



STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS (IEPs) THAT QUALIFY FOR SCHOOL BUS TRANSPORTATION

GUIDELINES FOR PARENTS/GUARDIANS 2025-2026

(949) 936-5730 EXT. #1 (DISPATCH/SCHEDULERS) EXT #4 (LEAVE A MESSAGE)

INITIATION, REINSTATEMENT, OR CHANGES IN TRANSPORTATION

To initiate transportation services, the parent/guardian must complete the transportation enrollment link provided by the student's Case Manager.

When the Transportation Department receives the request to initiate transportation services from the Special Education Department, a transportation scheduler will contact the parent/guardian by e-mail or by phone to accomplish the following:

For an original request (a new student):

1. If it is determined that your student requires a school bus with a lift, an appointment will be made to conduct a home or school site visit to evaluate the wheelchair to ensure it meets compliance standards with the Department of Transportation (DOT).
2. Once transportation services have been established, the parent/guardian will be contacted by email and/or phone to review the details regarding the student's bus schedule and stop location. This process takes approximately 5 to 7 business days during the school year and approximately 7 to 10 business days during the first 4 weeks of the school year.

For reinstatement or address changes:

- Parent/guardian must notify the school site and complete a new enrollment link.
- For an existing route, the Transportation Schedulers will review the route prior to making adjustments. Once reviewed, the parent/guardian will be notified of the time changes before their student may continue/resume services. *(Please note: some changes may necessitate a time and/or driver change.)*

LIMITATIONS

1. Transportation services will only be provided to one AM address and one PM address within the Irvine Unified School District boundaries; multiple addresses will not be accommodated. Please use the [School Locator](#) feature to check the address location prior to selecting a daycare provider.
2. If a student falls ill in route to school or during the school day, the parent/guardian is responsible for picking-up their student; transportation services will not be provided.
3. Transportation services can be accommodated to/from day care facilities with the understanding that the provider must accompany the student to/from the bus stop. The drivers are not permitted to sign students in/out.
4. Transportation services can be accommodated to/from home day care facilities with the understanding that the student's IEP accommodation must be met. The drivers are not permitted to walk students to the door or sign students in/out.



EXCEPTIONS: In the event of a change of residence or family emergency during the school year, the parent/guardian must notify the student's school site and the Special Education Department at least *four weeks in advance*, or as soon as possible, to allow for Residence Verification and subsequent transportation route changes.

NOTIFICATIONS

Notifications are sent via phone and email to parent/guardian and school site from the Transportation Department with information related to the student's transportation services including; start date, pick-up/drop-off times and location, driver name, bus number, and any changes to services. Notifications are also sent in the event of bus delays.

AIR-CONDITIONING

School buses are equipped with air-conditioning. The constant opening and closing of the door/wheelchair lift may reduce the efficacy of the air conditioning on the bus.

TRAVEL TIME

Travel time may change when modifications are made to a route. The District attempts to limit ride time to one hour or less; however, unforeseen circumstances may extend ride times beyond one hour.

AM TRANSPORTATION

The scheduled pick-up time is the departure time for the bus; there is no grace period. To ensure your student does not miss the bus, please plan accordingly:

- Student should arrive approximately 5 minutes prior to departure time.
- Drivers are directed NOT to honk the horn or to use the backup alarm; it is against city ordinance.
- The Transportation Department does not call to alert parent/guardian in the morning that the bus has arrived.
- To arrive at school on time, the bus must leave each bus stop at the scheduled departure time.
- If your child is not aboard the bus at the scheduled time, the driver will be directed to proceed to the next bus stop.
- Please do not follow the bus to the next stop or expect the driver to stop once they have departed from the curb as this is a safety concern.

AM - BUS ARRIVAL

The driver must come to a complete stop and secure the vehicle before opening the entrance door. Please follow these simple rules in the interest of your student's safety:

- Do not stand or allow your student to stand any closer than twelve (12) feet from where the bus will stop.
- Do not allow your student to approach the bus until the driver opens the door.
- Never allow your student to run toward the bus, whether it is in motion or has stopped.
- Make sure your student uses the handrail when climbing or descending the bus steps.

AM - LATE BUS

Occasionally, the bus may arrive at the bus stop later than the scheduled pick-up time due to unforeseen circumstances such as unusual traffic conditions, road construction, mechanical failure, or onboard student behavior problems. The Transportation Department makes every effort to communicate via text to alert the



parent/guardian to check email notifications when a bus runs extremely late (approximately 15 minutes or more.)

* The student's school site will be informed of the situation so they are not marked tardy.

PM TRANSPORTATION

Buses depart the school site seven (7) minutes after the PM dismissal bell. The number of students riding home on the bus may vary daily, which can lengthen or shorten the route time. Additionally, traffic and road conditions may affect routes times. For these reasons, we cannot schedule precise after-school drop-off times; if given a time, it is an estimate only, and your student may arrive on or before these times. Please be aware of your student's dismissal time, **including modified day schedules**, and expect to have your student arrive at the bus stop shortly thereafter.

PM - RELEASE OF STUDENTS

- The driver will not release a **student** who "must be received" unless an authorized individual is there to receive the student.
- All authorized individuals must be listed on the student contact list and must present a valid ID.
- If the bus arrives and no one is at the bus stop to receive the student, the Transportation Department will attempt to reach the parent/guardian and/or emergency contacts by phone.
- If no contact is made, the driver may attempt to return the student to the stop after the route is complete or as soon as possible.
- If contact is not made, the student will be returned to their school site, and the parent/guardian will be expected to retrieve their student from the school site.
- If the school site fails to reach the parent/guardian, they will contact the [Irvine Police Department](#) and/or [Orange County Child Protective Services](#), and the student will be given over to their care.

COMMUNICATING WITH THE TRANSPORTATION DEPARTMENT

(949) 936-5730 EXT. #1 (DISPATCH/SCHEDULERS) EXT #4 (LEAVE A MESSAGE)

If a student does not require transportation to or from school, the parent/guardian must notify the Transportation Department by telephone as soon as possible. If there will be an extended break from services (vacation, medical leave, etc.), please inform the Transportation Department of the date(s) of the student's planned absences.

PASSENGER CONDUCT

The California Code of Regulations (Title V, Section 14103) states:

"a) Pupils transported in a school bus shall be under the authority of and responsible directly to the bus driver, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or are being escorted across the street. Continued disorderly conduct or persistent refusal to submit to the driver's authority shall be sufficient reason for a pupil to be denied transportation."

While allowances must be made for complex behaviors exhibited by some students, conduct that creates an unsafe situation aboard the school bus or causes discomfort to another passenger cannot be tolerated.



BUS RULES

- 1) Passengers must always remain seated with the seat belt properly fastened. A child who persistently refuses or is otherwise unable to comply with this safety rule may be required to use safety equipment such as a buckle guard, buckle guard w/web clip, Safety Vest, or Max II Safety Vest. If necessary, parents/guardians and the school site staff will be advised of any student behavior concerns.
- 2) Passengers must keep their hands and feet to themselves, never place any part of their body outside the bus window, never throw any object inside the bus, and never throw any object out the bus window while aboard the bus. Inability to comply with this rule may result in the requirement of equipment as listed above.
- 3) No eating, drinking, or gum chewing is permitted aboard the bus. *Exceptions: a medical need or Individualized Education Plan (IED) accommodation.*
- 4) Oversized or hazardous articles are not permitted aboard the bus.
- 5) Objects too large to fit in the student's backpack or lunch box may not be brought aboard the bus unless prior arrangements have been made. These objects, including but not limited to: bikes, skateboards, scooters, special projects, and musical instruments, must be secured prior to departure.
- 6) Hazardous articles, including but not limited to: glass containers, knives, sharp or pointed objects, or anything which might cause injury to other students on the bus.
- 7) No animals (mammals, birds, reptiles, insects, fish) are allowed on the bus at any time. *Exception: Service dogs trained to aid individuals with a disability may be transported in a school bus when accompanied by disabled pupils enrolled in a public or private school.*

VIDEO CAMERAS

Video Cameras are installed and used on all buses operated under contract with the Irvine Unified School District. Due to student privacy laws under the Family Education Rights and Privacy Act (FERPA), video footage is considered confidential and, as a matter of privacy, will not be released outside the District without appropriate legal documents.