

FREMONT UNIFIED SCHOOL DISTRICT

PARENT & DRIVER INFORMATION

**FOR CHILDREN WITH EXCEPTIONAL NEEDS RECEIVING
HOME TO SCHOOL TRANSPORTATION SERVICES**



Fremont Unified School District

Transportation Department
43770 S. Grimmer Blvd.
Fremont, CA 94538

Phone: (510) 657-1450 • Fax: (510) 657-1589

Hours of Operation: Monday - Friday from 5:30 AM to 5:00 PM

Public Office Hours: Monday - Friday from 7:30 AM to 4:30 PM

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Revised August 2022

WELCOME

The Fremont Unified School District's Transportation Department is very proud to offer transportation services to our students with exceptional needs, as recommended by the Individualized Education Program (IEP) team.

Our goal is to provide your children with quality, safe, and efficient services while offering and promoting an environment which will enhance their learning abilities.

As transportation professionals, we are an integral part of your student's educational journey, as are the teacher, occupational therapist, speech therapist, and many other professionals who assist your student in achieving their educational goals. Please let us know if there is ever a time you believe your child is not receiving appropriate transportation services.

As your transportation service provider, we look forward to working together with you as part of our team to assist with all your student's transportation-related needs.

PARENT AND DRIVER INFORMATION

Dear Parent:

The Fremont Unified School District's Transportation Department has prepared this information package to acquaint you with the rules covering your child's school transportation. We need your assistance and cooperation to maintain timely and reliable service. Your familiarization and adherence to these rules will aid considerably in transporting your child with the maximum service, courtesy, and safety.

If you have any questions, suggestions, comments, or complaints, you may contact the Transportation Department office at (510) 657-1450. During school attendance days, FUSD Transportation Department dispatch and supervisory staff are on duty from 5:30 a.m. to 5:00 p.m. If you need to contact the Transportation Department after normal business hours, please call (510) 657-1450 and leave a voicemail.

Important Phone Numbers

Transportation Department Office	(510) 657-1450
Dispatch.....	Ext. 13147
Ernest Epley, Director	Ext. 13106
Debbie Crawford, Supervisor	Ext. 13105
Martha Clemens, Dispatcher/Router.....	Ext. 13111
Martha Esparza, Dispatcher/Router	Ext. 13107
Malika Smith, Dispatcher/Field Trip Coordinator	Ext. 13110
Beatriz Figueroa, Office Assistant 3/Special Education Coordinator	Ext. 13103
Jerri Levy, Trainer – Driver/Safety	Ext. 13102
Katie Daniello, Staff Secretary 3	Ext. 13104

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SAFETY

Special education transportation requires drivers with a high level of competency and skill to ensure the safe transportation of your child.

PRE-EMPLOYMENT AND RANDOM DRUG AND ALCOHOL TEST

Drivers are tested for both drug and alcohol use prior to employment and are subject to periodic random testing throughout employment.

SCHOOL BUS DRIVER TRAINING

Our bus drivers are specially trained to provide students the best service and protection available. All FUSD Bus drivers must maintain Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification and receive a minimum of 10 hours of training each year. In addition, State law requires each driver hold a valid Commercial Driver License, School Bus Driver Certificate, pass a physical examination, and obtain traffic and criminal clearances.

SCHOOL BUS EQUIPMENT

To ensure the equipment is in safe operating condition, state and federal law requires all school buses be inspected each day by the driver before leaving the parking lot and annually by the California Highway Patrol. In addition, FUSD Transportation equipment mechanics perform comprehensive inspections and maintenance at frequent intervals. In case of an emergency, all buses are equipped with two-way radios to communicate in a timely manner.

As required by law (CVC 27316), all FUSD special education buses are equipped with “passenger restraint systems” or what is commonly known as seat belts. In the event that a seat belt does not provide adequate safety for an individual child, the FUSD Transportation Department and parents will agree upon alternate safety equipment.

CHILD SAFETY RESTRAINT SYSTEM (CSRS OR CSR)

Per NHTSA guidelines and recommendations, all children (0 – 8 years of age) must be properly secured in a child safety restraint system (CSR) that meets federal standards. The FUSD Transportation Department will provide the car seats. Once the child is over 4’ 9” in height or 8 years of age, the parent shall inform FUSD Transportation. In the event a CSR is not the safest equipment for an individual child (i.e. outgrown their car seat), the FUSD Transportation Department and parents will agree upon alternate safety equipment.

ABSENCES

If, for any reason, your child **WILL NOT BE ATTENDING SCHOOL**, please notify the FUSD Transportation Department. Advanced notice is extremely helpful and in many cases, saves unnecessary miles. **Absences should be reported directly to Dispatch at 510-657-1450 Ext. 13147.** The FUSD Transportation Department dispatch and supervisory staff are on duty from 5:30 a.m. to 5:00 p.m. during school attendance days. **If you call before or after hours, please leave a message.**

Unless arrangements are made in advance, if your child does not ride the bus for **THREE (3) CONSECUTIVE DAYS**, your child's transportation will be **PLACED ON WILL CALL** until you call the FUSD Transportation Department and request reinstatement of services.

To resume transportation services for your child, please call the FUSD Transportation Office at (510) 657-1450.

ILLNESS

Please do not send your child to school if he or she is ill. Besides the risk of spreading the illness to other students and the driver, the school bus driver needs to concentrate on operating the vehicle safely. ***Students with a temperature of 100.0°F or greater will NOT be transported.***

UNSCHEDULED EARLY/LATE ARRIVAL AND DISMISSAL

In the event that your child is required to arrive or leave school outside of the school site's bell schedule, FUSD Transportation and contractors will not be able to provide transportation. If the student is sick, has an appointment, or is participating in an activity/event, the parent/guardian is responsible for transporting the student.

TRANSPORTATION OF MEDICATION

Parents/guardians may submit a request on their student's transportation application that medication be transported with the child to school. *Bus drivers may not transport medication until parents have complied with all legal provisions and have a medication form on file.*

WHEN MEDICATION IS TRANSPORTED, THE GUIDELINES BELOW MUST BE FOLLOWED:

- (1) The drug or medication must be in a sealed envelope or package and **in its original pharmacy container** with current prescription label affixed listing student name and medication dosage.
- (2) The envelope or container must be clearly labeled to identify the student and school.
- (3) While enroute, the envelope or container must be kept in the personal possession of the driver.

PARENT AND DRIVER INFORMATION

- (4) The envelope or container must be delivered by the driver directly to school staff or a parent/guardian.
- (5) *Under no circumstances may the student be allowed to keep medications in his/her possession.*

IDENTIFICATION

For transportation purposes, student photographs taken at the school site each year will be computer generated on the bus driver's route sheets to ensure correct identification of each student.

PERSONAL HYGEINE

Children must be clean and fully dressed (including shoes and socks) in appropriate school clothing before boarding the bus. In consideration for the other students, no child will be allowed to enter the bus with a soiled diaper. Students still in the process of being toilet trained should use the restroom just before boarding the bus since the ride to school may take up to one hour or more.

PERSONAL ARTICLES

It is recommended that all students carry a backpack or bag marked with their name to bring personal items to and from school.

In consideration of student safety, parents should consult with the FUSD Transportation Department before a child is allowed to carry an item that is too large to fit in the child's backpack or bag. **FUSD Transportation Department assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their owner.** *Please put your child's name on all items that could be easily lost (backpacks, coats, sweaters, etc.).* Unclaimed items left on the bus will be turned into the FUSD Transportation Department, (510) 657-1450. Personal items that have not been claimed within 90 days will be donated or thrown away.

ANIMALS

Students are not allowed to bring insects or pets (including those in boxes, cages, or on leashes) on board a school bus. Service animals may be transported when accompanied by individuals with exceptional needs, but only if a doctor's note is provided to the District.

PICK-UP PROCEDURE

At the beginning of the school year, parents will be notified by the FUSD Transportation Department of their child's pick-up time. Parents will be informed of changes to the scheduled pick-up time throughout the year. All students should be ready fifteen (15) minutes before pick-up time. Drivers are asked **NOT** to honk the horn. Many children and classes are affected by bus schedules; therefore, students shall be ready and waiting at the curb when their bus arrives. Parents or designated guardians are responsible for assisting the child from the house to the bus, and drivers are responsible from that point on. **Drivers will NOT go to your door to pick-up the child.**

DROP-OFF PROCEDURE

A parent or designated guardian **MUST** be at home to receive the student when delivered by the bus driver. The parent or designated guardian should be at home ten (10) minutes prior to the drop-off time and is responsible for assisting the child from the bus into the home. **Drivers will NOT go to your door to drop-off your child.** If you desire your child to be left at home without an adult to receive the child on a regular basis, this **MUST BE STATED IN WRITING ON THE FUSD PARENT DROP-OFF WAIVER AND ON FILE WITH THE FUSD DOCUMENT LIBRARY.**

If there is no designated person to receive the child at the designated drop-off location, the procedure will be as follows:

- (1) Driver is to notify dispatcher of the situation.
- (2) Dispatch will call the home or emergency phone number (current information on hand).
- (3) Driver will continue on the route while awaiting instruction from dispatch.
- (4) If there is still no one to receive the child at the designated drop-off location, the student will be returned to his/her school of attendance.
- (5) If it is too late to return the student to the school of attendance, the student will be taken to the Special Education Department at the FUSD District Office.
- (6) The local police and a social service agency will be called if the child is not picked up by the parents or if contact with the parents cannot be made. *All attempts will be made to notify parents with information regarding their child.*

NOTE: Recurring problems regarding the delivery of your child may result in the need to hold an Individualized Education Program (IEP) meeting to determine if continued transportation is appropriate.

CHILD CARE ADDRESSES

Some parents may want their child delivered to a child care facility after school. This service may be provided if:

- (1) The service occurs on a consistent long-term basis.
- (2) The service can be accommodated on an existing route within FUSD boundaries.
- (3) Service will be provided to one constant/consistent pick-up and drop-off location.

Drivers will not change established drop-off sites and/or routes to accommodate special requests without authorization from the FUSD Transportation Department. New drop-off sites and route changes are not added to meet temporary needs.

SEATING

Each student will be assigned to a specific bus route, and may be assigned to a specific seat on the bus. This seating assignment is based upon the child's medical needs, positive behavior management strategies, and other considerations affecting the safety and welfare of the students.

ROUTE TIMES

Fremont Unified School District spans over 10 miles from north to south, and has a student population approaching 36,000. Our large service area and local traffic make it necessary for some children to have long bus rides. Travel time will vary from route to route. You can be assured that every attempt has been made to make your child's ride as short and as comfortable as possible.

ROUTE CHANGES

Due to additions or withdrawals of students in various programs, parents should be prepared for **CHANGES** in drivers, buses, routes, and time of pick-up/drop-off THROUGHOUT the school year. Overall route travel time will vary from route to route depending on class times and student home locations. Parents will be notified if route changes affect their child's pick-up or drop-off times. After an initial adjustment period at the start of school, or upon reorganization of routes, the pick-up and delivery time should be consistent within approximately fifteen (15) minutes. Buses may run later during days of unfavorable weather conditions, such as fog and rain.

WEATHER CONDITIONS

Alameda County has fairly mild weather conditions but occasionally there may be a delay of bus service that is weather-related. Therefore, some routes may have "on time" service, whereas other routes may experience delays.

If the bus driver feels it has become unsafe to continue along the route due to hazardous weather conditions, dispatchers will call the parents of the students on the affected route and advise the parents of the delay. Any major district-wide bus delay due to weather conditions will be communicated immediately including, but not limited to, a local radio station broadcast, a posting on the District website, and use of social media.

DELAYED BUSES

If a bus is delayed, the driver notifies the FUSD Transportation Department via a two-way radio in the bus. The FUSD Transportation Department notifies schools of buses that are more than twenty (20) minutes late. Parents may call Dispatch at 510-657-1450 ext. 13147 to determine the reason for the delay and the approximate length of the delay.

FUSD Transportation staff will contact the parent(s) via telephone if a delay exceeds thirty (30) minutes.

CHANGE OF ADDRESS/TELEPHONE

If you move during the school year, or change your telephone number, please notify the school and FUSD Special Education Department at (510) 659-2569 x12227 **at least ten (10) working days before the move** to ensure uninterrupted bus service. *Do not deliver your child to school and expect the bus to return him or her to a new address unless you have been notified that bus service to the new address has been arranged by the FUSD Transportation Department.*

It is important that FUSD Transportation Department have **CURRENT AND CORRECT TELEPHONE NUMBERS** (home, emergency, etc.). Please notify FUSD Special Education Department of any changes at (510) 659-2569 x 12227.

COMMUNICATION

If you have any requests or complaints regarding transportation, please do not ask your child's teacher to take care of the matter. Contact the FUSD Transportation Department at (510) 657-1450.

Bus drivers are not to be used as messengers between home and school. Please write down any communication for school staff and enclose in your child's backpack.

WHEELCHAIR LIFT OPERATION

Drivers are specially trained on wheelchair lift operation. Although your assistance in loading and unloading is appreciated, we ask that **ONLY THE DRIVER OPERATE THE LIFT CONTROLS**.

WHEELCHAIR AND TRAVEL CHAIRS

The safest possible lifts and tie-down equipment have been purchased for the transportation of your child. To maintain safe transportation of wheelchairs and travel chairs, your help is also needed. California Code of regulations, Title 13, section 1293 g states: "WHEELCHAIRS SHALL BE EQUIPPED WITH BRAKES AND RESTRAINING BELT PROPERLY MAINTAINED BY THE OWNER OF THE CHAIR." Please note that failure to properly maintain these devices could result in discontinuation of transportation services.

PARKING

Drivers are encouraged **NOT** to pull in and out of private driveways. It is extremely helpful if room can be left at the curb in front of the pick-up location and/or residence for loading and unloading purposes. Drivers are encouraged **NOT** to do any backing up if it is avoidable.

UNACCEPTABLE BEHAVIOR

A student's behavior is judged to be unacceptable when it jeopardizes the safety of the child or other passengers, or interferes with the operation of the bus. In such a case, the parent, the child's teacher, the school psychologist, and the bus driver may meet to create positive behavior interventions for the child. If necessary, a plan may be incorporated into the child's Individualized Education Program (IEP).

PARENT RESPONSIBILITY

It is the parent's responsibility to adhere to all rules contained within this handbook. Refusal to comply will result in the need to hold an Individualized Education Program (IEP) meeting to determine if continued transportation is appropriate.

PARENT LIABILITY

The FUSD Transportation Department will notify parents if their child has been involved in behavior leading to damage of school bus or other passenger's property. Parents may be required to reimburse the FUSD Transportation Department for these damages.

BUS RIDING RULES AND REGULATIONS

All transportation shall be subject to the appropriate provisions of the California Education Code, California Administrative Code, and policies of the Fremont Unified School District.

Title 5 CCR. Section 14103: "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 or being escorted across a street or highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

BUS RULES

Please discuss these rules with your child:

- (1) Sit down at once and remain seated
- (2) No profanity
- (3) No eating or chewing gum
- (4) No fighting, playing, or loud conversations
- (5) Keep all parts of the body inside the bus at all times
- (6) Follow the driver's instructions at all times

In order for the driver to be alert to the many possible hazards of driving, each child on a school bus must behave in a satisfactory manner. Since the safety of all children on the bus is of prime importance, a child who behaves in an unsatisfactory manner may be denied the use of transportation. Parental reinforcement of these regulations and occasional communication with your child's bus driver will help considerably in maintaining a low level of disciplinary problems. **PARENTS/GUARDIANS** may be held financially responsible for any damage to vehicles caused directly by their child.