



COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

87050 57th Ave. Thermal CA, 92274

Transportation Safety Plan

Complies with 39831



The following Coachella Valley Unified School District Transportation Safety Plan has been developed at the direction of the Superintendent pursuant to the California Education Code 39831.3 and is maintained by the Director of Transportation. A copy of this document can be found at each school site within the Coachella Valley Unified School District in addition to the District Office, the Transportation Department, and the California Highway Patrol, Indio office (area 630).

Apolonio Del Toro,
Director of Transportation
Revised 8/2020

Mission Statement

The mission of the CVUSD Transportation is to provide a safe, reliable and efficient transportation experience for all of our eligible students to and from school, as well as all extracurricular activity trips. We are transporting the most precious people in the world, your sons and daughters! Safety is our priority. Safety includes obeying all laws, managing the behavior of the pupils, and properly controlling accidents through defensive driving. Timeliness is our goal. Timeliness includes being on time when reporting for work, when arriving at each bus stop, and when arriving at each school site. Efficiency is what we strive to achieve. Efficiency includes keeping our fuel costs down by avoiding unnecessary vehicle mileage, avoiding vehicle abuse, and keeping our fleet well maintained and certified.

Guidance related to school Transportation during COVID-19

The COVID-19 pandemic requires many changes to protocols and practices in order to ensure the health and safety of students, staff, and our community. The Coachella Valley Unified School District is working with the Riverside County Public Health Officer and the California Department of Education on making sure school transportation is safe and ready to transport our students. The Coachella Valley Unified School District has developed procedures intended to limit the spread of the virus during school transportation. Our goal is to get students to school safely and to keep everyone healthy.

Due to COVID-19 additional safety, measures are being implemented and encouraged. Parents / guardians are encouraged to screen their children for symptoms before leaving for the bus stop each morning and keep their children home if they have symptoms. (symptoms; fever greater than 100.4 degrees Fahrenheit or any symptoms associated with COVID-19)

- Students will be required to wear face coverings while at bus stop and while riding on the bus.
- Students will be required to maintain physical distancing at the bus stop. (6 feet is recommended)
- School Bus Stops will have signage and markings indicating / displaying physical distancing.
- School Staff will be present at school bus stops to ensure physical distancing and to provide supervision.

Parents / guardians are encouraged to wait at the bus stop in their vehicle or physically distanced away from the bus stop until their student has board the bus.

Students shall wait at schools bus stops in an orderly manner, while maintaining physical distance and wearing face coverings. Students shall wait in a safe loading area, and remain in the loading area until the driver opens the entrance door and orders pupils to approach the school bus.

Administrative Regulations, California Code of Regulations (CCR), California Vehicle Code and the Law

School Bus Drivers – Authority of: Students transported in a school bus or in a school pupil activity 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 students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103).

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. (California Vehicle Code 34501.6)

School bus drivers – Responsibilities: The school bus driver’s primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district’s transportation safety plan. The driver shall not require any student to leave the bus in route between home and school or other destinations. (5 CCR 14103)

Paul Lee School Bus Safety law. 39843. (a) The County superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver’s employer, has done both of the following:

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

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

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

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

(3) Child Safety Alert System

Each school bus shall be equipped with an operational child safety alert system. A “child safety alert system” is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the interior of the vehicle in its entirety before exiting the vehicle.

(A) Procedures for the use of the “Child Safety Alert System”

- 1) Each school bus driver is required to check his or her bus after the completion of each run, route and/or trip. This mean the driver will physically get out of the driver’s seat to check the buses interior in its entirety by walking the bus length of the vehicle and checking every seat and under seats for children and articles left behind before exiting such vehicle.
- 2) The driver will, after reaching the rear of the vehicle and ensuring the vehicle is vacant, he/she will deactivate the child safety alert system.

(B) Procedures for School Pupil Activity Bus (SPAB)

If the district uses an outside contractor/school pupil activity bus (SPAB) to transport our students from a school site to any destination, the SPAB bus is not required to be equipped with an operational child safety alert system when and if the pupils are accompanied by at least one (1) adult chaperone selected by a school/district official. An adult chaperone is defined as; a person 18 years of age or older who is a CVUSD employee, parent and or volunteer with the CVUSD. If the adult chaperon is not a CVUSD employee, the chaperone shall meet the requirements for a CVUSD volunteer.

One adult chaperone shall have a list of every pupil, and adult chaperone(s), including school employee(s) on the charter bus at the time of departure, and account for every pupil, and verify the number of pupils to the SPAB driver. The SPAB driver must review all safety and emergency procedures before the initial departure. The SPAB driver and the adult chaperone will sign and date a form acknowledging that the safety plan procedures have been reviewed. Before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indication that all pupils are present or accounted for.

No charter bus will leave a CVUSD site without the SPAB driver having shown the appropriate certifications required by the California Highway Patrol as governed by the Department of Motor Vehicles and the State of California for himself and the vehicle he is driving. It is the responsibility of the extracurricular trip director/group leader (Band Director, Coach, Teacher etc.) to ensure that there is a chaperone, as specified previously, on each bus that is involved in the trip. The CVUSD Transportation Director, the Assistant Director, or a designee must be on site to verify this in person.

At the culmination of the trip it is the adult chaperone's and the SPAB driver's responsibility to make sure that all students have exited the bus. They are to check all areas of the bus, including, but not limited to; overhead compartments, undercarriage compartments, and bathrooms to ensure the bus is vacant. The chaperone and the SPAB driver will then proceed to sign and date a form acknowledging that the all required procedures have been followed.

General Loading/Unloading of the School Bus

- Students shall wait at designated bus stops and they shall arrive at least 5 minutes (no more than 10 minutes) before the bus is scheduled to arrive.
- Students waiting for the bus shall do so quietly and safely.
- Students will not run towards the bus when the bus is approaching (do not move toward the bus until it has completely stopped and/or the driver has motioned to do so and the door is opened).
- Students will wait at least 12 feet back from the street or roadway (law states that a school bus driver must stop 12 feet back from the 1st student in line).
- Students will wait for the bus in a line forming away from where the bus will stop.
- Students will quickly take a seat (or be directed to a seat by the driver depending on the driver's preference of the loading procedure).
- Students shall talk quietly to their neighbor on the bus, 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 riding on the bus.

Procedures for Boarding the School Bus at Escorted Stops

- Students will be given instructions to wait at an area designated by the driver.
- When escorting student, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm 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" for his/her verbal signal.
- 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 driver and the bus. The driver shall escort the student across the street in front of the bus and follow the last students on to the bus, making sure that all students are seated.

Procedures for Unloading the Bus at School or at a 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 are to walk away from the bus and not touch or lean against the bus. Students are not to return to the bus or run after the bus. There will be no “horseplay” on or at or near the bus or bus stops.
- Kindergarten students must be met at their bus stop by a parent or legal guardian. If there is no one to meet the student, they will be returned to school.

Procedures for Unloading the Bus at Escorted Stops

- Students will remain seated until the bus comes to a complete stop.
- Students crossing the street will be instructed to come to the front of the bus and wait for further instruction from the driver.
- The driver shall, before opening the door ensure the flashing red light signal system and stop signal arm are activated and that it is safe to open the door and exit the bus.
- The driver will instruct the students to follow him/her and to “wait” until they are verbally signaled by the driver that it is safe to walk across the street. Students shall not move towards the street until the driver verbally instructs them to do so.
- The driver will walk approximately 10 feet in front of the bus before turning to enter the roadway. The driver will stop and check for traffic and then proceed to the center of the street.
- The driver will assure all traffic is stopped and verbally signal the students to cross when safe. Students shall cross the street to the front of the bus. Students are not to return back to the bus. If they forgot something/left something on the bus they are to get the drivers attention and the driver can bring the item to the student.
- Students remaining on the bus while the driver is crossing other students are to remain in their seats.

Procedures for Field Trips/Athletic Trips

Boarding:

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

Exiting

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

- Students will move safely away from the bus and not return to the bus until they are directed to do so.

Safe Bus Operations

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. (California Vehicle Code 34501.6)

Safety Tips

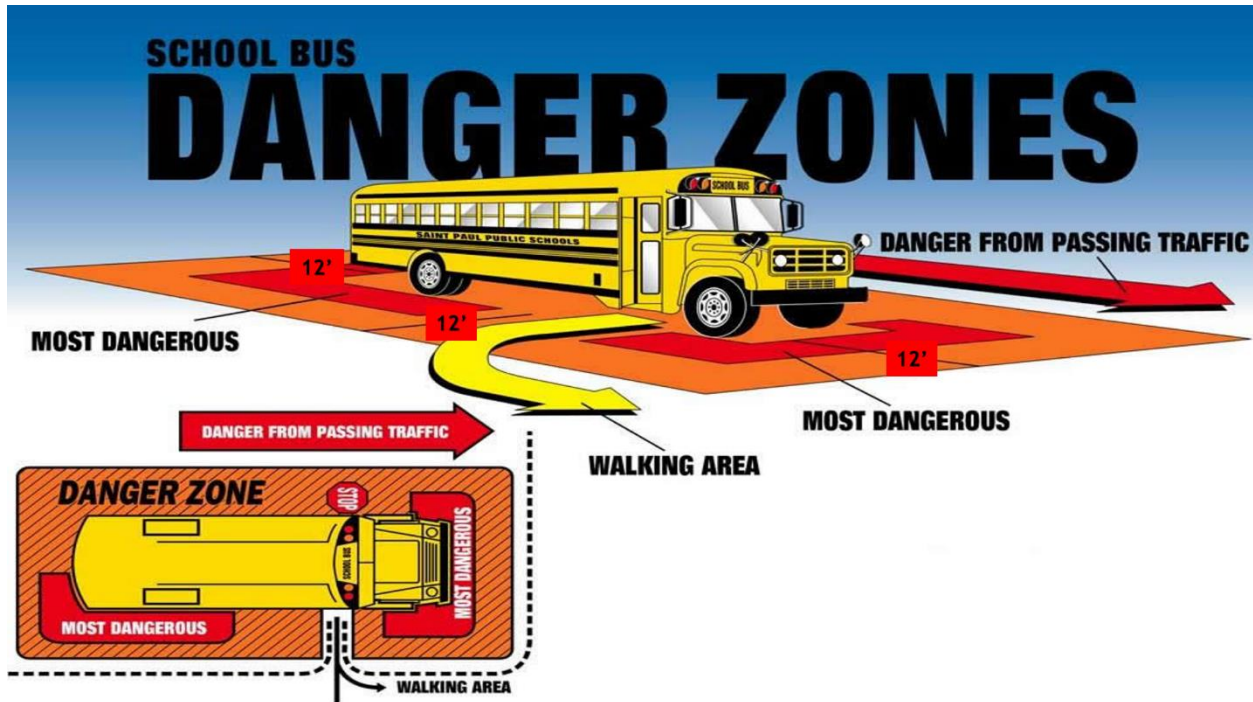
Walking to and from Bus Stops

1. Go directly to or from the bus stop-no stopping in between (example: friend's home, store, neighbor's home).
2. Plan the safest route with the fewest streets to cross.
3. If possible, cross streets and corners, using crosswalks, if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
4. Watch for vehicles that may be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. NEVER accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white or light color clothing or something reflective).
9. Leave home early enough so you don't have to run to the bus stop.

Conduct at School Bus Loading Zones & Bus Stops

1. 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 (SEE DANGER ZONE DIAGRAM BELOW).
2. When loading at school, follow the directions of the driver and/or the teacher/aide on bus duty. Remember, there may be several buses to watch out for, not just your own bus.
3. NEVER go under any bus to retrieve something you have dropped. Ask the driver to assist you.
4. NEVER run to a bus, ALWAYS walk.
5. Destroying property, playing in or running across the street or any type of horseplay at any bus stop is strictly prohibited and dangerous to all.
6. Do not bring pets/animals to any bus stop.
7. When the bus is stopped to load or unload, the students are the direct responsibility of the School Bus driver and the driver's directions must be followed.

8. School Buses can only stop at designated school bus stops. If you miss the bus (or the bus



has already closed the bus door and started to pull away from the stop) have mom or dad take you to another bus stop or directly to school and remember to NEVER run after the bus once it has begun to leave the stop.

9. When waiting for the bus in a car, be sure the car you are waiting in is not parked in the bus loading or unloading zone. Make sure that you are out of the car, waiting at the bus stop prior to the bus arriving.

When Crossing the Streets

1. Coachella Valley Unified School District bus drivers cross all students, kindergarten through 8th grade, who need to go across the street as they depart the bus. Be sure to tell your bus driver that you cross the street, so he or she can safely prepare the bus for the crossing procedure.
2. Always let your bus driver be the first person off the bus. The driver needs to activate the "Flashing Red Lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
3. Once your driver is off the bus, you can walk down the bus steps and wait by the bus door for your driver to direct you to cross the street. NEVER go out into the street without the bus driver telling you to do so!
4. ALWAYS walk between the bus and the driver as you cross the street.

5. 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.

Rules and Regulations

All students, regular education and special education are required to:

1. Arrive at the bus stop five (5) minutes (not more than 10 minutes) before the bus is scheduled to arrive.
2. Only use your appropriate bus stop.
3. Refrain from transporting hazardous or destructive objects of any kind such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, or ball bats. Also, no animals of any kind are allowed on School Buses.
4. Respect the rights and property of others on the bus and at the bus stop.
5. Avoid all rough play and fighting while at the bus stop or on the bus, or when getting on or off the bus.
6. Always enter and leave the bus through the front entrance door (unless instructed differently by your bus driver).
7. Remain quiet at railroad crossings.
8. Keep all parts of the body inside the bus at all times.
9. Keep windows closed (unless instructed differently by your bus driver).
10. Not use profane language, obscene gestures, create excessive, or unnecessary noise.
11. 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.
12. Help keep the bus safe and free from litter by not eating, drinking, or gum chewing on the bus.
13. Be courteous and respectful to the bus driver, other students, and passers-by.
14. Obey the request of the bus driver, give proper identification when requested.
15. 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.
16. Always cross the street in front of the bus and only when it is necessary to cross the street.

SCHOOL BUS SAFETY GUIDE

Riding on a School Bus is one of the safest, if not THE safest form of transportation in the nation. It has to be. School Bus drivers carry the most precious cargo that can be carried on the roadways. School Bus drivers training never ends throughout their career. They are the most "tested" driver on the road. Every five years they must take "renewal" written tests on rules and regulations of the road/School Bus industry and First Aid practices as well as a drive test. They are tested every five years by the California Highway Patrol. California has the strictest rules/regulations for becoming a School Bus Driver as well as maintaining the required licensing/credentials.

The following are some of the statistics from the National School Transportation Association. 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**

From the statistics above you can see that accidents are rare because School Districts, and the drivers themselves, train and work hard at driving defensively to avoid accidents.

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.

Unfortunately, the reality of School Bus safety is that more children are hurt outside of the School Bus than inside. The child who bends over to retrieve a dropped school paper that goes under the bus or who walks too close to the bus while crossing the street needs to be made aware that every yellow School Bus is surrounded by a DANGER ZONE.

Coachella Valley USD Transportation Department Citation process

- Driver has the discretion of giving students several verbal warnings before issuing a written citation. Drivers do not have the authority to deny ridership privileges without prior permission from the Director or Supervisor. Certain acts of misconduct merit immediate suspension, but a Supervisor must be immediately notified for the proper direction. This depends on the action or the severity of the violation of bus stop or bus riding rules or guidelines posted in school bus or district school handouts. Examples are: Possession of weapons, threats of or actual physical harm to students and/or bus driver, fighting in bus or at bus stops, graffiti, vandalizing any part of bus, jumping out of bus windows or emergency exits, drug, alcohol or tobacco use on bus or throwing things out of windows with or without intent to harm, lewd or immoral conduct. All these, but not limited to, are an immediate cause for suspension. Reminder: All citations are reviewed for reasonableness, applicability, fairness and due process.
- A 1st citation is issued when non-severe misconduct continues. A phone call to parents may suffice and/or this notice is mailed to the parent or guardian to notify them of the situation. A copy of the citation is emailed to the school secretary for notification of the misconduct. The parent or guardian must sign the citation and return it to the bus driver with the student as an acknowledgement of the written warning to the student.
- A 2nd citation is issued if misconduct continues. The 2nd citation will suspend all their ridership privileges for three (3) days. The District will not transport the student in any

manner as a disciplinary measure. This includes any after school activity, field trip and any promotion or graduation ceremony. This notice is mailed to the parent or guardian and emailed to the school secretary for notification of the misconduct and to make the school site and parent or guardian aware that the parent now has to provide transportation. Three (3) days lead time is given for bus ridership suspension to begin.

- A 3rd citation is issued if misconduct still continues. The 3rd citation suspends the student from all District bus ridership privileges for one (1) week. The District will not transport the student in any manner as a disciplinary measure. This includes any after school activity, field trip and any promotion or graduation ceremony. This notice is mailed to the parent or guardian and emailed to the school secretary for notification of the misconduct and to make the school site and parent aware that the parent now has to provide transportation. Three (3) days lead time is given for bus ridership suspension to begin.
- A 4th citation is issued if misconduct still continues. The 4th citation revokes the student from all District bus ridership privileges for the remainder of the school year. Again the District will not transport the student in any manner. This also includes any after school activity, field trip and any promotion or graduation ceremony. This notice is mailed to the parent or guardian and emailed to the school secretary for notification of the misconduct and to make the school site and parent aware that the parent now has to provide transportation. Three (3) days lead time is given for bus ridership revocation to begin.

In the event a 4th citation and revocation is issued from District Bus Transportation, the parent or guardian may contact the Transportation Department and request a disciplinary hearing with a Transportation Official which will review the case. If it is merited, a meeting will be called with the affected parties which will include the parent or guardian, student, bus driver, and may include a school site official, security department representative, CWA representative and/or Law enforcement official. If it is determined that the student is to be given a last chance, the student will be required to sign a proper conduct contract agreed to by the affected parties. If this contract is violated the ridership revocation will be re-instated immediately and the student be denied transportation by the District for the remainder of the school year and all the above restrictions apply.

**(Kinder students are allowed five (5) citations. School sites and parents are notified in same manner and procedures as above for corrective measures to be taken.)

**(Special Ed. Students on an IEP have a different guideline which must be followed. If a citation is merited talk to the Director before you issue it.)

(COPIES OF ALL CITATIONS ARE AVAILABLE UPON REQUEST)

SCHOOL BUS SAFETY GUIDE

Pursuant to section 22112 of the California Vehicle Code, School Bus Drivers employed by the Coachella Valley Unified School District shall obey and follow:

California Vehicle Code 22112 – School bus Signal and School bus stops

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

The Superintendent of the Coachella Valley Unified School District designates all school bus stops to be used as specified in Section 22112 (b) of the California Vehicle Code as follows:

(b) The school bus 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.

In using the red light signal system and the stop signal arm, Coachella Valley Unified School District drivers will follow Section 22112 (c) of the California Vehicle Code as follows:

(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, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

Whenever a student needs to cross the roadway, Coachella Valley Unified School District drivers will adhere to the provisions of Section 22112 (d) of the California Vehicle Code as follows:

(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 school bus 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 upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

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

Coachella Valley Unified School District recognizes that there are exceptions to using the amber warning light system, the flashing red light signal system and stop signal arm as contained in Section 22112 (e) of the California Vehicle Code which reads:

(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 school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm 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 stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(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 as determined by the school bus motor carrier.

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

(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 warning light system, if the school bus is so equipped, or the flashing red light signal system 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.

Procedures are in place, as outlined below, which requires all students in grades pre-k, kindergarten through 8, inclusive, who must cross a private road or highway at a bus stop, to be escorted by the driver.

13 CCR 1226. Leaving Drivers Compartment.

When a pupil is aboard, the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. On vehicles with automatic transmissions which do not have a park position, the transmission shall be placed in neutral.

Note: Authority and reference cited: Section 34501.5, Vehicle Code.

Procedures for Discontinuance of Service due to Reduced Visibility

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

Bus Seating Capacity

- School buses and School Pupil Activity Buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

High School Bus Capacity 56

Middle School Bus Capacity 65

Elementary K-8 Bus Capacity 81

Procedures for Students Loading Under Emergency Conditions/Situations

- Drivers are required by law to load students on each bus according to the rated seating capacity listed on the Vehicle Inspection Certificate (CHP 292) located in the front of the bus near the driver's compartment. In the event that an emergency situation, as

described below occurs, the driver will first make contact with the Director of Transportation of the Director of Transportation's designee for direction. Should the driver be unable to make contact with the Director of Transportation or the Director of Transportation's designee, the driver will use all reasonable means to insure the safety of the students on board to remove them from the immediate emergency situation.

- It must be understood that any officer, agent or employee of a school district, office of the county superintendent of schools, or joint powers agency, or any other person, knowingly operating, or permitting or directing the operation of a school bus, when it is loaded with schoolchildren in excess of the limits of its seating capacity, is guilty of a misdemeanor.
- The only event in which the above shall not apply is for the evacuation of pupils in case of any emergency that may provide, where necessary, for the loading of schoolchildren on a school bus in excess of the limits of the seating capacity. As used in this section, "emergency" means a natural disaster or hazard that requires pupils to be moved immediately in order to ensure their safety.

Passenger Restraint Systems

- When a School Bus or School Pupil Activity Bus is equipped with a passenger restraint system, all students shall be required to be properly restrained by that system while the bus is in motion. Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained.
- Each year, at the beginning of the school year, all drivers will review the proper use of the passenger restraint system (if bus is equipped) to ensure that all students are protected to the maximum extent possible.
- The driver shall ensure that all students who board the bus are properly restrained based upon the particular equipment for each bus.

Warning against Unauthorized Entry

- Unauthorized persons are not allowed on School Buses. The driver of the bus or another school official may order any person off the bus if that person enters the bus without proper authorization and/or has intent to commit a crime. (Education Code 29842; 13 CCR 1256.5)

Fire Extinguishers

- Each School Bus is required by law to be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in the law. (Education Code 39838; 12 CCR 1242)
- Each bus driver as part of their required daily vehicle inspection (pre-trip), shall insure that the bus they are going to operate is properly equipped with the required fire extinguisher(s) based upon bus type/size and are properly rated as required by law.

Slow Fueling CNG Procedure

Steps to connect CNG bus to slow fill pumps:

- Park and secure bus in parking stall according to CNG tank location
- Connect nozzle to bus, ensure proper connection is made
- Turn valve to “fill” position (should hear gas flow)

When fueling is complete:

- Turn valve to “off” position (should hear gas vent)
- Before pulling the bus forward, make sure to disconnect the nozzle, close and secure fuel door
- In case of a hose leak use shut off valve at manifold to shut gas off
- In case of Emergency push ESD button (at canopy pillar)

Charging Electric Bus Procedures Note: Bus must be plugged in and charging at all time while parked.

Steps to connect Electric bus to charger:

- Park and secure bus in parking stall according to charger location
- Connect electric plug to bus, ensure proper connection is made,
- Align plug to slot, push in, turn slightly to the right, then push plug in until the you hear the plug latch,
- Turn on charger by depressing the “Blue” button on the charger, you should see the light turn solid green
- Once the charger is charging you will hear the fans come on in front of the bus

When charging is complete:

- Press blue button on charger to stop charging, light blinking
- Before pulling the bus forward, make sure to disconnect the charge plug, press red button on plug, pull out slightly, turn the plug left, then pull plug out of receptacle completely
- Roll up cord so that it is not touching the ground
- Close and secure access door

Reporting bus incidents/accidents

- The Superintendent or the Superintendent’s designee shall review all investigations of School Bus incidents and accidents to develop preventative measures. The

Superintendent or the Superintendent's designee shall be notified of all School Bus incidents and accidents as required.

Procedures for Reporting School Bus Incidents/Accidents

- In the event of a School Bus incident or accident, 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 accident, the driver will provide a written report to facilitate the reporting requirements for the Superintendent or the Superintendent's designee.

Bus Safety and Evacuation Instruction

- In accordance with Education Code 39831.5 all students who are transported in a School Bus to school and/or from school shall receive instruction once per year in School Bus emergency procedures and passenger safety.
- Prior to departure on any field trip/activity trip/athletic event the bus driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment and two-way radio.

A copy of this Transportation Safety Plan shall be kept at each school site and made available upon the request of the California Highway Patrol. (Education Code 39831.3)

References:

California Code of Regulations Title 5 (5 CCR)
California Code of Regulations Title 13 (13 CCR)
California Vehicle Code
California Department of Education Bus Driver's Manual
California Education Code [EC]
California Highway Patrol Handbook (HPH 82.7)

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Director of Transportation