



August 1, 2019

Dear Parent or Guardian,

Welcome to TRAFFIX! We are pleased to share with you important information about how your student can successfully ride the TRAFFIX bus.

- **Bus Pass:** Every child must have a pass to ride the bus. Please have your student show the enclosed bus pass to the driver, then put it in a safe place so it can be quickly presented each time your child rides.
- **Bus Stop:** In the morning, please have your child arrive at their stop **5 minutes before** the scheduled pickup time. State law requires drivers to stop and escort any child approaching the bus from across a street, which could cause a delay in the overall schedule.
- **Bus Route & Stop:** Your child is assigned to a specific bus route and bus stop. The bus number is the same as the route number (i.e. GV5 = Green Valley Bus #5). Please coach your child to look for the same bus and typically, the same driver for the trip home. **Buses depart most schools 7-10 minutes after the dismissal bell.** In the event that a substitute bus covers your child's route, bus drivers will help students find their correct bus. *Please be patient during the first few weeks of school as everyone settles into a new school year riding the bus!*
- **Bus Schedules:** TRAFFIX runs every day of the school year, with three separate schedules: **Regular, Wednesday and Minimum Days.** (Note: High Schools operate on different schedules – see <http://www.ridetraffix.com>). Find your bus route page on the website to view these schedules and **be sure to revisit your route schedule on the website the day before school starts in case there are any last minute schedule changes.**
- **Service Alerts:** Should your bus experience a service issue, such as a delay, we will post a service alert on the TRAFFIX website at www.ridetraffix.com which will automatically trigger a text message to ALL cell phone numbers listed on your TRAFFIX account.
- **Safety & Behavior Rules:** Please review the enclosed **Safety Rules and Behavior Letter** with your child. Make sure your child **understands** and **agrees** to follow these rules.
- **Play Dates AND Lost/Found:** To submit a play date request, please email our bus service provider, First Student, directly at Rosalva.Navarro@firstgroup.com with a cc to admin@ridetraffix.com. To ask about lost/found items, please call First Student Dispatch at (925) 363-7327. The Dispatch Office is open school days from 6:00 AM to 5:00 PM.

For any other questions, please check the FAQ page on www.ridetraffix.com. If you don't find your answer there, feel free to call or email me. I'm happy to help!

Thanks for your participation in TRAFFIX!

Heidi Kenniston-Lee
TRAFFIX Administrative Coordinator
(925) 866-8739 (TRFX)
admin@ridetraffix.com
www.ridetraffix.com



STUDENT BUS SAFETY TIPS

Walking to and Waiting for Your Bus

- **Get to your stop five minutes early.**
- Find your designated bus stop ahead of time.
- Plan your walking route to the bus stop with a parent or guardian.
- Have your TRAFFIX pass ready to display.
- Wait quietly at the stop away from the street.
- Make sure the bus driver can see you! If you can't see the bus driver's eyes, you are too close to the bus!

Boarding the TRAFFIX Bus

- Wait until the bus is stopped and the bus driver says it's OK before boarding.
- Show the bus driver your TRAFFIX bus pass.
- Hold on to the rails while boarding.
- Find a seat, sit down, and buckle up. The bus will not move until ALL students are safely seated.
- Be sure to keep open seats clear so everyone can find their seats quickly.
- Keep the aisle clear.
- Don't bring anything on the bus that is not allowed at school.

Riding the TRAFFIX Bus

- Keep your seat belt on at all times.
- Keep body parts inside the bus at all times.
- Talk quietly with friends.
- Be respectful to your bus driver and other bus riders.
- Listen to the bus driver, who always wants to make sure you are safe.
- Don't stand while the bus is moving.
- Use digital devices, including cellular phones, quietly and appropriately. The bus driver will ask you to not use your device on the bus if they determine that such use is inappropriate or distracting.
- If you have any questions or concerns, ask your friendly TRAFFIX bus driver.

Getting Off the TRAFFIX Bus

- Keep your seat belt on until the bus driver says that it is OK to take it off.
- Don't get off the bus until you are sure you are at the correct stop.
- Wait until the bus is stopped and the bus driver says it's OK before getting off the bus.
- Don't push or shove.
- Once you are off the bus, don't run in front of the bus or in between buses.
- If you need to cross the street to get home, you must wait for the bus driver to escort you across the street safely.

For more safety information, visit www.ridetraffic.com



SAFETY RULES & BEHAVIOR LETTER

Dear Parent or Guardian,

TRAFFIX and First Student have adopted rules and regulations in conjunction with the San Ramon Valley Unified School District to assist students in understanding their responsibilities while riding TRAFFIX buses. These rules assure safe and proper travel to and from school and are to be observed while waiting at bus stops, riding the bus home and to school, or on field trips.

The following list of student actions, while not being exhaustive, constitutes violations of the established rules and regulations:

1. Failure to use 3-point lap/shoulder belt.
2. Failure to remain seated.
3. Failure to follow bus driver instructions.
4. Fighting.
5. Profanity.
6. Creating fire hazards.
7. Smoking on bus — vapor or otherwise.
8. Disorderly boarding procedure.
9. Sharing bus passes.
10. Throwing objects off, on, or at bus.
11. Hanging out of window.
12. Spitting.
13. Excessive noise.
14. Harassing others.
15. Improper exit.
16. Vandalism.
17. Eating, drinking or littering on the bus.
18. Illegal substance abuse or controlled substance use.
19. Inappropriate and/or distracting use of digital devices, including cellular phones.
20. Acts of Bullying.

Authority of the bus driver, as explained in Section 14263 of Title 5 of the California Administrative Code, states that:

“Pupils transported in a school 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 en route between home and school or other destinations.”



WHAT HAPPENS IF THERE'S AN INCIDENT ON THE BUS?

Following an incident on the bus, parents of all involved children will be contacted by First Student, the school principal or the TRAFFIX Administrative Coordinator about the behavior. Under the policies of both TRAFFIX and the San Ramon Valley Unified School District, each school principal or administrator may take disciplinary action against students who violate the rules and regulations described in this letter. Disciplinary action by the school site administrator may include detention and/or suspension. In some situations, the TRAFFIX Administrative Coordinator may revoke the transportation privileges.

TRAFFIX VANDALISM POLICY:

- ✓ Any individual who willfully cuts, defaces, or otherwise injures in any way any TRAFFIX property, real or personal, may be disciplined as provided by law and TRAFFIX policy.
- ✓ Should the individual be a minor, the parent or guardian of any such individual shall be required to pay for all damages so caused by the minor. The TRAFFIX Board of Directors may offer and pay a reward, in any reasonable amount, for information leading to the identification of, and the apprehension of, any minor who willfully damages or destroys any TRAFFIX property.
- ✓ TRAFFIX requires that the parent or guardian of any such minor shall be required to pay for the amount of the reward in addition to the damages.

Please speak with your child regarding these important TRAFFIX bus rules and regulations and inform him or her about the possible consequences of violating the rules. Your cooperation and your student's adherence to the rules help to provide a safe and respectful environment for all students riding TRAFFIX buses. Thanks so much for riding TRAFFIX!

Sincerely,

Heidi Kenniston-Lee
TRAFFIX Administrative Coordinator
(925) 866-8739 (TRFX)
www.ridetraffic.com