



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Procedures to Permit Parents/Guardians to Ride in School Buses

NUMBER: BUL-6398.0

ISSUER: Donald Wilkes, Director
Transportation Services Division

Enrique Boull't, Chief Operating Officer
Office of the Chief Operating Officer

DATE: October 20, 2014

POLICY: This is a policy of the Chief Operating Officer.

MAJOR CHANGES: This revision replaces BUL-1863.0 Procedures to Permit Parents/Guardians to Ride in School Bus, dated July 15, 2010. The content has been updated to provide schools with current information

GUIDELINES:

I. INTRODUCTION

The Transportation Services Division occasionally receives requests from parents/guardians to ride school buses as observers and/or to participate in an activity with their child at the school. Requests are also received to allow a non-transported student to ride the bus for an inter-home visitation with a traveling student. The following procedures should be followed to process these requests and to insure proper identification of adults or non-regularly transported students riding the school bus.

II. PROCEDURES

A. Parent/Guardian

1. Parent is to submit to School Administrator Form 78.226, Request for Special Transportation by School Bus (Attachments A/English or B/Spanish), at least 24 hours in advance of the date requested. This form may be obtained from the school, Area Bus Supervisor, or at the Transportation Services Division website at <http://achieve.lausd.net/transportation>. Approval will be based upon:
 - a. Availability of unassigned seat(s) on the bus.
 - b. Adherence to established routes, stops, and/or schedules.
 - c. Principal's signature on the form.
2. In making the request, the parent/guardian or student agrees to:
 - a. Present copy of Form 78.226 signed by the parent/guardian and principal to the bus driver before boarding.
 - b. Be subject to the bus driver's authority and responsibility to maintain order on the bus.

ROUTING

ESC Instructional Superintendents
ESC Administrators of Operations
ESC Instructional Directors
ESC Operations Coordinators
Principals
School Administrators
School Staff



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- c. Only use student's assigned stop to get off the bus while it is in route, either alone or with his/her child.
- d. Comply with the time of the regular bus return schedule. A parent/guardian who needs to return prior to the scheduled time must provide his/her own transportation.

B. Principal

When a parent/guardian requests to ride the school bus, the principal should adhere to the following procedures:

1. Contact the Area Bus Supervisor to confirm availability of seating space on the bus.
2. Verify the identity of the applicant as the parent/guardian of the student riding the school bus.
3. Make sure that the parent/guardian has completed the *Request for Special Transportation by School Bus* (Form 78.226/Attachments A/English or B/Spanish) at least 24 hours in advance of the date when parent/guardian requests to ride the bus. This form is available in English and Spanish (Attachments A/English or B/Spanish) from the Area Bus Supervisor, or at the Transportation Services Division website at <http://achieve.lausd.net/transportation>.
4. Give a signed copy of the Form 78.226 to the parent or authorized student rider to use as a temporary bus pass. Parent must present this form to the bus driver before boarding the school bus. The original copy of the form goes to the Area Bus Supervisor and a copy should be made for the school file.

Note: The parent/guardian may be denied transportation by the bus driver if he/she does not show the signed copy of the request form, and if no notification and confirmation was made by the Principal to the Area Bus Supervisor.

C. Area Bus Supervisor

Upon notification by the Principal that a parent/guardian is requesting to ride the school bus, the Area Bus Supervisor will:

1. Inform the Principal if seating space is available on the bus and confirm that the pick-up location and time adhere to the established bus stop and schedule.
2. Pick-up original copy of the completed Form 78.226 from the Principal, making sure that the form is signed by both parent/guardian and Principal.
3. Notify the bus driver of the date when the parent will be riding the school bus.



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D. Bus Driver

The bus driver will permit the parent/guardian or authorized student to ride the bus upon:

1. Receiving notification from the Area Bus Supervisor of the request.
2. Receiving from the parent a copy of Form 78.226 signed by the Principal. The bus driver will keep this form and return it to the Area Bus Supervisor.

ATTACHMENTS: Attachment A - Request for Special Transportation by School Bus - English
Attachment B – Solicitud de Transporte Especial en Autobús Escolar - Spanish

AUTHORITY: This is a policy of the Chief Operating Officer

RELATED RESOURCES: BUL-6385.0 – Guidelines and Procedures Relating to Student Behavior on School Bus, dated September 29, 2014, issued by Transportation Services Division

ASSISTANCE: For assistance or further information, please contact the Transportation Services Division at Customer Service Center at (213) 580-2950.

REQUEST FOR SPECIAL TRANSPORTATION BY SCHOOL BUS

INSTRUCTIONS

This form must be completed and submitted to the Area Bus Supervisor **by the School Administrator** at least twenty-four (24) hours in advance of the date requested.

-PRINT CLEARLY-

REQUESTING SCHOOL _____ LOCATION CODE _____

Name of Person to be Transported _____
 Parent/Guardian
 Student
 Volunteer

Address _____ City _____ Zip Code _____

Telephone Number () - _____ E-Mail Address _____

Regularly Transported Student's Name _____ Grade _____

TO BE PICKED UP AT _____ STOP
 School Home Intersection Time : _____ a.m.
p.m.

TO BE RETURNED TO _____ STOP
 School Home Intersection Time : _____ a.m.
p.m.

ROUTE NO. _____ TRIP NO. _____ ABS _____

ABS Telephone () - _____

POLICY FOR SPECIAL TRANSPORTATION

- The approval of this request is contingent upon the availability of unassigned seat space on the bus.
- It is understood that the bus will adhere to established routes, stops and schedules.
- All passengers are subject to the driver's authority. It is the driver's responsibility to maintain order on the bus.
- The return trip by school bus will follow the regular schedule.
- A completed copy of this form is to be used as a temporary bus pass and must be presented to the bus driver by the passenger upon boarding the bus.
- A student transported for inter-home visitations may return on the school bus the following school day and should retain the copy of this request as his/her bus pass.

I verify that the person named on this request is a student or is a parent/guardian of a student who attends this school, and that this request is in the best interest of the student and District.

_____/_____/20
Signature of Parent, Guardian, or Volunteer Date

_____/_____/20
Principal's Name Approved by Principal / Signature Date

EFFECTIVE from ____/____/20 through ____/____/20

DISTRIBUTION

- Original Area Bus Supervisor (ABS)
- Copy School
- Copy Passenger

SOLICITUD DE TRANSPORTE ESPECIAL EN AUTOBÚS ESCOLAR

INSTRUCCIONES

Se debe completar este formulario y **el Administrador de la Escuela** debe entregarlo al Supervisor del Área del Autobús por lo menos veinticuatro (24) horas de anticipación a la fecha solicitada.

- ESCRIBIR CON CLARIDAD EN LETRA DE IMPRENTA -

ESCUELA QUE LO SOLICITA _____ CÓDIGO DEL PLANTEL _____

Nombre de la person que será transportada _____ Padre/Tutor
 Estudiante
 Voluntario

Dirección _____ Ciudad _____ Código Postal _____

Número Telefónico () - _____ Correo Electrónico _____

Nombre del estudiante que recibe transporte regularmente _____ Grado _____

SERÁ RECOGIDO EN _____ Escuela Hogar Intersección **PARADA** Hora : _____ a.m. p.m.

SER REGRESADO A _____ Escuela Hogar Intersección **PARADA** Hora : _____ a.m. p.m.

ruta Nº _____ VIAJE Nº _____ ABS _____

Teléfono del ABS () - _____

NORMAS PARA EL TRANSPORTE ESPECIAL

- La aprobación de esta petición depende de la disponibilidad de los asientos vacantes en el autobus.
- Se entiende que el autobus seguirá las rutas, paradas y horarios establecidos.
- Todos los pasajeros estan bajo la autoridad del chofer. Es la responsabilidad del chofer mantener el orden en el autobus.
- El viaje de regreso del autobús escolar se hará según el horario regular.
- Se debe usar una copia completada de esta formulario como pase de autobus temporal y el pasajero debe enseñárselo al chofer al subirse al autobús.
- El alumno transportado para visitas inter-hogareñas pueden regresar por autobus escolar el siguiente dia escolar ye debe quedarse con la copia de esta soliditud par usarla como pase de autobús.

Yo verifico que la persona nombrada en esta solicitud es alumno/a o es padre/guardian de un/a alumno/a que asiste a esta escuela, y que esta solicitud es para el beneficio del alumno/a y del Distrito.

_____/_____/20
Firma del padre, tutor o voluntario Fecha

_____/_____/20
Principal's Name Date/Fecha
Nombre y Apellido del Director *Aprobado por el Director / Firma*

EFFECTIVE/EFFECTIVO from/desde _____ / _____ / 20 through/hasta _____ / _____ / 20

DISTRIBUTION / DISTRIBUCIÓN

- Original Area Bus Supervisor (ABS)/Supervisor del Área del Autobús (ABS)
- Copy/Copia School/Escuela
- Copy/Copia Passenger/Pasajero