

**School Bus Procedures:**  
**Earthquake/Emergency**

Bus drivers will follow the following procedures in the event an earthquake or other emergency occurs while a school bus is on a scheduled pickup or take-home run.

**Minor Earthquake or Emergency (little or no damage to roads or structures):**

If a minor earthquake or emergency occurs while a bus is on a scheduled pickup or take-home run, the bus will temporarily stop until the driver can determine that all is clear, then continue the regularly assigned route.

**Major Earthquake or Emergency (obvious damage to roads or structures which might impede the movement of the bus):**

If a major earthquake or emergency occurs while a bus is on a run picking up children to take them to school, the bus will stop picking up students and will go to the nearest district school to await further instructions. Children who are waiting for the bus and have not been picked up at the time the earthquake or emergency occurs, should return home or go to an alternate safe address.

If a major earthquake or emergency occurs while a bus is taking children home from school, the bus will stop taking children home and will go to the nearest district school to await further instructions.

Parents should be able to determine if their child is on the bus by comparing the time of the earthquake occurrence with the scheduled bus pickup or take-home time.

All children who ride district busses should be instructed in advance by parents or guardians as to where they should go and what they should do if a major earthquake or other emergency occurs prior to their scheduled bus pickup time or after they have departed from the bus.

**NATIONAL  
SCHOOL DISTRICT**

1500 "N" Avenue  
National City, CA 91950  
Telephone 619/336-7500  
Fax 619/336-7505  
Website: <http://www.nsd.us>

**BOARD OF EDUCATION**

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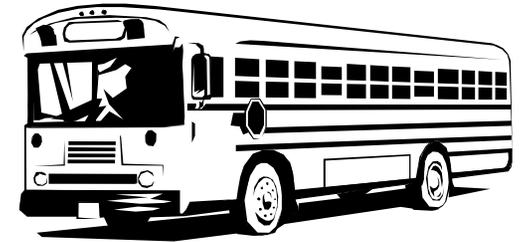
**Dr. Christopher Oram, Ed.D  
Superintendent**

**June 26, 2013**

**NATIONAL SCHOOL DISTRICT**

**Riding the School Bus**

**Information for Parents**



All students in the National School District are required to practice good safety habits and behave in an appropriate manner when riding a school bus, waiting at a bus stop, or going to and from a bus stop. These requirements are necessary to ensure that children will have a safe ride.

Parents are urged to discuss the following transportation safety rules with your children so they have an understanding of what is expected of them.

1. Follow all instructions from the bus driver.
2. Talk quietly and only to the person next to you.
3. Do not use obscene language or gestures.
4. Keep hands off other people and their property.
5. Immediately after boarding, sit down and remain seated during the entire trip.
6. All parts of the body must be kept inside the bus and aisles at all times.
7. Eating or drinking on the bus is prohibited.

8. No live animals (including insects), except service animals, are permitted on a school bus.
9. Large toys, glass bottles, knife, or any article which may cause injury to the child or other children are prohibited on the bus.
10. Obtain permission from the bus driver before opening or closing windows.
11. Do not throw anything out of the windows.
12. Never tamper with any bus controls. Including the radio, shift, or doors.
13. Respect the property of others at and enroute to or from the bus stop.
14. If several children are waiting at a bus stop, they should form a single line, approximately three feet from the curb, and quietly await the arrival of the bus.
15. Children should arrive at their bus stop approximately five minutes prior to the scheduled bus arrival time.

Students who fail to observe these regulations may be denied school bus transportation. The typical procedure which will be followed in this case is:

**First Offense** – Parents and teacher notified.

**Second Offense** – Parents and principal notified.

**Third Offense** – Parents notified that child will be denied school bus transportation for not less than three (3) nor more than ten (10) school days.

### AUTHORIZED BUS RIDERS

**Only authorized bus riders are permitted to ride the buses.** All bus riders will be required to get on and off at their designated stops. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent. Permission to get off at a different stop will only be granted if no change of bus is involved. Children who are not authorized bus riders will not be permitted to ride the bus even to accompany an authorized rider to or from school.

### SCHEDULED BUS STOP TIMES

The bus driver will make every effort to arrive at the bus stop at the scheduled time for pickup. If the bus arrives early, the driver will wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pickup time.

Bus riders are encouraged to arrive at their bus stops no earlier than five minutes prior to the scheduled time of pickup. Clocks in the Transportation Department are set and verified for accuracy by [www.time.gov](http://www.time.gov)

Take home times are considered more flexible than pickup times, and it is possible that some children might be delivered to their stops earlier than scheduled on the way home.

### LOADING AND UNLOADING PROCEDURES

The bus driver has the authority to separate students and to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops which are the bus stops listed in the individual routes. Please do not ask or expect a driver to stop at a location other than your child's assigned bus stop.

### CHILDREN WHO MUST BE MET

Many **special education** students must be met at their bus stops by a responsible adult. If no one is available to meet the child, the bus driver will either complete the route and return to the stop or take the child to the Students Services Department at 1500 N Ave, National City, CA 91950. (619-336-7743).

All **pre-school and Kindergarten** students must be met at their bus stops by a responsible person. If no one is available to meet the child, the bus driver will either complete the route and return to the stop, take the child back to school, or take the child to the Students Services Department at 1500 N Ave, National City, CA 91950 (619-336-7743).

Children who are not met three times will be taken to the National City Police Department.

Each kindergarten bus rider must be provided an identification tag to be worn daily. The tag should include the rider's name, address, telephone number, school, and bus stop.

General education students who are not special education, preschool, or kindergarten students do not have to be met at their bus stops regardless of grade level. However, if a child is hesitant or reluctant to get off the bus at his or her stop, the child will not be forced to get off. The child will either be returned to school or taken to the Students Services Department at 1500 N Ave, National City, CA 91950 (619-336-7743).

If for some reason you have been unable to meet your child, call your school or Student Services at **619-336-7743** for instructions.

### LOST AND FOUND ITEMS

Items left on the school bus will be turned in to the school the child attends, if this is known. Otherwise, the item will be kept on the bus for a week to provide the owner time to locate and claim it. If an item cannot be identified by the school and has not been claimed after a week, it will be placed on the Lost and Found shelf in the transportation office.

### NOTIFICATION

District personnel will notify special education children, who receive curb-to-curb service, of their bus assignments. Children who ride the bus to their home schools or on an intra-district transfer will be notified of bus information by the home school's secretary.

Children who are not met three times will be taken to the National City Police Department.

