



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Late Bus Instructions for Students

**NUMBER:** REF-909.1

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Business Services Division

**DATE:** April 15, 2008

**PURPOSE:** The purpose of this Reference Guide is to inform administrators and other school staff on the regulations for school bus safety and instructions on what students should do if the bus is late.

**MAJOR CHANGES:** This revision replaces REF-909 dated April 13, 2004, of the same subject. The content remains the same.

**INSTRUCTIONS:** I. BACKGROUND

Each year, students who are transported by school bus receive a notification of their transportation schedule via U.S. mail. Included with the bus schedule are regulations for school bus safety and instructions on what students should do if the bus is late.

## II. STUDENTS AT BUS STOPS

Students are to remain at the bus stop in an orderly, quiet group. Students are cautioned not to run into the street to look for the bus.

## III. NOTIFICATION OF BUS RUNNING LATE

If the bus does not arrive within 20 minutes of the scheduled arrival time, two of the students should go to the nearest public telephone (no more than one-half block from the bus stop) or use a cellular telephone, if available, and place a call to their school or to Bus Operations Dispatch at (800) 522-8737 or (323) 342-1460 to report the bus is late.

If the bus stop is located at or near a school site and the school is open, student(s) should go to the main office to request assistance from the school staff to call Bus Operations Dispatch. If the school is closed and there is no public telephone nearby, the student(s) should use a cellular telephone, if available, or go home to call Bus Operations Dispatch.

**ROUTING**  
Administrators  
Local District  
Administrators  
Local District Schools  
Support Directors  
School Staff



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The caller should be prepared to provide the following information after following the telephone prompt directions:

- route number
- name of school the student(s) attend
- location where bus picks up student(s)
- time when bus was scheduled to arrive

If the caller is placed on hold, he/she should not hang up; hanging up will result in the loss of the caller's place "in line."

#### IV. SUPERVISION AT BUS STOPS

Parents of students assigned to bus stops are encouraged to provide parental supervision, on a rotating basis, at the bus stop. When a parent is supervising at the bus stop and the bus is late, the parent should make the telephone call to Bus Operations Dispatch.

**RELATED  
RESOURCES:**

None

**ASSISTANCE:**

For assistance or further information please contact Bus Operations Dispatch at (800) 522-8737 or (323) 342-1460, or the Area Bus Supervisor at the telephone number shown on the student transportation I.D. Card.