

**SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

NO. 5407

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CLASSIFICATION SUPPORT SERVICES, TRANSPORTATION

EFFECTIVE 6-1 6-86

SUBJECT TRANSPORTATION FOR THE REGIONAL OCCUPATIONAL PROGRAM(ROP)

REVISED 8-21-91

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing transportation assistance for qualified students enrolled in selected programs served by the Regional Occupational Program.

2. Related procedures:

Transportation to school events, educational trips,
and other trips No. 4585
Approved carriers and rates No. 4586
Parent paid transportation. No. 5405
Transportation assistance for extreme hardship
cases, short term health needs, and pregnant minors No. 5409
Transportation for Integration Program students . . . No. 5411
Transportation for Special Education students . . . No. 5415

B. LEGAL AND POLICY BASIS :

1. Reference : Board policy : G-2000, G-5100, H-7920; California Education Code 39806; California Code of Regulations (CCR) titles 5 CCR, 1405, 14271, and 13 CCR, 1216 a.b., 1217 a.b.c.d.h.i., 1221; Civil Code, Section 54.2.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Transportation Services Department, 496-8475.

2. Eligibility for Transportation Assistance. Students who enroll and maintain satisfactory attendance in Regional Occupational Program (ROP) conducted at school sites of the San Diego Unified School District or community colleges are eligible for transportation services.

3. Modes. One of three modes of transportation assistance is assigned to individuals by the Transportation Department as determined by distance from an individual's school, availability of public transit system connections, and course schedules. Individuals who decline the assigned mode of transportation assistance may lose eligibility for transportation.

a. Public Transit Buses. Several senior high and off-campus class sites are readily accessible to public buses operated by San Diego Transit. Eligible individuals are provided free bus tokens and assigned this mode of transportation when school bus service is determined to be unavailable or in duplication to public transit routes; tokens will not be provided when school buses (core system) have been assigned.

(1) Schedules. Public bus schedules are available from San Diego Transit and from most banks or savings and loan associations. Questions may be directed to San Diego Transit at 238-0100.

- C. 3. a. (2) Distribution of Tokens. The Transportation Services Department determines which students receive bus tokens to ride public transportation. Students obtain free tokens from vocational class or magnet/career center. Vocational classes and magnet/career centers are issued tokens from the Transportation Services Department via site liaison.
- (a) Contingency Bus Tokens. Schools may obtain contingency supply of public transit bus tokens to use for unscheduled late detention periods or service problems. Public transit bus tokens are ordered by stock requisition charged against ROP budget.
- (b) Emergencies. All transportation problems due to service problems should be directed to the Transportation Services Department, 496-8460.
- (c) Saverpasses. Saverpasses are not available for use in interschool bus network.
- b. Private Auto Mileage Reimbursement. Part **ial** reimbursement to parents and to students (eighteen years of age or over) for use of private auto to and from selected career centers, magnet schools, and vocational courses is provided only when no school bus or public transit bus service is available. Parents who transport students, and students who elect to drive their own cars for convenience, part-time employment after class, or class scheduling **conficts do not** qualify for mileage reimbursement. Mileage rate for reimbursement must be approved by the Board of Education.
- (1) Car Pools. Parents and eligible students (eighteen years or older) who collectively submit claims for private auto mileage reimbursement when participants in a car pool are not eligible for extra aid. Additive reimbursement rate or **accelerated** payments are not authorized for drivers of car pools transporting one or more **students.**
- (2) Reimbursement Claim. Parents of eligible students complete "Private Auto Mileage Reimbursement Claim and Disclaimer for Transportation of Students," and submit to student's instructor. Instructors verify student attendance and forward claim to the Transportation Services Department.
- (3) Parking and Toll Fee Assistance. Parents and eligible students may receive limited assistance for parking and toll fees if enrolled in selected courses. The Transportation Services Department should be contacted for information and claim forms.
- c. School Bus Service. School buses are operated by the district to provide regular daily transportation between sending and receiving senior high schools and selected magnet school sites. Al 1 eligible individuals are assigned first to this mode of transportation when possible.

3. c. (1) Schedule Notices. Each school served by either core or supplemental school bus network is provided, on a weekly basis, with individualized computer-printed timetables which summarize all bus arrival and departure times.
- (2) Core Scheduling. School buses are scheduled at two-hour intervals between sending and receiving schools on a "core" network of routes during most class periods throughout the school day.
- (a) Core network routes will not change during the first three weeks of each semester, regardless of ridership.
- (b) Routes without sufficient ridership will be discontinued beginning the fourth week of each semester.
- (c) Bus transportation corrections are scheduled for students beginning the fourth week of each semester only when requested by the counselor or carrier aide of the sending school via ROP Student Bus Transportation Request.
- (3) Supplemental Scheduling. Bus service **may** be scheduled in addition to core routes at request of the district and site administrators. Such requests require funding authorization, approval to implement, and at least two weeks notification to the Transportation Services Department before scheduled service begins. Scheduler may cancel pickup stops when no students have boarded for five consecutive class days.
4. Levels of Service (LOS) and Limitations
- a. Express Bus Stop Service. School campuses are utilized as pickup and delivery points for students enrolled in Regional Occupational Program career/business/science centers and some magnet programs at senior high schools.
- b. Arterial Bus Stop Service restricts pickup and delivery of students to bus stops on streets identified as major, business, arterial and collector streets. Students may be expected to walk up to one mile from residence to designated stops on arterial streets. This service is provided to secondary and atypical magnet school students. ROP students may ride on these buses and may be scheduled on arterial stops (see Administrative Procedure No. 5411, section C.5.b.).
- c. Destination Restrictions. When two or more sections of the same program or courses are offered, school bus service normally is scheduled to transport students only to course at nearest school from which student commutes.
5. Ridership and Seating Limitations
- a. Standing/Sitting Regulations. Student passengers are prohibited from standing, sitting on floor or stepwells, or sitting in any manner that blocks aisle or exit spaces (13 CCR 1217 a, b, e). Adults on board may stand or walk in a bus (with permission of bus driver) for purposes of supervising or instructing students (13 CCR 1217 i).

C. 5. b. Posted Bus Capacity. Every school bus has a **maximum** legal seating capacity posted on an inspection certificate located inside the bus; number of passengers may not exceed this posted legal limit regardless of circumstance (13 CCR 1217 a).

c. District Seating Limit Policy. Maximum legal seating capacity of a school bus allows three students per bench seat regardless of size or age; district policy limits seating to levels that provide for larger and older children. Recommended loads for school buses are summarized in Administrative Procedure No. 4586, section C.10.

6. Riding, Delivery, and Return Times

a. Riding Times.

(1) ROP Core Network. Students riding the mid-day core network buses between school campuses can expect a riding time of approximately 45 minutes each direction. Class schedules for each student should allow for this travel time between periods.

(2) Integration and Special Education Services. The district attempts to schedule bus routes so students ride an average of 40 minutes and no more than 60 minutes total each direction between school and bus stop. However, there is a percentage of students who are regularly scheduled to ride over one hour.

b. Delivery and Return Times. Delivery times to the **ROP/vocational** classes are scheduled to be five minutes before the starting time of the class; return times are scheduled for the bus to depart the ROP/vocational class within five minutes after dismissal. Buses may not wait for tardy students.

c. Conference/Minimum Days are not observed by ROP classes or buses in support of these classes. Class times and bus routes remain on the regular day time schedule.

7. Bus Stops and Loading Zones

a. Bus Stop Location is typically a designated zone at the school campus or class site. The Location of each bus stop is physically inspected and certified by the Transportation Services Department according to specific access and safety standards. Requests for bus stop additions or changes usually require ten or more workdays after request is received before implementation.

b. Loading Zone Location at school sites must be physically inspected and approved by the Transportation Services Department for safety, bus maneuverability, and compliance to regulations.

(1) The Transportation Services Department makes arrangements with City of San Diego for bus signs, curb painting, and changes in zones. Loading zones usually are not modified by the city more often than once each year. All requests for loading zone moves or modifications **must** be referred to the Transportation Services Department.

C. 7. b. (2) Loading zones usually are not approved for location on school grounds in the play area **because** this increases hazards to children and sometimes results in damage to grounds. Principals must address requests for playground loading zones to appropriate area assistant superintendent for facilities approval, in addition to submitting a request to the Transportation Services Department for safety inspection. Approvals of both area assistant superintendent and the Transportation Services Department are required in order to locate a loading zone on school grounds.

8. Transport of Wheelchairs, Orthopedic Devices, Musical Instruments, Athletic Equipment, Animals, Etc.

a. Students may bring wheelchairs, orthopedic devices, musical instruments, athletic equipment, and other instruction related tools and equipment on a bus when the following conditions are met:

(1) Items **must** be stored in the baggage compartment of a bus or secured on the floor so they will not move in event of sudden stop or bus maneuver. Bus driver is solely responsible for determining adequacy of securements (13 CCR 1216 c).

(2) Items stored/secured in a bus must be clear of aisles, steps, emergency exits and doorways, and not encroach on foot space of seated students (13 CCR 1216 c).

b. Glass Items. Items made of glass, wholly or partially, may not be transported regardless of storage/securement unless encased in a protective box or covering (13 CCR 1202 b).

c. Prohibited Materials. Specific materials expressly prohibited from transport on a school bus regardless of securement or location are: alcoholic substances; flammable or combustible liquid, solid or gas; nonflammable gases; oxidizers; corrosive or irritating materials; poisons or chemicals; radioactive materials (13 CCR 1202, 1216 a, 1221).

d. Animals. No animals of any size or category may be transported in a bus, including those confined in a cage or **on** a leash. EXCEPTION : Those animals specified in Civil Code, Section 54.2. In such cases the driver may determine if the animal should be muzzled (13 CCR 1216 d).

9. Site Liaison to Transportation

Principal shall designate a staff member to act as the site liaison for transportation. This person is responsible for all communication with the Transportation Services Department (see duties identified in Section D of this procedure).

10. Reporting Early, Late and Service Problems. If a bus is late, the school may call the Transportation Services Department at 496-8460 (for Special Education ROP, 496-8480) and request immediate information or assistance. In addition, all schools are required to report, on a daily basis, any early, late or service problems via "TeleBus Service," 292-8536.

c. 10. Directions for use of the "TeleBus Service" are available on a flyer (Con't) distributed each year and by request from the Transportation Services Department. Reports received by "TeleBus Service" are the primary documentation for enforcement of on-time services by carriers and drivers.

11. Late Arrival of Buses/Student Admittance at School. Timely delivery of students to classes is a cooperative concern of the school and the Transportation Services Department. Tardy students shall be excused if delay is the result of bus service problems and/or circumstances beyond control of the student. Students shall not be excused from tardy status if they created discipline problems on board the bus, arrived late at pick-up point, or impeded timely or safe operation of the bus. Determination of student eligibility for receiving an excused tardy shall be responsibility of the ROP class teacher.

12. Disciplinary Action Due to Student Misconduct On A School Bus

a. Control of student behavior is a cooperative concern of carriers and school district. Bus drivers have supervisory authority over assigned student passengers (5 CCR 14105); drivers **have** authority to demand bus passes and/or student identification cards at any time. When misconduct persists and, in the opinion of the driver, results in an unsafe operating condition, he/she shall demand the student's pass and forward it to principal or designee, along with completed "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" (instructions are on form). Bus driver may recommend disciplinary action and/or suspension of bus riding privileges to school via "Bus Driver's Report of Unacceptable Pupil Behavior on Bus."

(1) If offense is minor, school official may elect to return bus pass to the student immediately, pending investigation of the incident.

(2) If results of school investigation warrant disciplinary action, parents should be involved in all steps. A student's bus riding privilege may be suspended or revoked according to the following guidelines of State Department of Education:

First offense:	Warning or probable bus suspension
Second offense:	Warning or probable bus suspension
Third offense :	Two-day bus riding suspension
Fourth offense:	Five-day bus riding suspension
Fifth offense:	Balance-of-year bus riding suspension
For threatened or actual bodily harm:	Immediate suspension of student.

b. When certificated school staff is aboard a bus, staff is expected to supervise student passengers; however, bus driver remains legally responsible for all passengers on the bus (5 CCR 14105).

c. Continual disorderly conduct or persistent refusal to submit to the authority of the driver, providing the driver has reported several incidents of unacceptable behavior to the school, shall be sufficient reason for the bus driver to deny service after approval from the driver's supervisor (13 CCR 1217 h).

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- C. 12 d. In no case may a bus driver require any student to leave the bus enroute between home and school or other destinations (13 CCR 1217 h).
- e. Students may not eat or drink while riding bus. In addition to sanitary considerations, food and drink can be hazardous (5 CCR 14277). Bus driver and school shall respond to eating or drinking on the bus as student misconduct.
- f. Action to cancel a student's transportation pass will be decision of school principal; recommendations for district action may be made by the carrier's representative.

13. Student Misconduct On A Public Transit Bus

Students on public transit buses are subject to municipal and state codes for public conduct. A public transit bus driver does not exercise legal authority or supervision over passengers. When misconduct persists or, in the opinion of the driver, results in an unsafe operating condition, he/she will stop the bus and radio for police assistance.

14. Bus Passes

Bus passes are required for boarding and identification of authorized students on ROP buses, beginning the fourth week of each semester.

- a. New Bus Passes are issued each semester by the career center of each school.
- b. Mutilated passes may be returned to school for replacement.
- c. Lost school bus passes will be replaced by the school with a charge of \$1 to the student for first replacement pass issued and \$5 for each replacement thereafter.
- d. Misuse of passes (such as handing a **pass** through a window to student outside the bus) may jeopardize a student's transportation privilege.
- (1) School district retains ownership of each student's pass. Student bus riding privileges may be suspended for student misconduct (see Section C.12).
- (2) Principal or designee may elect to keep, cancel, or suspend a bus pass indefinitely or for a limited period of time. Retention or cancellation of a bus pass does not cancel a student's attendance requirements or **status** at school.

15. Special Education ROP Service

- a. Special Education ROP service is determined by the project resource teacher for Vocational Education for Handicapped (293-8101) as outlined on the "ROP Class Schedule for Handicapped Students."

- C. 15. b. The individual level of service (LOS) for Special Education students assigned to Special Education ROP transportation is determined by the the project resource teacher for Vocational Education for Handicapped and Special Education program offices.
- c. The level of service (LOS) for Special Education students assigned to ROP transportation is express routing.
- d. The level of service (LOS) for Special Education students assigned to secondary or atypical magnet transportation is arterial routing.
- e. The project resource teacher for Vocational Education for Handicapped is responsible to initiate a "District Bus Transportation Application, Form 10," for all changes in address or schedule and for terminations from transportation services.
- f. Conference days/minimum days are not observed by SROP classes or buses in support of these classes. Class times and bus routes remain as the regular day time schedule.
- g. Cancellation of Service: It is the responsibility of the project resource teacher for Vocational Education for Handicapped to submit a "District Bus Transportation Application" for changes of schedule or termination of services. Until regular service can be reinstated, students will be required to ride "space available" to an existing stop.

D. IMPLEMENTATION AND RESPONSIBILITIES:

1. Student/Parent

- a. Applies for enrollment in ROP courses in magnet, science, career, or vocational course by completing application of admission with school counselor; indicates on application whether transportation assistance will be needed.
- b. Reviews each week transportation timetables posted at schools. Students who miss a regularly assigned bus because they are uninformed about changes or are late will not receive substitute transportation or be excused from class attendance. Students should be at pickup points ahead of schedule to ensure connection.
- c. Completes private "Auto Mileage Reimbursement Claim" form and submits to vocational course instructor. (Claim form must include signature of parent if student is under eighteen years of age.)
- d. Complies with bus riding rules and procedures identified in "Information About Your School Service" and/or "Parent Information for Children Receiving Special Education Transportation Services" pamphlets. Complies with directions by bus driver. Persistent misconduct or refusal to cooperate with driver may result in restriction of bus-riding privileges or suspension from school, **or** both.

D. 2. Counselor

- a. Reviews student application for admission; programs student into course, allowing at least 45 minutes travel time for mid-day bus shuttle service between schools, each direction.
- b. Reviews ROP bus schedule (timetable) to determine if a connection presently exists for newly-enrolled students to attend class selected; notifies the Transportation Services Department that assistance is needed for student if no bus connection appears on timetable.

3. ROP, Career or Vocational Course Instructor

- a. Meets with the Transportation Services Department before the start of school to review trips, schedules, manifests, transportation policies, procedures, and material.
- b. Verifies that all students who requested transportation assistance received it; notifies the Transportation Services Department if students remain unassisted. Submit "ROP Bus Transportation Request" for each student transported.
- c. Coordinates with site transportation liaison to ensure the posting and/or distribution of bus schedules for student to review.
- d. Distributes "Private Auto Mileage Reimbursement Claim" forms to appropriate students; receives completed claim forms from students; verifies class attendance; and forwards all copies to the Transportation Services Department each semester.
- e. Obtains public transit bus token packets from the Transportation Services Department and distributes tokens weekly to assigned students; completes "Public Transit Bus Token Usage Report" and submits monthly to the Transportation Services Department.
- f. Reports all early, late and "missout" buses to the Transportation Services Department upon occurrence via "TeleBus Service."
- g. Forwards students, training site representative, and parent complaints about bus service or transportation assistance to the Transportation Services Department.
- h. Reports all changes in course location and schedules at least ten school days in advance to the Transportation Services Department.

4. Project Resource Teacher for Vocational Education for Handicapped Special Education ROP (SROP)

- a. Develops and submits "ROP Class Schedules for Handicapped Students" schedule to the Transportation Services Department.

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- D. 4. b. Negotiates school schedules with principals and the Transportation Services Department to maximize transportation services for SROP services.
 - c. Investigates and approves or disapproves requests for Special Education ROP transportation; certifies approved requests to the Transportation Services Department,
 - d. Initiates and approves district transportation application (F10) for new students, changes in schedules, and termination of service from Special Education ROP program. Forwards information to the Transportation Services Department.
 - e. **Meets** with the Transportation Services Department before the start of school to review SROP trips, schedules, manifests, transportation policies, procedures, and materials.
 - f. Verifies that all students who requested transportation assistance received it; notifies the Transportation Services Department if students remain unassisted.
 - g. Initiates and approves "Transportation Service Level Exception" form (F11) for all special service requests for Special Education ROP.
 - h. Coordinates with site transportation liaison to ensure the posting and/or distribution of bus schedules for student to review.
 - 1. Reports all early, late, and "missout" buses to the Transportation Services Department upon occurrence via "TeleBus Service."
 - j. Forwards student, training site representative, and parent complaints about bus service or transportation assistance to the Transportation Services Department.
 - k. Reports all changes in course location and schedules at least ten school days in advance to the Transportation Services Department.
5. Site Transportation Liaison (principal or designee)
- a. Meets with the Transportation Services Department before the start of school to review trips, schedules, manifests, transportation policies, procedures, and materials.
 - b. Ensures the posting and/or distribution of bus schedules for student to review.
 - c. Coordinates with the ROP, career or vocational course instructor to ensure the posting and/or distribution of schedules for student to review.

- D. 5. d. Ensures the updating and distribution of ROP passes to students.
 - e. Updates student information with the Transportation Services Department as change of address, phone or service parameters occur via TS-Form (DS-1191) and working copy of Form-10 for Special Education ROP.
 - f. Requests stop changes via TS-Form (DS-1191).
 - g. Reports early, late, or service problems to the Transportation Services Department via "TeleBus Service" on a daily basis.
 - h. Coordinates supervision of loading and unloading of buses at school.
 - i. Refers parent and public complaints regarding contract carrier service to the Transportation Services Department.
 - j. Receives first three copies of "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" for driver; investigates incident and takes disciplinary action if warranted. Completes form and distributes:
 - (1) Second copy to bus driver,
 - (2) Third copy to the Transportation Services Department, and
 - (3) Files first copy in student record if disciplinary action was taken; otherwise, first copy is destroyed.
 - k. Reports driver misconduct to the Transportation Services Department.
 - l. Participates in site transportation liaison inservice activities.
 - m. Coordinates communication first few days of school to assist students in identifying bus trip.
6. Handicapped Programs Administrator or Central Placement Office (Special Education)
- a. Initiates and approves district transportation application (F10) for new students to special education programs, changes in address, service parameters, and termination of service. Forwards information to the Transportation Services Department.
 - b. Detemines the level of service (LOS) based on student needs, eligibility, and service specifications of the IEP.
 - c. Initiates and approves "Transportation Service Level Exception" form (F11) for all special service requests for special education programs.
7. County Metro ROP Office (ROP Program) or School Services Division (Magnet, Career and Science Centers)
- a. Receives application for admission, determines eligibility, approves or rejects application, and notifies applicant.
 - b. Reports all ROP course schedule information to the Transportation Services Department before the service assurance date (SAD) deadlines.

D. 7. c. **Receives original and two copies of approved "Private Auto Mileage Reimbursement Claims; " approve8 contract carriers invoices and public transit billings; processes for payment and forward8 original and one copy to the Accounting Department.**

8. Transportation Services Department

- a. **Receives, processes and maintain8 address service data on all transported students.**
- b. **Determines and assigns mode of transportation assistance for each eligible student enrolled in career and vocational program8 courses. Notifies vocational course instructors.**
- c. **In adherence to rules and regulations of the district and other appropriate law enforce-at agencies, establishes stops, trips, times and locations convenient to students' and schools' needs; prepares bus schedules, and distributes to school.**
- d. **Inform8 schools and vocational course instructors of changes in schedules or transportation service.**
- e. **Receives, investigates, and responds to all complaints made or referred by schools regarding bus service.**
- f. **Distributes "Private Auto Mileage Reimbursement Claims" forms and public transit bus token packets to vocational course8 instructors for issuance to parents and eligible students.**
- g. **Receives verified "Private Auto Mileage Reimbursement Claims" from vocational course instructor and computes payments; retains one copy and forwards original and two copies to School Service8 Division budget office, as appropriate.**
- h. **Sends blank bus passes to ROP schools.**
- 1. **Distributes public transit bus tokens to ROP, career and vocational . course instructors and to magnet school counselors; reconciles completed public transit bue token usage forms with bus tokens issued to vocational course instructors.**
- j. **Approve8 stock requisitions for bus token8 ordered by secondary schools as a contingency supply for unscheduled late activities, detention periods, or service problems.**
- k. **Issues San Diego Transit bus tokens to schools for students regularly scheduled to ride public buses.**
- 1. **Contract8 with bus firms for services. Supervise8 contract carrier operations; enforce8 contract.**

- D. 8. m. **Receives "TeleBus Service" information from schools; records and maintains detailed account of early, late, service problems, and "missout" buses reported by schools; assesses liquidated damages against carriers.**
- n. **Issues supply of "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" to bus drivers and contract carriers.**
- o. **Receives second copy of "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" from school; following receipt of second copy from bus driver, destroys third copy and files second copy.**
- p. **Contacts school and cooperatively investigates "Bus Driver's Report of Unacceptable Pupil Behavior on Bus" requiring more than five school days for response.**
- q. **Assigns and disciplines bus-firm drivers and district-employed drivers when warranted in accordance with contract term provisions.**
- r. **Dispatches road supervisors, school police services, or appropriate law enforcement agency to assist in cases of emergency on the road.**

9. **Bus Driver**

- a. **During first month of school, reviews manifests and records corrections of students (as they board bus in morning) at bus stop at which they are picked up. Forwards corrections to the school for update.**
 - b. **Receives directions and dispatching from the Transportation Services Department. Reports problems with routes, stops, or times on schedule to supervisor. Reports ridership discrepancies to supervisor.**
 - c. **Provides safe and timely delivery of students to and from school following rules and regulations of the district, Department of Motor Vehicles, California Highway Patrol, California Education Code, and all other law-enforcement and regulation agencies.**
 - d. **Completes and distributes "Bus Driver's Report of Unacceptable Pupil Behavior on Bus ." Sends first three copies to school; retains one copy until response is received, then destroys it; forwards school response copy to the Transportation Services Department.**
10. **Accounting Department pays "Private Auto Mileage Reimbursement Claims ," contract carrier invoices, and public transit billings; retains original and forwards one copy to payee.**

E. **FORMS AND AUXILIARY REFERENCES:**

- 1. **Site Transportation Liaison Handbook**

- E. 2. **Available from San Diego County Metro ROP office: Application for Admission: San Diego County Regional Occupational Program (ROP); drop notification**
3. **Available from School Services Division: Application for Admission: magnet, Career or Science Centers; drop notification**
4. **Available from the Transportation Services Department: Public Transit Bus Token Usage Report; Private Auto Mileage Reimbursement Claim and Disclaimer for Transportation of Student; Bus Driver Report of Unacceptable Pupil Behavior on Bus**
5. **'Parent Information for Children Receiving Special Education Transportation Service' Parent Pamphlet (Stock No. 41-T-0001/English; 41-T-0002/Spanish)**
6. **"Information About Your School Bus Service" Parent Pamphlet (Stock No. 41-I-9050/English; 41-I-9051/Spanish; 41-I-9052/Vietnamese)**
7. **ROP Student Bus Transportation Request**
8. **Transported Student Form (DS-1191)**
9. **ROP Bus Passes**
10. **"TeleBus Service" Flyer**
11. **District Bus Transportation Application, Form 10, (Stock No. 22-D-3475)**
12. **"Transportation Service Level Exception", Form 11, submitted with Form 10, for all special service exceptions and requirements**
13. **"Site Report of Transportation Concerns" Form**
- F. **REPORTS AND RECORDS:**
1. **'Bus Driver Report of Unacceptable Pupil Behavior on Bus,' retained by Transportation Department for minimum of one year**
2. **Copies of 'Private Auto Mileage Reimbursement Claims,' retained by the Transportation Services Department**
3. **"TeleBus Service," school to the Transportation Services Department on a daily basis**
4. **"San Diego Transit Bus Token Distribution Form," school to the Transportation Services Department**
5. **District Bus Transportation Application, Form 10 (Stock No. 22-D-3475), from Special Education Department for all students requiring special education transportation**

