

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5131(a)

Bus Conduct

The Oak Park Unified School District requires the parents/guardians of students participating in its school-bus program to assist in ensuring students' safe use of the school-bus transportation system. We hope that you will help your child to understand the District's bus conduct rules and expectations. Students participating in the school-bus transportation program will be provided a list of the nearest school-bus stops.¹

Walking to and from Bus Stops

- Students are to travel directly from home to the bus stop and from the bus stop to their homes.
- Families are encouraged to plan the safest route to bus stops containing the fewest streets to cross.
- Use cross streets and corners when available. Look in all directions before crossing. Always obey all traffic signals.
- Never accept a ride from strangers.
- If walking on roads without sidewalks, face traffic and always use caution.
- Proceed with extra caution during times of sunrise and sunset and bad weather.

Boarding the Bus

- Students are to arrive a minimum of ten (10) minutes before the scheduled pick up time.
- Students are to line up in an orderly manner to board the bus. Pushing, shoving, or fighting while boarding, un-boarding, or while on the bus is prohibited.
- Students must present a physical bus pass every time upon boarding the bus or they will be denied transportation. Screen shots of bus passes on phones/electronic devices are not acceptable.
- Parents/guardians of students in grades K-3 must accompany their children to and from the designated bus stop and must wait with their children until the bus arrives. The bus driver will not release a student in grades K-3 without a parent/guardian present.
- Students are to stay out of the bus "Danger Zone," any area within twelve (12) feet from the bus.² In an effort to keep students out of the "Danger Zone," students are not to retrieve anything left on the bus once they have exited or pick up anything that may fall underneath the bus.
- Buses will approach the bus stop and activate the flashing amber warning lights system (if so equipped) 200 feet before the bus stop.³ Once the bus has approached the bus stop the bus driver shall deactivate the amber warning light system.

¹ Ed. Code, § 38931.5, subd. (a)(1).

² <https://www.cde.ca.gov/ls/tn/or/bulletin0825.asp>

³ Veh. Code, § 22112, subd. (a).

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- The bus driver shall then activate the flashing red signal lights and stop arm (if so equipped) and ensure it is safe to exit the bus.
- In the event students in grades K – 8 need to cross the roadway upon which the bus is stopped, where there is no traffic officer present, the driver shall escort them across the roadway using a "STOP" sign while escorting all students.⁴
- The bus driver shall require all students to walk in front of the bus as they cross the street and ensure that all students cross the roadway safely.
- Students are to be alert to traffic, look both ways before crossing, and always walk in front of the bus.

Un-boarding the Bus

- Upon reaching their destination, students shall remain seated until the bus comes to a complete stop and upon the signal from the bus driver, unfasten their seatbelts, enter the aisle and go directly to the exit.
- Students are always to exit through the front door of the bus and never through the emergency doors or windows, except in an emergency.
- Buses will approach the bus stop and activate the flashing amber warning lights system (if so equipped) 200 feet before the bus stop.⁵ Once the bus has approached the bus stop the bus driver shall deactivate the amber warning light system.
- The bus driver shall then activate the flashing red signal lights and stop arm (if so equipped) and ensure it is safe to exit the bus.
- In the event a student in grades K– 8 needs to cross the roadway upon which the bus is stopped, where there is no traffic officer present, the driver shall escort them across the roadway using a "STOP" sign while escorting all students.⁶
- The bus driver shall require all students to walk in front of the bus as they cross the street and ensure that all students cross the roadway safely.
- Students are to be alert to traffic, look both ways before crossing, and always walk in front of the bus.

Bus Conduct

- Fighting, creating excessive noise, littering, tampering with equipment, or defacing property while on the bus is prohibited (e.g., cut seats, tag on seats or walls of the bus, or other vandalism). Students are to refrain from this and any other destructive behavior.
- Students are to be courteous, take direction, and cooperate with the bus driver at all times.
- Students are to be courteous to all other staff and passengers.
- Students are to wear seatbelts and remain seated at all times while the bus is in motion.

⁴ Veh. Code, § 22112, subd. (d).

⁵ Veh. Code, § 22112, subd. (a).

⁶ Veh. Code, § 22112, subd. (d).

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- Students are to keep their heads, hands, and feet inside the bus.
- Students are not permitted to block the aisle or emergency exit with their body or personal belongings. Students may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other student, obstruct the driver's vision, or create a safety hazard.
- Students are prohibited from throwing objects inside the bus or outside the bus through the windows.
- Students are expected to do their part to keep the bus clean. Students may not drink liquid on the bus other than water. Students may not eat on the bus, unless there is a medical necessity for which advance permission is secured from the bus driver. Students are not permitted to possess lighting devices, alcoholic beverages, vaping or tobacco products, drugs, glass containers, explosive devices, or weapons.
- Animals are prohibited from riding the bus, except for trained service animals.⁷
- Students may not share bus passes. Use of another student's bus pass will result in suspension of bus privileges for the owner of the bus pass and the student who attempts to improperly use the bus pass.
- A \$15 replacement fee will be charged for lost or misplaced bus passes.
- Students may bring electronic devices onto the bus only if such devices are permitted at school. Students are responsible for the use of any personal electronic devices and use devices at their own risk. If the use of electronic devices disrupts the safe operation of the school-bus, the bus driver may prohibit the continued use of the device on the bus.

The following behavior will result in the immediate revocation of transportation privileges and may result in suspension from school:

- Fighting at a bus stop or while on the bus.
- Persistent failure or refusal to adhere to the bus conduct outlined above.
- Actions which endanger the safety of any person either at a bus stop or on the bus.
- Damage to property at a bus stop or to the bus and/or its equipment.
- Tampering with driver controls or emergency equipment.

Students whose failure or refusal to adhere to the bus conduct rules results in three or more written conduct/incident reports may face transportation revocation privileges.

Bus Surveillance Systems

Surveillance systems may be installed and used on school-buses to monitor student behavior while traveling to and from school and school activities. The contents of a recording may be a

⁷ Ed. Code, § 39839.

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student record and may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate.

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