



## SUMMARY LIST OF IMPORTANT INFORMATION SDFAS SCHOOL BUS TRANSPORTATION PROGRAM

### **Overview documents exist on the website:**

- Summary list of important information for parents to know about SDFAS school bus transportation (this document)
- Overview of routes, pricing bus stop locations, pick-up and drop-off times
- Complete school bus transportation regulations
- SDFAS school bus disciplinary policy

### **School bus cell phone:**

- The school bus has a cell phone to be used by call or text only for emergencies or urgent situations. The number is: **858-346-3392**
- The bus driver is not permitted to make calls or text while driving the bus though he or she can do so at one of the bus stops. Otherwise, the bus monitor can use the cell phone at any time and can contact a designated bus representative at each bus stop in the event of traffic issues during the bus route.

### **Reporting behavior issues:**

- Inappropriate language or behavior should be reported verbally to the bus monitor or bus driver, or by email to the transportation manager (any of whom will involve the division director as needed).
- Transportation manager is Matt Baranowski and his email is [mbaranowski@sdfrenchschool.org](mailto:mbaranowski@sdfrenchschool.org).

### **Parent communication to the school about day-of or last minute changes**

- Any changes to those authorized to pick-up or drop-off students at bus stop must be communicated in writing (email is fine) to the transportation manager Matt Baranowski ([mbaranowski@sdfrenchschool.org](mailto:mbaranowski@sdfrenchschool.org)) with a CC: to Babeth Esterly ([besterly@sdfrenchschool.org](mailto:besterly@sdfrenchschool.org)) and Stephanie Humbert and ([shumbert@sdfrenchschool.org](mailto:shumbert@sdfrenchschool.org)).

### **Parent punctuality**

- Parents are expected to consistently arrive to the bus stop for pick-up or drop-off **in advance** of the pick-up or drop-off time. (Failure to do so can lead to face-to-face meetings to discuss the nature of the problem and eventually, if recurrent, to temporary or permanent suspension of bus privileges). On any given day, if a single family is late, this of course has serious time-related consequences for everyone else who uses the bus program...

### **Procedure if student has no authorized adult to receive him or her at the bus stop upon drop-off:**

- If a parent or **authorized pick-up adult** is NOT present at the designated bus stop, the bus driver is not permitted to release the student to anyone, including to another SDFAS family, unless prior authorization in writing (email is fine) has been received by the transportation manager with a CC to Babeth Esterly and Stéphanie Humbert. In such cases where **no** authorized adult is there, the student will remain on the bus, and can be picked up at the next bus stop (with written authorization by email) or else will return to SDFAS on the bus and will need to be picked up at school by 6pm at latest with Extended Care charged in 30-minute increments.

### **Bus Committee and designated representatives from each bus stop (Carmel Valley and Encinitas)**

An advisory bus committee exists and is comprised of a representative parent from each bus stop, the transportation manager, DFO and Head of School. The committee meets once per trimester or upon special need and its purpose is to discuss any important issues relating to how the bus program is functioning, with an eye towards working together between parents and school to provide the best program experience possible for both students and parents. All final decisions related to the bus program are the exclusive domain of the school.

### **Changes in bus personnel**

- Any changes in bus personnel, to the degree possible and depending on the context of the change, will be communicated as far in advance as is possible to families and will be shared with the Bus Committee's parent representatives for each bus stop site. SDFAS bus and drivers **always** meet **all** CHP and DMV safety standards and have undergone AliveScan FBI database background checks via digital fingerprinting. New drivers will be accompanied for at least three days on the route (by a back-up driver, transportation manager, DFO or other qualified school official) to get to know students and families and gain route familiarity.

In the name of a safe, secure and sanitary environment for all students on the bus, proper behavior is expected at all times, which means following all of the bus rules and regulations outline in the complete SDFAS Transportation Regulations document.

**For the purposes of our disciplinary policy, it is important that SDFAS highlight that the following behaviors will not be tolerated:**

**Minor:**

- Turning around in one's seat / sitting in one's seat facing the back of the bus
- Sitting with legs or feet in the bus aisle
- Opening bus windows without express permission from the bus driver or except in case of an emergency
- Gum chewing
- Eating without express permission of the bus monitor or bus driver (drinking water is allowed)

**Major:**

- Disobeying or disrespecting a bus monitor or the bus driver at any time
- Unbuckling one's seatbelt while the bus is in motion
- Use of profane language
- Bullying, harassment, intimation or threats toward another student or students
- Rude or lude behavior toward others on the bus or to passersby
- Opening rear emergency door without express permission of the bus driver or bus monitor, or except in the event of an emergency situation
- Putting or dangling hands, arms or any other body part outside of a bus window, or throwing anything on the bus or out of the window of the bus

**Tracking behavior / consequences:**

The bus monitor and/or bus driver will monitor student behavior at all times and track instances of breach of the bus disciplinary policy. Accumulated infractions, depending on their seriousness, will lead to consequences such as:

*Serious reminders; verbal warnings; involvement of division director and/or transportation manager; phone calls/emails home with official warnings and documentation of infractions; face-to-face meetings at the school with parents (with, at times, the student present) to stress the seriousness of the matter and discuss next steps; Saturday detention with learning and reflection activity surrounding the inappropriate behavior(s); temporary suspension of bus privileges; permanent suspension of bus privileges; a formal investigation with consequences if justified based on accusations or alleged behavior (in cases of alleged bullying, harassment or intimidation all procedures follow the student-parent handbook); any other consequence that the school may deem appropriate.*