

Berkeley Unified School District



TRANSPORTATION GUIDE

A School Site Manual
For Users of
BUSD Transportation Services

AUGUST 2006

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1. Mission Statement

It is the mission of the Transportation Department to support the educational program by providing for the safe operation of a school transportation service. We believe that pupil transportation enhances the educational opportunities for all of our children.

We are also dedicated to providing courteous and professional service to our customers and to courteous and professional behavior while operating school buses on the road.

The safety of our students is our primary concern.

2. Rules, Regulations, Policies

There are many laws, regulations, federal guidelines and policies that govern the operation of a pupil transportation program. The regulatory environment is very demanding, as it should be. Regulations address such things as the certification and ongoing training of school bus drivers, record keeping requirements, federally mandated alcohol and drug testing, fingerprint requirements in addition to those mandated by the California Education Code, vehicle maintenance and certification requirements, state and county reporting requirements, etc.

Most of the laws that govern us are found in the California Education Code, the California Code of Regulations, the California Vehicle Code, and the Code of Federal Regulations. Laws are revised and new guidelines are issued frequently.

Following are laws that may be of special interest to the school sites:

Transportation Safety Plan

State law requires the District to have a Transportation Safety Plan. The intent of this plan is to ensure the safety of students while loading and unloading from the school bus. Implementation of the plan requires the cooperation between the

Transportation Department, the school bus driver, the students who ride the bus, and personnel at the school sites. Please see Appendix A for a copy of the BUSD Transportation Safety Plan.

Emergency Evacuation Drills

Once each school year the Transportation Department, in cooperation with school sites, conducts emergency school bus evacuation drills for all students at schools or programs for which we provide home to school transportation. These drills are conducted in accordance with State regulations. The safety of all bus riders is greatly served through the practice of these bus evacuation drills.

Red Light Law

This law requires actions by school bus drivers and motorists to protect students while loading, unloading and crossing with escort. This includes loading and unloading at school sites. We have included a copy of the actual language of Vehicle Code 22112. You will find it in the Transportation Safety Plan, Page 1, in Appendix A. If you have any questions about this, or any other law governing pupil transportation, please contact the Transportation Field Supervisor.

3. Home to School

Home to school bus transportation is provided within attendance zones to all elementary school children who live beyond the one-mile walking distance. It is also provided to certain special education students. Parents who wish to enroll their children in a school outside of their attendance zone must provide their own transportation. The district does not provide regular home to school transportation for middle school students or Berkeley High School.

The Transportation department will make all assignments to school bus stops.

Bus Stop Assignment

The Transportation Department works very closely with the Admissions and Attendance Office to ensure that the student data needed for bus assignment is current prior to the beginning of each school year.

Students who meet the eligibility criteria stated above will receive a bus stop assignment by mail in August, before the beginning of the school year. The mailing will include required safety information and instructions for special bus stop requests.

Due to the complexity of implementing routes at the beginning of each school year, students who enroll late, or soon after the school year begins, and who meet the eligibility criteria, will not be able to ride the bus until an assignment is made and required notifications have taken place. The data needed for these assignments will be sent to Transportation from the Admissions and Attendance Office. We will place these students in a high priority category for processing.

Throughout the school year, additions and deletions will be sent to Transportation from the Admissions and Attendance Office. New students will be added to the database and, if eligible, assigned a school bus stop.

Bus Stop Change Request

To request a change of bus stop, the parent must complete the “Bus Stop Change Request Form” (Appendix B). Each August, Transportation will send these forms to the school sites. They are also available for copying in the “Transportation User Guide”. Schools can copy them as needed. These requests will be processed based on eligibility for transportation.

Special One-Day Requests

Parents can request a one-day student pass on a school bus, to an existing stop only, by sending a note to the school. The school administrator can then fill out the “Pupil Transportation Authorization Form” (Appendix C). The student will then present the pass to the bus driver for one ride. We will provide these forms to schools each August. Schools can copy them as needed.

Changes of School, Changes of Address and/or Phone Numbers

Changes must be entered in SASI and reported directly to Admissions and Attendance. They will be reported to the Transportation department from the Admissions and Attendance Office via file download. In some individual cases, the school will communicate contact information or special cases with Transportation in order to facilitate service.

After School Child Care Programs

After school transportation will be provided on a limited basis to after school programs based on eligibility criteria. Assignments will be made when the

attendance lists are sent to Transportation by the after school and/or childcare provider. Schools and parents concerned about this service should contact their after school program.

Loading Zone Safety

We are working hard to make the school loading zones as safe as possible. We all have a role to play in protecting students from harm. It is an area of potential danger and risk for students and presents difficult challenges for our school bus drivers. The Transportation Safety Plan (Appendix A) addresses the role that each of us must play in keeping the students safe while loading and unloading at your school.

4. Special Education

Bus Assignment

Transportation of students in the special education program is arranged between the Special Education department and Transportation. In order to insure that we can provide the necessary service and support, the Special Education program consults with us regarding the need for service. They then send us documents with all of the relevant student data. We are working with Special Education to have all student data in SASI.

When we have the required information regarding a student's abilities, medical information, and emergency contacts, and any relevant bus information, including special equipment needs, we place the student on a bus and route and make the appropriate contacts to begin the service.

Working With Parents and Teachers

It is important for us to have a close working relationship with teachers, parents and guardians in this program. We are sometimes in daily contact regarding issues that arise on the bus, medical information and discipline issues

Because of the need for detailed information before we can transport, we cannot start transportation based on a request by a parent or a teacher.

Ride Time

There are many special circumstances that affect the development of these routes. There are equipment considerations, geographic factors in program placements, etc.

Each of these factors can affect ride time. There are no current laws addressing ride time for students. Whenever possible, we try to limit ride time for the students. In some cases we have adjusted our schedules to accommodate for special medical needs.

5. Field Trips

Field Trips are a very important part of the educational program. It is our goal to support the educational program by providing safe, efficient service on field trips.

Procedures

To ensure compliance with state mandates and guidelines governing pupil transportation:

1. All transportation of Berkeley Unified School District students on school related trips must be arranged through the Transportation Department. The only exceptions currently granted are at Berkeley High School by way of School Board action.
2. Berkeley Unified School Bus drivers provide transportation to the students of Berkeley. In the unusual event that a field trip must be contracted out to another carrier, a specific procedure must be followed to assure the safety of BUSD pupils. Transportation maintains a list of qualified outside vendors who meet or exceed the requirements of federal, state local and District laws and policies, including the California Education Code, CCR, Vehicle Code and requirements of DMV, CHP and CDE. **In the event that an outside vendor must be used, the process remains the same (see below for details): submit a written trip request (10 days minimum in advance), with pupil list attached, signed by the Principal.** If we determine that we cannot provide the transportation, the Transportation Department will provide the approved vendor information for the site administrator to schedule the bus. This file is updated frequently and generally, the information given is for one use of the contractor. Once such a trip is scheduled, you will information Transportation of the approved trip date and vendor so that we can inspect the contractor's bus and driver certification on the day of the trip. For this important safety reason, no other department or individual in the District is authorized to arrange such transportation. Payment for a contracted field trip is the responsibility of the site requesting the transportation and must be pre-arranged through the Purchasing Department.
3. The school bus driver is obligated to provide a safe ride. The passengers are obligated to provide a minimum of distractions and to follow the bus rules. District school bus rules will be enforced at all times that students are on the buses.

4. The teacher in charge of the field trip is responsible for informing the students of the standard of conduct expected, and for supervision of the students on the bus as well as at the field trip site.
5. Students are responsible for following the rules and the directions of teachers, supervisors and bus drivers.

How to Request a Field Trip

1. Coordinate with the Transportation Department **before** you finalize the date of your trip. Transportation will check availability of buses and give you an estimate for the trip. You can find a copy of the current rate schedule in Appendix E.
2. Fill out a “Special Trip Request and Driver Report” Form (Appendix D: Form I-8850) and send with the appropriate budget code or the appropriate payment to the Transportation Department. This request must be received by the Transportation Department **at least 10 working days prior** to the date of the scheduled trip. You will receive a confirmation notice.
3. Field Trip Drivers are assigned by seniority on a rotational basis. You may request a particular driver, but we will not always be able to honor your request.
4. Because a school bus driver must adhere to the scheduled times and destinations as approved on the trip request form, please be sure that all stops and possible scheduling deviations are included on this form. The address and phone number of your destination **must** be included. If there are several instructions for travel, please attach an itinerary.
5. Some locations are inaccessible by school bus. Some trips may have to be changed or cancelled for this reason. Or the drop off may include a walk to the destination.
6. One week before the scheduled trip, verify with the Transportation Department that your trip is scheduled.
7. Please note that payment of all entrance fees, parking fees, public transportation charges, such as BART are the responsibility of the teacher in charge and/or the Site Administrator. All bridge tolls incurred by District buses will be paid at the tollbooth by the Transportation Department. This amount will be included in your bill.
8. On the day of the scheduled trip, the teacher in charge is responsible for giving a current class list to the driver of the trip.

9. The school bus driver will deliver a brief instruction in emergency procedures before departing on each field trip.
10. Upon completion of the trip you will be billed for any remaining balance. Payment is due upon receipt of the bill.
11. Requests for departure times will be honored whenever possible. In the event that your scheduled time conflicts with home to school transportation, we will work with you to adjust the times on your field trip. Occasionally there will be days that are not available for field trips due to minimum day releases or department in-service meetings. The only exception on these days will be for BHS Athletics and school trips that return **after** all home to school drop-offs are completed. When there are scheduling conflicts between programs, preferences will be given in the following order:
 1. Home to School
 2. BHS Athletic Field Trips
 3. Field Trips
 4. Community Trips
12. To assist you in your planning, a Field Trip checklist is located in Appendix F of this document.

6. Bus Conduct/Discipline

The safety of students on the school bus is our primary goal. Behaviors that might be acceptable off the bus could pose serious safety hazards on the bus. The need for order and discipline is at all times directly related to the safety of our students. Education, cooperation and good communication between Transportation staff, parents and the schools is the best way to achieve safety and order on the school bus.

The school bus driver is responsible for the conduct of the students on the bus. Students are responsible for following the rules.

Authority of the Driver

Students transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus, or being escorted across a street, 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. 5 CCR 14103

Bus Rules

The rules of conduct are posted on each school bus. We have included a copy in Appendix G. Each year, before the school year begins, eligible students are mailed their bus stop assignments. Included in this mailing are information and instruction regarding safe riding practices.

Discipline Process

1. Drivers will teach students the bus rules and other safe riding practices, including required emergency procedures instruction.
2. When discipline problems occur on the bus, drivers will discuss these issues with a Supervisor and when possible, attempts will be made to call the parent or guardian.
3. Drivers will then document unsafe behavior on the "Bus Conduct Form" (Appendix H).
4. The Driver Trainer/Field Supervisor will review all Bus Conduct Forms, and we will send copies to the parents and schools. In some cases recommended actions will be noted on this form.
5. Three written reports in one school year may result in a suspension from bus riding privileges. The Transportation Manager will determine the length of the suspension.
6. Certain serious offenses, including fighting, injury to others, serious disregard for safety, disrespect of bus driver, destruction of district property, etc. may result in an automatic suspension after one incident.

7. How to Contact Us

Berkeley Unified School District

TRANSPORTATION DEPARTMENT

1310 "A" 9th Street, Berkeley, CA 94602

PHONE: 510-644-6182 FAX: 510-644-4523

Bernadette Cormier

Manager

644-6182

Bus Master Schedule and Routing of Bus Stops
Safety
Operations and Legal Issues
Budgets
Training
Complaints, Problems, Concerns

Tim Mull

Field Supervisor / Driver Trainer

644-6185

Daily Operational Concerns
Safety
Complaints
Training of School Bus Drivers
Field Response
Accident Investigation
Testing and Reviewing Records for District Drivers
Training of District Drivers
Bus Conduct Reports

Faye Hines

Dispatcher

644-6182

Daily Bus Schedule
Daily Driver Schedule
Coordination of School Bus Drivers
Communications with Customers
Late Buses
Special Education Scheduling
Field Trip Scheduling
Field Trip Costs
Complaints

Annette Johnson-Banks
Transportation Router Scheduler

644-6182

Assignment of Students to Buses
Develop Bus Routes
Bus Stop Requests and Bus Stop Assignments
Communication with Parents Regarding Bus requests
Data Base Operation and Management
Interface with SASI
Special Requests and Processes
Complaints and Incident Reports
Daily Schedules

Terry Bloomsburgh
Account Technician

644-8692

Field Trip Costs
Field Trip Tracking
Field Trip Billing
Time Sheets Review
Vendor Payments
General Information

Melba Lazenby
Aminah Ilyas (Sub)
Clerical Specialist

644-6182

General Information
Vendor Payment
Vendor Tracking
Record Keeping
Contact School/Parents Regarding Stops and Schedules
Communications with Schools, Parents, Outside Agencies, Vendors
Problem Solving
Bus Conduct Communications
Communications to Drivers
Absence Certificates

Michael O'Loughlin
Vehicle and Equipment Mechanic Supervisor

644-8951

Preventive Maintenance of School Bus Fleet
Preventive Maintenance of District Fleet
Schedule and Complete District Fleet Repairs
Purchase Parts
Contact Vendors
Communicate with Departments

Compliance with State and Federal Regulations
Hazmat Compliance
Record Keeping for V&E Repair Shop
CHP Motor Carrier Compliance

Francisco Balba

Mark Bauer

Vehicle and Equipment Mechanics

644-8951

Maintain and Repair Vehicles and Equipment
Road Service
Pick up and Deliver Vehicles

Don Patterson

Vehicle and Equipment Mechanic Assistant

644-8951

Assist Mechanics
Road calls
Clean Vehicles
Tire changing
Pick-up and deliver parts and vehicles

School Bus Drivers

644-6182

Bus Conduct
Route Problems
Special Requests

8. Transportation Shop

We have a staff of professionals who service the Berkeley Unified fleet of vehicles. They are entrusted with the care, maintenance and safe operation of our school buses. They must meet all mandates regarding service, maintenance, repair and record keeping.

Each year the California Highway Patrol Motor Carrier Division for compliance and safety inspects our bus terminal. Our Shop Supervisor and Vehicle and Equipment Mechanics work very hard to keep the school buses running safely and to stay updated with all of the new vehicle technologies.

9. School Bus Drivers

We cannot say enough about the job that Berkeley's School Bus Drivers perform on a daily basis. The training and certification requirements are very strict; the regulatory environment is heavy. They are fingerprinted and drug tested. The CHP reviews, tests and rides with them each renewal period. They must learn new equipment technologies on an ongoing basis.

And when they drive our students, they have the most precious "cargo" imaginable, driving them through very difficult and crowded urban streets. They deal with road rage, traffic congestion, mechanical issues, difficult weather conditions, etc. And they deal with the students' behaviors and issues, sometimes driving 78 students at once! We are proud of their safety record.

Armando Aguilar
Joseph Baca
Angela Banks-Robinson
Cynthia Bella
Johnny Billups
Gabe Brovedani
Wiley Carter
Charles Copeland
Dalles Donnelly
Randy Dunlap
Zakiya Green
Patricia Greene

Cecelia Hudson
Maya Johnson
Patricia Johnson
Kelsey Jones
Andre Kellum
Derrell Laird
Dave Pagano
Marialice Pride
Eren Sanchez

10. Appendix

- A. Transportation Safety Plan
- B. Bus Stop Change Request – Print Color: Goldenrod
- C. Pupil Transportation Permission – Print Color: Canary Yellow
- D. Special Trip Request and Driver Report
- E. Field Trip Costs
- F. Field Trip Check List
- G. School Bus Safety Rules
- H. Bus Conduct Report

Berkeley Unified School District **TRANSPORTATION SAFETY PLAN**

Effective: January 1, 1998
Revised: October 10, 1999
Revised: January 28, 2000
Revised: January 1, 2003
Reviewed: August 1, 2005

Implementation of AB1297, AB1573, California Education Code 39831.3, 39831.5 and California Vehicle Code 22112, with revisions through January 1, 2003. The following is language excerpted from the law:

THE LAW: VC 22112

22112. (a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.

(c) When a schoolbus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the schoolbus.

(d) When a schoolbus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the schoolbus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the schoolbus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the schoolbus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the schoolbus is stopped have crossed safely,

and that all other pupils and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.

(e) Except at a location where pupils are loading or unloading from a schoolbus and must cross a highway or private road upon which the schoolbus is stopped, the schoolbus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.

(2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the schoolbus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a schoolbus.

Amended Ch. 831, Stats. 1994. Effective September 27, 1994.

Amended Sec. 3, Ch. 739, Stats. 1997. Effective January 1, 1998.

Amended Sec. 2, Ch. 647, Stats. 1999. Effective October 10, 1999.

Amended Sec. 1, Ch. 397, Stats. 2002. Effective January 1, 2003.

IMPLEMENTATION OF SAFETY PLAN

DRIVERS

The driver shall be responsible for compliance with all laws, rules and regulations regarding loading and unloading of school pupils.

The driver shall stop to load or unload students only at designated school bus stops. A student may not depart the bus at any stop other than their own unless they have a note authorized by a school district administrator.

Drivers will keep a list of stops and include on the route sheet locations at which students must be escorted across the highway. This list will be updated periodically, to reflect the names of the students and current stop locations.

Drivers shall release kindergartners only to parents or other designated responsible adults unless otherwise requested in writing by the parent.

STUDENTS

Students shall observe safety rules and traffic laws while walking to and from their bus stops and/or to and from school.

Students shall be at their bus stop 5 minutes prior to the scheduled bus arrival time. If the student can see the bus approaching, the student shall never cross the street, but rather wait for the driver to come to a complete stop and escort them across the roadway.

Students must wait until the bus has come to a complete stop and the door is open before attempting to board a bus. They shall never rush or run onto the bus. If there is a group of students, they must wait in an orderly line and never crowd or push.

Upon boarding the bus, students shall quickly go to their seat, face forward with their backs against the seatback and remain seated until their destination has been reached, and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.

The same procedure will be followed when a student is discharged from the bus. A student in pre kindergarten through 8th grade shall be escorted as required by law while crossing in front of the bus.

At the school dismissal time, students shall wait in designated, safe areas until instructed to board the bus. Students must board in a safe manner.

Students shall wait for directions from the driver, and shall not cross the roadway until directed to do so. Students shall then cross between the driver and the bus. Students shall never cross a roadway behind a bus.

Students shall never run back to the bus, or cross back over the roadway unless escorted by the driver.

On activity trips, pupils shall board and exit in an orderly fashion and when outside the schoolbus shall stay clear of the danger zones around the bus.

SCHOOL SITES/ADMINISTRATORS

School sites will designate safe areas where students will wait for the purpose of boarding the bus in a safe and orderly manner.

At school sites, students will leave or board the bus when the driver designates that it is safe to do so.

Designated responsible adults at the school sites will supervise the students after they arrive at school and while they are waiting for the bus after dismissal.

On activity trips, pupils shall board and exit in an orderly fashion and when outside the schoolbus shall stay clear of the danger zones around the bus.

It is not the intent of this document to alter or change current Berkeley Unified School District School Board Policy, or school bus rules, but rather to enhance them to ensure the utmost in safety and efficiency for our students and to comply with the law.

**Berkeley Unified School District
TRANSPORTATION DEPARTMENT**

BUS STOP CHANGE REQUEST FORM

Date _____

Student's Name _____ School _____ Grade _____

Home Address _____
Number Street City Zip Phone

Current Assigned Bus Stop _____

Request _____

Reason for Request _____

Requests will be considered within the eligibility standards set by the District, in special cases in which safety is a factor, and on a space available basis. **Please deliver this request to the BUSD Transportation Department 1310 "A" 9th Berkeley, CA 94710. Phone: 510-644-6182.**

**Berkeley Unified School District
TRANSPORTATION DEPARTMENT**

BUS STOP CHANGE REQUEST FORM

Date _____

Student's Name _____ School _____ Grade _____

Home Address _____
Number Street City Zip Phone

Current Assigned Bus Stop _____

Request _____

Reason for Request _____

Requests will be considered within the eligibility standards set by the District, in special cases in which safety is a factor, and on a space available basis. **Please deliver this request to the BUSD Transportation Department 1310 "A" 9th Berkeley, CA 94710. Phone: 510-644-6182.**

Berkeley Unified School District
PUPIL TRANSPORTATION PERMISSION

GOOD FOR ONE RIDE TO OR FROM SCHOOL – SUBJECT TO SCHOOL DISTRICT REGULATIONS

STUDENT NAME _____ TO / FROM SCHOOL (Circle One)

School _____ Grade _____ Bus # _____

Stop Description _____ Reason _____

Special Instructions _____

The School Bus Driver must receive this permission slip from each student who may wish to take a bus other than her/his assigned bus, or go to any stop other than her/his official designated stop.

It is the responsibility of the school administration to authorize the bus ride.

Date

Parent Signature and/or School Administrator's Signature

Berkeley Unified School District
PUPIL TRANSPORTATION PERMISSION

GOOD FOR ONE RIDE TO OR FROM SCHOOL – SUBJECT TO SCHOOL DISTRICT REGULATIONS

STUDENT NAME _____ TO / FROM SCHOOL (Circle One)

School _____ Grade _____ Bus # _____

Stop Description _____ Reason _____

Special Instructions _____

The School Bus Driver must receive this permission slip from each student who may wish to take a bus other than her/his assigned bus, or go to any stop other than her/his official designated stop.

It is the responsibility of the school administration to authorize the bus ride.

Date

Parent Signature and/or School Administrator's Signature

APPENDIX D

SPECIAL TRIP REQUEST AND DRIVER REPORT

NCR FORM

AVAILABLE BY REQUISITION FROM THE WAREHOUSE

FORM # I-8850 (4 PARTS)

REVISED 3/04

USE CURRENT EDITION ONLY PLEASE

APPENDIX E

FIELD TRIP COSTS 06-07

This document will be sent separately via email.

Field Trip Check List

- Meets instructional criteria for field trips
- Overnight field trips: board approval attached
- Date of trip verified with Transportation
- Completed Request Form submitted at least 10 days prior to trip
- Directions attached
- Class list attached
- Payment attached or budget code listed
- Confirmation notice received from Transportation
- Arrangement with Child Nutrition Services for Bag Lunches
- 3 days prior to trip: phone check with Transportation to confirm your trip (optional).

SCHOOL BUS SAFETY RULES

- 1. Cooperate with the driver.**
- 2. Talk quietly and respectfully to each other and to the driver.**
- 3. Enter and exit the bus in an orderly fashion.**
- 4. Stay in your seat and keep the aisles clear at all times.**
- 5. Keep your hands to yourself.**
- 6. Do not throw anything on the bus, at the bus, or out of the bus.**
- 7. Do not put arms, hands, head, or any other part of your body outside the window.**
- 8. Do not eat on the bus.**
- 9. Keep the bus clean.**
- 10. Do not damage the bus or tamper with bus equipment.**

APPENDIX H

BUS CONDUCT REPORT

NCR FORM TO BE HAND DELIVERED