



SVCS Transportation Procedures & Policies

Staff and Bus Drivers

1. Teachers will escort students to bus at end of day.

Non-Bus Riders:

2. Students not riding the bus will be released to a parent/guardian.
3. Students may only be released to siblings/other responsible adults with prior written authorization
4. A student who is typically picked up by parents will be brought to the office by the classroom teacher/ or recess monitor in the event his/her parent is late. An attempt will be made by office staff or teacher to contact the parent(s).
5. Parents are responsible for their student's safety once school has released the child into their care. Parents are to keep child(ren) under control while escorting to private car or walking. Private cars are to be parked on the West side of the school and children picked up from the office
6. The bus loading zone defined as the east side of the Main Building (Sellers Way Building) and marked by safety cones is to remain free of private cars between 8:00-8:40 and 2:45-3:20.

Bus Riders:

7. Student bus riders will be released by teachers to board buses.
8. Bus drivers will do a count of students present on bus versus total count of riders signed up for a particular bus.
9. In the event of a discrepancy in the number, the driver will take roll to ascertain which students are inadvertently on the bus.
10. Students not scheduled for bus transportation will be escorted from the bus and released to a school staff member.
11. Seating: Driver will assign student seating, as necessary. Pupils assigned to specific seats may not move from those seats unless authorized by the driver. Pupils must sit up in the seat, face the front of the bus and keep feet out of the aisle so to not interfere with other entering or exiting the bus, and for reasons of safety, while bus is in motion, remain seated.
12. Body Parts Outside of Vehicle are Prohibited: Body, head or arms may not be extended outside of the windows at any time for the pupils' safety and possible damage to the vehicle.
13. Other Pupils: No pupil is permitted to verbally or physically molest other pupil or their property.
14. Noise Level: Pupils may cause of noise nuisance on the bus. This includes playing of loud music, whistling, yelling, loud talking, or inappropriate language.
15. The following objects are not allowed on school buses, vans, and school property but are not limited to; toys, jewelry, sharp items, candy, energy drinks, and electronic devices.
16. Animals or Hazardous items: Pupils shall not bring on board the bus. Any weapons of any type or controlled substance as defined in Ed Code 48915- this is an expellable offense. Pupils shall not transport household pets or animals in the school bus.

17. Personal Property: Pupils may not transport articles of personal property that interfere with the safe operation of the school bus or block aisles. Under no circumstances shall a pupil block any emergency exit. The school district and its personnel are not responsible for items left on board the bus.
18. Food/Eating: No pupils may eat or drink aboard the bus, unless prior permission is received from the driver
19. Emergency Door: Students are not allowed to use emergency door except when directed by driver or to evacuate the bus in an actual emergency.
20. Student must always be respectful of the bus driver.
21. Bus drivers have to authority to issue bus suspension and school referrals at any time.
22. Bus drivers will have a binder with relevant information, including:
 - a. Transportation variances indicating day(s) of week of variance(s)
 - b. General student information including designated drop-off point
 - c. Parent contact numbers
 - d. Emergency contact numbers
 - e. School phone contact numbers (Office Manager, Principal, etc.)

Parents/Guardians

1. Parents or Guardians must indicate that they wish their child to participate in SVCS transportation services to the Office.
2. Parents or Guardians are required to fill out an "Acknowledgement of SVCS Transportation Procedures and Policies Form" to have their child eligible to ride the bus.
3. A parent or guardian who typically picks up his/her child must notify the school at least two hours before dismissal in the event he/she will be more than 15 minutes late.
4. Parents or Guardians who are running late in picking up their child may opt to have their child take the bus, provided they (1) Have a bus agreement on file with SVCS, and (2) Contact the school two hours before dismissal giving specific instructions indicating their wish for their child to ride the bus for that day only. A child's ability to ride the bus under these circumstances is predicated on the parent's ability to notify the school prior to the bus leaving at the scheduled time.
5. Parents should arrive at their scheduled bus stop 10 minutes early.
6. Picking-up from the bus stop is considered parents/guardians responsibility. Parents must be physically present at the bus stop for student release. You must be waiting directly near the bus doors for your child. Drivers may not release students if parent is not physically present upon arrival to the stop. For your child's safety and to ensure timely delivery of other students, the bus driver will return students to school if parents fail to pick up their student. Parents will be contacted to and instructed to pick up child at school.
7. Parents/Guardians when picking up and dropping off students from designated bus stop at end of school day will wait for the bus to come to a complete stop, to be flashing red warning lights and the stop sign extended, and all traffic has stopped, before approaching the bus. Any parent/guardian who fails to follow transportation safety guidelines or attempts to block the bus driver in any manner from carrying out his/her duties shall lose bus privileges for the remainder of the year.
8. Loading/unloading: Pupils are to load and unload in an orderly manner. Pupils required to cross the street must follow the directions of the driver. Students must cross only in the front of the bus and only at district approved student cross over stops when the red lights are activated.

Acknowledgement of:

SVCS Transportation Procedures & Policies

I have read the **Sacramento Valley Charter School** Transportation Procedures and Policies. I understand the procedures and policies described and agree to follow the stated guidelines while my child is enrolled at SVCS.

I agree to be **10 minutes** early to my pick-up/drop-off location.

I agree to give SVCS office staff **advance notice (preferably 2 hours)** of transportation changes for my scholar on that day.

I understand and agree that if I do not pay at least the first installment, my child will not be provided transportation. I agree to pay the applicable transportation fees either in full or in the form of installments. Please contact the front office if you are enduring financial hardship.

Student Name: _____ Grade: _____

Bus Route#: _____ Stop: _____

Parent Name: _____ Home#: _____

Cell #: _____ Work#: _____

Emergency Contacts:

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Remarks: _____

Parent/ Guardian: _____ Date: _____

SVCS only accepts cash or checks made payable to Sacramento Valley Charter School. We do not accept any other methods of payment.