

Pursuant to California Education Code Section 39831.3 this Transportation Safety Plan must be kept on file at all school sites served by Transportation as well as at the Transportation Department. This plan will be revised as needed and must be produced when requested by the California Highway Patrol.

Student Transportation Information

Prior to the start of each school year the Transportation Department will mail out transportation information letters to students who have completed the application process. School Bus Safety Rules mailed to the assigned student's home.

Upon registration at a District Enrollment Center the parent/guardian of a pupil eligible for transportation may receive information regarding the following information:

- Transportation conduct
- Safe conduct while waiting at bus stops
- Procedures to Ensure a Pupil is not Left Unattended on a Schoolbus
- Guidelines for parents
- Conduct on public transit
- Consequences of misbehavior on school buses and at bus stops
- School bus danger zones
- School District responsibilities
- Parent/Guardian responsibilities
- Driver responsibilities
- Pupil responsibilities

Safety Instructions and School Bus Evacuation

At least once each school year, all pupils in pre-kindergarten through 12th grade who receive home-to-school transportation shall receive safety instruction. This includes but is not limited to:

- proper loading and unloading procedures,
- escorting by the driver,
- safety crossing the street,
- highway or private road,
- passenger restraint system (if applicable),
- proper passenger conduct,
- bus evacuation and location of emergency equipment.

As part of the instruction, Kindergarten through 8th grade pupils shall evacuate the bus through emergency door. This safety instruction shall be documented and shall remain on file at the Transportation Office for a minimum of one year from the date of instruction. This information shall be made available to the CHP upon request.

Driver Responsibilities

On approach to a school bus stop where students are loading and unloading from the school bus, the driver of a school bus shall activate the amber warning lights system (if so equipped) at 200 feet before the bus stop and the driver shall operate the flashing red light signal system and stop signal arm, when the school bus is stopped for the purpose of loading or unloading pupils. When required, the flashing red light signal system, amber warning lights system and stop signal arm system shall not be operated at any place where traffic is controlled by a traffic officer. The school bus flashing red light signal system, amber warning lights system, and stop signal arm system shall not be operated at any other time.

Prior to opening the door, the driver shall ensure that the flashing red light signal and if so equipped, the stop arm signal systems are functional. The driver shall escort all pupils, Pre-Kindergarten to 12th grade inclusive, who must cross a highway, roadway or private road, using a hand-held "STOP" sign. If the bus travels in both directions on the same road, within the same time frame, and it is not practicable or lawful to red light cross the students, the pupil shall remain on the bus so that he or she can depart on the correct side of the road.

All school buses in the State of California are required to activate the flashing red light signal system at any and all locations where students load or unload the bus, except:

- School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- Where the school bus is disabled due to mechanical breakdown.
- Where students require assistance to board or leave the school bus.
- Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard.
- On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
- Any location determined by the Superintendent or designee, with the approval of the California Highway patrol, to present a traffic or safety hazard.

The driver of a school bus will keep a current route sheet on the bus. Route sheets will clearly state when an escort is required at a bus stop. The driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the District. A student may not depart the bus at any stop other than his or her own, unless he or she has a note from a parent/guardian, which has been authorized and countersigned by the school office. At the final stop of any tiered route (when finished unloading the final child at a school on a home-to-school route or at the final stop of a school-to-home route) the driver shall conduct a thorough search under and on top of each seat of the vehicle for sleeping or hiding children. Prior to leaving the bus stop, the driver shall ensure that all pupils have crossed safely and that all other unloaded pupils and pedestrians are a safe distance from the bus and it is safe to proceed.

Procedures to Ensure a Pupil in not Left Unattended on a School Bus or SPAB

The driver shall walk the inside of the bus to the last seat, searching on and under each seat for children/passengers asleep or hiding on the bus in all of the following situations:

- During a "Home-to-School" route after unloading at any school and before leaving the school property
- During a "School-to-Home" route when any tier is complete and prior to leaving the final stop of that tier
- During an "Activity Trip" after arriving to and unloading at the destination point and prior to departing from the destination point

- During an "Activity Trip" after returning to and unloading at the point of origin and prior to departing from the point of origin

Whenever the driver disembarks from the bus for any reason, the driver shall be satisfied that there are no children/passengers on board before leaving the bus.

Activity Trip Safety

Prior to departure on a school activity trip, all passengers on a school bus shall be given safety instructions which will include: location of emergency exits, location and use of emergency equipment and special instructions by the driver for passengers seated next to emergency exits.

Any time a Student Pupil Activity Bus (SPAB) is used for an activity trip an accompanying chaperone other than the driver must ride on the bus.

Inclement Weather

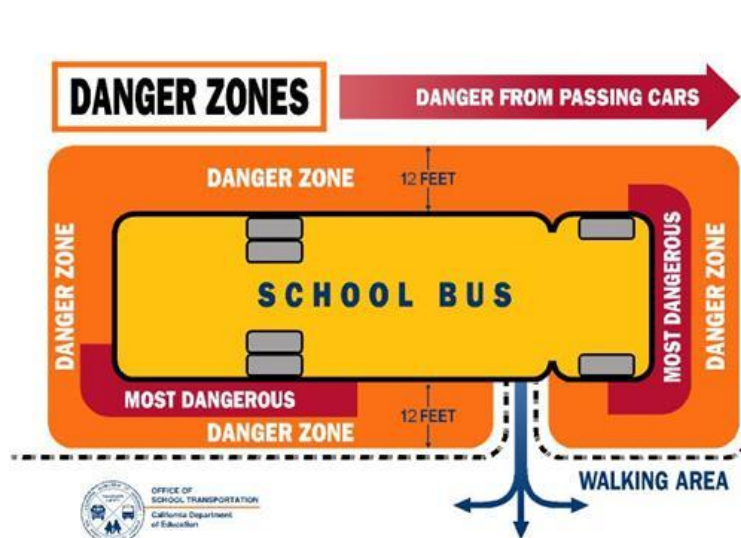
Should inclement weather reduce visibility to a point that a driver determines it to be unsafe to continue school bus service, the driver has discretionary authority to discontinue service.

Supervision of Students Boarding and Exiting of School Busses at School Sites

When deemed appropriate for safety reasons by the Superintendent of schools or his/her designee, School Bus Monitors shall be assigned to a school site to ensure the safe boarding and exiting of students at designated bus boarding and exiting areas.

Student Responsibilities

Students should plan to be at their bus stop a minimum of five minutes prior to the scheduled bus departure time and should form a line at least twelve feet back from the approaching school bus while waiting to load. When the student's assigned school bus is approaching the designated stop, students still on the opposite side of the street shall wait for the driver to escort them across the street, unless the crossing is controlled by a traffic signal light.



Students must stay outside the “Danger Zone”, which is twelve, 12, feet around all sides of the school bus until the school bus has come to a complete stop and the door has opened. They shall never rush the bus and must wait in an orderly line and never crowd or push.

Use the handrails upon boarding and disembarking the bus. Watch out for items hanging from backpack and clothing catching on the handrails. Students shall go quickly to their seats, sit facing the front with their backs against the seat backs, and remain seated until their destination has been reached, the bus has come to a complete stop and the door is open. The driver will indicate when it is safe to stand and depart from the bus.

After departing from the bus and in a red light crossing situation, the students will wait for direction from the driver and shall not cross the street until directed to do so. At that time, they shall cross between the driver and the bus.

Students shall never run back to the bus, or cross back over the roadway in order to get items dropped or left on the bus, and shall never cross behind the bus.

Transportation by Vehicles Other Than a School Bus or SPAB

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult who has registered with the district for such purposes by filing a completed school volunteer driver form. When filing the school volunteer driver form all drivers shall be issued the driver instruction form and asked to keep it in their car. All student passengers shall provide permission slips signed by their parent/guardian.

Drivers shall be required to possess a valid California Driver's License and liability insurance of not less than \$100,000 each person, \$300,000 each occurrence for bodily injury, and \$25,000 property damage coverage must be carried by the driver.

All drivers and passengers shall wear seat belts in accordance with the law. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed.