Kare Youth League™
Their Future Is Now

PEARL
PREPARATORY SCHOOL

RIO HONDO PREP™
HOME OF THE KARES - A TRADITION OF EXCELLENCE SINCE 1964

PO Box 662080, Arcadia, CA 91066-2080
Office: 626.442.1160

# Transportation Safety Plan

(Complies with 39831.3 EC)

# Transportation Safety Plan for the Safe Transport of Pupils

**EC39831.3.** (a) 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.

**Education Code 39831.5:**

All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows: At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but is not limited to:

- Proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road.
- Instruction on the use of passenger restraint systems.
- Proper passenger conduct, bus evacuation, and location of emergency equipment.

Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors. Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- Proper fastening and release of the passenger restraint system
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

**DMV VC 22112: Schoolbus Signal and Schoolbus Stops:**

22112. (a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus stop designated for pupils by the school district superintendent or ( ) 1 the head or principal of a private school, or authorized by any of those individuals for school activity trips.

Students Who Requires Escort Across the Roadway

Students enrolled in Kare Youth League, Pearl Preparatory and Rio Hondo Preparatory schools needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control device/signal.

Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted by the driver. Each student being escorted across the street is required to cross under authority & direction of the driver after unloading from the bus; and must cross in front of the bus only.

Red Light Crossing Instructions

The school bus crossover light system (amber lights, red lights and crossing arm) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.

The crossover lights **DO NOT** allow students to cross the roadway or highway unless the driver has given the student direction that it is safe to cross. Students are to remain on the curb or sidewalk until the school bus driver gives direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart their designated bus stops in a timely manner.

General Passenger Safety

Only authorized bus riders are permitted to ride the bus, and they will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop must follow procedures listed under: Procedures for Temporary/Unassigned Bus Stop Change Request

Bus Evacuations & Safety Instructions

All pupils in pre-kindergarten thru twelfth grade, inclusive, in public or private schools that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

All pupils in pre-kindergarten to grade 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes but is not limited to:

- Proper loading and unloading procedures; including escorting by the driver, how to safely cross the street, highway, or private road.
- Instruction on the use of passenger restraint systems.
- Proper passenger conduct
- Bus evacuation, location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors. Students and the driver must know what to do and know where the bus emergency exits and equipment are and how to use them & participate in evacuation drills yearly. In an emergency it is up to the students and driver to stay calm. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver; unless the driver is severely injured and unable to assist. Students must follow the driver's instructions! Do not crowd the aisle. Keep moving toward the exit. Secure loose clothing so it won't bet caught on door or any other part of the bus. Leave ALL belongings on the bus. Students should duck their head and bend their knees if they must jump from an emergency exit. Everyone is to move to a safe location at least 100 ft. from the bus.

School Activity Trip Safety Instructions

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: (Education Code 39831.5)

- 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.

Safe Bus Operations: Adverse Conditions; Visibility

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school

activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

## "A MESSAGE TO PARENTS ON SAFE SCHOOL BUS RIDING"

Parents are expected to have their children at the bus stop on time and to inform their children that they are to maintain good behavior at the bus stop as well as on the school bus.

Please discuss the following tips for Safe School Bus Ridership with your child and ask them to learn the bus driver's name. Your child should understand school bus riding is a privilege and permission to continue riding can be refused if order and conduct is unruly:

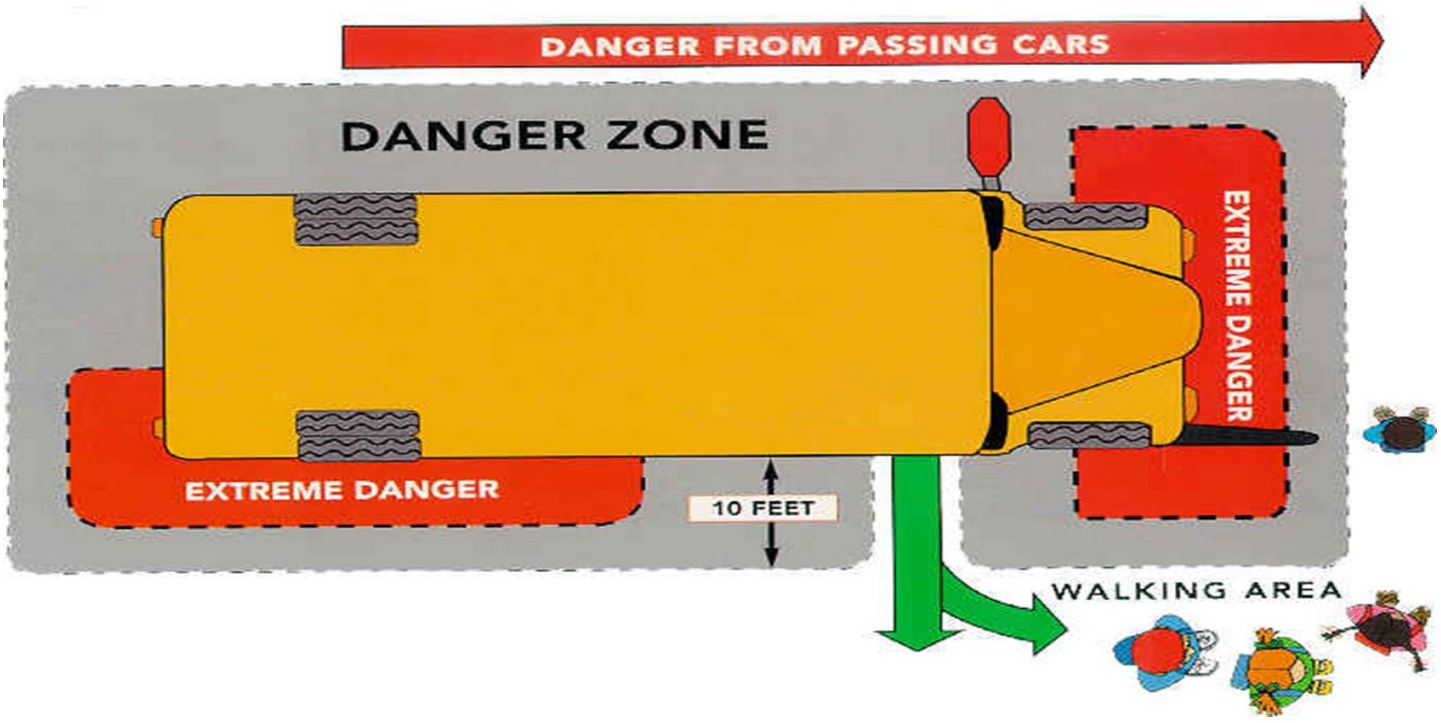
1. Please leave early enough to arrive at your bus stop on time. Arrive approximately 3-5 minutes prior to the arrival of the school bus.
2. Child shall wait for the bus in a safe place and on the right side of the street.
3. The child shall enter the school bus in safe, orderly manner and take a seat.
4. Child shall follow the "bus rules" and instructions from the school bus driver.
5. Child shall remain in your seat at all times while the bus is in motion
6. Keep the aisle clear at all times
7. Speak in their normal speaking voice, no yelling or screaming and no "profanity".
8. Be courteous to the school bus driver and fellow passengers.
9. Be aware to the traffic conditions when disembarking the school bus.
10. Please do not park personal vehicles at the designated bus stop. This will eliminate traffic situations at the bus stops. School bus can enter and exit from stop safely.
11. Child shall use the handrail when entering and exiting the bus.
12. Please remind your child of the "Passenger Restraint System" (seatbelt) on the school bus if applicable.

<u>Remind Children Rules of Conduct in School Bus Loading Zones</u>

- While waiting for the bus to arrive please stand in line. No "horseplay" behavior should be taking place at the school bus stop, in the street or on private property.
- You are responsible for yours and your child's actions so please respect the property where the school bus stop is located.
- Make sure you are on the right side of the street when the school bus arrives to the bus stop.
- As the school bus approaches please wait until the school bus has stopped at a safe distance (12 feet) and the driver has open the door before approaching.

### The School Bus Danger Zone

Each student must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending ten feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes shown in yellow on the Danger Zone illustration. This places them within view of the school bus driver at all times.



## General Loading/Unloading Procedures of the School Bus

Walking to and from school bus stops

- Students are required to use crosswalks and/or intersections to cross streets that does not requires student escort by the bus driver. Students shall not cross in the middle of the street and/or intersection. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
- Use sidewalks where available. If no sidewalks are available, DO NOT WALK in the roadway. Stay close as possible to right edge of the roadway.
- Watch for vehicles that might be making a turn.
- Do not dart from between parked cars or shrubbery.
- Never accept a ride from a stranger.
- If possible, face traffic when walking on roads without sidewalks and always use caution.
- If the student/parent run late and need to cross the street they shall wait for the bus driver to escort the student & parent across the street. Leave home early enough so you don't have to rush.
- Go directly home from the bus stop. Plan the safest route with the fewest streets to cross.
- Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).

Procedures for Boarding the Bus *(paraphrased from EC 39831.5)*

- Students should learn the correct route identification for the route they are riding to school or home. Students should look for that sign, not the bus number or the bus driver. The signs will remain the same; buses and drivers may change.
- Students shall wait at designated bus stops and they shall arrive five minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location.
- Students will not run towards the bus when the bus is approaching.
- Students will wait at least twelve (12) feet back from the edge of the curb or roadway.
- Students will wait in a line forming away from the edge of the curb or roadway.
- Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened.
- Students will walk to the nearest available seat and be seated or be directed to a seat by the driver of the bus.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the property of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

Procedures for Exiting the Bus at Escorted Stops

- Students will be given instructions to wait at an area designated by the driver.
- When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus.
- The driver will exit the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the students to “wait”.
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is stopped before verbally signaling the students to walk between the bus and the driver. The driver shall escort the students across the street in front of the bus and follow the last student on to the bus, making sure that all students are seated.

Procedures for Unloading the Bus at School or at Bus Stop

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Students will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students should walk away from the bus and not touch or lean against the bus. They will not return to or run after the bus. There will be no horseplay at or near the bus.
- Students shall not cross the street upon which the bus is parked without assistance from the driver. Parents/guardians should wait on the side of the street which the designated stop is located.
- Students’ parents/guardians must be present, waiting on the same side of the street as the bus stop. If must-be-met student’s parent or guardian is not present and the transportation department is not able to make contact the student will be returned to the school.

Procedures for Temporary/Unassigned Bus Stop Change Request

• Students, K thru 8th grade must exit the bus at their designated stop unless they have a written permission from their parent/guardian which shall include full name, phone number and legal signature giving the school this consent. Prior to boarding the bus, the student must have written permission from parent/guardian and obtained “written authorization of route change" from a school administrator and give it the bus driver. Students without proper authorization will be returned to the school office before the school bus departs the loading zone.

When Crossing the Roadway

• Kare Youth League, Pearl Prep & Rio Hondo Prep require all school bus drivers to cross all students, kindergarten through 8th grade, who need to go across the street as they depart the bus.
• Always let your bus driver be the first person off the bus. The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
• Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so! Always walk between the bus and the bus driver, as you cross the street. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.

## General Rules and Regulations

General Emergency Situation
• The school bus driver is responsible for the safety of the pupils on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver’s paramount consideration. The bus driver will stay with his/her pupils at all times.
• The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he/she has stopped the motor, removed the ignition key, set the brake and put the transmission in gear, “park or neutral” for an automatic transmission.
• A school bus must be evacuated when:
    a. There is a fire in the engine or any other portion of the bus; smoke in the compartment
    b. There is a danger of fire because the bus is near an existing fire or a quantity of hazardous chemical or other highly combustible material and is unable to move away; or
    c. The bus is disabled for any reason and
        (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
        (2) A potential exists for the position of the bus to shift thus endangering pupils, or
        (3) the stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 500 feet visibility of the bus, thus creating the danger of a collision.
• When a school bus is evacuated, pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
• Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made. The Transportation Department will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

Emergency Equipment

• Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher located in the driver’s compartment which meets the standards specified in law. Each driver as a part of their required daily vehicle inspection (pre-trip) shall insure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/size and is in good working order. The fire extinguisher(s) are properly rated as required by law.

Specific Emergency Situations

• In the event of a collision or vehicle failure the following procedures will be implemented.
• The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils. Each pupil on a school bus involved in a school bus collision must be examined for possible injuries, whether or not the pupil appears to have been injured.
• If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver’s name, driver’s license number, vehicle owner’s name and address, vehicle registration number, owner’s insurance company and policy number, and a description of the vehicle (color, make, year, body type).
• The driver will obtain the names and addresses of persons involved in the collision and, if possible, of witnesses.

Procedure for Reporting Incidents/Collisions on the School Bus

• The Transportation Manager and/or designee(s) shall review all investigations of bus incidents and accidents to develop preventative measures. The Transportation Manager and/or designee(s) shall be notified of all bus incidents and accidents as required.
• In the event of a bus incident/collision, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. In all cases, regardless of the qualifying criteria for determining a school bus collision, the driver will provide a collision report to facilitate the reporting requirements for the Transportation Manager and/or designee(s).

Mechanical Breakdown

• When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(d) states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

Bus Safety and Evacuation Instruction

• In accordance with Education Code 39831.5 all students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. The District shall provide presentation instruction during the first three months of the school year. Prior to departure on field trips, the driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment.

Passenger Restraint Systems

• When a school bus or student activity bus is equipped with a passenger restraint system, all passengers 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 reasonably ensure that all passengers are so restrained. (Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code shall use the passenger restraint system...")

Procedure for Use of Passenger Restraint System

• The driver shall ensure that all students who board the bus are properly restrained. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion. Prior to operation all drivers shall inspect as part of the pre-trip inspection the passenger restraint system currently available on each bus to ensure that all students are protected to the maximum extent. VC 27316 (c): "No person, school district, or organization with respect to a school bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted there under requiring a passenger to use a passenger restraint system, if a passenger on the school bus fails to use or improperly uses the passenger restraint system..." district or company policies and procedures should be developed to enforce disciplinary actions for non-use or improper use of the passenger restraint system. The driver, school district, or organization still may be charged civilly if reasonable care was not provided for the passenger(s).

1. Students shall find a seat as they board the bus (3-3 or 2-2 depending on grade). Students shall fasten the latch plate into the buckle, making sure they are securely fastened (may ask the school bus driver for assistance)
2. School bus driver may demonstrate to students how to unfasten the buckle by pushing the release button.
3. School bus driver may demonstrate proper placement of the restraint system; lap belt to fit low and secure across hips and pelvis, not the stomach. Shoulder belts snug across the chest and away from the neck. Never behind the back or under the arm.
4. Students shall use the restraint system at all times if the bus is equipped and in motion.

Rules and Regulations

All students (regular education and special education) are required to:
- Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
- Use only his/her designated bus stop.
- Arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
- Refrain from transporting hazardous or destructive objects of any kinds such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, or skate boards.
- Respect the rights and property of others on the bus and at the bus stop.
- Avoid all fighting/horseplay while at the bus stop, on the bus, or when getting on or off the bus.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain quiet at railroad crossings.
- Keep all parts of the body inside the bus.
- Keep windows closed unless otherwise instructed by the bus operator.
- Not use profane language, obscene gestures, create excessive, or unnecessary noise.
- Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
- Help keep the bus safe & free from litter by not eating, drinking or gum chewing on the bus.
- Be courteous and respectful to the bus driver, other students, and passersby.
- Obey the request of the bus driver, give proper identification when requested.
- Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
- Always cross in front of the bus when it is necessary to cross the street.

Misconduct Citation

This citation process is the driver's pupil management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do his/her best to observe any student misconduct, rather than to just take the word of other students when issuing citations. This document is a four (4) part form with copies that are given or sent to:

1. WHITE: Retained by school
2. CANARY: School mail to parent
3. PINK: School process and return to Transportation Dept
4. GOLD: Driver return to Transportation Dept 13.

File Under normal circumstances, if a citation is warranted, the Principal or designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate the reason for the citation, if time off the bus is indicated and the length or duration of the suspension of school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification.

The driver should not take for granted that parent notification has occurred and should confirm with the Principal or designee before denying transportation services. Generally, students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday normally will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

Causes for Immediate Suspension from the Bus

- A physical threat and action toward the driver or passengers.
- Destroying the driver's, students, or school property.
- Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.
- Throwing objects at the bus or other vehicles after getting off the bus.

NOTE: THE DRIVER OF A KARE YOUTH LEAGUE SCHOOL BUS SHALL NOT EJECT ANY SCHOOL PUPIL UNLESS THE PUPIL IS GIVEN INTO THE CUSTODY OF A PARENT OR ANY PERSON DESIGNATED BY THE PARENT OR SCHOOL

Denial of Transportation
- Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be "denied transportation."

Authority of the Driver

- Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a Kare Youth League, Pearl Prep & Rio Hondo Prep bus stop.

Unauthorized Entry

- The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code 39842; 13 CCR 1256.5)

Procedure for Warnings of Unauthorized Entry

- By law the driver is responsible for the safety of all students while aboard his/her bus. In an effort to assist with that duty the Transportation Management or designee will provide information to the school bus driver, school, parent or guardian to inform of against unauthorized entry.
- The driver will notify the Transportation Supervisor or designee in writing should there be any incident that constitutes unauthorized entry.

## For Your Safety and Security

The conduct of the students riding district, district-chartered or district-contracted buses shall be joint responsibility of the school site administrator, school bus driver and parent.

Because school bus passenger's behavior can directly affect their safety and the safety of others the following regulations shall apply at all times when students are being transported on a school bus which includes study, athletic and other school activity function trips. School personnel, parent/guardians and the students themselves must all ensure that these regulations are followed.

Students shall follow the instructions and directions of the school bus driver at all times (Title 5 CCR 14103 "Authority of Driver"; Title 13 CCR 1202(b) "Additional Information") The following conduct is a violation of Kare Youth League, Pearl Prep and Rio Hondo Prep bus regulations:

1. Standing or leaving the seat while the bus is in motion.
2. Tampering with bus equipment
3. Obstructing the aisle with legs, feet or other objects
4. Not sitting facing in a forward position towards the front of the bus
5. Putting any part of the body out the bus windows
6. Using vulgar or profane language or gestures
7. Smoking or light matches on the bus
8. Eating and drinking on the bus
9. Neglecting to cross the street in front of bus while under the school bus driver's supervision.
10. Having dangerous objects, glass, weapons, etc. on the bus
11. Being defiant or uncooperative with the school bus driver, needing constant correction
12. Bullying, fighting or abusive body contact on the school bus or at school bus stop
13. Damaging and defacing the bus
14. Making unnecessary noises or causing commotion such whistling or calling out to people from back the bus or on the street
15. Giving improper identification when requested by the school bus driver, district staff or law enforcement
16. Throwing objects on and out from the school bus windows
17. Any possession, use or sales of a controlled substance
18. Any action that is determined by the school bus driver to be dangerous to the other passengers, himself/herself or the public

## Safety Tips & Information

Conduct at School Bus Loading Zone & Bus Stops

- Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
- When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 12 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own. (refer to "School Bus Danger Zones" illustration)
- Never go under any bus to retrieve something you've dropped. Ask the driver assist.
- Never run to a bus, always walk.
- Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets or animals to a bus stop.
- When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
- School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
- When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.

School Bus Safety Information

- Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. School bus drivers carry the most precious cargo that can be carried over the roadways. Drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a school bus. Riding in a school bus is:
    - 172 times safer than your family automobile
    - 8 times safer than passenger trains or commercial airlines
    - 4 times safer than transit buses or intercity buses
- Collisions are rare because school districts and the drivers themselves train and work hard at driving defensively to avoid collisions. In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training, to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few accidents that now occur.

## School Activity Trips

Loading School Buses at a School Site:

- The driver shall not activate the flashing amber warning light system when loading/unloading.
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading.
- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.
- Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

Loading/Unloading at the Activity Destination Site:

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and loading/unloading students can be reasonably controlled.
- The driver will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus.

S.P.A.B. & Charter Buses

School pupil activity buses (SPAB) & charter buses are owned and operated by a private charter for-hire carrier. All district school activity functions shall be transported in a SPAB or school bus. SPAB buses shall be certified by CHP Motor Carrier Inspector within the past 13 months and shall have a certificate on the bus that is signed and dated by the inspector. The dirver must also have received special training and have in their possession a Class B license with passenger endorsement, special driver's certificate valid for operation of a SPAB bus. When reserving a SPAB from the district approved charter lists please ensure the bus and driver meet all the certification and legal requirements prior to allowing students to board the bus.

Public Transit Buses

When schools use the public transit bus for trips the school must call the transit company prior to the trip and ensure they are prepared for the group and understand the requirements for riding public transit buses for students.

Utilizing Parents Personal Vehicles

The use of parents' vehicles for activity trips shall strictly adhered to district policy. All parents shall provide the required information to the district prior to the trip. In no case shall a vehicle be used that is designed for more than seven passengers including the driver and exceed the number of seat belt restraints. Schools shall refer to the district study trip guide procedures.

## Special Education Transportation Guidelines

What special needs equipment might be transported on a school bus?

• Wheelchairs, walkers, crutches, child safety-seats (car seat), harnesses, d-rings and star-seats to name a few. Other equipment that may be required with the student transportation is oxygen, battery packs, medical equipment and service animals.

Medical/Health Issues

• As schools are serving more students with disabilities who have severe medical/health conditions, the transportation staff is finding it necessary to provide both routine and emergency health care to students during transportation. Additionally, transportation staff may be exposed to dangerous infectious or communicable diseases. Training regarding medical/health issues can reasonably be divided into two categories: precautionary handling, and care and intervention.

Precautionary Handling

• All transportation staff, including drivers, attendants, mechanics, and service personnel such as washing and cleaning staff, should be trained in "universal precautions" relative to the handling and exposure to contagious and communicable disease (including available immunizations).

Safe Transportation of Students in Wheelchairs or Other Mobility Assistance Devices

• Whenever possible or feasible, minimize the liabilities and risks involved in transportation of wheelchair passengers by removing the person from the wheelchair or mobility device and transporting them in a regular bus or car seat (which meets all present standards). A person transported in this manner must be fitted with a dynamically tested occupant restraint (i.e., a lap/shoulder belt assembly or a child car seat). Wheelchairs may be transported unoccupied when appropriately secured.
• When a student transported in a wheelchair, four-point tie downs is required on the school buses.
• Forward facing wheelchair for a paraplegic student should have a head rest or proper head/neck support to prevent "whiplash" injuries.
• All lap belts must have an auto-type buckle, not velcro-type fasteners and should be permanently attached to the wheelchair frame.
• Lap trays must be removed from wheelchairs during transport and secured separately on the vehicle.
• School bus cannot transport lead acid batteries in the passenger compartment of any vehicle.
• Every wheelchair must be equipped with footrest and appropriate straps as needed.
• The wheelchair should be the appropriate size for the height and weight of the student. If questions arise, please consult with the physical therapist who serves the student.

Policy and Procedure Directives

• Control of student medicine transported between home and school on a vehicle.
• Special needs student discipline issues or suspensions.
• Physical intervention and management.
• Authority to use special harnesses, vests, and belts.
• Early closing of school due to inclement weather or other emergencies.
• Authority to operate special equipment (driver, attendant, school staff, and others).
• When no adult is home to receive must-be-met students.
• When to exclude special equipment which has a different design or configuration than was last used or equipment with tears or breaks in the fabric or metal.
• When students are referred for transportation without sufficient information being available to transportation staff to protect their safety.

- Student pick-up/drop-off location (one location specified, or unlimited alternative locations allowed).
- Control and management of confidential information.
- When and how to involve emergency medical/law enforcement personnel.
- When to use wheelchairs and mobility aids as pupil seating on school buses if the manufacturer of said device does not endorse its use as such; recognizing that in many situations the safe, economical and prudent way to transport a child is in his/her wheelchair/mobility aid.
- District policy for "Do Not Resuscitate" (DNR) requests from parents, to include all appropriate school and transportation personnel (classroom and school bus policies may be different).
- Driver and attendant responsibilities regarding DNR orders.

Policy Approval

- All policies shall be in writing and formally approved by the appropriate education authority. Procedures shall be included establishing timeliness for periodic review or revision.

Special Equipment Use and Operation

- There is a wide variety of equipment to accommodate students with disabilities that is required to be part of the transportation vehicle's environment. It is necessary for the transportation staff to be familiar with the design and operating procedure for this special equipment, as well as knowing how to conduct equipment inspection and make simple "field adjustments" during breakdowns. Some examples are:

1. Power lifts or ramps.
2. Emergency escape exits including doors, windows and roof hatches.
3. Required emergency equipment.
4. Power cutoff switch.
5. Emergency communications system on the school bus (two-way radio).
6. Air conditioning system (if applicable).
7. Mobile seating device, including trays and accessories, securement system hardware and occupant securement system.
8. Adaptive and assistive devices used to support or secure students, mobility aids, special belts, and harnesses and devices (such as special crutches, braces, or wheelchairs, including assistant technology devices).
9. All specially equipped school buses should be equipped with electronic voice communication systems. These may be provided and installed by the body manufacturer, distributor, school district, operator or other party.
10. Service animals can be transported to assist the student with disabilities. District policies and procedures, as well as training, need to be established prior to transport.
11. Any required special equipment provided by the district, school, parent or guardian shall accompany students with disabilities for transportation on the school bus.

Additional instructions for Special Needs Students

- School bus drivers shall pick-up/drop-off at designated stops
- Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school special need students who are must-be-met (refer to Kare Youth League administrative policies).
- The driver shall not activate the flashing red light system where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus; providing the assistance extends the length of the time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.
- Special needs student accountability and observation includes reporting evidence of neglect or abuse.

**For more information about transportation, rules and guidelines governing transportation and home-to-school transportation please consult the following references:**

CALIFORNIA EDUCATION CODE 39831.3 (Transportation Safety Plan)
CALIFORNIA EDUCATION CODE 39831.5 (School Bus Emergency Procedure/Passenger Safety)
CALIFORNIA VEHICLE CODE 34501.6 (Reduced Visibility)
CALIFORNIA VEHICLE CODE 22112 (School Bus Signal and School Bus Stops)
TITLE 5 CALIFONIA CODES of REGLATIONS 14103 (Authority of the Driver)
TITLE 5 CALIFONIA CODES of REGLATIONS 14105 (School Bus Passenger Restraint Systems)