



ROP POLICY #4001 TRANSPORTATION POLICIES & GENERAL INFORMATION

<u>Contact Information:</u>	
ROP Transportation	- Rhonda Vasquez, CAE Transportation Facilities Supervisor 381-4547
Field Trips	- Michele Meza, CAE Transportation Assistant 381-4534
Student Organizations	- Valarie Heil, Account Tech II 381-4514
<u>Office Hours:</u>	
During School Year:	6:30 a.m. – 3:30 p.m. <i>NOTE: All deposits, key/credit card pick-up and drop-off must occur PRIOR to 3:30 p.m.</i>
Summer Hours:	8:00 a.m. – 1:00 p.m.

A. **Transportation Policies**

The following rules are to be used as guidelines for arranging ROP student transportation:

1. Le Grand – 15 students minimum per run to maintain a run using Merced Transportation Company.
2. No placement of Le Grand students beyond (north of) “R” Street.
3. Buses from Le Grand to Merced are at 9:30 and 12:30.
4. No bus to Merced Mall from Merced High School or any site within three blocks of the campus (except on rainy days).
5. Internships in Agriculture students cannot be placed more than five miles from home school unless they provide their own transportation or require only one way transportation (i.e. needs ride only to site and not a pick-up).
6. No bus runs for one student.
7. No Merced to Atwater bus runs (Exception: Automotive Transportation Center students).
8. No bus runs or vans will be provided for fewer than nine students.
9. If you have exceptions that need consideration, contact Rhonda Vasquez.
10. No Santa Nella runs.
11. Field trips – see *CAE Field Trip Procedures*.

B. **General Information**

1. ROP transportation is available for all students, either by contracted bus service or ROP operated vans. This service is furnished as a necessity to place our students on job sites or classroom sites and returned to their home campus in time for their next class.
2. The normal two-way transit time for students is 30 minutes (Merced High), 40 minutes (Atwater High School), 60 minutes (Livingston, Chowchilla, and Le Grand High Schools). Transit time from Dos Palos High School to Los Banos High School is approximately 20 minutes. Approximately 21% of the CAE budget is spent on transportation. Our goal is to continue to reduce this expenditure when possible.

3. The Transportation Supervisor must have **48 hours pre-notification** of changes, additions and subtractions from your programs. Last minute notification results in unnecessary expense. Notification of change can be verbal or written.
4. Cost of transportation may prohibit some sites for bus service. In such instances, we recommend you select a student who can provide their own transportation, or do not utilize the site.
5. Any discipline problems occurring on the buses are immediately radioed to the Transportation Supervisor who subsequently refers the matter to the student's host high school. The teacher will receive a copy of the referral if one is submitted.
6. Students are to be advised that ROP furnished transportation is a privilege and if abused, will be withdrawn.
7. No student shall be transported in your private vehicle. If an accident should occur, your private insurance must pay first. Usually, county vehicles are available for your use, which could eliminate the problem stated above. If a county vehicle is not available, other arrangements must be made.
8. Within the Merced, Livingston, Atwater, Buhach, Hilmar, Le Grand, Delhi and Chowchilla areas, we average 23 different routes. Within Gustine, Dos Palos and Los Banos, we average 12 different routes. For all questions and matters relating to transportation, contact Transportation Supervisor Rhonda Vasquez @ 381-4547, rvasquez@mcoe.org or Transportation Assistant Michele Meza @ 381-4534 or mmeza@mcoe.org.
9. All teachers/Career Techs must e-mail or call Michele Meza when they make changes to their classes that would impact transportation in any way; any e-mail communications sent to Michele Meza must also be cc'ed to Rhonda Vasquez, the Transportation Supervisor.
 - a. If you call Michele Meza and are not able to speak to her personally regarding changes, you may leave a voice mail but please try to reach Rhonda as well, or copy the message to Rhonda, so she can handle changes in Michele's absence or vice versa.
 - b. The procedure in "a" above is requested because we have found that Michele Meza is the only one being contacted and when she is not in the office the messages are not getting through in time to change transportation or verify statements made by students regarding changes.
 - c. Numbers for Michele Meza and Rhonda Vasquez:
 - i. *Transportation Assistant (Michele Meza)*
 - Wk: 381-4534
 - Cell: 564-8112
 - E-mail: mmeza@mcoe.org
 - ii. *Transportation Supervisor (Rhonda Vasquez)*
 - Wk: 381-4547
 - Cell: 564-8109
 - E-mail: rvasquez@mcoe.org

C. **Procedures for Placing Community Classroom/Co-op Students at Sites**

1. Community Classroom teachers are required to email a list of their students going to site to Rhonda Vasquez in Transportation and their assigned Career Technician at least 48 hours before students are scheduled to be transported. (Use *ROP Student Transportation Site Request Form ROP P #4001a*)
2. The teacher's assigned Career Technician will check the students to ensure that the students listed have submitted all their required paperwork which includes:
 - a. Registration Permit
 - b. Joint Venture/Cooperative Vocational Educational Agreement
 - c. Community Classroom Permit Training Plan
 - d. Work Permit (required for all paid students – exception are students doing agricultural or domestic work on property owned, operated, or controlled by minor's parents)
3. Career Technician will verify each student individually and notify Rhonda Vasquez and the teacher through email which students can attend site and which students can not due to missing paperwork.
4. Teachers will issue all their students an ROP I.D. card. On the first day of site transportation, the student will be required to show this card to the bus driver. The ROP bus driver will check to make sure the student is on their transportation list. If the student does not have their I. D. card and/or the student is not on the transportation list, the student will be sent back to the Career Center/classroom.
5. Students that drive their own car or walk to their site will also be required to have an ROP I. D. card. The teacher's assigned Career Technician will also check to make sure all required paperwork was submitted and notify the teacher through email whether or not these students are allowed to attend their site.
6. If there is any question regarding student site placement, the teacher/Career Technician should notify the assigned program administrator.