

McCABE UNION ELEMENTARY SCHOOL DISTRICT

Transportation Safety Plan

(Complies with Ed Code 39831.3)

I. PROCEDURES

A. NOTIFICATIONS

The Superintendent or designee shall give safety information in writing to the parents/guardians of all students in grades K-8 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include:

(Education Code 398313)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Safety in walking to and from school bus stops
(cf.5145.6 – Parental Notifications)

Legal Reference:

EDUCATION CODE

39830-39841 Transportation, school buses

51202 Instruction in personal and public health and safety

VEHICLE CODE

34501.6 School buses; reduced visibility

CODE OF REGULATIONS, TITLE 5

14102 Bus evacuation instructions

14103 Authority of the driver

B. SAFE RIDER CONDUCT

The following transportation safety rules should be discussed with your children so they have an understanding of what is expected of them:

1. Follow all instructions from the bus driver.
2. Refrain from loud conversation.
3. Do not use obscene language or gestures.
4. Keep hands off other people and their property.
5. Immediately after boarding, sit down and remain seated during the entire trip.
6. All parts of the body must be kept inside the bus at all times.
7. Eating or drinking on the bus is prohibited.
8. No live animals (including insects), except guide dogs for the blind, are permitted on a school bus.
9. No electronics are allowed on the bus (iod, cell phone, computer, hand-held games, etc.)
10. Large toys, glass bottles, knives, or any article which may cause injury to the child or other children are prohibited by law.

11. Obtain permission from the bus driver before opening or closing windows.
12. Do not throw anything out of the windows.
13. Never tamper with any bus controls, including the radio, shift, or doors.
14. Respect the property of others at and on route to or from the bus stop.
15. At a bus stop, form a single line, approximately 12' from the curb, and quietly await the arrival of the bus.
16. Children should arrive at their bus stop approximately five minutes prior to the scheduled bus arrival time.

C. WALKING TO DESIGNATED STOP

Students will be assigned one designated stop according to their physical address and should only board that bus. For safety, parents should walk their designated route to and from the bus stop with their students. Parents should help the student identify landmarks to recognize both the proper stop and the route home. A list of bus stops is available at the school office and at the transportation office.

D. RED LIGHT ESCORT INSTRUCTIONS

A.M. ROUTE: Students and parents are not to cross the street that is designated as a student pick-up. All designated stops have been assigned to avoid a Red Light Escort. Students shall be at their designated bus stop five minutes prior to the pick-up time. Students shall be on the right side of the roadway. If the students are late, they shall never run in front of the bus. The students shall wait to be escorted by the driver. The student will receive a citation or be denied transportation or both when late to their bus stop. Being late to the bus stop and not being escorted by the driver is not acceptable behavior.

E. CONSEQUENCES OF VIOLATION BUS RULES

- 1st – Bus Driver's consequences.
- 2nd – First Bus Conduct Report completed and mailed home, Administration notified.
- 3rd – Second Bus Conduct Report completed and mailed home, Administration notified.
- 4th – Third Bus Conduct Report completed, 1-5 days suspension, parents invited to meet with Superintendent, Principal notified.
- 5th – Parents meet with Superintendent or Designee – student may lose privilege of bus transportation.

F. SEVERE VIOLATIONS – CAUSING IMMEDIATE HARM TO SELF OR OTHERS

- 1st – Suspension from bus, 1-5 days, parents meet with Superintendent/Designee notified.
- 2nd – Suspension from bus and school, 1-5 days, parents meet with Superintendent/Designee.
- 3rd – Severe violations may lead to school expulsion.

G. ADVERSE DRIVING CONDITIONS

The Superintendent or designee may consult with the California Highway Patrol, County Office of Education, or appropriate weather service when determining the degree to which he/she will limit home-to-school transportation service or school activity trips when atmospheric conditions reduce visibility on the roadway to 200 feet or less. The Superintendent shall also give discretionary authority to school bus drivers to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. If the driver determines that visibility is reduced to 200 feet or less, then he/she should exit the roadway at the nearest safe area taking all necessary precautions to protect the students and the bus. The driver should then make an attempt to notify the District by radio or telephone of the conditions and the delay and should remain in the safe area until visibility exceeds 200 feet.

H. BUS OPERATIONS DURING EARTHQUAKES

Minor Earthquakes – If a minor earthquake occurs while a bus is on a scheduled pick-up or school home run, the bus will temporarily stop until the driver can determine that all is clear, then continue the regularly assigned route.

Major Earthquakes – If a major earthquake occurs while a bus is on a run picking up children to take them to school, the bus will stop picking up students and will go to the nearest district school to wait for further instructions.

Children who are waiting for the bus and have not been picked up at the time the earthquake occurs should return home or go to an alternate address. Parents are encouraged to have safety plans specific to their children.

If a major earthquake occurs while a bus is taking children home from school, the bus will stop taking children home and will go to the nearest district school to wait for further instructions.

Parents should be able to determine if their child is on the bus by comparing the time of the earthquake occurrence with the scheduled bus pick-up or take-home time.

All children who ride district buses should be instructed in advance by parents or guardians as to where they should go and what they should do if a major earthquake occurs prior to their scheduled bus pick-up time or after they have departed from the bus.

I. STUDENTS INSTRUCTION

Students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedure and passenger safety as follows: (Education Code 38048)

1. At least once each year, all students in grades K-8 who receive home to school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures including escorting by the driver.
 - b. Proper passenger conduct. (cf. 5131.1 – Bus Conduct)
 - c. Bus evacuation.
 - d. Location of emergency equipment.

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of student participation
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- k. Additional remarks

This document shall be kept on file for one year and shall be available for inspection by the Department of the California Highway Patrol.

J. BUS ACCIDENT INSTRUCTIONS

When in any manner a school bus driver is involved in an accident originating from the operation of a motor vehicle on any street or highway or any reportable off-highway accident, immediately notify Transportation Dispatcher/School Administration.

If accident is after regular work hours or on a Saturday or Sunday, contact on-call maintenance personnel at (760) 960-2255 and follow all applicable Department of Education procedures. At the scene of the accident involving a school bus, the responding law enforcement agency is in charge.

- The driver's first responsibility is his/her passengers
- Turn the engine off and set the brakes.
- Check for any injuries to passengers. If there are injuries, administer first-aid as needed.

- The driver also shall render to any person injured in the accident reasonable assistance.
- Be prepared to provide a student seating chart to responding law office.
- Check the fuel tank and lines.
- Check for electrical fire and/or smoke.
- Keep all passengers in the vehicle with the only exception being a fire or other hazards that would warrant their removal.
- Protect the scene from further accidents, traffic, and other person in the area.
- Do not move the vehicle until advised to do so by law enforcement personnel.
- Do not release any passengers unless directed by the law enforcement agency in charge.
- If released, continue the transportation of passengers by present vehicle. If the present vehicle is not released for transport, wait for alternate vehicle and continue as required.

K. WHEN CONFRONTED BY AN AGGRESSIVE INDIVIDUAL

Whenever a school bus driver is confronted with an aggressive person at a bus stop, or at any other location, the following steps are recommended to be followed.

1. Stay as calm as possible while maintaining politeness throughout the confrontation.
2. Try to determine level of threat to self and passengers.
 - a. **Category 1:** Person appears upset, but no verbal or threatening actions perceived toward passengers or driver.
 - b. **Category 2:** Person appears upset, venting out and/or being vocal, but no verbal or threatening actions perceived toward passengers or driver.
 - c. **Category 3:** Person appears upset, venting out and/or being vocal including threatening language or behavior toward passengers or driver.
3. Once driver has determined level of threat, he/she will do the following:
 - a. **Category 1:** Driver will try to defuse situation by being polite and informative to parent or individual.
 - b. **Category 2:** Driver will try to defuse situation by being polite and informative to parent or individual. Driver will fill out report at the end of the regular route and submit to administration.
 - c. **Category 3:** Driver will go on bus lock down will not open the entrance door and will call 911 or ask school dispatcher to make the call to 911 for assistance, if school dispatcher is not available inform any administrator of situation via two-way radio or cell phone, and if conditions warrant and if possible drive bus away from the area.

On all *Category 3 level* calls, a Supervisor and/or administrator will immediately drive to the incident location to assist driver.

Codes that drivers will utilize to communicate such incidents are as follow:

CAT 1 Level
CAT 2 Level
CAT 3 Level

II. LOADING AND UNLOADING

A. BUS LOADING PROCEDURES

Students boarding buses at either a designated bus stop or school-loading zone must remain on the bus and be transported to their destination (school or home). Students need to stand in a straight, orderly line approximately 12' from the curb when waiting for the school bus to arrive at the bus stop. Students are not to play on street while waiting for arrival of bus; it is very dangerous and unacceptable behavior. It is inappropriate for students to play in the neighbors' yard while waiting for the school bus.

B. BUS UNLOADING PROCEDURES

Students are to remain seated until the driver tells them to exit the bus. All students needing to cross the street must wait for the driver to give them instructions:

1. The driver will instruct students to exit the bus safely and stand in designated areas beside the bus.
2. The driver will instruct students to cross the roadway in front of the bus, between driver and the bus. The driver is the only one allowed to cross students across the road, parents are not allowed to cross the students in place of the driver. The law requires the driver to do this.
3. Students **WILL NOT** be allowed to cross back to the bus. Students need to go directly home.
4. Students **WILL NOT** be allowed to come back to discuss anything with the driver or to pick up belongs that might have been forgotten while doing the red light crossover. (The conversation needs to take place before the driver gets off the bus to this procedure.) (Complies with 39831.3)
5. The driver will check bus to make sure all students are off the bus at the end of the route.

39831.3.

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

- (4) Procedures to ensure that a pupil is not left unattended on a schoolbus, school pupil activity bus, or youth bus.

- A. Procedures to ensure that a pupil is not left unattended on a school bus at the end of each bus route, or field trip. Drivers are required to check the bus entire interior for students that might still be inside before leaving the vicinity where the bus is park at.
1. After any bus route or field trip the driver after turning off the bus engine shall immediately walk toward the back of the bus and check the entirety of the bus for any student left on the bus.
 2. The driver will check every single seat between and under for students.
 3. If the bus is equipped with a wheel chair ramp, driver shall inspect under wheel chair cover for any students.
 4. Driver will make sure no student is behind the last two seats, behind or above depending on bus configuration.
 5. Driver shall inspect all overhead compartments if bus is equipped as well.
 6. Driver shall report to the school dispatcher every incident where a student is found during the post-trip inspection and submit a written report at the end of the route to the administration.
 7. Driver will request directions from the district dispatcher or Administrator to ensure the student is safely delivered to his parents, legal guardian, or school official of any student found during the post-trip inspection.
 8. Driver after completing the post-trip inspection will initial and fill in time of inspection for each route and trip on the DRIVERS DAILY REPORT.

39843.

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver's employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a schoolbus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.

(2) Made a finding that the driver's actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, "gross negligence" means the want of even scant care or an extreme departure from the ordinary standard of conduct.

III. FIELD TRIPS

A. ATHLETIC AND FIELD TRIPS

General rules of conduct applicable to regular to and from school transportation also apply to education, athletic, and other trips. Below are safe riding rules applicable to such trips.

1. Before departing on a school activity trip, all students riding on a school bus or school student activity bus shall receive safety instructions which includes, is not limited to:
 - a) Location of emergency exits.
 - b) Location and use of emergency exits.

This instruction also may include responsibilities of passengers seated next to an emergency exit.

2. Students shall board buses only when the school bus driver and certified staff and/or chaperones are present. Teachers, coaches, and chaperones will ride on the buses to and from the destination.
3. No application of hair sprays, deodorants, and other "personal effects products" are permitted.
4. No cleats may be worn by students or staff on the bus.

Adopted: 8/13/13
Revised: 7/20/17