



CENTRAL VALLEY CHRISTIAN SCHOOL TRANSPORTATION

TRANSPORTATION HANDBOOK

Inside this issue:

Introduction, General Information,

2

Contact phone numbers

Bus Code of Conduct

3

Seat Damage

Disciplinary Procedures

4

AM route procedures

5

AM unloading procedures at school

Safest way to drop off your student in the AM

PM route procedures

6

Loading at school—colored wrist bands

Safest way to pick up and drop off Your students

BUS PASS— want to ride a different bus, need to get off the bus
at a different stop.

7

TRAFFICE FLOW FOR PARKING LOTS

Foggy Day Procedures

And Information

8

It is our Goal to Transport your child in the SAFEST and most efficient way possible.

In this handbook we would like to share with you the laws, rules, regulations & policies that both the State of California and Central Valley Christian School Board have adopted. We desire for your child to have an enjoyable trip to and from school. If he/she has any type of problem or concern with the bus ride, please feel free to call us, or make an

Communication is the key to solving any problem

CLUSTER STOPS are getting larger and some may need to drive farther as the school grows. Your driver will instruct you where to park, so that the children loading can do so in the safest possible way. The transportation department has inspected every route and stop, with the thought of safety first.. **Please help us stay on TIME** with the routes. If you are late and ask the bus to wait, it is not only your child that will get to school late, it will be every child on the bus. A reminder about the **posted times** on your AM route sheets, the times posted are **DEPARTURE times for the bus** not student/rider arrival time. All passengers should be at the bus stop **5 minutes before the departure time waiting outside of their house or car for the bus.**

FOG is always a big concern. The vast area we cover will have different conditions. The drivers are instructed that if conditions are too adverse to drive, they are to find a safe area to park and wait for the conditions to improve. Please keep in mind the following, we have fog spotters for each bus, we monitor the CHP incident web page, TV and radio reports. Most importantly, we are in constant radio contact with the drivers and they are the ones on the road seeing the conditions.

Their first priority is the safety of your child/children.

Transportation Department contact Numbers

Transportation office- 734-2018

If you do not get through please leave a message on voice mail

Home phone numbers of the transportation Directors

Sharon Johnston 594-5100

Beth Koetsier 651-0950



Bus Code of Conduct

1. Respect the rights of other students while on or waiting for the bus
2. Obey the directions and orders of the driver
3. Keep feet and belongings out of the aisles
4. Remain in your seat while the bus is in motion and sit in the correct manner.
5. Board and leave the bus only at designated stops. If a student request to ride a different bus or leave the bus at a different stop other than what has been assigned, a bus pass is required.
6. No drinking or eating on the bus. Water is acceptable.
7. No animals or live bugs may be transported on the bus.
8. No glass, breakable items. Sharp items or large objects/projects that could block the drivers view.
9. Students must wear shoes at all times
10. Inappropriate language or gestures will not be tolerated.
11. Students should unload from back to front using the alternating from side to side method. They need to remain seated until it is their turn to leave.
12. Students shall be at their **designated stop 5 minutes before** the scheduled leave time. **Students should be ready to board the bus, standing in line outside of their car or house.**
13. Young children are encouraged to use the restroom facilities before boarding the bus in the afternoon.
14. Children who become sick at school shall not be transported home on the bus.

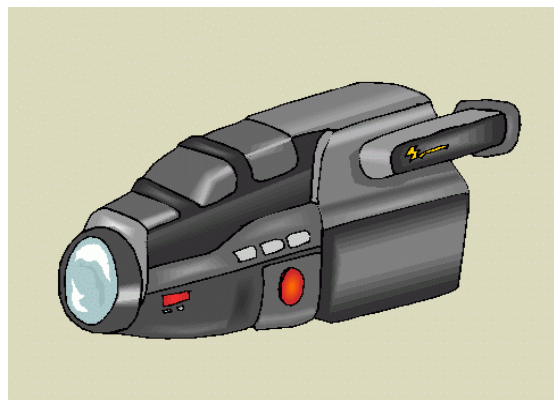
Be A Bus Rider of the Week—follow the rules and receive an award



To help with monitoring of the students on the bus all video cameras are running daily.

Seat damage (writing on, tearing, poking holes into the seats) has been a problem. Damage to the seats will not be tolerated.

If your child should damage a seat, you will receive a bill for the repairs. Also if your child should write with pencil, pen or marker on the bus seats or walls we will ask them to clean it. If we can not remove the writing you will be sent a bill for the repairs. Please help us be good stewards with the buses we have been provided with.



DISCIPLINARY PROCEDURES

Your bus driver is given the following procedures for discipline on the bus.

1. The student will receive one verbal warning when an infraction of the bus rules is observed.
2. On the second offense whether it be of the same nature or a different, the student will be moved to a newly assigned seat for 5 days. Most likely in the front of the bus near the driver.
3. If the student continues to remain disobedient, he/she will be given 2 parts of a 3 part citation which the student will bring home to have signed by the parent. The parent is to keep one part of the citation and the second part of the signed citation needs to be returned to the driver. This copy in turn is given to the transportation director. The transportation director will inform the principal of a citation given. If the citation does not come back to the driver signed by the parent, the parent will be contacted by telephone.

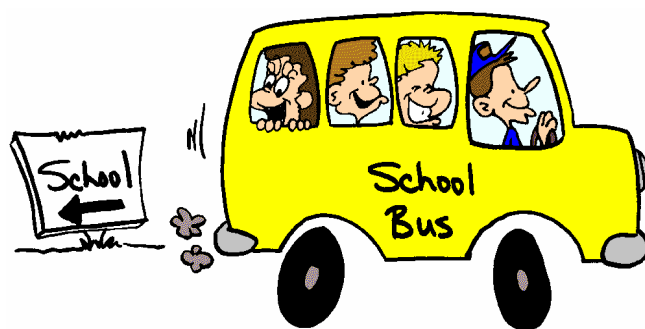
Citation Order

First Citation: Student takes citation home and has parent sign the citation. Student gives citation to bus driver upon returning to ride bus.

Second Citation: Principal will contact the parent and bus privileges may be taken away

Third Citation: bus privileges will be taken away for at least 5 days.

Depending on the severity of the offense some of the preceding steps may be skipped.



Due to the amount of students we are transporting, a Christian Attitude, Good Behavior, and cooperation on the part of the student to follow all the rules is a must. Every time the driver is distracted by an unruly student it puts the bus in danger. Every student that rides the bus is entitled to an enjoyable safe trip to and from school. Lets all work together to make this another safe year for Central Valley Christian School Transportation.

AM LOADING & UNLOADING PROCEDURES

Please Call the transportation department when you will not be riding in the morning. Our drivers look for, and are concerned about your child if they are not at the bus stop. The transportation Director and your child's driver will appreciate your phone call. That phone call will alleviate their concerns about not seeing your child at the bus stop. If you should get the voice mail when you call, it means our office personnel are on the phone with another parent. Please leave a message on the voice mail and they will retrieve it as soon as they finish with their prior phone call. Thank you for your help in making our routes run as smooth as possible.

AM routes

1. Be at your designated stop 5 minutes prior to the scheduled leave time. This is especially important for those that load across the street from their homes. You need to be there before the bus is in sight.
2. Students should be waiting **outside of their car or house ,in line** no closer than 12 feet from where the bus will stop **with all of their possessions ready to board the bus.**



Unloading in the AM at School

All buses will unload grades K-12th in the bus loading & unloading zone on the Elementary campus. Students from the Middle & High School will be using the pedestrian bridge while walking to their classes. Students observed walking on the sidewalk by the street after leaving the bus zone will be given a warning and then a citation. This is for the safety of the students.

Safest Way for parents to drop off students in the AM

Please do not use the Bus loading and unloading zone to drop off your child. This is extremely dangerous. There are blind spots where the bus driver cannot see. We need your cooperation with this to help eliminate those dangers and prevent possible accidents. While buying Scrip, dropping off or picking up their student, parents should utilize the parking lots in front of the elementary office, middle school office or in front of the gym.

THIS IS FOR THE SAFETY OF OUR STUDENTS

PM Route UnLOADING PROCEDURES

Please be at your designated stop in time to meet the bus. You must have on file at the transportation office a release signature to allow your child to be left at your safe designated stop without you being present. If you do not have this signature on file, your child will be kept on the bus and brought back to the transportation office. We will try and contact you via cell, home, or work telephone to inform you that we have your child safely on the bus with us. If the student needs to cross the road after unloading from the bus, the state law requires the driver to escort your child across the street. This is done with the red lights activated and the driver out of the bus, standing in the street, holding a hand held stop sign, watching your child cross the road. The driver needs to escort your child even if you are at the bus stop. Please contact the transportation department if your driver is not performing the red light escort for your child.



To help with the PM loading the first 2 weeks of school. Students in K, 1st & 2nd will receive colored wristbands that coordinate with the color assigned to their bus route. Please leave them on for the first 2 weeks of school

Colored wristbands

Loading in the PM at School

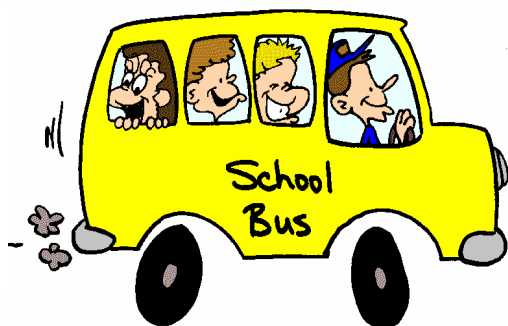
Route buses will be lined up in the bus loading zone on the elementary campus. **Each route is given a number and a color. The buses will be lined up in order of the route numbers 1 thru 7.** Each bus will have their colored route signs in front of the bus on the sidewalk in front of the bus. Please load according to position and color of the bus. (not the number on the bus or the bus driver, drivers and buses can change depending on the activities of the day)

Safest Way for parents to pick up students in the PM

Please do not walk between the buses when picking up your child. This is extremely dangerous. There are blind spots where the bus driver cannot see. If you park across the street from the school please escort your child/children across the street. While buying Scrip, picking up their student, parents should utilize the parking lots in front of the elementary office, middle school office or in front of the gym.

THIS IS FOR THE SAFETY OF OUR STUDENTS

Get a Bus Pass



Bus passes are needed by all students ,
High school, Middle school &
Elementary school
Requesting to ride a different bus or to exit
their bus at a different stop other than
what has been assigned to that student.

How do I get a bus pass?

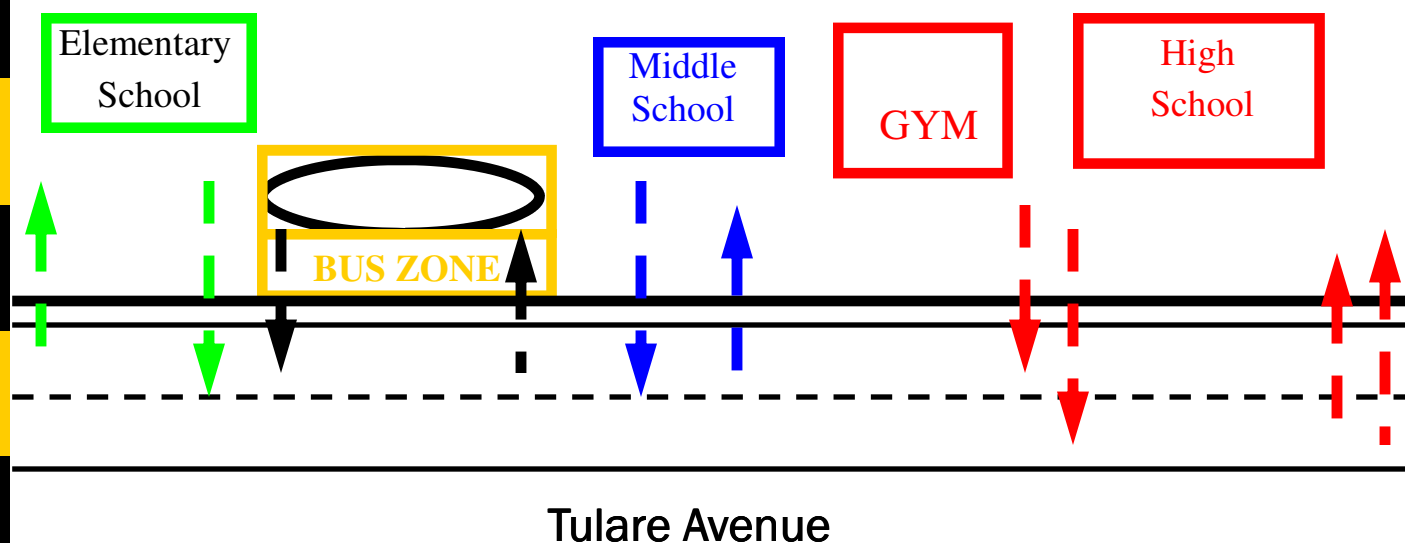
- (1) The student needs to give a written note to the office.
- (2) The student's parent needs to call the office to give permission—Parents need to call the office by 2:00 this gives them time to contact the teacher.
- (3) The parent calls the transportation office with the request.— Before 2:45 so the transportation department can contact the driver before they depart from school

What to do if your student is scheduled to ride the bus home, Your plans change and you want to pick them up at school.

- (1) If you know ahead of time that you will be picking them up at school send a note with your younger students. Without a note the teacher will put them on the bus for transportation home.
- (2) Plans change and you decide to pick them up and you did not send a note. **Call the Office before 2:00 and they will contact your student & his/her teacher.**
- (3) Plans change and it is too late (**past 2:00**) to call the office. **Call transportation at 734-2018 before 3:00** (buses leave at 3:03) and they will radio the buses and ask your student to go to their school office and wait for you.

BUSES WILL NOT RETURN ONCE THEY LEAVE SCHOOL FOR THE PM routes

Traffic flow at school



FOGGY DAY PROCEDURES AND INFORMATION

As you prepare for school during the fog season PLEASE check the following for Information:

TV Channels – 18, 24, 30, & 47

Radio Stations – AM KMJ 580, FM KJUG & KDUV

CVC web page at www.cvc.org . If you view our website, please click the refresh button often, this will update the information, which can change during the morning hour.

Our school will be announced as Central Valley Christian School.



If foggy day is called, classes will begin at 11:15 and school will be dismissed at 3:30 p.m. Please note the later dismissal time.

Plans for Foggy Days

Plan A—Busses running 3 (three) hours later than their normal scheduled time, School starts at 11:15 and dismissed at 3:30 pm

Plan B— AM route buses cancelled, foggy day school schedule, PM route buses running. School starts at 11:15 with parents that can, bringing their students to school. School dismissed at 3:30 pm.

If the school day happens to be a minimum 1/2 day of school and foggy day is called, school will be cancelled.

For those parents needing to drop off their children grades k-8 earlier than 11:15 (so they can go to work). Arrangements can be made to drop them off at 9 am. Please contact the school to make arrangements.

High school classes start at 11:15 If a High school student comes to school early, (especially if they are bringing in siblings.) They are required to remain on campus upon arriving at school.

Please use your best judgment when bringing in your children or sending your driving students to school. If you feel it is not safe, do not come until it is. Just contact the school and inform them of this decision. All fog related absences will be excused.