

**Campbell Union High School District
Transportation Department – 408-558-3092**

**Loading and Unloading procedures for CUHSD/CCC
Special Education Students**

Loading

1. ALL students must be at their school bus stop **5 minutes BEFORE** their scheduled pick up time.
2. Parents **MUST** call the **Transportation Office** at **408-558-3092**, if no transportation is needed. Voicemail will record messages 24 hours a day. Students who miss **(3)** consecutive days with no call or no show may be removed from the route.
3. The bus will not stop, unless the student is waiting at the school bus stop.
4. The driver is not allowed to use a cell phone to call or text while in route. Please call the Transportation Office to leave a message for your bus driver.
5. The driver cannot use the bus horn to let you know that they have arrived.
6. The driver will only wait a maximum of **3 minutes AFTER** the scheduled pick up time, before leaving to the next stop.

Unloading

1. Please expect your child to be home **ANYTIME** after the schools dismissal bell.
2. The Transportation Department **MUST** be informed if your child has a specific protocol for the afternoon arrival. (i.e./Can your child enter the home alone? Do they have a key? Can they get off the bus unassisted?)
3. Please call the **Transportation Office** at **408-558-3092**, if no transportation is needed in the afternoon. Voicemail will record messages 24 hours a day.
4. If your child has an appointment or special activity and needs to be home before their regular drop off time, then please arrange for alternative transportation.

Thank you for your cooperation! ☺