Dear Parents,

The Upland Unified School District Transportation Department is excited to serve your students during the 2018/2019 school year. Our top priority every day is to transport your students safely to and from school. While our drivers have a tremendous responsibility operating our busses and vans, in order to accomplish our goal, we need the cooperation of our riders and their parents/guardians.

In this packet you will find your Transportation application along with other very important information that should be reviewed by you and your child. Together to ensure we have a great safe year: PLEASE READ THE ENTIRE TRANSPORTATION PACKET AND TURN IN THE COMPLETED INFORMATION ON THE CHECKLIST BELOW TO BE CONSIDERED FOR A SCHOOL BUS PASS IN THE 2018/2019 SCHOOL YEAR:

✓ Transportation Application  
✓ Self-Release Form 
✓ Bus Rules Acknowledgement Signatures (on the Transportation Application)

All completed application packets need to be turned in to the student’s school site in order to have a bus pass processed for the start of the 2018/2019 School Year. Bus passes will be given on a first come first serve basis based on availability.

Please allow 7 days for your application to be processed. When your student’s bus pass has been completed and produced it will be available in the school’s front office.

The Transportation Department is open from 7:30 am to 3:00 pm Monday through Friday.
The Upland Unified School District Transportation Office will be closed during all school holidays and breaks.

GENERAL INFORMATION

✓ Your child must be registered at their school and with the Transportation Department under the same name.
✓ Fill out a separate application for each child applying for a bus pass.
✓ If you are applying for bus service due to Special Education, it must be indicated in your child’s Individual Education Program (IEP). All students who are bus riders based on their IEP are required to have a Transportation Application.
✓ Parents are advised that the District does not supervise bus stops, and the District is not responsible for the control and conduct of students at the bus stops. Parents are encouraged to supervise their child until they are safely aboard the school bus.
✓ Bus passes will be delivered to the school sites after your student’s application has been processed.
✓ Once students receive their bus pass it must be shown each and every time your student rides the bus.

Thank you for your help and cooperation! We are looking forward to an amazing year and we ask that you join our efforts to ensure a safe and pleasant ride for all of our riders.

Rose Lee  
Supervisor of Transportation  
Upland Unified School District  
909.949.7876  
Rose_lee@upland.k12.ca.us
Parent responsibilities

- Be ready at the bus stop five minutes before pick-up time.
- If the driver has to wait longer than one minute for your child at pick-up, they are instructed to call dispatch to note they have waited their time and are then told to proceed on their route.
- Ensure an authorized person will be at the bus stop when your child is dropped off. If no one is there to receive your child, your child’s school will be notified and your child will be returned to the school.
- Students cannot consume food or drink on the bus.
- If your child attends a day-care, the parent’s acceptance of responsibility must be indicated on the Transportation Application. A responsible member of the day care facility is to receive the student at the designated stop set by Upland Unified School District Transportation Office. Drivers and Attendants are not authorized to deliver the child into the building.
- Inform the school and the Transportation Office of any changes of address or telephone number as soon as the information is available.
- Notify the Transportation Office when your child will not ride the bus. After three consecutive absences, without notifications sent to the Transportation Office, your student will automatically be removed from their scheduled route, until further notice set by the Transportation Supervisor.

Student responsibilities

Please take the time to review these rules with your child and share with them the safety issues behind each of these expectations and how important it is for them to not distract the school bus driver while the bus is in motion. We consider the safety of your children on our school busses to be one of our most important responsibilities.

- Bus passes are the property of Upland Unified School District and may not be used by other students.
- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity or obscene gestures will not be tolerated.
- Emergency exits or driver controls are only to be used in an emergency.
- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches stay back 12 feet.
- Enter the bus and take your seat in an orderly manner.
- Follow the school bus driver’s instructions at all times. Seating may be assigned by the driver or school official.
- Show the driver your bus pass as you board the bus.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped, and the brake is set, before standing.
- Depart the bus in an orderly manner.
- If crossing the street at your stop, follow the driver’s instructions.
- Do not damage seats or equipment.
- Eating, drinking, gum chewing, spitting are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, hazardous materials, any unsafe object, such as balloons, that have the potential to distract or block the visibility of the driver will not be transported.
- Students must be fully attired, including shoes; no spiked or cleated shoes.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.
- Take pride in your school bus— keep it safe and clean.
Upland Unified School District
Transportation Bus Request Packet

GENERAL INFORMATION

WHICH BUS TO BOARD
Ride only the bus to which you have been assigned. Students must be at the bus stop no more than five minutes before departure time.

LEAVING THE BUS AFTER BOARDING AT A SCHOOL SITE
Once a student has boarded the school bus at a school site, he or she may not leave the bus unless escorted by a school official.

SCHOOL BUS DEPARTURES
For the safety of all students and to avoid children chasing after a moving bus, once a school bus has departed from the curb, at either the school site or bus stop, the driver is not permitted to stop the bus to board late students.

WHEN THE BUS DOES NOT SHOW UP ON TIME
If you are reasonably sure that the delay is not due to weather conditions, please allow at least 15 minutes before leaving the bus stop. School busses have to endure the same rush hour traffic conditions that plague commuters. A traffic snarl, traffic accident, minimum days or a longer than scheduled loading at a previous school or bus stop can easily throw your bus 10-15 minutes off schedule.

- Foggy or rainy days could cause delays with pick up times.
- If at the end of 15 minutes, your bus still has not arrived, you may call the Transportation Department at (909) 949-7876.

Please be patient and don’t worry — the school will be notified of late arrivals.

GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES
Wait in line for the bus to arrive away from the curb about 12 feet
When the bus arrives wait for the bus to come to a complete stop, and do not approach the bus to enter until the driver opens the door
Students will enter the bus, in an orderly manner, and be directed to their seat by the driver of the bus
While the bus is in motion students should
- Remain properly seated, facing forward, keeping hands to their self
- Talk quietly, keeping the noise level to a minimum as to not distract the driver or disturb others
- Show respect to the bus, driver and fellow students.

SELF RELEASE
If you desire your preschool, transitional kindergarten or kindergarten student to be released without an adult at their bus stop to pick them up, a letter MUST be on file in the Transportation Department. If there is no letter on file and your preschooler, transitional kindergartner, or kindergartner is not met at their stop by an adult the driver will return your child to school.

LOST ITEMS ON BUSSES
If a driver finds a lost item on a bus, they will attempt to return the item to the student the next time the route runs. All items that are unable to be returned to students will be returned to the school site.
No food, drinks, gum, candy, sunflower seeds, etc. are to be brought on the bus.
Dangerous objects, such as oversized class projects or balls of any kind will only be transported if the items can be safely stored either in a baggage area or stowed within a seating compartment. Other bulky items must be loaded so as not to protrude into exit areas, the aisle or step well of the bus. Items cannot be transported in the aisles or be carried where they could block an emergency exit.
**PROPER AND IMPROPER EXAMPLES OF SCHOOL BUS RESTRAINT SYSTEM**

**When to Wear the Lap-Shoulder Belt**

1. When the school bus is ready to begin or continue its trip.
2. Anytime the school bus is moving.

**Buckling Up Properly**

1. The passenger should sit as flat against the seat back as possible to achieve the best possible fit of the lap-shoulder belt on the passenger’s upper and lower torso.  
2. Pull out shoulder belt webbing from the upper seat back. Do not let the belt get twisted. (The shoulder belt could possibly lack if you pull the belt across you very quickly. If this happens, let the belt retract slightly to unlock it. Then pull the belt across you more slowly.)  
3. Place the lap-shoulder belt over the shoulder and around the passenger’s upper body.  
4. Insert the latch plate into the matching seat belt buckle on the lower seat cushion.  
5. **CLICK**  
   Listen for an audible click when the latch plate is fastened.  
6. **TUG**  
   Check that the buckle connection is secure by pulling on the shoulder portion of the lap-shoulder belt.

**Unbuckling Properly**

1. Push the red buckle release button and remove the latch plate from the buckle. The buckle has a release mechanism that separates the latch plate from the buckle.  
2. Allow the shoulder belt to retract and store in the upper seat back.  
3. As a courtesy to the next passenger, move the shoulder height adjuster up to its highest position.
Examples of Improper Usage

1. Do not sit in front of the buckled lap-shoulder belt.

5. Do not allow the webbing to get twisted as it goes across your body. It should lie flat against your body.

2. Do not place shoulder belt behind your back and wear only the lap belt.

6. Do not insert the latch plate of your shoulder belt into the wrong buckle.

3. Do not place the shoulder belt under your arm.

7. Do not wear your backpack when you buckle up.

4. Do not wear the shoulder belt or the lap belt too loosely.

8. Do not sit outside the edge of your seat compartment.

9. Do not sit improperly by sitting on your knees, facing rearward, or reclining sideways.
PEDESTRIAN SAFETY RULES
1. Cross only at street corners, so that drivers can see you.
2. Always use a crosswalk when available, but make sure the traffic sees you and has stopped before stepping off the curb.
3. At intersections with traffic signals, use the push button when possible and cross when the WALK signal is displayed.
4. Look in all directions for cars, pedestrians and bicycles before crossing.
5. While crossing, watch for cars that are turning left or right who may not see you.
6. Never cross the street from between parked cars—drivers can’t see you.
7. Walk on the sidewalk, or if there are no sidewalks, on the left side of the road facing traffic, so you can see oncoming traffic.
8. Wear or carry something white at night to help drivers see you.
9. Always walk in an orderly manner and avoid running, pushing and playing near streets and vehicles.

RED LIGHT AND/OR ESCORTED CROSSOVER INSTRUCTIONS
1. Students should notify the driver that they need to cross the street
2. Driver will exit the bus first. Wait until instructed by the school bus driver that it is safe to cross.
3. Students should wait on the curb in front of the bus. The driver will direct students when it is safe to cross.
4. Students will walk, not run, completely across the roadway.
5. Students must cross between the bus and the school bus driver, directly to the opposite side of the street.
6. Students will not run into the street at any time.
7. Students must also be escorted across the street in the morning if they arrive at the stop after the bus has arrived. The student must wait until the students waiting at the bus stop have boarded the bus, then the bus driver can properly shut down the bus to perform the escorted crossover.
TRANSPORTATION APPLICATION
Please fill out one application for each student riding

STUDENT INFORMATION
FIRST NAME
MI
LAST NAME

RESIDENCE STREET ADDRESS
ZIP CODE

SCHOOL SITE
GRADE
STUDENT ID#

DAYS TRANSPORTATION IS REQUESTED

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PRE SCHOOL/TK/KINDERGARTEN STUDENTS- Will your student participate in the AM or PM? □ AM □ PM

TRANSPORTATION IS PROVIDED ACCORDING TO STUDENTS IEP □ NO □ YES

PARENT/GUARDIAN INFORMATION
FIRST NAME
LAST NAME

REALTIONSHP TO STUDENT

PRIMARY TELEPHONE NUMBER
ALTERNATIVE PHONE NUMBER

□ MOBILE □ HOME □ WORK □ MOBILE □ HOME □ WORK

EMAIL ADDRESS

PARENT/GUARDIAN INFORMATION
FIRST NAME
LAST NAME

REALTIONSHP TO STUDENT

PRIMARY TELEPHONE NUMBER
ALTERNATIVE PHONE NUMBER

□ MOBILE □ HOME □ WORK □ MOBILE □ HOME □ WORK

EMAIL ADDRESS

We have reviewed the General Bus Information, Safe Riding and Bus Conduct Rules:

Parent Signature ___________________________ Date ____________ Student Signature ___________________________ Date ____________

TRANSPORTATION OFFICE USE ONLY

Received: ___________________________ Tagged: ___________________________ Entered: ___________________________ Bus Color: ___________________________

Removed: ___________________________ Printed: ___________________________
# RELEASE AND EMERGENCY INFORMATION

## STUDENT INFORMATION

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## After school when my student arrives at their bus stop for drop off ...

- [ ] My student **MAY BE RELEASED** from the bus without an adult present
- [ ] My student **MUST BE MET AND RELEASED** to one of the persons below

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Please list below the telephone numbers at which we can reach you in the event of an emergency

Please include one "out-of-state" telephone number to use in the event of a natural disaster

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I understand that the information provided above is for use by Upland Unified School District and will not be released to any third party without my express permission

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Parent/Guardian Signature ____________________________ Date ______

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*DOUBLE SIDED- PLEASE TURN OVER AND COMPLETE BOTH SIDES*