



**NATIONAL SCHOOL DISTRICT**

**TRANSPORTATION DEPARTMENT**

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**TRANSPORTATION SAFETY PLAN**

**(EC 39831.3)**

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## Transportation Safety Plan (EC 39831.3)

The county Superintendent of schools, the Superintendent of a school district, 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:

- (1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
  - (2) (A) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
  - (3) Boarding and exiting a school bus at a school or other trip destination.
- (b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

### **Whenever a student needs to cross the roadway, all drivers will adhere to the provisions of VC 22112 of the California Vehicle Code:**

As required by law, when students need to cross a street or private road upon which the school bus is stopped, the driver shall activate the flashing red light system. When safe to do so, the driver of the school bus is required by law to escort students in grades K through 8 across the street using a hand-held stop sign. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in front of the line needs to cross. Students who need to cross the roadway will wait in front of and to the right of the bus where they can see the driver and the driver can see them. Students shall always cross the street **in front** of the bus, but **NOT** until they have been instructed, with verbal commands, to do so by the bus driver. Students will walk, not run, completely across the roadway and continue moving away from the roadway. If the student has forgotten anything on the bus or has dropped something in the roadway **THEY ARE TO TELL THE DRIVER. THEY ARE NOT TO RUN BACK INTO THE ROADWAY ONCE THEY HAVE CROSSED THE ROADWAY.** The students who do not cross the roadway will exit and move away from the bus.

### **BUS CONDUCT/SAFETY RULES**

California Code of Regulations, Title 5, Section **14103 Authority of Driver** states: "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly

conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation”.

School bus rules of conduct are established first and foremost to ensure that all students have a safe ride to and from home. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. For those who are unable to follow the established rules, a series of measures are applied that are appropriate to the offense.

- Please arrive at the assigned pick-up point at least five (5) minutes, but not more than ten (10) minutes, before the bus is due to arrive. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus.
- As the bus arrives, students must stand in a single file line, stand at least twelve (12) feet back from the bus door, and not move toward the bus until it has come to a complete stop and the driver has opened the bus door. Student conduct at the bus stop should be the same as required on school grounds. Actions such as littering, spitting, throwing any object, vandalism, pushing, shoving, and harassment of others will not be tolerated.
- Prior to loading the bus, all students shall have in their possession a valid bus pass card which must be shown to the driver and swiped to a scanner when entering the bus.
- Students shall fasten any passenger restraint systems and keep them fastened during the entire bus ride.
- The bus driver will determine the order of a student’s entrance and seating aboard the bus. Once aboard the bus, students are to find their seats quickly and remain seated at all times facing forward while the bus is in motion. They are to stay seated until the bus comes to a FULL AND COMPLETE STOP. The bus driver/bus aide have the right to assign seats as they determine necessary. Failure to adhere to the directions of the bus driver/bus aide will result in a bus citation.
- Orderly behavior is required while aboard the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted. Students are to talk quietly. Shouting, yelling, boisterous behavior, horseplay, profane language, obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.
- Students are to keep all parts of their body inside the bus at all times. Littering the bus, vandalism, or throwing anything on or out of the bus will not be permitted.
- Eating, drinking, and gum-chewing are not allowed on the bus.
- Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, skateboards, aerosol cans of any type, matches, lighters, radios, dangerous objects such as knives, scissors, guns, or alcoholic beverages and drugs may NOT be carried aboard the bus.
- Students must observe safe walking habits and be alert for traffic on their way to and from their bus stop. Whenever students cross any streets, they must remember to stop, listen, and look left, right and left again before crossing the street. Students shall cross all



## **BOARDING AND EXITING A SCHOOL BUS AT A SCHOOL OR OTHER TRIP DESTINATION**

### **Boarding:**

- Students shall use the same boarding procedures used for regular home to school.
- Noon supervisors, teachers and drivers shall count the students each time they board the bus.
- Drivers shall make every effort to pick-up in a location so that students do not require escort to board.
- Prior to departure, the driver shall instruct all passengers on safety and emergency procedures. (39831.5 Education Code)

### **Exiting:**

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload passengers at locations that do not require students to be escorted across the street.
- Students become the responsibility of teachers and chaperones after they exit the bus.
- Students will move safely away from the bus and not return to the bus until they are directed to do so.

### **School Activity Trip Safety Instructions (Education Code 39831.5)**

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to:

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit.
- May include the use of the passenger restraint system (lap/shoulder belt)

The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

This is a requirement, even though some groups may have heard the safety instructions before. A safety instruction must be given at the beginning of the school year for home-to-school routes.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

### **Passenger Restraint Systems**

- When a School Bus or School Pupil Activity Bus is equipped with a passenger restraint system, all students shall be required to be properly restrained by that system while the bus is in motion. Bus drivers shall be informed of procedures to be followed to notify students of the requirement to buckle their seatbelt. (5 CCR 14105)
- Each year, at the beginning of the school year, all drivers will review the proper use of the passenger restraint system (if bus is equipped) to ensure that all students are protected to the maximum extent possible. (5 CCR 14105 and Ed Code 39831.5)

### **Safe Bus Operations**

The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. (CVC 34501.6)

### **Procedures for Discontinuance of Service due to Reduced Visibility**

- In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Director of Transportation or his designee of the fact and a decision will be made as to the next course of action.
- If the conditions warrant, whether or not students are aboard, the driver will remain parked and secure until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible.
- If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible and notifications to parents will be made as appropriate (as soon as possible).
- The following steps shall be taken when the driver makes the decision to discontinue service:
  1. Find a safe location to pull the bus completely off the roadway and park.
  2. Shut off ALL lighting systems.
  3. Contact dispatch.
  4. Once conditions clear up, proceed on the route with caution.

**S.B. 1072**  
**The Paul Lee School Bus Safety Law**

In accordance with Education Code 39831.3(a) (4), the Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus:

After each run (this means at each school site in the morning and after the last stop for each school in the AM, mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS remaining on board. This bus check shall include looking under the bus seats.

Upon returning to the Transportation facility drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their proper destinations before leaving their bus. Remember to do the "Child Check".

**Child Safety Alert System**

Vehicle Code section 28160 states that on or before January 1, 2018 the Department shall adopt regulations governing the specification, installation, and use of child safety alert systems. On or before the beginning of the 2018-2019 school year, each school bus, school pupil activity bus, youth bus, and child care motor vehicle, with a few specified exception, shall be equipped with an operational child safety alert system. Section 28160(c) defines a child safety alert system is a device located at the interior rear of the vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. The National School District trains all school bus drivers to know all procedures, laws and regulations pertaining to student safety including but not limited to: the "child check" procedure. Drivers have been made aware of these new laws under the California Vehicle Code and California Education Code listed above.