

**BUS REFERRALS**  
**Will Be Issued For Violations Of**  
**Bus Rules**

1st Referral: Student warned and Parent called. Parent will receive copy of referral by email or US mail.

2nd Referral: Suspended from the bus for three (3) days.

3rd Referral: Suspended from the bus for five (5) days. Student conference w/site administrator.

4th Referral: Suspended from the bus until further notice; action plan required with mandatory parent conference.

Immediate suspension for threatened or actual body harm to other passengers and/or the school bus driver.

**PROHIBITED ITEMS**

Car seats, booster seats, skateboards and hazardous materials are prohibited. If the bus is equipped with overhead racks, athletic and/or band equipment for 6-12 grade students may be permitted. **Parents and unauthorized adults are not allowed to board the bus, unless pre-approved by a school district official.**

**SPECIALIZED TRANSPORTATION**  
**FOR**  
**Special Needs Students**

Illness/Absences: Please notify the transportation department if your child is ill or only requires one-way (AM/PM) transportation. 550-0745

Temporary changes are **not** permitted. An authorized adult must be present at the designated bus stop at pick-up & drop-off times.

Long term changes must be arranged ten (10) days in advance with the child's teacher who will then notify the transportation department. Exceptions to this policy can only be made by the District.

**Tahoe Truckee Unified School District—Transportation Dept.**  
**12485 Joerger Dr.**  
**Truckee, CA 96161**  
**Phone: 530-550-0745**  
**Web Site: [ttusd.org/transportation](http://ttusd.org/transportation)**

**Business Hours: 8:00am-4:00pm**  
**Dispatch Hours: 5:00am-5:00pm**

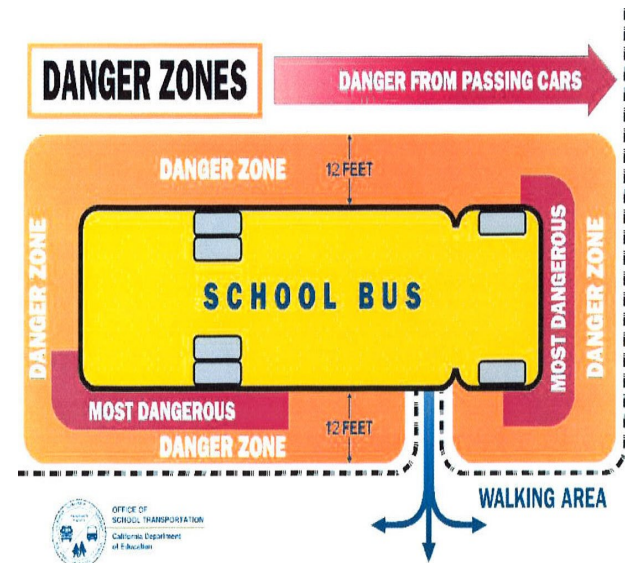
**School Closure Info & Snow Lines:**  
**Truckee 530-582-2510**  
**Lake 530-582-7020**  
**[www.ttusd.org](http://www.ttusd.org)**

**BUS STOP:**  
**TIME:**  
**BUS #:**



**School Bus**  
**Transportation Guide**

“Supporting student success through safe and efficient transportation”



Title 5 Section § 14103 of the California Code of Regulations states: Pupils transported in a school bus or in a school 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 the street, highway, or road.

## **BUS RULES**

### **TTUSD Administrative Regulation 5131.1**

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders shall sit down and fasten any passenger restraint systems. and remain seated while the bus is in motion.
3. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
4. Any noise or behavior that could be distracting to the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats is prohibited and may lead to suspension of riding privileges.
5. Riders shall not use tobacco products, eat, or drink while riding the bus.
6. Riders shall not block the aisle or emergency exit with their body or personal belongings.
7. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
8. Riders shall not put any part of the body out of the window nor throw any item from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
10. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle and go directly to the exit.
11. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The following information is provided to acquaint you with the rules, regulations and responsibilities involved in student transportation. Your cooperation is crucial to ensuring the safe transportation of your child. All students will be required to participate in a school bus evacuation drill each year.

### **BUS STOP PROTOCOL**

Students are expected to act in a safe and orderly manner and arrive on time at designated school bus stops. Never approach the bus until it comes to a complete stop and the door opens. Students should wait 12 feet away from where the bus stops. **Students who need to cross the roadway shall be escorted by the driver.** No pets allowed in the bus or at the bus stop, except for service animals.

### **BUS STOP INFORMATION**

Pick up & Drop off times are available on our website [www.ttusd.org](http://www.ttusd.org) **Students/parents are required to be at their school bus stop five (5) minutes prior to stop time for both am & pm.** Pre-school, kindergarten and 1st grade must be supervised by an adult at pick-up and drop-off. If no adult is present at drop off, the child will be returned to their school site or transportation office. Students Pre-K—5th grade must be supervised by an adult at all Hub stops.

## **ELECTRONIC BUS PASS**

TTUSD Transportation has implemented an electronic bus pass program. Z-pass is an RFID card that electronically tracks students as they get on and off the bus. **All students riding the bus must have a bus pass in their possession and must scan the pass when entering and exiting the bus.** All families must re-apply each school year for a new bus pass.

We have a new tool to help give you peace of mind about your child's safety! It's called ZPass+ and it allows you to see where/when your child entered/exited the school bus (as long as they scanned their bus pass!) Parents may register at [zpassplus.com](http://zpassplus.com)

## **ROUTES & CHANGES**

**Same day changes are not permitted without a note signed by the parent.** Students will not be permitted to leave the bus at any point other than their designated bus stop unless they have a note signed by their parent or guardian. The bus driver is not authorized to make any adjustments or changes to his/her route. Please address any changes to the transportation department.

## **GUEST RIDERS**

**\*Guest riders are subject to availability on the bus. Please call the Transportation Department to verify if there is room available.**