

SCHOOL BUS PASS INFORMATION

FOR LATE BUS INFORMATION CALL – (510) 657-1450, extension 13147

Students riding the school bus **MUST** show their bus pass photo ID to the bus driver **each time they ride** the bus. Transfers are noted on the student bus pass ID. Parents are not allowed to ride with their children on the school bus. If a bus pass is lost, stolen or needs replacing for any reason, there is a \$20.00 charge. AM/PM passes may only be used for the correct time period.

For the safety of our students, students will only be allowed to board or leave the bus at the location displayed on his/her bus pass. Parents may contact the Transportation Department to request a change in bus stop. The new bus pass will be given to the bus driver for delivery to the student. There is a \$20.00 charge to change the student's bus pass/ID.

To cancel a school bus pass, the pass must be surrendered to the Transportation Department office. If the pass was paid for in full, a prorated refund will be provided based on the day the pass was surrendered. For passes purchased on a monthly billing plan, passes must be surrendered before the recurring bill date to avoid being charged for the next month. There are no refunds for passes purchased on a monthly payment plan.

BUS RIDING RULES

- Students need to be at the bus stop **5 minutes** before the scheduled departure time of the school bus.
- Students need to line up in an orderly manner 12 feet away from the curb. There will be no playing or roughhousing while waiting for the bus. Students must not move toward the bus until the bus comes to a complete stop and the door is opened. Do not push or crowd the door entrance.
- Students will go directly to a seat or to the seat assigned by their driver. Bus riders are to sit in their seats facing forward, feet flat on the floor, out of the aisle. All portions of their bodies are to remain inside the bus at all times.
- All students will be dropped at their bus stop. **KINDERGARTEN STUDENTS MUST BE MET BY AN ADULT.**
- Students shall exit the bus using the front door only, unless otherwise directed by the bus driver. Students shall use the handrail when descending the steps.
- The driver must escort all K-12 students who cross the roadway upon which the bus is parked. Students must wait on the side of the roadway until the driver determines that it is safe to cross the roadway.
- There shall be no loud talking, yelling, using obscene language or gestures, fighting, hitting, throwing of pencils, paper or other items or any activity that may divert the driver's attention either from safely driving the bus or during the loading and/or unloading of passengers.
- No student shall be allowed to verbally or physically abuse any other person.
- Trash or any other articles shall not be thrown on or out of the bus at any time.
- No public show of affection is allowed on the bus.
- Animals (dead or alive) and glass containers are not allowed on the school bus. Large parcels or objects including skateboards and scooters are permitted at driver's discretion and shall be placed on the student's lap. In rare circumstances, large or oversized items can be placed in the bus storage compartment with advance warning (one school day before). No food or beverages (except water) can be consumed on the bus and students are responsible to keep their areas clean.
- Students shall not tamper with bus controls, radio, doors, emergency exits or windows without approval of the driver. Damage to any part of the bus caused by malicious mischief or misbehavior will be investigated, and the parent/guardian shall be liable for repairs. Appropriate disciplinary action will be taken against a student found responsible for any and all damages to the bus or school property.

Students who do not follow these bus rules may lose their bus riding privileges. If your student is removed from the bus for disciplinary reasons, there will be NO REFUND of any fees for bus passes.