

2022-2023

Transportation

Safety

Plan

Introduction

This plan was developed pursuant to California Education Code Section 39831.3(a) and California Vehicle Code Section 22112(a). It is intended to aid school personnel in providing pupils with the necessary information regarding the safe transportation of all pupils.

Please give a copy of this entire packet to all new students. It not only contains the information listed above, it also gives the bus rules and disciplinary procedures that will be followed in the event a pupil does not obey those rules, as well as information on walking to and from school.

California Education Code 39831.5(a)

*A copy of this packet **shall** be kept in the school office at all times and must be made available, upon request, to an officer of the Department of the California Highway Patrol.*

Should you have any questions, please feel free to contact me by email at dadams@coastusd.org or by telephone at (805) 924-2818.

Sincerely,



Don Adams,
Director of Maintenance, Operations and Transportation

TABLE OF CONTENTS

SECTION I:

TRANSPORTATION SAFETY PLAN

California Education Code 39831.5	I-1, I-2
General rules of conduct at School Bus Stops	I-2
Escorted Crossing Instruction	I-3
School Bus Danger Zone (Illustration)	I-4
Walking To and From School	I-5

SECTION II:

THE "EDWARD LANNI SCHOOL BUS SAFETY PLAN OF 1997"

California Education Code 39831.3 defined	II-1
California Vehicle Code Section 22112 defined	II-1, II-2
Designated " <u>Escorted Crossing</u> " Locations	II-3
Loading Procedures at Designated Bus Stops	II-4
Unloading Procedures at Designated Bus Stops	II-4
Loading Procedures at Schools and Other Locations	II-5
Unloading Procedures at Schools and Other Locations	II-5

SECTION III:

SPECIAL NEEDS TRANSPORTATION

Introduction	III-1
Special Needs Transportation: Student Illness	III-1
Route Changes	III-2
Parent Request For Bus Stop Changes	III-2
Bus Stop Locations	III-2
Parking for Loading / Unloading	III-2
Medications	III-2
Pick-Up Procedure	III-3
Drop Procedure	III-3
Drop At Home Procedure	III-3
Unable To Deliver Student	III-3

SECTION IV:

BUS/VAN RULES AND REGULATIONS INFORMATION

Bus/Van Rules	IV-1
"Authority of the Driver": Title V, Section 14263	IV-1
Discipline Procedures	IV-1, IV-2
Availability of Transportation	IV-2
Activity Trip Rules	IV-2
Safety Instruction	IV-2
Personal Articles	IV-3
Passengers	IV-3
Standees	IV-3
Audio/Video Recording Equipment	IV-3
No Child Left Behind	IV-3

SECTION V:

BUS STOP SCHEDULES

Morning Bus Schedules
Afternoon Bus Schedules

V-1
V-2

SECTION VI

SAMPLE FORMS

School Bus Incident Report To Parents (Bus Ticket)
SPAB Inspections Advisory Letters
SPAB Driver and Vehicle Inspection Form
"No Child Left Behind" Signature Form
Annual Bus Evacuation Documentation Form

VI-1
VI-2, VI-3
VI-4
VI-5
VI-6

SECTION I

Transportation

Safety

Plan

California Education Code Section 39831.5

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school, who are transported in a school bus or school pupil activity bus, 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:

- (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
 - (A) A list of school bus stops near each pupil's home.
 - (B) General rules of conduct at school bus loading zones.
 - (C) Red light crossing instructions.
 - (D) School bus danger zone.
 - (E) Walking to and from school bus stops.
- (2) At least once in each school year, all pupils in prekindergarten, 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, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction may also 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.***
- (3) Instruction on the use of passenger restraint systems shall include, but not be limited to, all of the following:
 - (A) Proper fastening and release of the passenger restraint system.
 - (B) Acceptable placement of the passenger restraint systems on pupils.
 - (C) Times at which the passenger restraint systems should be fastened and released.
 - (D) Acceptable placement of the passenger restraint systems when not in use.
- (4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

California Education Code Section 39831.5 (continued)

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

General Rules of Conduct at School Bus Stops

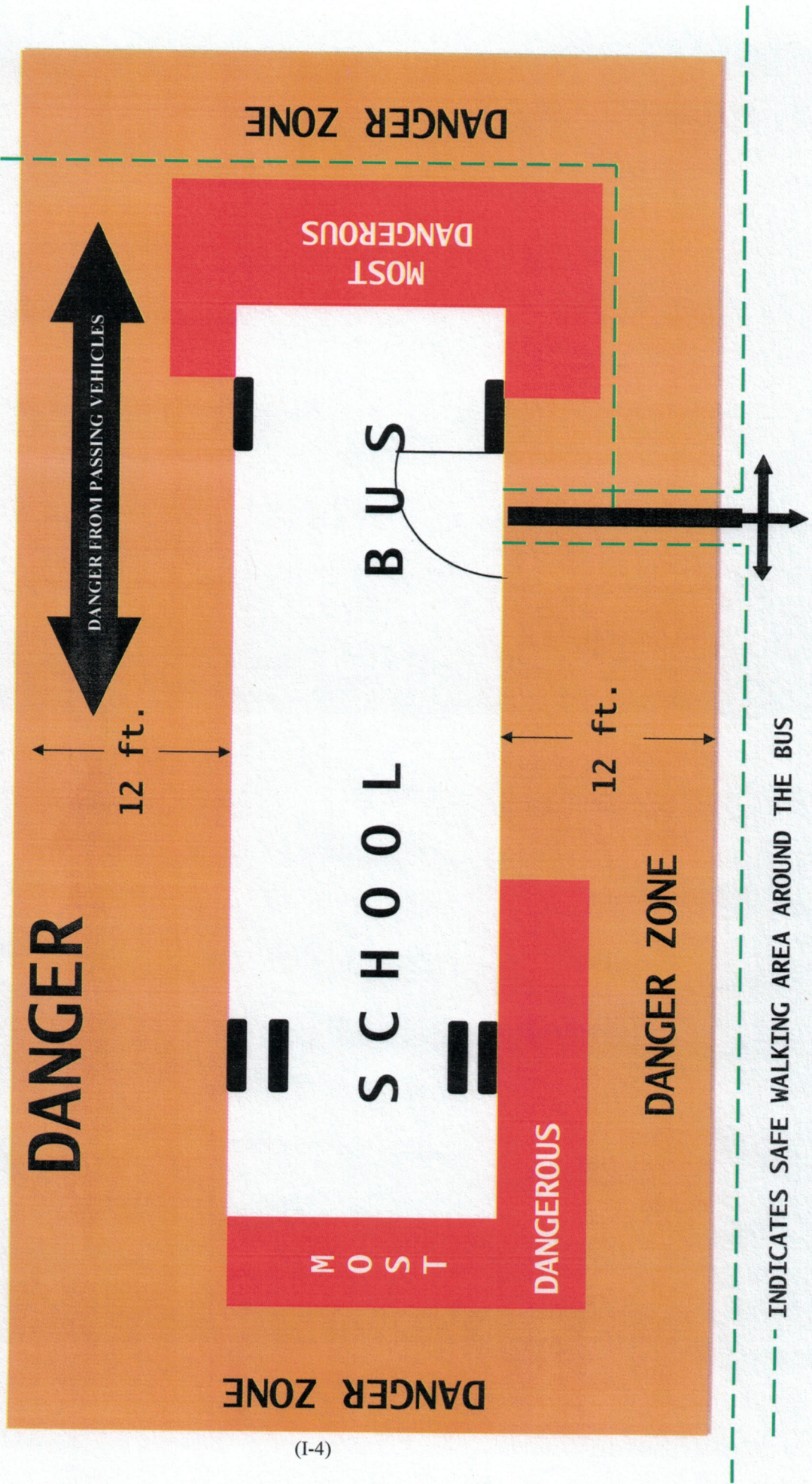
1. Arrive at the bus stop at least five (5) but not more than ten (10) minutes before the scheduled pick up time.
2. Get in line and stay in line. Make sure the line is as far away from traffic as possible.
3. Do **NOT** play at the bus stop or in the street.
4. Stay off private property. Do not destroy other people's property.
5. Keep your hands and feet to yourself.
6. No littering. Please take your trash with you.
7. No yelling or loud conversation.
8. Do **NOT** throw any objects at anyone or at any vehicle.
9. Do **NOT** walk toward the bus as it approaches the bus stop. Stay in line and wait for the bus driver to tell you to load the bus.
10. Students must use their regular assigned bus and bus stop. No switching buses and or bus stops unless pre-authorized to do so by parents, the school principal **and** the transportation department.

ESCORTED CROSSING INSTRUCTION

1. ALWAYS listen to and follow the bus driver's instructions.
2. After exiting the bus, wait at the front corner of the bus. Do NOT attempt to cross the street before being told to do so by the driver.
3. Watch the bus driver. Do NOT walk behind the driver or behind the bus to cross the street. Always cross in front of the bus, between the bus and the bus driver.
4. Look both ways (two times) before entering the street. Make sure there are no cars coming.
5. Always **WALK** across the street, do not run and make sure you walk straight across, not at an angle.
6. NEVER run toward the bus once you have gotten across the street. The driver may not see you.
7. Do NOT play in or around the street.
8. Go straight home. Do not stop to play at a friend's house until you check in at home.

SCHOOL BUS DANGER ZONES:

Twelve (12) feet around the parameter of the bus with the **MOST DANGEROUS** areas being directly in front of the bus, and on the right side to right rear of the bus, these areas are indicated in red. Students are not to cross the street without being escorted by the driver, and NEVER cross the street behind the bus.



Walking to and home from school

To School:

1. Leave early enough to arrive at school at least five (5) but not more than thirty (30) minutes before class starts.
2. Go directly to school. Do not stop to play.
3. Stay off private property. Use the sidewalks or stay as close to yards as possible if there are no sidewalks.
4. Stay out of the street. Cross streets only at crosswalks or intersections.
5. Always look both ways (two times) before crossing the street.
6. Do not talk to strangers.
7. Do not accept rides from **anyone** unless **you** know the person and you have your parent's permission to ride with that person.
8. Always report suspicious persons to your teacher or any adult as soon as you get to school.

Home From School:

1. Go directly home. Do not stop to play.
2. Stay off private property. Use the sidewalks or stay as close to yards as possible if there are no sidewalks.
3. Stay out of the street. Cross streets only at crosswalks or intersections.
4. Always look both ways (two times) before crossing the street.
5. Do not talk to strangers.
6. Do not accept rides from **anyone** unless **you** know the person and you have your parent's permission to ride with that person.
7. Always report suspicious persons to your parents or another adult as soon as you get home.

SECTION II

Edward Lanni

School Bus

Safety Plan

Of 1997

THE "EDWARD LANNI SCHOOL BUS SAFETY PLAN OF 1997"

This act adds section 39831.3 to the California Education Code and amends Section 22112 of the California Vehicle Code. Both sections are defined below.

California Education Code Section

39831.3. (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 transportation 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.

(B) Nothing in this paragraph requires a 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, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- (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.

California Vehicle Code Section

22112(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber light warning system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The driver shall operate the flashing red signal lights and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights, amber warning lights, 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 signal lights, amber warning lights, and stop signal arm system shall not be operated at any other time.

(b) The driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall do all of the following:

(1) Check for approaching traffic in all directions and activate the flashing red light signal system and stop signal arm, as defined in Section 25257, if equipped with a stop signal arm.

(2) Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated, and that it is safe to exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils to walk in front of the bus as they cross the highway or private road.

(3) Ensure that all pupils who need to cross the highway or private road have crossed safely, and that all other unloaded pupils and pedestrians are a safe distance from the school bus and it is safe to move before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the flashing red signal lights and stop signal arm requirements imposed by this section do not apply to a school bus driver at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.

(2) Where the school bus is disabled due to mechanical breakdown.

(3) Where pupils require assistance to board or leave the school bus.

(4) 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.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is off the main traveled portion of the highway.

(6) Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber light warning system, if the school bus is so equipped, or the flashing red signal light and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Designated “Escorted Crossing” Locations

All bus stops within the Coast Unified School District have been designated as “Escorted Crossings”. This means that all pupils who enter or exit the school bus, and must cross the street that the bus is stopped on, ***must*** be escorted across the highway, street or private road by the school bus driver, and must cross the street in front of the bus, not behind it. All students who fail to abide by this law will be issued a Bus Ticket by the bus driver. Continued refusal to obey the law may result in the suspension and or revocation of school bus riding privileges for the pupil. Although the law states that all students in pre-kindergarten, kindergarten, and grades 1 to 8 inclusive, must be escorted across the street by the bus driver, it is Coast Unified School District policy to escort **ALL** students, including high school students.

PLEASE NOTE:

Students must use the assigned bus and designated bus stop for their area. Students are not permitted to ride a different bus or get on/off the bus at a different location without a note signed by the parent or legal guardian and approved by school office personnel.

Loading Procedures at Designated Bus Stops

1. Stay in line when the bus is approaching the stop. Do **NOT** walk (or run) toward the bus until the bus door opens and the driver tells you to board. Be sure to make eye contact with the driver.
2. Do not push or shove other pupils while boarding.
3. Do not crowd other pupils who are in line, wait your turn.
4. Board the bus in a single file line.
5. Always keep one hand free of books and other articles so you may hold on to the handrail when boarding. This will keep you from falling if you trip while going up the steps.
6. Be very careful when going up the steps, especially if the steps or your shoes are wet. The steps may be very slippery when wet.
7. Find a seat and sit down as soon as possible. Move toward the window side of the seat so another person may sit next to you.
8. Always listen to and obey the bus driver's instructions.

Unloading Procedures at Designated Bus Stops

1. Stay in your seat until the bus comes to a complete stop and the door opens. The bus driver will tell you when you may exit the bus.
2. Be sure you take all of your belongings with you.
3. Hold on to the handrail while going down the steps. The steps may be slippery.
4. Do not push, shove or trip other pupils.
5. Do not try to crowd. Wait your turn.
6. As soon as you step off the bus, get as far away from the bus as possible. Do not stay at the bus stop to talk or play with your friends.
7. **NEVER** touch the side or back of the bus as it leaves the stop.
8. Do **NOT** try to retrieve anything that falls near or under the bus. The driver may not be able to see you. Always tell the bus driver and he or she will get it for you.
9. Do not cross the street unless you are at a "Designated Escorted Crossing" bus stop. When crossing the street after getting off the bus, pupils **must** (by California state law) be escorted by the bus driver.
10. Always listen to and obey the driver's instructions.

Loading Procedures at Schools and Other Locations

1. Stay out of the parking lot and bus-loading zone. **NEVER** run between the buses into the parking lot.
2. Stay in line until instructed by the bus driver or teacher to load the bus.
3. Walk to the bus in a single file line.
4. Do not crawl under the bus to pick up articles you may have dropped. Tell the bus driver. He or she will get it for you.
5. Board the bus in an orderly fashion. Do not push, shove, trip or crowd other pupils.
6. Hold on to the handrail at all times while boarding the bus. Steps may be slippery when wet.
7. Find a seat and sit down as soon as possible. Move to the window side of the seat so another student may sit next to you. No saving seats.
8. Listen to and follow all of the bus driver's instructions.

Unloading Procedures at Schools and Other Locations

1. Remain seated until the bus comes to a complete stop and the driver tells you to unload.
2. Be sure you take all of your belongings with you.
3. Unload the bus in an orderly fashion. Stay in a single file line.
4. Hold on to the handrail when going down the steps. The steps may be slippery.
5. As soon as you step off the bus, get as far away from the bus as possible. Do not play around or near the bus.
6. Stay away from the parking lot and bus-loading zone.
7. Never crawl or reach under the bus to pick up dropped articles. Tell the bus driver. He or she will get it for you.
8. Never toward the bus after you have walked away. If you leave an article on the bus, the driver will bring it to your school.
9. Do **NOT** touch the side or back of the bus as it pulls away from the loading zone.

Section III

Special Needs Transportation

Dear Parents:

The Transportation Department at Coast Unified School District has prepared this section of the Transportation Safety Plan to acquaint you with the rules covering your child's school transportation. We need your assistance and cooperation to maintain safe, timely, and reliable service. Your familiarization with and adherence to these rules will aid considerably in transporting your child with the maximum service, courtesy and safety. Please review the entire contents of this section and keep it for future reference.

Superintendent	Mr. Scott Smith	(805) 927-6121
Assistant Superintendent	Ms. Jill Southern	(805) 927-4666
Director of Maintenance, Operations and Transportation	Don Adams (6:00-3:30)	(805) 924-2818
Dispatcher / Trainer		
M.O.T. Clerk		
Transportation Office Hours	6:00 A.M. – 4:00 P.M.	

Special Needs Transportation: Student Illness:

Please notify the Transportation Office when you do not intend to send your child to school. Advance notice of this is extremely helpful and in many cases saves Transportation unnecessary miles. The Transportation Office may be contacted by phone at one of the numbers listed above.

Please be aware that if your child does not ride the bus/van for three (3) consecutive school days, and you have **not** notified our office in advance, he or she will be removed from the route and you will need to contact the Transportation Office to have him or her re-assigned to the route.

Route Changes

Parents should be prepared for CHANGES in drivers, buses, routes, and time of pick-up *throughout* the school year as a result of additions or withdrawals of students in the program. Overall route travel time will vary from route to route dependent upon class times and student pick-up locations. After an initial adjustment period at the beginning of school or upon reorganization of routes, the pick-up and delivery time should be consistent within approximately 15 minutes. Buses may run late during days of unfavorable weather conditions.

Parent Request for Bus Stop Changes

Any request for changes in pick-up and or drop locations by the parent or legal guardian **MUST** be in writing and approved by the Support Services Office. After approval, that office will forward the request to the Transportation Office. Please make such requests at least **ONE WEEK** in advance so your child's transportation will not be interrupted. Do **NOT** call the Transportation Office to make such requests as we cannot make changes that are not in writing.

Bus Stop Locations

If your child does **not** require curb-to-curb service, please refer to the list of bus stops for the school attendance area in which you live. If your child goes to a school not serviced by transportation from your area, your child may be picked up and dropped on a corner close to your residence. Decisions will be made on an individual basis by the Support Services and Transportation Offices together.

Parking for Loading / Unloading

Drivers are instructed to load / unload students at the curb or the side of the street and are **not** permitted to stop in private driveways.

Medications

MEDICATIONS shall **NOT** be carried on the bus/van. Parents must give all medications directly to school personnel. There are few exceptions to this rule, such as, but not limited to, Epi-Pens for severe allergic reactions to bee stings, wasp stings, insect bites, food allergies, etc. If your child has severe allergies that could cause him / her to have a severe allergic reaction that would require an immediate dose of epinephrine, please notify Support Services and supply the bus driver(s) with an Epi-Pen in case of an emergency.

Pick Up Procedure

All children must be ready for pick-up at the scheduled time. These times may vary as much as five to fifteen (5 - 15) minutes before or after the scheduled time. It is encouraged that children capable of **WAITING OUTSIDE** for the bus/van do so. Many children and classes are affected by bus schedules; therefore, drivers will wait **one (1) minute** after arriving for the pick-up then proceed on their route. Parents are responsible for getting their child **TO THE BUS/VAN** and drivers are responsible from that point on. Drivers will **NOT** go to your door to pick up children.

Bus Stop Drop Procedure

Children capable of being left unattended will be dropped at their assigned bus stop.

Drop At Home Procedure

There **MUST** be a parent or other responsible adult (at least 18 years old) at home (*and visible to the driver*) to receive students who require curb-to-curb transportation service.

PARENTS are responsible for children needing assistance from the bus/van into the home. Children will **NOT** be dropped at any location other than the home address, unless a **WRITTEN REQUEST** is submitted and approved. If your child would like to bring a friend home, the request **MUST** be in writing by the parents of both students and submitted to the School Principal for approval.

Unable To Deliver Student

The procedure to be followed in the event that a responsible adult is **NOT** at home will be as follows:

1. Driver is to notify the dispatch office of the situation.
2. After completion of the route, the driver will make a second attempt to drop the student at home. If there is still no adult to receive him/her, he/she will be taken to the Transportation Office where the parent will be required to pick up the child.
3. If the child has not been picked up by the close of Transportation Office hours, an Administrator from the District Office will make the decision as to calling a local law enforcement agency which will hold the child until parents are contacted.

CONTINUED PROBLEMS WITH THE DELIVERY OF YOUR CHILD MAY RESULT IN SUSPENSION OF TRANSPORTATION SERVICES (until other arrangements can be made).

The Coast Unified School District would like to thank you in advance for your understanding and cooperation in these matters.

SECTION IV

Bus/Van Rules And Regulations Information

Bus/Van Rules

ALL PASSENGERS MUST:

- Arrive at the bus stop at least five (5) minutes early
- Follow the bus driver's instructions at all times
- Remain seated at all times while the bus is in motion and properly use Passenger Restraint Systems*
- Keep all body parts inside the bus
- Keep personal articles inside backpack or purse
- Refrain from unnecessary noise (whistling, singing, loud conversation, yelling, screaming, etc.)
- Be courteous to all other passengers
- Notify the bus driver if you need to cross the street and do so only while being escorted by the driver

PASSENGERS MAY NOT:

- Fight with or threaten other students
- Carry hazardous articles or weapons (including pens, pick combs and sharpened pencils)
- Use profanity
- Touch or play with the bus controls or sit in the driver's seat
- Chew gum, eat, or drink on the bus/van
- Use personal articles while on the bus/van (hair spray, cologne, perfume, body deodorant, etc.)
- Bring pets, reptiles or insects of any kind onto the bus/van
- Change seats unless authorized to do so by the driver
- Cross the street without being escorted by the bus driver or cross the street behind the bus

Authority of the Driver

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5 Section 14263. "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations".

Discipline Procedures

Failure to follow the rules listed above will result in a "SCHOOL BUS INCIDENT REPORT TO PARENTS" (bus ticket) being written by the bus driver and given to the School Principal/designee, within two school days, for necessary action to be taken. After evaluation of the child's misconduct, the Principal/designee will take the appropriate action using the guidelines indicated below.

First Ticket: Warning! Parent contact – Possible bus suspension **

Second Ticket: Parent Contact – Possible Bus Suspension (1-3 days) **

Third Ticket: Parent Contact – Possible Bus Suspension (3-5 days) **

Fourth Ticket: Conference with Principal/Driver/Parent – Bus suspension (5-10 days) **

Fifth Ticket: Parent Contact – *One of the following actions will be taken:*

1. Bus suspension for a *minimum of 20 days*
2. Bus Expulsion *for the remainder of the school year*
3. School suspension (in addition to a minimum of 20 days' bus suspension)

*Passenger Restraint System: Lap / Shoulder Belt System (Seat Belts) on buses so equipped

** Minimum action will be taken by the School Administrator / Designee. Additional action MAY be taken, at the Administrator's / Designee's discretion, up to, and including, permanent expulsion from the bus for the remainder of the school year, dependant upon the severity of the infraction, and, or, the age of the student. Middle School and High School students will be held to a higher standard of conduct than younger students, which will result in stronger disciplinary actions.

Bus tickets must be signed by the students' parent/legal guardian and returned to the bus driver. Failure to return the signed copy of the bus ticket will be considered an act of defiance, which will result in an additional bus ticket being issued and regarded as a separate incident.

For the safety of all students, any student who shows up at a bus stop in the morning ***will be provided transportation to school.*** Under no circumstances will a student be denied transportation by the bus driver and left unattended at the bus stop. If a student has been suspended from transportation (by school administration) and tries to board the bus at the school to go home, that student will be removed from the bus by school staff and taken to the office. The parent will be contacted and will be required to pick the student up from school. In no event, will the student be permitted to walk to school, or home from school, unless authorized (in writing) to do so by the parent/guardian. Transportation will **ONLY** be denied after the Principal/designee has determined the appropriate length of suspension required, and then **ONLY** after the parent/guardian has been notified, either by mail, phone call, or both. **Bus drivers do NOT have the authority to deny transportation to students.**

A student who rides **ANY** C.U.S.D. bus while on a transportation suspension, will receive an additional bus ticket, which will result in a minimum of five (5) additional days of transportation suspension.

Note: Suspension or exclusion from bus service does not excuse a student from school. Parents/guardians are responsible for getting the student to and home from school. Any absences due to a transportation suspension will be considered unexcused and the student may be considered truant.

Availability of Transportation

Students must provide a note signed by a parent/legal guardian and school office staff for any of the following reasons: 1) When a student who usually does not ride the bus is going to ride the bus for a specific reason; 2) When a student is going to ride a bus other than his/her regular assigned bus or if he/she is going to use a bus stop other than his/her regular assigned bus stop.

Activity Trip Rules

All bus rules previously listed apply on activity trips as they do for home-to-school and school-to-home transportation. Drivers have been instructed to take the bus back to the school in the event the students are too noisy or uncontrollable. All students must stay with their group at the trip destination. There must **ALWAYS** be an adult present (other than the bus driver) to maintain control of the pupils while they are on the bus. No pupils are permitted to enter or stay on the bus while at the activity trip destination.

Any pupil who continues to cause problems while on the bus, or refuses to submit to the authority of the bus driver, will **NOT** be permitted to use the transportation services of Coast Unified School District on any future activity trips for the remainder of the school year.

Safety Instruction

California Education Code Section 39831.5(a) (4): "Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit". This means before **EVERY** activity trip, the information described by this section **MUST** be given to all passengers by the school bus or school pupil activity bus driver.

Personal Articles

For safety reasons: large toys, glass objects, insects, animals, plastic bags, knives, or any other articles which may cause an injury, will **NOT** be allowed on the bus/van. The use of personal articles such as hairspray and perfumes are prohibited on a school bus/van. CUSD assumes **NO** liability for **LOST ITEMS**. However, every effort will be made to locate the item. Please put your child's name on all items that could be easily lost. You may call Transportation (927-8567) concerning lost items.

Passengers

All passengers are under the authority of, and responsible directly to, the driver of the bus/van.

NO unauthorized persons are permitted to ride a school bus or van. When going on activity trips, it is the responsibility of the adult in charge of the students (teacher / coach) to obtain permission slips from all pupils and to make sure there are no "friends" riding along. All passengers must be students enrolled in Coast Unified School District, teachers of the district or chaperones approved by the teacher.

Standees

All pupils must remain seated, and use the Passenger Restraint System* (if the bus is so equipped), at all times while the bus is in motion. Failure of students to use the Passenger Restraint System* (when so equipped) will result in a bus ticket. Parents / teachers may change seats, only if requested to do so by the driver, for the correction of disciplinary problems. Adults are not permitted to walk around while the bus is in motion unless authorized by the driver. Students are not permitted to change seats unless authorized by the driver, and never while the bus is in motion.

**Passenger Restraint System: Lap / Shoulder Belt System (Seat Belts) on buses so equipped.*

Audio/Video Recording Equipment

All CUSD school buses are equipped with audio and video recording devices. The microphones and cameras are situated so as to record all seats and the entrance door. No passenger inside, or any person standing in close proximity to any CUSD bus should expect any degree of privacy, as all conversations and actions are being recorded and may be reviewed by district administration/management at any time. These recordings may be used in disciplinary proceedings and, or, prosecution of unlawful acts.

No Child Left Behind

Students falling asleep en-route on a school bus is a common occurrence. Children being left on a school bus unattended may lead to injury or death. It is the responsibility of the bus driver to methodically check each seat and the floor around each seat, from the front of the bus to the back of the bus, after every route and trip to insure that no students remain on the bus.

Paul Lee School Bus Safety Law

"No Child Left Behind" Signature Form

In accordance with California Education Code 28160, on or before the beginning of the 2018-2019 school year (July 1, 2018), when a School Pupil Activity Bus (SPAB) is used to transport school pupils, the pupils must be accompanied by at least one adult chaperone selected by a school official. A signature form must be filled out and signed by both the adult chaperone of the trip and the driver of the SPAB, unless the SPAB vehicle is equipped with a "Child Safety Alert System". If the SPAB vehicle is equipped with a "Child Safety Alert System", the signature form is not required. The completed form must be kept on file in the transportation office for a period of not less than two years.

Any time Coast Unified School District contracts with a company to transport our children on a field trip, a representative from the Transportation Department will inspect each SPAB vehicle to ensure that it is equipped as required by law, has been inspected by the California Highway Patrol within the past 13 months, and that it is in safe operating condition. In addition, the representative will check the driver's credentials (i.e., commercial driver license with proper endorsements, school bus or SPAB certificate, medical certificate, on/off duty hours). These inspections will take place prior to students being permitted to board the bus.

SECTION V

Bus Schedules

**COAST UNIFIED SCHOOL DISTRICT
2022-2023 MORNING SCHOOL BUS ROUTES**

SCHOOL BELL SCHEDULES

CAMBRIA GRAMMAR SCHOOL	8:20 - 2:50 (EARLY RELEASE EVERY WEDNESDAY: 1:50)
SANTA LUCIA MIDDLE SCHOOL	8:05 - 3:05 (EARLY RELEASE EVERY WEDNESDAY: 2:05)
LEFFINGWELL CONTINUATION H.S.	8:10 - 12:00
COAST UNION HIGH SCHOOL	8:10 - 3:10 (EARLY RELEASE EVERY WEDNESDAY: 2:10)

A.M. PURPLE ROUTE

P/U TIME	BUS STOP LOCATION
7:20	Ragged Point
7:55	Nottingham Dr & Lancaster St
7:55	SANTA LUCIA MIDDLE SCHOOL
8:00	CAMBRIA GRAMMAR SCHOOL
8:05	LEFFINGWELL
8:07	COAST UNION HIGH SCHOOL

A.M. BLUE ROUTE

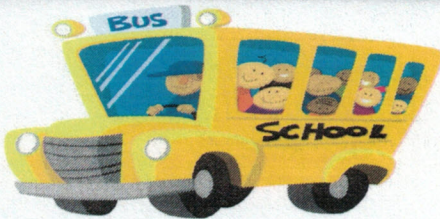
P/U TIME	BUS STOP LOCATION
7:15	Patterson Pl & Wood Dr
7:17	2760 Wilton Dr.
7:19	Andover Pl & Newton Dr
7:21	2760 Newton Dr
7:24	2574 Camborne Pl (at Fern Dr)
7:26	Pineridge Dr & Pierce Ave
7:28	Malvern St & Mills St
7:30	Ardath Dr & Alban Pl
7:35	Bixby Rd & Astor Ave
7:40	Burton Dr & Ross Rd
7:47	Main St & Sheffield St (Next to Pit Stop)
7:51	2623 Main St (Across from Jade Market)
7:53	LEFFINGWELL
7:55	COAST UNION HIGH SCHOOL
8:00	SANTA LUCIA MIDDLE SCHOOL
8:05	CAMBRIA GRAMMAR SCHOOL

A.M. RED ROUTE

P/U TIME	BUS STOP LOCATION
7:22	1521 Main St.
7:25	Charing Ln. & Warwick St.
7:30	San Simeon State Campground
7:36	Avonne Ave. (Tennis Courts) - San Simeon
7:40	Sea Breeze Inn - San Simeon
7:55	SANTA LUCIA MIDDLE SCHOOL
8:00	CAMBRIA GRAMMAR SCHOOL
8:05	LEFFINGWELL
8:07	COAST UNION HIGH SCHOOL

**A.M. GREEN ROUTE (VAN)
HARMONY/CAYUCOS**

P/U TIME	BUS STOP LOCATION
7:35	Cayucos Elementary School
7:47	Harmony Valley Rd. (Harmony)
7:55	SANTA LUCIA MIDDLE SCHOOL
8:00	CAMBRIA GRAMMAR SCHOOL
8:05	LEFFINGWELL
8:07	COAST UNION HIGH SCHOOL



- *You must arrive at the bus stop at least FIVE(5) MINUTES before the scheduled pick up time
- * Always follow the rules and guidelines while at the bus stop and while riding the bus/van
- *Times indicated are estimates and may vary by 2-5 minutes
- *ALL STOPS ARE DRIVER-ESCORTED **RED-LIGHT** CROSSINGS WHEN NECESSARY
- *Please call the Transportation Department at (805) 927-8567 or (805) 924-2818 with any questions

**COAST UNIFIED SCHOOL DISTRICT
2022-2023 AFTERNOON SCHOOL BUS ROUTES**

**ALL STUDENTS RELEASED ONE HOUR EARLY
ON WEDNESDAYS**

**TODOS LOS ESTUDIANTE LIBERADO UNO
HORA TEMPRANO EN MIERCOLES**

P.M. PURPLE ROUTE

P.M BLUE ROUTE

TIME	BUS STOP LOCATION
2:50	CAMBRIA GRAMMAR SCHOOL
3:05	SANTA LUCIA MIDDLE SCHOOL
3:10	COAST UNION HIGH SCHOOL
3:16	Nottingham Dr & Lancaster St
3:45	Ragged Point

TIME	BUS STOP LOCATION
2:50	CAMBRIA GRAMMAR SCHOOL
3:10	COAST UNION HIGH SCHOOL
3:15	SANTA LUCIA MIDDLE SCHOOL
3:20	Patterson Pl & Wood Dr
3:23	2760 Wilton Dr.
3:24	Andover Pl & Newton Dr
3:25	2760 Newton Dr
3:28	2574 Camborne Pl (at Fern Dr)
3:30	Pineridge Dr & Pierce Ave
3:32	Malvern St & Mills St
3:34	Ardath Dr & Alban Pl
3:39	Bixby Rd & Astor Ave
3:44	Burton Dr & Ross Rd

P.M. RED ROUTE

TIME	BUS STOP LOCATION
2:50	CAMBRIA GRAMMAR SCHOOL
3:05	SANTA LUCIA MIDDLE SCHOOL
3:10	COAST UNION HIGH SCHOOL
3:15	2601 Main St (in front of Jade Studio)
3:17	1521 Main St.
3:19	Main St & Sheffield St
3:21	Charing Ln. & Warwick St.
3:29	San Simeon State Campground
3:34	Avonne Ave. (Tennis Courts) - San Simeon
3:36	Sea Breeze Inn - San Simeon

**P.M. GREEN ROUTE (VAN)
HARMONY/CAYUCOS**

TIME	BUS STOP LOCATION
2:50	CAMBRIA GRAMMAR SCHOOL
3:05	SANTA LUCIA MIDDLE SCHOOL
3:10	COAST UNION HIGH SCHOOL
3:30	Cayucos Elementary School
3:42	Harmony Valley Rd. (Harmony)

**ALL STUDENTS WHO NEED TO CROSS THE STREET
AFTER EXITING THE BUS MUST BE ESCORTED ACROSS
THE STREET BY THE BUS DRIVER AND MUST CROSS IN
FRONT OF THE BUS.**

SECTION VI

Sample Forms

SCHOOL BUS INCIDENT REPORT TO PARENTS

COAST UNIFIED SCHOOL DISTRICT

DATE _____

Title 5, C.C.R., Section 14263 of the Regulations Governing Pupil Transportation states:

"14263 Authority of Driver, (a) 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. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations."

_____ has been cited for an infraction of the rule(s) listed below:

INFRACTION:

- | | | |
|--|---|---|
| <input type="checkbox"/> Improper Boarding/Departing Procedures | <input type="checkbox"/> Hanging out of Window | <input type="checkbox"/> Tampering with Bus Equipment |
| <input type="checkbox"/> Bringing Articles Aboard Bus Of Injurious or Objectionable Nature | <input type="checkbox"/> Throwing Objects In or Out of Bus | <input type="checkbox"/> Rude Discourteous and Annoying Conduct |
| <input type="checkbox"/> Failure To Remain Seated | <input type="checkbox"/> Lighting Matches or Smoking on Bus | <input type="checkbox"/> Destruction of Property |
| <input type="checkbox"/> Refusing To Obey Driver | <input type="checkbox"/> Spitting or Littering | <input type="checkbox"/> Other Behavior Relating to Safety, Well Being and Respect for Others |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Unnecessary Noise | |

SPECIFIC DETAILS _____

PREVIOUS WARNINGS ☐ REPORTED 1st OFFENSE ☐ REPORTED 2nd OFFENSE ☐ REPORTED 3rd OFFENSE ☐
DISCIPLINARY ACTION TO BE TAKEN: _____

☐ Parent Conference is required

Bus riding is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this incident to prevent further occurrence. Student may not resume riding the bus until the incident report is signed by the parent/guardian and returned to the driver.

Driver Signature _____

Date _____

Bus Number _____ School _____

Parent/Guardian Signature _____

Date _____

District Administrator Signature _____

Date _____

01/00

WHITE-To Student/Parent YELLOW-Transportation PINK-School File GOLD-Driver



COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Mr. Scott Smith - Superintendent

September, 2019

To whom it may concern;

Please be advised that **ALL** SPAB Charter Trips must be arranged by a representative of Coast Unified School Districts' M.O.T. Department. Please do NOT accept reservations from anyone (principal, teacher, parent, etc.) who is not employed by CUSD M.O.T. Department. Please refer him or her to Stacey Ferguson or Don Adams.

Maintenance, Operations and Transportation Department Contacts:

Don Adams, Director of M.O.T.

Phone: Office (805) 924-2818 Cell (805) 423-3922; Email: dadams@coastusd.org

Doug Davis, Driver/Trainer/Dispatcher

Phone: Office (805) 927-8567 Email: ddavis@coastusd.org

Below is a list of the schools within the Coast Unified School District:

Elementary School (Pre-K through 5th Grade):

Cambria Grammar School, 3223 Main St., Cambria, CA 93428, (805) 927-4400

Middle School (6th through 8th Grade):

Santa Lucia Middle School, 2850 Schoolhouse Ln., Cambria, CA 93428, (805) 927-3693

High Schools (9th through 12th Grade):

Coast Union High School, 2950 Santa Rosa Creek Rd., Cambria, CA 93428, (805) 927-3889

Leffingwell, 2820 Santa Rosa Creek Rd., Cambria, CA 93428, (805) 927-7148

Please be sure everyone at your company who makes trip reservations receives a copy of this letter.

Feel free to contact me with any questions you may have.

Thank you,

Sincerely,

A handwritten signature in blue ink that reads "Don Adams".

Don Adams,

Director of Maintenance, Operations and Transportation

September, 2019

To whom it may concern,

Please be advised that it is Coast Unified School Districts' policy to check all drivers and SPAB vehicles the district contracts with for all school-related trips. Students will not be permitted to board buses until inspections have been completed. The items/documents inspected by a representative from Coasts' Transportation Department are as follows:

DRIVER: CDL type (A/B), CDL Number, expiration date, endorsements/restrictions, D.O.B.
Medical Card (expiration date)
Special Certificate type (School Bus/SPAB), expiration date and restrictions
Driver's Log Book showing last shift off-duty time, current day on-duty time, # of hours off-duty between shifts (electronic logs are acceptable)
(All items listed above must be in the driver's possession; Photocopy of CDL is not acceptable)

VEHICLE: License plate number (must match number on the CHP 292 Inspection Card)
Company Vehicle I.D. Number
CHP 292 Inspection Card (must be dated within the past 13 months)
Fire Extinguisher (at least 4: B,C; charged)
Emergency Road Reflectors (three)
Condition and tread depth of tires (4/32" steering axle; 2/32" drive and tag axles)
Wheels (cracks or excessive rust)
Lug Nuts (all present and tight)
Excessive engine fluid leaks (oil, water, transmission fluid)
Child Safety Alert System *(if not equipped, a signature form provided by the district will need to be signed by the driver and returned to the chaperone after the trip. The form will be kept by the district for a period of two years)*

Please advise all of your drivers of our policy and have them arrive at the school site at least 15 minutes prior to the departure time to allow sufficient time for the inspections. Please let your drivers know that we appreciate their patience and cooperation in this extremely important matter. For your convenience, I have included a copy of the inspection form our district uses. See the "Driver's Statement" section at the bottom of the form. The driver will be required to sign the form and will receive a copy of it after it is completed and signed. Also included is a copy of the "No Child Left Behind" Signature Form and Instruction Sheet.

Feel free to contact me with any questions you may have regarding this letter.

Sincerely,



Don Adams,
Director of Maintenance, Operations and Transportation

**Coast Unified School District
School Pupil Activity Bus
Driver and Vehicle Inspection Form**

of Buses: _____

Capacity: _____

School(s): _____ Destination: _____
Spot Time: _____ Leave Time: _____ Return Time: _____
Day: Sun Mon Tue Wed Thu Fri Sat Date: _____
Charter Company Name: _____

Driver Information (Checked boxes indicates driver is in possession of item)

Driver Name: _____ CDL #: _____ DOB: _____
☐ Driver License: Class ____ A ____ B Expiration Date: _____ Restrictions _____
☐ Special Certificate: ____ School Bus ____ SPAB Expiration Date: _____ Restrictions _____
☐ First Aid Card (if restriction (6) noted on Sp. Cert.) Expiration Date: _____
☐ Medical Certificate: _____ Expiration Date: _____
☐ Log Book (paper) ☐ Electronic Log Was driver on duty yesterday? ____ Yes ____ No
Yesterday's "OFF DUTY" time: _____ Today's "ON DUTY" time: _____
Total hours off duty between shifts (Enter "Over 24" if off duty yesterday) _____ Hours

Vehicle Information (Checked boxes indicates items were checked and found to be current and, or, in good condition)

Vehicle License Plate Number: _____ Co. I.D. # _____ Last 5 digits of VIN _____
☐ CHP 292 Inspection Card (License plate number and VIN must match what is on the card)
Inspection Date: _____ Expiration Date: _____ Capacity _____
☐ Fire Extinguisher (at least 4-BC; Charged) ☐ Emergency Road Reflectors (three)
☐ Tire Tread Depth (min. 4/32 steering; 2/32 drive and tag) ☐ Good overall condition of Tires (No bumps, bulges, large cracks, or tread separation)
☐ No major fluid leaks or obvious unsafe vehicle conditions present
Child Safety Alert System? ____ Yes ____ No (System not mandatory; signature form required if no system is installed)

Comments: _____

My signature below certifies that I inspected all documents and items listed. Furthermore, I certify that I explained and gave the "No Child Left Behind" Signature Form to the driver or the teacher/adult chaperone.

Inspected By: _____ Title: Director of M.O.T. Date: _____

Driver's Statement:

My signature below certifies the following: **1)** On this date, in compliance with 13 CCR 1215 (a), (b), I performed a complete and thorough pre-trip inspection on the vehicle listed above. **2)** Prior to departure, in compliance with C.E.C. 39831.5 (D) (4), I will present the School Activity Trip Safety Instruction to my passengers. **3)** I will adhere to, and require my passengers to adhere to, all SPAB and commercial vehicle rules, regulations, and codes (Ca. Code of Regulations, Ca. Education Codes, Ca. Vehicle Codes, Code of Federal Regulations) relating to the safe operation of School Pupil Activity Buses *(including ensuring students remain seated at all times while the vehicle is in motion and not permitting them to use the restroom at any time while the vehicle is in motion)*. **4)** In accordance with CEC 39831.3 (a) (4), I will ensure that no pupils will be left unattended on the SPAB at any time and that I will visually inspect the interior (including overhead compartments and restrooms) to ensure no pupils are left on the SPAB before driving away from any location after the pupils have exited the SPAB. **5)** I will sign the signature form provided by the school district and return it to the teacher/adult chaperone at the completion of the trip so it may be kept on file for at least two years.

Driver's Signature: _____ Date: _____

**Paul Lee School Bus Safety Law
"No Child Left Behind" Signature Form**

Date: _____
School: _____
Destination: _____

In accordance with California Education Code 28160, on or before the beginning of the 2018-2019 school year (July 1, 2018), when a School Pupil Activity Bus (SPAB) is used to transport school pupils, the pupils must be accompanied by at least one adult chaperone selected by a school official. This signature form must be filled out and signed by both the adult chaperone of the trip and the driver of the SPAB, unless the SPAB vehicle is equipped with a "Child Safety Alert System". If the SPAB vehicle is equipped with a "Child Safety Alert System", this signature form is not required. This completed form must be kept on file in the transportation office for a period of not less than two years.

Adult Chaperone Acknowledgment:

My signatures below indicate: 1) Driver reviewed the safety and emergency procedures before initial departure from the school. 2) I am responsible to ensure that all pupils are present or accounted for (using a list of pupils assigned to this bus) prior to departure from any stops made en-route, prior to departure from the destination, and prior to leaving the bus unloading zone after disembarking the SPAB at the school site. 3) I will sign this form in the appropriate places signifying that I made sure all pupils and chaperones were present or accounted for. 4) I agree to furnish this form to the Transportation Department as soon as practicable after the trip.

Adult Chaperone Name (print) _____ ☐ District Employee ☐ Volunteer

Departure from School: (The driver reviewed the safety and emergency procedures with all passengers prior to departure)

Signature _____ Date _____ Time _____ A.M. P.M.

Departure from Food or Rest Stop: (All pupils are present or accounted for prior to departure from the food/rest stop)

Signature _____ Date _____ Time _____ A.M. P.M.

Departure from Destination: (All pupils are present or accounted for prior to departure from the trip destination)

Signature _____ Date _____ Time _____ A.M. P.M.

Departure from Food or Rest Stop: (All pupils are present or accounted for prior to departure from the food/rest stop)

Signature _____ Date _____ Time _____ A.M. P.M.

Disembarking from SPAB at School (All pupils are present or accounted for after disembarking the bus at the school)

Signature _____ Date _____ Time _____ A.M. P.M.

By my signatures below, I certify that I adhered to California Education Code 28160, and that I personally inspected my SPAB Vehicle, (including restrooms and overhead bins) after my passengers disembarked, before I departed the location, to be certain no child was left on the vehicle.

Driver Name (print) _____

Prior to Initial Departure: Total Number of Passengers: _____ Students _____ Adults _____

Signature _____ Date _____ Time _____ A.M. P.M.

Prior to leaving after passengers have disembarked at the destination:

Signature _____ Date _____ Time _____ A.M. P.M.

Prior to leaving after passengers have disembarked at the school at the end of the trip:

Signature _____ Date _____ Time _____ A.M. P.M.

**COAST UNIFIED SCHOOL DISTRICT
M.O.T. DEPARTMENT
ANNUAL BUS EVACUATION DOCUMENTATION FORM**

California Education Code Section 39831.5

(2) At least once each school year, all pupils in prekindergarten, 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, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency exit doors.

School Name(s) _____

Address _____ Date _____

Teacher Name(s) _____

Number of Pupils Participating _____ Pupil Grade level(s) _____

Bus Driver Name (print) _____

Place a check mark (✓) next to the items below that were covered during the instruction portion, mark the item with "N/A" if the item is Not Applicable or if the bus is not equipped with that item (i.e., seat belts).

____ Proper Loading & Unloading Procedures

____ Escorting by the Driver

____ Proper Passenger Conduct

____ Proper Bus Stop Behavior

____ Bus Rules

____ Bus Evacuation Procedures

____ Location of Emergency Equipment

____ Emergency Use of Two-Way Radio

____ Use of Passenger Restraint Devices (seat belts) (proper fastening and release of seat belts, acceptable placement of seatbelts on pupils, acceptable placement of the seat belt when not in use)

____ Responsibilities of Passengers Seated Next to Emergency Exits

*As part of the instruction, pupils **SHALL** evacuate the school bus through the emergency exit doors.*

____ Students did evacuate through the emergency exit door

____ Teachers/Adults did actively participate

Additional Comments _____

Total amount of time taken for instruction and evacuation _____ (minutes)

Driver Signature _____

Reviewed by _____ Title _____ Date _____

This form is to be kept on file in the transportation office for a period of not less than one year from the date of instruction