/her best to observe any student misconduct, rather than to just take the word of other students when issuing citations. This document is a three (3) part form with copies that are given or sent to:

1. WHITE: The Parent/Guardian
2. YELLOW: The Site Administrator/Principal
3. PINK: Driver/Transportation File

Under normal circumstances, if a citation is warranted, the Principal or designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate the reason for the citation, if time off the bus is indicated and the length or duration of the suspension of

school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification. The driver should not take for granted that parent notification has occurred and should confirm with the Principal or designee before denying transportation services. Generally, students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday normally will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

~STUDENT DISCIPLINE~

5 CAC 14103

AUTHORITY OF THE DRIVER: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a Sacramento City Unified School District bus stop.

DENIAL OF TRANSPORTATION: Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be "denied transportation." The Sacramento City Unified School District Board of Trustees has adopted rules and regulations to enforce this provision. (5 CAC 14103)

UNAUTHORIZED ENTRY:

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than 6 months, by a fine of not more than one thousand dollars (\$1000.00) or by both. (EC 39842)

POLICY ESTABLISHED BY THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES SUGGESTS SOME GUIDELINES TO HELP AVOID STUDENT MISCONDUCT.

Infraction:

- Consistently being late or arriving too early at a bus stop.
- Moving about or changing seats while the bus is in motion.
- Sitting backward in the seat.
- Failure to cross the street in front of the bus.
- Spitting on people or equipment.
- Failure to remain seated until the bus comes to a complete/full stop.
- Eating or drinking on the bus.
- Throwing objects in and out of the bus.
- Refusing to follow the directions of the driver.
- Tampering with the driver's seat, emergency door(s) or other equipment on bus.
- Smoking, lighting matches, or lighters, setting off fireworks or stink bombs on the bus.
- Crossing the street behind the bus.

Immediate Suspension:

- A physical threat and action toward the driver or passengers.
- Destroying the driver's, students, or school property.
- Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.
- Throwing objects at the bus or other vehicles after getting off the bus.

6.1. C

THE DRIVER OF A SACRAMENTO CITY UNIFIED SCHOOL DISTRICT 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.