



MONTE VISTA CHRISTIAN SCHOOL TRANSPORTATION DEPARTMENT

2018-2019 POLICIES & PROCEDURES

1. All school rules in the MVC Parent/Student Handbook apply to the bus. The bus is an extension of the classroom. It will be understood by the Transportation Department that all riders as students have signed the Handbook.
2. All students transported on the bus shall submit to the authority of the school bus driver and follow the instructions of the driver at all times (CHP 82.7 Sec 6-15 from 5CCR 14103).
3. Each student is expected to be courteous to the school bus driver and fellow passengers.
4. Upon arrival of the bus, students are to do the following:
 - a. If waiting to load - Line up in an orderly manner 12 feet away from where the bus stops. Wait until the door opens, then proceed to the bus.
 - b. If exiting the bus - Remain seated until the bus stops and the door opens.
5. In the AM, students should be waiting at the bus stop, ready to board, at least one minute prior to the time listed in the route schedule. At the scheduled time, each bus driver will, at his/her discretion, either (1) continue on to the next bus stop or (2) allow late-arriving students to board and issue a tardy. Once the bus has departed, parents should proceed to the next bus stop and drop students there. Parents/guardians should not pull up next to or in front of the bus, block the loading area, or drop students off such that they must cross the street in order to board the bus.

It is recommended that students arrive at least five minutes early to ensure they are not tardy.

6. As required by the State of California, students may only be dropped off at a pre-authorized stop (13CCR1238,VC22500(H)).
7. Students will only be permitted to board in the PM if they are either listed on the bus roll sheets or possess a bus punch card. Handwritten notes, parent phone calls, or text messages will not be accepted as permission to ride.
8. All other change requests, including new routes, additional stops, and service cancellations, are subject to approval by the Transportation Department and the Business Office. Requests must be submitted in writing.
9. It is against the law for any passenger to throw any object in or out of the windows. No objects or any part of the body shall be allowed outside the bus windows at any time.
10. Students are to sit in their seat facing forward and remain seated while the bus is in motion. Excessive noise and movement are not permitted (The National Highway Traffic Safety Administration recommends that all passengers be seated entirely within the confines of the school bus seats while the bus is in motion (FMVSS No. 222).
11. Emergency exits are for emergencies only.

12. Animals are not permitted on the bus.
13. Chewing gum is not permitted on the bus. Eating and drinking are permitted at the discretion of the bus driver.
14. Vandalism or property damage to the bus will not be tolerated. Students and their parents will be held financially responsible for destruction of property.
15. Cell phones are permitted on the bus, and they are to be used in compliance with the MVC Parent/Student Handbook.

REFERRALS

School bus rules are designed to promote a positive environment for all students. The rules also allow the bus driver to stay on schedule and fulfill their primary responsibility - the safe transport of students to and from school. To obtain the desired behavior necessary to fulfill the above goals, referrals may be issued for any violation of the school bus rules and any student misconduct as defined by the MVC Parent/Student Handbook.

To keep student riders aware of the school bus rules, the bus driver will issue verbal reminders. In addition, the bus driver may gain rider cooperation by giving verbal warnings and/or having the student sit toward the front of the bus for observation.

If none of these methods are successful, the driver will issue a referral as a formal way of communicating the issue to parents, the Transportation Department, and MVC administration. Referrals and tardies will be tracked online.

For more detailed information on referrals and/or tardies please refer to the MVC Parent/Student Handbook. All school rules apply to students on buses.

For questions regarding the school bus rules or procedures, please contact the Transportation Department at 831-768-6181 or transportation@mvcs.org.

