

TRANSPORTATION DEPARTMENT
Jamul-Dulzura Union School District

**PARENT/STUDENT TRANSPORTATION
HANDBOOK**



2025-2026



PLEASE READ CAREFULLY FOR CHANGES IN PRICES, POLICIES AND PROCEDURES!

Dear Parents/Guardians:

The information contained in this handbook concerns your child's participation in the Jamul-Dulzura Union School District's Transportation program for the 2025-2026 school year.

The policy of the District is to provide home-to-school bus transportation for students who live within the established transportation areas. Students will be able to participate in home-to-school transportation services sponsored and operated by the District for a fee. Based on transportation areas, the District will be operating two general education bus routes. **Area One** will be transporting students in the *Dulzura boundary area*. **Area Two** will be transporting students in the *upper Lyons Valley, Lawson Valley, and Deerhorn Valley/Honey Springs boundary area*. The District will provide transportation services to and from school when such transportation is practical and economical. **Transportation services may be cancelled due to driver shortage and other unforeseen circumstances.**

Before children go back to school or start for the first time, it is essential that adults and children know the transportation safety rules and regulations. Parents/Guardians are requested to attend a **Transportation Meeting** at the beginning of their child's tenure in the Jamul-Dulzura School District. **Transportation Parent Meetings** will be held in conjunction with major beginning of the year events. The purpose of the following information is to make both parents/guardians and students aware of the rules and regulations involved in safe transportation.

Student transportation aboard a school bus is a privilege. Seats on a bus may be limited. Students will be required to utilize the bus stop closest to the student's registered home address, **no exceptions**. Residency must be approved by the district, applications must be complete, and fees must be paid annually before a student will be eligible to ride (payment plans available upon request). **One application and Parent/Student Conduct Contract must be filled out for each student, each year.**

Applications for the 2025-2026 school year will be available beginning **April 1, 2025**

Bus Route/Stop Schedules will be available online on **August 7th, 2026**.

School begins **August 14th, 2025**, with a minimum day schedule.

Please remember that on minimum days, AM schedule departure times do not change, but pm drop off times are approximately **1 1/2 hours** prior to regular day drop off time.

Please visit www.jdusd.net for applications, bus stops, fee information, and handbook which are available to download. You may also stop in the District Office for paperwork. If you have any additional questions, please call the Business Services Department at 619.669.7706. If you obtain the bus pass application off the web, the following forms MUST be included:

1. Completed Application for Bus Pass
2. Signed Parent/Student Conduct Contract

STUDENT ELIGIBILITY/CONDUCT

Riding a school bus is a privilege, not a right.

Students will be required to comply with rules and regulations regarding student transportation.

Section 14103 of the California Administrative Code, Title 5, Education, governing pupil transportation states:

“14103. Authority of Driver.

- (a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.”

To prevent any misunderstanding regarding transportation rules and regulations, students should be instructed that they may do the following:

- 1. Get on and off the school bus at their designated stop only**
- 2. Sit only where the driver instructs them**
- 3. Use the passenger restraint/safety belts correctly on buses when available**

Each student must behave in a satisfactory manner, allowing the driver to direct his/her undivided attention to driving. While we strive to make each ride a pleasurable experience, the school bus ride cannot be mistaken for socializing playtime. To keep the driver and students from being distracted, strict guidelines are necessary for the safety of all students, drivers, and the public. **The school bus is an extension of the school campus.** Bullying and talking back to the bus driver will not be tolerated. As in the classroom, abusive body contact will not be tolerated. This infraction will result in immediate suspension of transportation for the remainder of the school year. When a student is serving a “Denial of Transportation” this will include **all** school buses, including field trips and “extended day” buses.

On buses that have passenger restraint/safety belts, all bus riders must always wear their passenger restraint/safety belts **CORRECTLY** while riding in the bus. If the passenger restraint/safety belt is not worn correctly, a citation will be issued, and disciplinary action will be taken.

Any destruction/damage to the bus will lead to that student(s) riding privilege being revoked for the remainder of the school year.

A student who accidentally or willingly gets on the wrong bus will be returned to the District Office where parents will be called to arrange pickup of their child. The drivers will make every effort to have each student exit his/her stop.

DISCIPLINE

The School Bus Driver is responsible for informing students of the safety rules at the beginning of each school year. However, throughout the school year, other students may enroll. Therefore, each driver will also have posted and/or available a listing of the School Bus Safety Rules inside the School bus.

FOLLOW THE DIRECTIONS OF THE BUS DRIVER AT ALL TIMES

- 1. Remain properly seated at all times. Sit facing forward, keeping aisles clear and all parts of the body inside the bus.**
- 2. Respect the rights of others inside and outside of the bus.**
- 3. No eating, drinking (other than plain water) or gum chewing on the bus.**
- 4. No vandalism on bus, treat the bus as a valuable piece of property.**
- 5. No fighting or pushing. Keep your hands to yourself.**
- 6. Use of cell phones or other electronics must be silent and maybe used only at the Driver's discretion.**
- 7. No glass items. Bring only those items on the bus which are safe and will fit easily on your lap.**

School Bus Drivers have the authority to assign seating to pupils.

Violation of the rules and regulations will result in the loss of bus riding privileges. The school bus driver may issue a "Bus Citation" to those students violating established safety rules while aboard the bus or at the loading area. In most cases, the Driver may first issue the student a verbal warning, notifying him/her of the violation. Students must provide the driver with their correct name, including spelling upon request. The citation is turned into the Business Services Department and the School Site Principal and determination is made on what disciplinary action will take place. Copies of the Bus Citation are also sent to the parent/guardian. In most cases, for a first offense, a "Warning" will be issued affording the parents the opportunity to discuss the situation with their child; reminding them of the importance of obeying the School Bus Safety Rules and reinforcing that riding the school bus is a privilege and receiving additional citations will result in suspension of transportation for the remainder of the year.

Citation Process

The driver may give an oral and/or written warning prior to the issuance of the first citation. This will be sent home on the Bus Warning Notice or delivered by telephone and/or email to the parent/guardian. A "warning" may be suspended at the driver's discretion if the student's behavior is intentional and creates a dangerous situation on the bus. The bus driver may issue a Bus Citation to be effective the following day of the violation. In the event a student continues to violate the safety rules:

- 1st Citation will result in a "Denial of Transportation" for 1 working day
- 2nd Citation will result in a "Denial of Transportation" for 5 working days
- 3rd Citation will result in a "Denial of Transportation" for 10 working days
- 4th Citation will result in a "Denial of Transportation" for the remainder of the school year.

APPEALS PROCESS

An appeals process has been established for any citations questioned by the parent/guardian and/or student.

1. On the bottom of the citation form will be an appeals form, which shall be signed, by the parent/guardian and student if they wish to appeal the citation. The student shall not ride the bus if this is not signed or returned to the bus driver the next school day.

2. The parent/guardian shall contact the Transportation Department at 619.669.7757 within one calendar school day to conference with the driver. If not resolved, the parent may appeal to the principal within one (1) calendar school day.
3. If the outcome is still unsatisfactory, the parent may appeal to the District Superintendent within one (1) calendar school day.
4. If the parent is still unsatisfied, the parent may appeal to the Board of Trustees. Said appeal shall be filed five (5) days prior to the next scheduled board meeting.
5. Any punishment for a citation will be withheld pending the outcome of the appeals process.

BUS PASS/FEES

Students will be eligible to ride, upon presentation of a valid bus pass, except when student rider ship has been suspended by the District. **STUDENTS ARE REQUIRED TO PRESENT THEIR BUS PASS TO THE BUS DRIVER EACH TIME THEY BOARD THE BUS.** A bus pass that is lost/stolen/mutilated/un-readable will be replaced upon request. Any student found using or attempting to use a stolen, found, or forged pass shall be reason to exercise disciplinary measure, i.e., suspension for the remainder of the year of bus privileges.

Fees are as follows and are due annually:

	<u>One student</u>	<u>Two Students</u>	<u>Three or more students</u>
Annual	\$495.00	\$920.00	\$1,220.00
Annual Reduced*	\$252.50	\$465.00	\$615.00

*MUST SHOW PROOF AND BE APPROVED OF ELIGIBILITY BEFORE FREE OR REDUCED IS APPLICABLE.

HOWEVER, ONCE YOUR APPLICATION IS TURNED INTO THE DISTRICT OFFICE, YOUR APPLICATION IS FINAL. YOU MAY NOT APPLY FOR REDUCE/FREE BUS FEE UNLESS IN THE EVENT OF AN EMERGENCY. THEN YOU MAY WRITE A LETTER EXPLAINING YOUR CIRCUMSTANCE, WHICH WILL BE EVALUATED HOWEVER IT MAY OR MAY NOT BE APPROVED.

PRIOR YEAR OUTSTANDING TRANSPORTATION FEES MUST BE PAID IN FULL BEFORE CURRENT YEAR TRANSPORTATION APPLICATION WILL BE ACCEPTED. NO EXCEPTIONS

Make checks payable to JDUSD (Jamul-Dulzura Union School District) or go to the District website to make a payment online (www.jdusd.net).

There will be a \$25.00 charge for returned payments. Staff will contact parent/guardian for financial settlement of returned item. If financial settlement cannot be made within three (3) working days, the student will be denied transportation privileges. The parent/guardian and the bus driver will be notified at the close of the third (3rd) working day of the denial of student(s) bus privileges.

REFUNDS

Refunds will be made only to parents/guardians when a student is leaving the Jamul-Dulzura Union School District. The request shall be made in writing to the Business Services Department. The refund will be prorated according to the number of days used. The bus pass accompanied by the request for refund shall be submitted to the Business Services Department no later than ten (10) working days after the student has been disenrolled from the district.

Refunds or pro-rated passes **will not** be made due to student illness, suspension, denial, vacations, etc.

In the event conditions (emergency) beyond the control of the District temporarily prevent the District from providing the expected transportation service, the District will have no liability for the refund of fees.

RATE ADJUSTMENTS

The Board of Education may at any time review and adjust the fees as needed in accordance with the limitation of State guidelines as authorized by Education Code Section 39800 through 39809.5.

BUS AND BUS STOP ASSIGNMENTS

Possession of a current bus pass entitles a student to ride only on a designated bus to and from a designated stop before and after the regular academic day. Pass will not be recognized on any bus other than the bus for which the bus pass was issued. All decisions regarding assignments to buses and stops are at the sole discretion of the administration department.

Students are required to utilize the bus stop closest to the student's registered home address. If a parent is unsure of the bus stop closest to the student's registered home address, district personnel will make that determination after review of home address. Under no circumstances will there be a "chasing" of the bus if a student has missed the bus at their designated stop. This creates both a safety hazard for the driver and students. If the student has missed the bus at their designated bus stop, the parent/guardian will be required to drive their student(s) to the school. If the student is dropped off at an undesignated bus stop, the student will receive a bus citation.

All drivers will stop at each designated stop on their route. Students are to be at their designated bus stop five (5) minutes prior to the departure time.

Late Buses

Late buses are often unavoidable. We will do our best to notify you through text, call, and/or social media. In the event that buses are running late in the a.m. /p.m., it is suggested that parents wait for/with their children until 15 minutes after the scheduled stop time, and check your phone for text messaging/a call, or check the district social media accounts.

If the bus has not arrived by that time, call to report the late bus, or call your students school office to find out the cause of the delay and the estimated time of arrival. Modifications to home-to-school transportation may be required due to inclement weather, mechanical breakdowns, or other unanticipated causes of delay.

Sports Equipment, Special Projects, Etc.

No item will be transported aboard a school bus that is unsafe/unsecured (i.e., in a student's backpack, book bag, and separate bag). Baseball bats, skateboards, sharp objects, etc. are not permitted on the school bus. Bus aisle and emergency exits must be kept clear of all items. Parents should make other arrangements to get such items to their student's school. Live animals, including insects, are strictly prohibited aboard school buses by law. Glass containers and other breakable containers are strictly prohibited. Medication of any kind is strictly prohibited aboard school buses. Any student at a bus stop with disallowed items will be directed to return home, if a parent is home; or instructed to leave the article at the bus stop.

FIELD TRIPS

All persons, including chaperones, riding a school bus for a school sponsored field trip, or other extracurricular activity are required to follow the same safety rules as students on home-to-school buses.

It is the responsibility of the school site administrator to assure all "Parental Permission Slips" forms are on file for each student attending the activity. Parents may be allowed to ride the bus as chaperones if they have received prior consent from the school site administrator.

*Children not registered in the Jamul-Dulzura Union School District, including siblings of Jamul-Dulzura Union School District students, **may not** ride the school bus, even if accompanied by parent/guardian. Private vehicles may not be used for school-related trips. All students **must** ride on the school bus to the field trip destination however, students may leave with their parent/guardian upon prior written authorization and approval.*

PARENT/GUARDIAN RESPONSIBILITY

Parents are responsible for assuring that their child's behavior at the bus stop is appropriate. Continued student misbehavior, resulting in complaints of damage, destruction or mayhem at a stop may result in the stop being moved or removed. Children must be on the same side of the street as the bus. When boarding the bus, it is safest to have your student get out of the vehicle on the same side as the bus is stopped. When driving in neighborhoods with school zones, watch out for children who may not be thinking about their safety. Watch for children walking in the street. Parents are responsible for having their children ready to board the bus at their designated bus stop, 5 minutes prior to the departure time. The driver **WILL NOT** return to a stop once the bus has departed.

All drivers will stop at each designated stop on their route sheet. Parents/guardians of a TK-5 student that requests a "MUST BE MET" at their student's bus stop must be on time to pick up their student. Please arrive five (5) minutes before the stop time with photo I.D. "MUST BE MET" students whose parent/guardian are not present at the drop off time will be returned to the District Office and parents/guardians will be contacted to make arrangements to pick their child up in the DO. Chronic problems will result in transportation privileges being suspended and/or denied until proper arrangements are made by the parent.

BUS SAFETY

Video Monitoring

Some buses are equipped with video cameras. The purpose of this is to assist the driver in monitoring student behavior. The tapes are reviewed as necessary by Transportation and School Officials. Parents may request to view a video tape of their student's route by contacting the Superintendent.

Walking to and From School Bus Stops

Students need to observe safe walking habits and be alert to traffic. Students will be held accountable for their behavior **on the bus and at their bus stop.**

When the bus approaches, line up at a point that is at least twelve (12) feet away. Wait until the bus stops, the door opens, and the driver says that it is okay before stepping onto the bus. Students need to be at the bus stop at least five (5) minutes before the bus is scheduled to arrive.

When leaving the bus, stay out of the DANGER ZONE. Be sure that the bus driver can see you and you can see the bus driver. If you must cross the street, wait for the driver to assist you, cross in front of the bus and walk across to the other side of the street. Never walk behind the bus. Walk at least twelve (12) feet away from the side of the bus. If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you. It is important to listen to your bus driver in case there are any special instructions for your bus ride.



Yellow Flashing Lights

On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber warning system, if the school bus is so equipped, beginning 200 feet before the school bus stop. Motorists should slow down and prepare to stop their vehicles.

Flashing Red Light

The driver **shall** operate the flashing red signal lights immediately after stopping and at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights shall not be operated at any place where a traffic officer controls traffic. When a school bus is stopped for the purpose of loading or unloading pupils, the driver shall escort all pupils in pre-kindergarten, kindergarten, and grades 1 to 8 inclusive; that need to cross the roadway. The driver shall use an approved hand-held STOP sign while escorting students. All students that must cross the roadway must walk in front of the bus as they cross the road.

SAFETY/EMERGENCY PROCEDURES

If the road is closed or the bus cannot get through, students will be brought back to the Jamul Elementary School Multi-purpose room. Students will be kept under district supervision until parents come to pick them up.

Should an emergency situation arise, parents are requested to listen to the District ALL Call message for transportation changes or school closures. You may also get the information from District text messages or the District social media accounts.

If your student becomes sick during the day, your student will be kept in the nurse’s office until contact is made with the parents/guardians. In the best interest of everyone, sick children will not ride the bus home. Medication will not be transported except by approval of the principal and transportation department.

COMPLAINTS, CONCERN, COMMENTS, QUESTIONS

Complaints, concerns, comments, and questions regarding transportation matters, may be directed to the Transportation Supervisor at (619) 669-7751. All correspondence would be directed to:

Transportation Department
Jamul-Dulzura Union School District
14581 Lyons Valley Road
Jamul, CA 91935
(619) 669-7751

DISMISSAL SCHEDULE

	<u>Oak Grove Middle</u>	<u>Jamul Elementary</u>
Regular Day	2:35 p.m.	2:50 p.m.
Minimum Day	1:00 p.m.	1:20 p.m.

See district website www.jdusd.net for 2025-2026 calendar for minimum days and non-school days.

Parent Information

- Transportation Office – Parent Call Number – 619-669-7757
- Transportation Supervisor – 619-669-7751
- Jamul Elementary Office (TK-5)– Main Number – 619-669-7800
- Oak Grove Middle School (6-8) – Main Number – 619-669-2700
- District Office – Main Number – 619-669-7700
- Business Services Department – 619-669-7706

