Oakwood School Bus Service

Procedures/Contacts/Routes

2021-2022

Enrollment

Families may enroll in the bus program during re-enrollment or by contacting Nvard Chukulyan – Operations Coordinator, at nchukulyan@oakwoodschool.org or 818-732-3051. Students using this service must abide by the regulations set forth by Student Transportation of America and Oakwood School.

Students must be enrolled in the program to ride the bus. Families wishing to make use of the program on a “day pass” must notify Nvard at least 24 hours in advance. Students may only ride the bus on a “day pass” if parents have provided permission. There is a fee for day pass riders which will be assessed in a bill from the Business Office.

**PILOT Late Bus – Secondary School Hancock Park Route:** Late Bus is scheduled on an **AS NEEDED BASIS ONLY.** Families wishing to use the Late Bus **MUST** notify Nvard Chukulyan at, nchukulyan@oakwoodschool.org at least 24 hours in advance. This will ensure your student is placed on the Late Bus.

Pick-up/Drop-off

During enrollment, families will select their preferred stop for pick-up/drop-off.

Students should be at the bus stop five minutes before pick-up and families should be on time for afternoon pick-up.

Elementary students (K-6) are not permitted to leave the bus stop without an adult. The driver will wait 4 minutes past the pickup time. The driver will then contact dispatch and the school for further instructions. *(The Student will then be brought back to school and placed in After School Care. Parents will be notified by Oakwood School for further instructions)*

Secondary students (7-12) may leave the bus stop without an adult with written permission from parents. That permission should be emailed to Nvard at nchukulyan@oakwoodschool.org.
Supervision

Parents must supervise students at the bus stop. The driver is in charge of students once they board the bus.

Parents may not board the bus.

Elementary students will be escorted to and from the bus by school and/or security personnel.

Secondary students will disembark and board the bus under the supervision of school and security personnel.

Bus Safety

Students must follow the instructions of the driver while on the bus. Failure to do so could result in removal from the bus program.

Students must stay in their seats throughout the ride.

Students must wear seat belts at all times.

Families should be sure that students know their bus stop and the names and phone numbers of the people who are permitted to pick them up from the stop.

Parents may never stop in the street to drop a student at a stop. Cars must be parked next to a curb before students exit the car.

In the case of a bus accident, students will need to stay on the bus until the California Highway Patrol conducts an investigation. (Note, in the case of injuries, students will be taken to the hospital as needed). Parents will be notified and updated of delays by the school, as we receive information from the bus company.

Families should review the Mission School Transportation Safety Information Packet.

The school and bus company will maintain lists of students enrolled in the bus program.

COVID-19 Protocols

Oakwood School is following all CDC and L.A. County Health Department guidelines to ensure the health and safety of our students, families, faculty, and staff.

Face masks are required at all times on the school bus. Windows will be opened as air quality and rider safety allows. Student Transportation of America will be disinfecting and cleaning the buses on a daily basis.
Notifications and Contact Procedures

Mornings: if the bus has not arrived at the bus stop within 5 minutes of the normal pick-up time, please call Student Transportation of America dispatch at 818-297-0174. If the school is notified of a delay, parents will be notified by email of the updated ETA.

Afternoons: Parents will be notified of any afternoon route delays via email.

Emergency delays/changes: in the event of a change in stop or emergency, families will be sent information via our reverse 911 system and will receive a text, email, and phone call.

Elementary school families must send a weekly ridership schedule to bus@oakwoodschool.org by 12pm on Mondays. Changes to this schedule can also be emailed to the same address.

Changes in secondary school students’ schedules can be emailed to bus@oakwoodschool.org.

Additional Contact Information:

Elementary:

After School Program: 818-732-3510

Denise Ross: 818-424-6221

Secondary:

Nvard Chukulyan: 818-732-3051

Rob Foster: 818-968-4291

Security: 818203-5034

Student Transportation of America:

323-225-7000, ext. 1