



Sequoia Union High School District

1090 MILLS WAY, REDWOOD CITY, CALIFORNIA 94063

BOARD OF TRUSTEES

Alan Sarver
Carrie Du Bois
Chris Thomsen
Richard Ginn
Shawneece Stevenson

Dr. Darnice Williams
Superintendent

DEWRELL WESLEY
Director,
Transportation Services

Dear Parent/ Guardian:

In order to serve our students in a more efficient and economic manner, all parents/students must call to submit a request for transportation 2021-2022 school year. **In addition students will be required to have a student identification (ID) badge to board the school bus.** Students that do not have an ID card must contact their school for issuance. If you do not have an ID badge, please have your student ID number ready to give to your school bus driver.

This new procedure will assist the Sequoia Union High School District (SUHSD) better serve our community by assisting our transportation department to monitor the attendance and location of our students while riding the bus.

Please call **(650) 306-8875** to register your child for School Bus Transportation. Please provide the following information: **Student's Name, ID Number, School of Attendance, AM & PM Stop Locations, Email Address, and current Phone Number.** Please call to register your child **no later than August 6, 2021.**

If your student is participating in sports and/or any extra curriculum activities, please pick the stop that your student(s) will be using when their sports are not in session.

Should you have any questions or concerns, please contact the Transportation Department at (650) 306-8875

Sincerely,

Dewrell Wesley
Director of Transportation



Sequoia Union High School District

1090 MILLS WAY, REDWOOD CITY, CALIFORNIA 94063

BOARD OF TRUSTEES

Alan Sarver
Carrie Du Bois
Chris Thomsen
Richard Ginn
Shawneece Stevenson

Dr. Darnice Williams
Superintendent

DEWRELL WESLEY
Director,
Transportation Services

Estimado Padre/Tutor Legal:

Con el fin de servir a nuestros estudiantes de una manera más eficiente y económica, todos los padres/estudiantes deben llamar para presentar una petición para transporte para el año escolar 2020-21. **Además se requiere que los estudiantes tengan una tarjeta de identificación (ID) para subirse al autobús escolar.** Los estudiantes que no tengan una tarjeta de identificación deben ponerse en contacto con su escuela para que se les proporcione una. Si usted no tiene una tarjeta de identificación, tenga a mano su número de identificación estudiantil para dárselo al conductor del autobús escolar.

Este nuevo procedimiento ayudará a *Sequoia Union High School District (SUHSD)* a mejor servir a nuestra comunidad al ayudar a nuestro departamento de transporte a monitorear la asistencia y locación de nuestros estudiantes mientras que están en el autobús.

Por favor llame al **(650) 306-8875** para registrar a su hijo(a) para Transporte en el Autobús. Por favor proporcione la siguiente información: **nombre del estudiante, número de ID, escuela de asistencia, lugar de parada AM y PM, correo electrónico, y número de teléfono actual.** Por favor llame para registrar a su hijo(a) a **no más tardar del 6 de Agosto del 2021.**

Si su estudiante está participando en deportes y/o cualquier actividad extracurricular, por favor escoja la parada del autobús que su estudiante(s) usará cuando sus deportes no están en sesión.

Si tiene cualquier pregunta o preocupación, por favor póngase en contacto con el Departamento de Transporte al (650) 306-8875.

Atentamente,

Dewrell Wesley
Director de Transporte

Sequoia Union High School District

1090 Mills Way, Redwood City, CA 94063

Administrative Office (650) 369-1411

Transportation Office (650) 369-1411, Ext. 22337

BOARD OF TRUSTEES

Alan Sarver
Carrie Du Bois
Chris Thomsen
Richard Ginn
Shawneece Stevenson

Dr. Darnice Williams
Superintendent

DEWRELL WESLEY
Director,
Transportation Services

Date: July 27, 2021
To: Parents / Guardians
From: Dewrell Wesley, Director of Transportation
Re: Safety Concern / Loading & Unloading Procedures

This letter is to inform and remind you of the safety steps that need to be followed at your child's school bus stop. First, you must be on time. Some Parents/Guardians are consistently arriving at the school bus stop late. The procedure for our driver is to activate the amber lights 200 feet prior to the school bus stop to warn the motoring public. Once the driver stops at the bus stop to load/unload the students, he/she will activate the flashing red light signal system and stop signal. The motoring public must stop and not pass the school bus during this process. These red lights must be activated and stay on when the school bus is stopped for the purpose of loading or unloading pupils. Once these red lights are activated they will not be turned off until the driver is ready to depart.

The problem arises when parents/students are late to the stop and the driver has turned off the red lights and is ready to depart. By law the driver cannot re-activate the red lights, open the door, and let the students on the bus. This is causing a major safety concern for our department. Our drivers are being cut off in the middle of the roadway by parents/guardians to stop the bus for their child. This invasive action is dangerous and can cause a major accident. All of this can be prevented if the parents/students arrive at the school bus stop on time. This has caused our drivers to circle the block and reactivate the lights so they can be legal per vehicle code (VC) 22112. This additional procedure is causing the route to run late because of one or two parents/students. Drivers are now instructed not to circle the block for additional students that were late. They will continue to the next stop and run their route on time.

AM Routes:

The time listed on the manifest is the departure time for the bus driver. This means, parent/students should arrive at the school bus stop at least 5-10 minutes early and wait a safe distance away from the curb once the bus arrives. Drivers will stop the bus no closer than 12 feet from the students. No person shall move towards the bus unless the bus door is open.

PM Routes:

The time listed on the manifest is the arrival time for the bus driver. This means, parent/guardians should arrive at the school bus stop at least 5-10 minutes early and wait a safe distance away from the curb once the bus arrives. Drivers will stop the bus and activate the flashing red light signal system. The

driver has several procedures they must follow to ensure the students safety. If the student resides on the other side of the street the bus is stopped on, the driver must physically get out of their seat and escort their students across the street. Parents/Guardians that assist their students across the street shall also cross the street with the assistance of the red lights and school bus driver. Additionally, all parents/guardians that must meet their students at the school bus stop are required to come to the front door and receive their child from the school bus driver. Driver's will no longer release students to the parents that are sitting in their cars.

Please take the time to review these new procedures that will take place immediately. Remember these procedures are to help and ensure our students safety.

Sincerely,

Dewrell Wesley
Director, Transportation Services



Sequoia Union High School District

1090 Mills Way, Redwood City, CA 94063

Ph: 650-306-8875 • fax: 650-306-8884

School Bus Transportation Registration Form 2021-2022

Parent/Guardian Name: _____

Mailing Address: _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Please list each student separately and provide all relevant data below, using the enclosed Route List to determine morning and afternoon day routes and stops for each student. **ANY STOP YOU LIST BELOW MUST BE ON THE BUS RUN SCHEDULE.** Buses will pick up and drop off students at the designated stops. Incomplete applications will be returned unprocessed. There are a limited number of seats on each bus, and they will be issued on a first come, first serve basis. **Students will need their School ID card to board the bus.** If you have any questions, feel free to call us at 650-306-8875.

Student Name: _____ Student ID#: _____

School: _____ Grade: _____

AM Bus Run _____ Stop _____

PM Bus Run _____ Stop _____

Student Name: _____ Student ID#: _____

School: _____ Grade: _____

AM Bus Run _____ Stop _____

PM Bus Run _____ Stop _____

Student Name: _____ Student ID#: _____

School: _____ Grade: _____

AM Bus Run _____ Stop _____

PM Bus Run _____ Stop _____

Parent/Guardian Signature: _____

Date: _____



Sequoia Union High School District

1090 Mills Way, Redwood City, CA 94063

Ph: 650-306-8875 • fax: 650-306-8884

School Bus Transportation Registration Form 2021-2022

Padre/Guardian: _____

Dirección: _____

Teléfono de Casa: _____ Trabajo: _____ Cell: _____

Correo Electrónico: _____

Por favor indique cada estudiante por separado y proporcione toda la información relevante a continuación, usando la lista de ruta incluida para determinar la ruta por la mañana y por la tarde y las paradas para cada estudiante. **CUALQUIER PARADA QUE INDIQUE A CONTINUACIÓN DEBE ESTAR EN EL HORARIO DEL AUTOBÚS.** Los autobuses recogerán y dejarán a estudiantes en las paradas designadas. Las solicitudes incompletas se regresarán sin procesar. Hay una cantidad de asientos limitados en cada autobús, y se asignarán a base de primero en llegar, primero servido. **Los estudiantes necesitarán sus tarjetas de identificación escolar antes se bordar el autobús.** Si tiene cualquier pregunta, siéntase libre de llamarnos al 650-306-8875.

Nombre del Estudiante: _____ ID del estudiante: _____

Escuela: _____ Grado: _____

Ruta de AM _____ Parada _____

Ruta de PM _____ Parada _____

Nombre del Estudiante: _____ ID del estudiante: _____

Escuela: _____ Grado: _____

Ruta de AM _____ Parada _____

Ruta de PM _____ Parada _____

Nombre del Estudiante: _____ ID del estudiante: _____

Escuela: _____ Grado: _____

Ruta de AM _____ Parada _____

Ruta de PM _____ Parada _____

Firma del Padre/Tutor Legal: _____

Fecha: _____

COVID-19 Pupil Transportation Bus Procedures 2021-2022

Bus Stops

Social Distancing

- Students are to practice social distancing at bus stops by staying at least 6 feet apart.
- Students are to wear face coverings while at bus stops.

Loading and Unloading

Seating Assignments

- During loading, bus driver will seat students from the rear of the bus forward to prevent students from walking past each other.
- Afternoon runs will be boarded based on the order in which students will be dropped off. For example, students' stops that are first, will board the bus last and sit in the front of the bus.

Red Light Escort/Crossover

- Bus drivers, students and parents must wear face coverings while being escorted across the street.
- Maintain 6 feet physical distance if possible while cross the street.

Seating

Social Distancing Measurements

- Maximum seating capacity is 2 per seat per San Mateo County's recommendation. (Preferably, siblings and family members will sit together)
- Certain windows will be open during the bus ride. This will allow for air circulation throughout the bus

Student Health

Health Screening

- **Passive Screening:** Parents must screen students before leaving for school or the bus stop, (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. The District has implemented a verification process.
- **Active Screening:** Bus drivers' will actively engage in symptom screening as students enter the bus consistent with public health guidance, which will include a visual wellness checks.

Face Coverings

- Drivers shall wear a face covering at all times when passengers are present.
- Drivers may also wear a face shield while loading and unloading students. A face shield should not be worn while driving the school bus.
- Students will be required to wear a face covering on the bus and at the bus stop.

Symptomatic Students

- Student will be screened for symptoms daily prior to attending school.
- Symptomatic students will not be allowed on the bus, unless otherwise required by the district or company policy.

Symptomatic Student Protocol

1. The student will be moved to the front of the bus where no student will be sitting directly in front of the symptomatic student. Bus driver will ensure that the student remains further than 6 feet from the driver. Both seats that the symptomatic student was sitting in will remain empty until disinfected.
2. The driver will notify dispatch of a symptomatic student.
 - a. If the bus is delivering students to a school site, dispatch will notify the school site so that they can meet the student at the bus loading zone.
 - b. If the bus is delivering a student to their home, dispatch will notify their parent or guardian of the symptomatic student.
3. The symptomatic student will be unloaded first to a school staff member or at their home stop. The driver will disinfect both seats where the symptomatic student was seated before allowing any other student to sit in that seat.

Note: All drivers will clean and disinfect the bus after every route/run

COVID-19

Procedimientos de Transportación de Alumnos en Autobús 2021-2022

Paradas de Autobús

Distanciamiento Social

- Los estudiantes deben practicar el distanciamiento social en las paradas de autobús al permanecer al menos a 6 pies de distancia.
- Los estudiantes deben usar mascarilla en las paradas de autobús.

Carga y Descarga

Asignaciones de Asientos

- Durante la carga, el conductor del autobús sentará a los estudiantes desde la parte trasera del autobús hacia adelante para evitar que los estudiantes pasen uno al lado de otro.
- Las rutas de la tarde se abordarán según en el orden en que se dejará los estudiantes. Por ejemplo, las paradas de los estudiantes que son las primeras, subirán el autobús al final y se sentarán al frente.

Escolta de Luz Roja

- Los conductores de autobuses, los estudiantes y los padres deben usar mascarilla mientras son escoltados por la calle.
- Mantener 6 pies de distancia física si es posible al cruzar.

Asientos

Medidas de Distanciamiento Social

- La capacidad máxima de asientos es de 2 por asiento según la recomendación del condado de San Mateo (preferiblemente, hermanos y miembros de la familia se sentarán juntos).
- Ciertas ventanas estarán abiertas durante el viaje en autobús. Esto permitirá la circulación por todo el autobús.

Salud de Estudiante

Exámenes de Salud

- **Examen Pasivo:** Los padres deben evaluar a los estudiantes antes de irse a la escuela o la parada del autobús (verificar la temperatura para asegurarse de que la temperatura este por debajo de 100.4 grados Fahrenheit, observar los síntomas descritos por los funcionarios de salud pública) y mantener a los estudiantes en casa si tienen síntomas consistentes con COVID-19 o si ha tenido contacto cercano con una persona diagnosticada con COVID-19. El distrito ha implementado un proceso de verificación.

- **Examen Activo:** El conductor del autobús participará activamente en la detección de síntomas a medida que los estudiantes ingresen al autobús de acuerdo con la guía de salud pública, que incluirá controles de bienestar visual.

Mascarillas

- Los conductores deben usar una mascarilla en todo momento cuando los pasajeros estén presentes.
- Los conductores también pueden usar un protector facial mientras suben y bajan a los estudiantes. No se debe usar un protector facial mientras se conduce el autobús escolar.
- Se requerirá que los estudiantes usen mascarilla en el autobús y en la parada del autobús.

Estudiantes sintomáticos

- Los estudiantes serán examinados diariamente para detectar síntomas antes de asistir a la escuela.
- Los estudiantes sintomáticos no serán permitidos en el autobús, a menos que el distrito o la política de la compañía exijan lo contrario.

Protocolo del estudiante sintomático

1. El estudiante será movido al frente del autobús donde ningún estudiante se sentará directamente en frente del estudiante sintomático. El conductor del autobús se asegurará de que el estudiante permanezca a más de 6 pies del conductor. Ambos asientos en los que estaba sentado el estudiante sintomático permanecerán vacíos hasta que sean desinfectados.
2. El conductor notificará al despacho de un estudiante sintomático.
 - a. Si el autobús lleva a los estudiantes a una escuela, el despacho notificará a la escuela para que puedan encontrarse con el estudiante en la zona de carga del autobús.
 - b.. Si el autobús lleva a un estudiante a su casa, el despacho notificará a sus padres o tutores sobre el estudiante sintomático.
3. El estudiante sintomático será descargado primero a un miembro del personal de la escuela o en su parada en casa. El conductor desinfectará ambos asientos donde estaba sentado el estudiante sintomático antes de permitir que cualquier otro estudiante se siente en ese asiento.

Nota: Todos los conductores limpiarán y desinfectarán el autobús después de cada ruta / recorrido.