

EL DORADO UNION HIGH SCHOOL DISTRICT  
**Transportation Department**

July 2020

Dear Parents and Students:

This information is designed to help you help our staff in providing you safe, efficient and more enjoyable student transportation.

The drivers of our buses are professionally trained individuals with a high standard of excellence who possess technical skills, knowledge of laws and regulations, policies, and first aid/C.P.R. Driver training is also ongoing in regard to the knowledge, skills, and abilities for safe operation of a school bus. While the school bus driver is primarily responsible for the students' safety, **students also have responsibilities** in maintaining a safe school bus system.

*Safety Rules for Loading*

Be on time to your designated bus stop. Start well ahead of time, rather than hurrying and running. Walk safely—never run to or from the school bus. We ask all students to arrive at the bus stop **no more than five minutes** before their bus is due to arrive. Wait for the bus in a safe place, clear of traffic. Avoid horseplay and respect the privacy and property of others while waiting for the bus. Form an orderly line facing the direction from which the bus will approach the stop. Do not move toward the bus until the school bus is completely stopped and the door is open. The driver must stop the bus a minimum of **twelve feet** away from the closest student. Enter the bus in an orderly manner; use the handrail and go directly to your seat. If you are late to the bus stop and must cross the street to the bus stop, WAIT! Do not run across the street. The Driver must activate the flashing red lights on the school bus, THIS IS THE LAW. The driver will check traffic and tell you **when it is safe to cross in front** of the bus to board. **Never cross the street behind a school bus.**

*Safety Rules for Unloading*

**Remain seated until the bus is completely stopped and the door is open.** Exit the bus in an orderly manner, no jumping or stepping on seats or skipping steps; use the handrail. Alternate seats front to rear when leaving. Those in the back seats should wait until the seat in front of them is empty before standing. Move completely away from the bus and out of the danger zone (the outside area within twelve feet around the school bus). Never retrieve anything from under the school bus without the bus driver's permission. Never chase a bus after it has pulled away from the bus stop. **Red light crossing stops**—On a highway or private road, state law and El Dorado Union High School District Policy mandates that all pupils must cross the street with the red flashing lights of the bus on. For safety and expediency, students should wait for the driver to tell them to cross; walk promptly, straight across the street in front of the bus. Failure to follow these procedures while crossing the street may result in a loss of school bus privileges.

*Safety Rules for Riding the School Bus*

Always listen to and cooperate with your driver, who is in charge at all times. Learn and obey the standard school bus rules that are posted inside the bus. Parents can be very helpful by supporting their child's bus driver and backing up his/her authority. Take your seat, face forward, feet on the floor and remain seated at all times when the bus is in motion. Do not throw objects to someone inside or outside the bus. **Keep your head, arms, and feet inside the bus at all times.** Be respectful of the rights of everyone on the bus by not using profanity and by not using profane gestures. Talk quietly with fellow students on an appropriate topic; keep your hands to yourself. Never throw things in or out of the bus. Take litter with you as you get off the bus. **Any kind of glass, balloons, and animals' (including insects) are not allowed on the bus.** Do not allow large objects to block the aisles or emergency exits; please do not place objects on the rear window shelf.

*The Danger Zone*

Most injuries and deaths involving school buses occur outside the bus. Although there are mirrors, at times the driver cannot see people close to the bus. Children who do not move completely away from the bus could have their jacket or backpacks snagged on the bus, or they could be pushed down by the front part of the bus and then crushed by the tires.

STUDENTS SHOULD **NEVER** REACH UNDER THE BUS TO GET SOMETHING THEY HAVE DROPPED!  
**ALWAYS GET HELP FROM THE DRIVER! NEVER TOUCH PARTS OF THE BUS EXTERIOR, TRY**

**TO RIDE THE BUMPER, OR RACE THE SCHOOL BUS!** You could lose your footing, fall, and be run over by the bus.

#### *Emergency Situations*

A school bus is actually safer to ride than the family car - but accidents can still happen.

If There is an Accident: Stop talking. Stay calm and listen to your drivers' instructions. Do not touch emergency equipment unless told to do so.

The Driver May Tell You to Evacuate if: There is a fire (or danger of one), or the bus is in an unsafe position - such as on the edge of a cliff, in the middle of heavy traffic, or at a railroad grade crossing.

If You Have to Evacuate: Do not crowd the aisle. Take only what you have on; leave your backpack and any other carry-on items. Keep going toward the exit - do not stop to watch what your friends are doing. Wrap any loose clothing around you so you will not get caught on the handrail, door or other part of the bus. Keep your hands free - leave any belonging(s) behind. If you have to jump from an exit, duck your head and bend your knees. *The district conducts annual drills to practice safe evacuation.* During these practice drills, your driver will show you where to find the first-aid kit and fire extinguisher, and how to use them. You will also be shown how to open emergency exits, set the parking brake and make an emergency call using the two-way radio. If your driver is injured in an accident, he/she might need your help. *Take evacuation drills seriously.*

#### *District Phone Numbers and Staff*

TRANSPORTATION: (530) 622-6306

DISTRICT OFFICE: (530) 622-5081

Superintendent: Ron Carruth  
Assoc. Super. Business Services: Robert Whittenberg  
Acting Director of Transportation: Sarah Lemke

#### *School Bus Rules*

1. All school rules apply on the bus.
2. Follow the directions of the driver.
3. Stay seated at all times while the bus is moving.
4. Be courteous; keep hands and feet to yourself.
5. No swearing, rude gestures, teasing, put downs, or excessive noise.
6. No tobacco products of any kind, including lighters, or matches. No drugs or alcohol.

#### *Bus Pass*

A BUS PASS or ONE-WAY RIDER ticket must be shown to the driver every morning and afternoon (tickets will be collected by the bus driver). Students without a Pass or ticket will receive a *Bus Conduct Report* for riding without a Pass, on the third Report, a transportation denial letter will be sent to the student's residence advising the parents that the student can no longer ride the school bus with a valid Bus Pass or One-Way Rider Ticket. (reference BP 3250)

Please remember, riding a school bus is a privilege, not a right. If you choose to not follow the school bus rules, you may lose you bus riding privileges.

If you have any questions concerning any part of the District student transportation system, please call (530) 622-6306 ext. 7242

Thank you very much for your assistance in our endeavor to provide a safe and enjoyable transportation system for your children.

Sarah Lemke  
Acting Director of Transportation