



Sequoia Union High School District

1090 MILLS WAY, REDWOOD CITY, CALIFORNIA 94063

BOARD OF TRUSTEES

Carrie Du Bois
Richard Ginn
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Crystal Leach
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 2023-2024 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 9, 2023.**

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



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DEWRELL WESLEY
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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 2023-2024. **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 9 de Agosto del 2023.**

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 31, 2023
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 2023-2024

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: _____



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School Bus Transportation Registration Form 2023-2024

Padre/Guardián: _____

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: _____