



August 6, 2021

Dear Parent or Guardian,

Welcome to TRAFFIX! As your new TRAFFIX Administrative Coordinator, I'm pleased to share with you important information about what you need to get your student on the bus.

- **Bus Pass:** Every child must have a pass to ride the bus. Please have your student show the temporary bus pass to the driver, then put it in a safe place so it can be quickly presented each time your child rides. RFID passes will be mailed in September 2021.
- **Bus Stop:** In the morning, please have your child arrive at the 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 would cause a delay in the overall schedule. Make sure your child is at the stop early and is ready to board the bus.
- **Bus Driver & Route:** Your child will ride the same bus with the same driver each day. The bus number is the same as the route number (for example: GV-5 = Green Valley Bus #5; PV11 = Pine Valley Bus #11). Coach your child to look for the same bus and driver for the trip home. **Buses depart most schools 10 minutes after the dismissal bell.** *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 Day.** (Note: High Schools operate on different schedules – see <http://ridetraffix.com>). Find your route page on the website to view these schedules. Please bookmark this page for future reference!
- **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.
- **First Student Dispatch Office: (925) 363-7327** – For a late bus, lost and found, or a play date request, call First Student Dispatch. **The Dispatch Office is open school days from 5:30 AM to 5:00 PM.**

**For any other questions, please check the FAQ page on <http://ridetraffix.com> first.** If you don't find your answer there, feel free to call or email me. I'm here to help!

Thanks for your support of TRAFFIX. I look forward to working with you as a team to get your child to and from school safely and on-time as we successfully reduce traffic congestion in the San Ramon Valley!

Best wishes,

*Megan Wilkerson*

Megan Wilkerson  
TRAFFIX Administrative Coordinator  
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[admin@ridetraffix.com](mailto:admin@ridetraffix.com)  
<http://ridetraffix.com>



## STUDENT BUS SAFETY TIPS

### Walking to and Waiting for Your Bus

- **Get to your stop five minutes early.**
- **Have your student wear their mask.**
- 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 pass.
- Hold on to the rails while boarding.
- Find a seat, sit down, and buckle up.
- Keep the aisle clear.
- Don't bring anything on the bus that is not allowed at school.

### Riding the TRAFFIX Bus

- Please keep your mask on at all times on the bus.
- Keep your seat belt on at all times.
- Keep body parts inside the bus at all times.
- Talk quietly with friends.
- 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 <http://ridetraffix.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 wear appropriate face covering (mask)
2. Failure to use 3-point lap/shoulder belt.
3. Failure to remain seated.
4. Failure to follow bus driver instructions.
5. Fighting.
6. Profanity.
7. Creating fire hazards.
8. Smoking on bus — vapor or otherwise.
9. Disorderly boarding procedure.
10. Sharing bus passes.
11. Throwing objects off, on, or at bus.
12. Hanging out of window.
13. Spitting.
14. Excessive noise.
15. Harassing others.
16. Improper exit.
17. Vandalism.
18. Eating, drinking or littering on the bus.
19. Illegal substance abuse or controlled substance use.
20. Inappropriate and/or distracting use of digital devices, including cellular phones.
21. 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 conducive social environment for all students riding TRAFFIX buses. Thanks so much for riding TRAFFIX!

Best wishes,

*Megan Wilkerson*

**Megan Wilkerson**

TRAFFIX Administrative Coordinator

(925) 866-8739 (TRFX)

<http://ridetraffix.com>



## **2021-2022 POLICY AND PROCEDURES FOR RIDERS AND DRIVERS**

### **DRIVER SELF-CHECK**

Drivers will self-check on an honor system. If drivers show any signs or symptoms of being sick, they need to stay at home. Drivers will also be asked a series of self-check questions when they log into the First Student Computer Program at minimum twice a day.

### **DRIVER PPE/REPLENISH**

All drivers will receive a "Go Bag" of PPE. Items will include:

- Adult Face Masks
- Children's Face Masks
- Gloves
- 1 Face Shield
- Plastic trash bags
- Disposable Gowns

### **SEATING ON THE BUS**

1. Seating is not assigned and social distancing is encouraged when feasible.

### **BUS RIDERS**

1. All Drivers are required to wear face coverings while driving unless it is unsafe to operate the bus.
2. Students are required to wear a mask at all times when on the bus. If the student forgets their mask, the driver will have extras on hand in their "Go Bag."
3. Drivers will monitor students (as safely as possible) to ensure they are wearing masks while riding the bus.
4. Students are highly encouraged to apply hand sanitizer before boarding the bus in the AM/PM.
5. Students are encouraged to practice physical distancing while waiting for, boarding, riding, and exiting the bus when feasible.

### **IF A DRIVER SUSPECTS A STUDENT IS SHOWING SIGNS OF BEING SICK**

1. The driver will have the student board the bus and the driver will assign a seat for that student and maintain physical distancing from the other students when feasible. The driver will immediately call Dispatch to inform them that they will need an administrator at the school site

upon arrival. The driver will unload that student last to address concerns about the student and then surrender him/her to the administrator.

#### CONTACT TRACING

1. Drivers will document on their daily timesheets the names of students (or their respective seat number and route number) that do not ride on the bus in order to support contact tracing. If there is an incident on your route, you will be notified by the TRAFFIX Administrative Coordinator within 24 hours of their notification. [Please see attached Contra Costa Health Services Protocol](#). If you test positive or someone in your immediate household tests positive for COVID-19, please contact the TRAFFIX Administrative Coordinator and follow quarantine protocols outlined by Contra Costa County.

CHANGES TO THE TRAFFIX POLICIES AND PROCEDURES WILL BE UPDATED ACCORDING TO CHANGES IN CDPH AND SRVUSD GUIDELINES CHANGE. IF THERE ARE SIGNIFICANT CHANGES YOU WILL BE NOTIFIED BY EMAIL.

#### **COVID Protocol for exposure and positive COVID testing: (as of August 6, 2021)**

- If your student has a positive test for COVID, they must remain in isolation at home for 10-14 days.
- If your child is showing COVID symptoms, they must quarantine at home for 10 days.
- If your child is asymptomatic and vaccinated with close contact of a positive case, they may continue attending school and riding bus.
- If your child is asymptomatic and unvaccinated with close contact of a positive case, they must quarantine at home for 10 days.

TRAFFIX will not check vaccination status of any child and will follow the SRVUSD and Contra Costa County Health guidelines.



C/O The City of San Ramon  
7000 Bollinger Canyon Road  
San Ramon, CA 94583

[www.RideTRAFFIX.com](http://www.RideTRAFFIX.com)

**TRAFFIX Notice and Acknowledgment to Return to Bus Service**

Dear Students and Parents/Guardians:

As TRAFFIX prepares to welcome back students for bus service, we continue to monitor safety requirements and recommendations from the Contra Costa County Health Officer, and have developed protocols and processes to help ensure the safety of our students, staff, and visitors for the anticipated return to on-campus education in these unusual times. The safety of our staff and students remains our primary focus. Any person entering a TRAFFIX bus or attending **must follow all safety protocols**, including those summarized below. These protocols may change and evolve as TRAFFIX continues to receive new information from local, state and federal authorities and as we learn what practices are most effective.

While we are following public health guidance to protect our students and mitigate all risks, an inherent risk of exposure to COVID-19 continues to exist in any place where people are present. Given the contagious nature of COVID-19, the District cannot guarantee that you will not be exposed to the virus while on District property, even with the safety measures in place. **By entering a TRAFFIX bus, you are acknowledging that the inherent risk of exposure to COVID-19 exists, and you voluntarily assume all risks related to exposure to COVID-19.**

Please read through this information, in its entirety, and **contact your student's site principal if you have any questions**. You are required to review this Acknowledgment Form and return it to TRAFFIX signed, for your student to ride a TRAFFIX bus. We are working hard to protect you and everyone in the midst of this pandemic, so it is essential that everyone does their part to protect one another. It will take all of us working together to keep our buses safe, which is why we refer to this process as **"Reopening Together."**

**Mask Requirement for Students On the Bus and Waiting for the Bus**

**FACE COVERINGS ARE REQUIRED FOR ALL STUDENTS to return to TRAFFIX Bus Route, unless exempt, as noted below:**

- Students must be sent on the bus every day with either a reusable cloth mask or a disposable surgical-type mask.
- Students must be sent on the bus every day with a back-up mask in case their mask becomes soiled, broken, or lost. School sites will have a limited supply of extra masks if one is needed.
- Masks must be worn on the face as designed for coverage of mouth and nose.
- Exemptions to mask wearing may exist and apply for students with medical or mental health conditions or a disability that would impede them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. Individuals who cannot wear a mask because of a special circumstance as determined by TRAFFIX shall instead be asked to wear an

appropriate or prescribed alternative facial covering if feasible. Please contact your site principal for further guidance and to discuss potential exemptions.

- ***Students who forget or refuse to wear a face covering will be provided a face covering. If a student, unless otherwise exempt, refuses to wear a face covering, access to all buses will be denied. The student will be removed from the TRAFFIX Program for the remainder of the 2021-2022 School year, no refunds issued.***

### **Daily Self-Screening and Symptom Check**

**ALL STUDENTS and re required to take a self-screening assessment/questionnaire and do a symptom check every day before entering TRAFFIX Buses.** Younger children or those individuals who require assistance should be assisted by their Parent/Guardian.

The following assessment/questionnaire must be reviewed, answered and completed daily by students and families before a student enters a TRAFFIX Bus.

You do not need to submit anything to your school site verifying completion of the daily assessment/questionnaire. Your honesty is expected as we all work together to create a safe environment.

**IF A STUDENT ANSWERS YES TO ANY OF THE QUESTIONS BELOW, THEY MAY NOT COME ON THE BUS:**

- Have you had a temperature at or above 100.4° or reason to be concerned you may be developing a fever?
- Have you experienced a new cough that you cannot attribute to another health condition?
- Have you experienced a new shortness of breath that you cannot attribute to another health condition?
- Have you experienced a new sore throat that you cannot attribute to another health condition?
- Have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity, such as physical exercise?
- Have you experienced any chills that you cannot attribute to another health condition?
- Have you experienced a new loss of taste or smell?
- Have you experienced any new nausea, vomiting, and /or diarrhea?
- Have you had close contact, with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes.)
- Have you received a positive test result for COVID-19 in the last 14 days?
- Do you currently have or are suspected of having COVID-19?

Any student who, while on campus begins exhibiting any sign or symptom of COVID-19, an upper respiratory illness, or other related symptoms such as nausea, vomiting, and diarrhea will need to stay home. (Education Code sections 48210-48214, 49451) It is possible that the student will need to remain home for 10-14 days depending on the outcome of a medical provider consultation and public health guidelines. In accordance with public health guidance, in order to return to school a student will need to (1) have no fever, without medication, for 24 hours and provide written proof of a negative COVID-19 test or other official form of COVID-19-free medical clearance from a medical provider, or (2) choose to stay home for 10 days.

### **Hand Hygiene**

Hand hygiene, including either washing with soap and water for at least 20 seconds, or if soap and water is unavailable, use of hand sanitizer that contains at least 60% alcohol **must** be performed at the following times, as feasible:



- Before boarding the bus
- Before putting on or taking off masks or other PPE,
- Before and after using or touching frequently touched surfaces,
- After coughing or sneezing

### **Positive COVID-19**

If a student or member of a student's household tests positive for COVID-19, the family must notify the TRAFFIX within 24 hours. Notification shall be provided to the TRAFFIX Administrative Coordinator at 925-866-8736. Please leave a message if the call is otherwise not picked-up by a staff member. The student may not return to the bus except as indicated above.

### **Student and Parent/Guardian Acknowledgment**

By signing below, Student and Parent/Guardian ("We") acknowledge they have read and understand the contents of this notice.

Student and Parent/Guardian agree to abide by all procedures and protocols in this notice, which may change over time as circumstances change.

Student and Parent/Guardian have been advised of certain inherent risks involved with on-campus learning during the COVID-19 pandemic that cannot be eliminated regardless of the care taken to avoid injuries or illness to Student and/or Parent/Guardian during this public health crisis. Student and Parent/Guardian acknowledge and assume the risk of such injury or illness.

Parent/Guardian signatures below indicate that Parent/Guardian has read, understands, and agrees to abide by these procedures and protocols at all times, and that Parent/Guardian has shared this notice with, and/or read this notice to, Student.

We, \_\_\_\_\_, have read the **TRAFFIX Notice and**

(NAME OF STUDENT AND PARENT/GUARDIAN)

**Acknowledgment for Return to Bus Service.** We understand that any Parent/Guardian or Student who fails to follow the above outlined safety procedures and protocols may be denied access to all TRAFFIX Buses and Routes. Further, we understand that a signature below is a condition of a Student riding a TRAFFIX bus for the remainder of the 2020-21 school year, unless otherwise exempted. If you have a question whether an applicable exemption applies to you, please contact the TRAFFIX Administrative Coordinator for further information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **Back-to-School FAQs for 2021-22 School Year**

### **Is it safe for students to return to school for in-person instruction?**

The experiences of other places around the country and world where students have remained in class show the risk of transmission among children wearing masks is very low, even with reduced spacing between desks. Some children will still get sick, but COVID spreading in schools among students is much less common than COVID spread in the community or from indoor social gatherings, like birthday parties and weddings. Children have mostly gotten COVID-19 from adults at home.

Research also shows that most children do not get as sick from COVID as adults. The most at-risk people on school campuses are actually adult teachers and staff, which is why it is important for all eligible age groups to get vaccinated to prevent infection and spread.

### **Will there need to be social distancing in classrooms?**

The state is not requiring minimum distancing in classrooms for the 2021-22 school year. Research suggests that in-person instruction can happen safely without minimum distancing if other prevention strategies, such as masking, are used.

### **Will my children need to wear a mask in class?**

Yes. The state requires K-12 students to wear masks indoors with limited exceptions for children who can't wear masks because of medical reasons. Masks are optional outdoors in all K-12 school settings.

### **Do students need to wear masks in class even if they're vaccinated?**

Yes, the state is requiring all K-12 students to wear masks in classrooms regardless of vaccination status just to be safe. Also, this is easier for schools to manage since they won't have to verify students' vaccination status.



## **Back-to-School FAQs for 2021-22 School Year**

### **What are ways to avoid transmission of COVID-19 transmission in schools?**

- Vaccines for children 12 and older, along with all adults in your family
- Masks worn by all students and school staff indoors
- Good ventilation in classrooms
- Keep your child home from school if they are sick
- Wash hands frequently