



STUDENTS WITH IEPs THAT QUALIFY
FOR
SCHOOL BUS TRANSPORTATION
GUIDELINES FOR PARENTS/GUARDIANS

949-936-5370 – ext. #1 and #4 to leave a message

INITIATION, REINSTATEMENT, OR CHANGES IN TRANSPORTATION

When the transportation department receives the request to initiate transportation for your students, a transportation scheduler will contact you by e-mail or by phone to accomplish the following:

For an original request (a new student):

1. To obtain emergency contact information.
2. Student release information (may or may not be released on their own) or identify the adults allowed to receive the student.
3. Identify any unique transportation accommodation, personal protective/assistive equipment, car seats, star seats, safety securement devices, and bus attendant assistance.
4. To ascertain if your student requires mobility assistance (a wheelchair, walker, or gate trainer) that would need a school bus with a lift to assist with boarding and securements.
5. If it is identified that your student does require a school bus with a lift, an appointment will be made at that time to come out to your home or to the school site to evaluate the wheelchair to ensure that its "DOT" (Department of Transportation) compliance.
6. To identify any pertinent medical problems or physical conditions.
7. Once transportation has been established, you will be contacted by email and phone to review the details that you will need to know for the first day, this may take approximately 5 to 7 working days during the year, but for the first four weeks of the school year, this may take 7 to 10 working days.

For reinstatement or address changes:

- Contact the school site
- Once the change is received, we will contact the parents or guardians of the Student to inform them the change has been received.
- Please allow approximately 3 to 5 working days once the call is made; you will receive an e-mail or a phone call once in place.
- For an existing route, we will review the route before any altering. Once completed, parents or guardians will be contacted with time changes before your Student may continue.
(Please note that some changes may dictate a time and driver change.)

LIMITATIONS

1. Transportation will only accommodate one AM address and one PM address within the IUSD boundaries of the Irvine Unified School District_– use the school locator feature to check that address before committing to a daycare provider. Use the link - <https://locator.pea.powerschool.com/?StudyID=236134>
2. If your student falls ill on the bus en route or at the school site, parents or guardians are responsible for arranging or picking up their student.
3. We accommodate Day Care facilities with the understanding that the provider must bring and receive the student from the bus and that drivers do not sign students in or out.
4. As we support the Day Care facilities, we will provide you with departure and approximate arrival times. But, if the driver cannot depart or drop off your student, you must transport or retrieve them from their school site.
5. Parent-requested transportation changes are limited to once per school year.
This applies to AM departure and PM drop-off locations.



EXCEPTIONS: Change of residence or family emergencies. If you move during the school year, please notify your school site and the SPED Department at least *four weeks in advance*.
(To allow for Residence Verification or unforeseen delays.)

NOTIFICATION

You will be notified by phone & email regarding: starting date, bus time, or any changes.

AIR-CONDITIONING

Small school buses are equipped with air-conditioning. Because school buses stop and open the door (or wheelchair lift) every few minutes, the air-conditioning on buses is not as effective as in passenger cars.

TRAVEL TIME

Travel time may change when modifications are made to a route. The district attempts to limit ride time to an hour or less when possible, and the District does not guarantee that your student will be limited to this standard.

TIME SCHEDULE - A.M.

The time you are given is the departure time for the bus; we have no grace period (this is similar to a plane or train departure); please plan accordingly.

We ask that your student be ready 5 minutes before departure.

- Drivers are directed NOT to honk the horn or to use the backup alarm; it is against the city ordinance.
- Nor do we make phone calls in the AM to alert parents that the bus has arrived.
- To arrive at school on time, the bus must leave each bus stop at departure time.
- If your child is not aboard the bus at the scheduled time, the driver will be directed to proceed to the next bus stop.
- Please don't follow the bus to the next stop or expect the driver to stop once they have departed from the curb. It is a safety concern.

LATE BUS – AM

Occasionally, the bus may arrive at your bus stop later than scheduled due to unusual traffic conditions, road construction, mechanical failure, or onboard student behavior problems.

We make every effort to communicate via text to alert you to check your email for an important message when a bus runs extremely late (approximately 15 minutes or more.)

* We will inform your student's school site of the situation so they are not considered tardy.



PM TRANSPORTATION

Due to circumstances beyond our control, we cannot schedule precise after-school drop-off times; if given a time, it is an estimation only, and your student may arrive on or before these times.

The number of students riding home on the bus can vary daily; it can lengthen or shorten the route time accordingly. Please be aware of your child's dismissal time (**including the modified day schedule**) and expect to have your student (s) arrive at the bus stop shortly thereafter.

The driver will not release a student (s) who "must be received" unless you (or a person designated by you) are there to receive the student.

If the bus arrives and no one is at the bus stop to receive your student (s), our office will attempt to reach you and your emergency contacts by phone.

If no contact is made, the driver may attempt to return your student to the stop once the route is complete or as soon as possible.

If contact is not made, your students will be returned to their school site, and you will be expected to retrieve your student (s).

If they fail to reach you, they may bring in the **Irvine Police or Orange County Child Protective Services**, and your student may be given over into their care.

If this becomes an ongoing occurrence, the district must set expectations and an agreement of conditions before continuing riding the bus to ensure your student (s) safety.

WHEN THE BUS ARRIVES

The driver must come to a complete stop and secure the vehicle before opening the entrance door. Please follow these simple rules in the interest of your child's safety:

- Do not stand or allow your student (s) to stand any closer than twelve (12) feet from where the bus will stop.
- Do not allow your student (s) to approach the bus until the driver opens the door.
- **Never** allow your student (s) to run toward the bus, whether it is in motion or has stopped.
- Make sure your student (s) uses the handrail when climbing or descending the bus steps.

COMMUNICATING WITH THE TRANSPORTATION DEPARTMENT

949-936-5370 – ext. #1 and #4 to leave a message

If your student (s) does not require transportation to or from school, please notify the Transportation Department by telephone as soon as possible. If there will be an extended absence from the vehicle (vacation, etc.), inform us of the date your student (s) will start and return.

If you do not notify us, and your child is absent from the bus for **five consecutive days**, your student (s) may be automatically on permanent hold pending reinstatement.



PASSENGER CONDUCT

The California Code of Regulations (Title V, Section 14103) states:

“a) Pupils transported in a school bus shall be under the authority of and responsible directly to the bus driver, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or are being escorted across the street. Continued disorderly conduct or persistent refusal to submit to the driver’s authority shall be sufficient reason for a pupil to be denied transportation.”

While allowances must be made for complex behaviors exhibited by some students, conduct that creates an unsafe situation aboard the school bus or causes discomfort to another passenger cannot be tolerated. If necessary, as a last resort, we may deny transportation until a safety plan is set in place.

We are always willing to work with school staff and parents to teach and encourage appropriate, safe behavior on the bus, and we go to great lengths to avoid using denial of transportation as a disciplinary measure.

BUS RULES

1) Passengers must always remain seated with the seat belt properly fastened.

A child who persistently refuses or is otherwise unable to comply with this safety rule may be required to use safety equipment. (Buckle guard, buckle guard w/web clip, Safety Vest, Max II Safety Vest.) Parents/guardians and the school’s site staff will be advised of the student’s behavior and collaborate on alternative methods of obtaining your student’s cooperation.

2) Passengers must keep their hands (and feet) to themselves while aboard the bus and never put any parts of their bodies outside the bus windows or throw any object inside or out the bus window.

(Inability to comply with this rule may result in the requirement of a safety vest/buckle guard, as above.)

3) No eating, drinking, or gum chewing is allowed aboard the bus.

Exception: A diabetic student in danger of going into shock and IEP accommodation.

4) Oversized or hazardous articles are not allowed aboard the bus.

Objects too large to fit in the student’s backpack or lunch box may not be brought aboard unless prior arrangements have been made regarding securing such items (e.g., live animals, insects, bikes, skateboards, scooters, and special projects.)

Hazardous articles include (but are not limited to); glass containers, knives, or any sharp or pointed objects or anything which might cause injury to other students on the bus.

5) No animals (mammals, birds, reptiles, insects, fish, etc.) are allowed on the bus at any time.

Exception: Service dogs trained to aid individuals with a disability may be transported in a school bus when accompanied by disabled pupils enrolled in a public or private school.

VIDEO CAMERAS

Video Cameras are installed and used in all buses owned or operated under contract with the IUSD Due to legal issues; all data is considered confidential and, as a matter of privacy, will not be released outside the District without appropriate legal documents.



Individualized Transportation Guidelines

COMMUNICATING WITH THE TRANSPORTATION DEPARTMENT

949-936-5370 – ext. #1 and #4 to leave a message

- All vehicles should have a placard on the front windshield identifying the company and, upon request, a photo “id” and vendor app verification.
- All cancellations must be made through the district by calling 949-936-5370 ext. 1 or leaving a message using ext. 4.
- If you cannot cancel the AM transportation, and your student is marked as a “no show,” PM transportation will automatically be canceled, and you will have to contact transportation to reinstate the PM ride home.
- If you cancel the transportation through the vendor’s app, please send us an email at SpedTransportation@iusd.org or give us a call at 949-936-5370 ext. 1.
- Parents/students, please **DO NOT** contact your assigned driver directly. **All communication needs to be done through the district.** If you have any questions or concerns, please contact IUSD Transportation at 949-936-5370 ext. 1 or leave a message ext. 4.
- For any changes to your service, please get in touch with the SPED department at 949-936-5230, and ask for a SPED representative.
- All changes need to be approved by the SPED department before IUSD Transportation can make any changes. Changes can take 7-10 business days once IUSD Transportation receives the information from the SPED department.

TIME SCHEDULE - A.M.

The time you are given is the departure time for the bus; we have no grace period (this is similar to a plane or train departure); please plan accordingly.

We ask that your student be ready 5 minutes before departure.

- Drivers are directed NOT to honk the horn or to use the backup alarm; it is against the city ordinance.
- Nor do we make phone calls in the AM to alert parents that the bus has arrived.
- To arrive at school on time, the bus must leave each bus stop at departure time.
- If your child is not aboard the bus at the scheduled time, the driver will be directed to proceed to the next bus stop.
- Please don’t follow the bus to the next stop or expect the driver to stop once they have departed from the curb. It is a safety concern.

LATE BUS – AM

Occasionally, the bus may arrive at your bus stop later than scheduled due to unusual traffic conditions, road construction, mechanical failure, or onboard student behavior problems.

We make every effort to communicate via text to alert you to check your email for an important message when a bus runs extremely late (approximately 15 minutes or more.)

* We will inform your student’s school site of the situation so they are not considered tardy.



PM TRANSPORTATION

Due to circumstances beyond our control, we cannot schedule precise after-school drop-off times; if given a time, it is an estimation only, and your student may arrive on or before these times.

The number of students riding home on the bus can vary daily; it can lengthen or shorten the route time accordingly. Please be aware of your child's dismissal time (**including the modified day schedule**) and expect to have your student (s) arrive at the bus stop shortly thereafter.

The driver will not release a student (s) who "must be received" unless you (or a person designated by you) are there to receive the student.

If the bus arrives and no one is at the bus stop to receive your student (s), our office will attempt to reach you and your emergency contacts by phone.

If no contact is made, the driver may attempt to return your student to the stop once the route is complete or as soon as possible.

If contact is not made, your students will be returned to their school site, and you will be expected to retrieve your student (s).

If they fail to reach you, they may bring in the [Irvine Police or Orange County Child Protective Services](#), and your student may be given over into their care.

If this becomes an ongoing occurrence, the district must set expectations and an agreement of conditions before continue riding the bus to ensure your student (s) safety.

School Sites:

All vehicles should be parked at the school-designated loading zone.

If the vehicle has not arrived after 5 minutes of the student's designated bell schedule, contact Transportation immediately.

COMMUNICATING WITH THE TRANSPORTATION DEPARTMENT

949-936-5370 – ext. #1 and #4 to leave a message