

**TRANSPORTATION**

General rules for transportation include:

1. The number one priority for the use of school buses is for the transportation of children to and from school.
2. Bus transportation is available for Field Trips, Excursions, and Athletic Events, however, not at the expense of pupil transportation to school and home.
3. Transportation for Field Trips, Excursions, and Athletic Events must be approved by the building principal. The principal will make the necessary arrangements with the Supervisor of Transportation.
4. Parents will not be permitted to ride on buses to and from school during the regular school day. The only time parents will be permitted to ride school buses is on special field trips or excursions whereby they would be helping in the supervision of children.

**Principal's Responsibilities**

1. To develop effective rules related to the waiting for buses, embarkation and debarkation from buses.
2. To ride buses at regular intervals for the purpose of supervision and report any problems to the Supervisor of Transportation.
3. To notify parents of a child's misconduct on the bus and the consequence if continued misconduct persists.
4. To suspend bus transportation privileges for those pupils who have been reported for misconduct for the length of time necessary.
5. To complete a "Record of Pupil Suspension," indicating action taken.
6. To cooperate with and assist all bus transportation personnel in the overall operation of an effective school transportation program.

**Bus Driver's Legal Responsibilities**

1. Condition of Bus: Each school bus driver must make a written report at least once each week to the school district and to the employer showing the condition of the bus and recommending any repairs deemed necessary. Supplementary written reports shall be made by each school bus driver to the school district and to the employer immediately whenever in the judgment of the driver the condition of the vehicle renders it unsafe for continued use.

## TRANSPORTATION (continued)

2. Accidents: The driver of any school bus involved in an accident resulting in personal injury or property damage shall immediately notify or cause to be notified the California Highway Patrol and to the employer.
3. Authority of Driver: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. 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 in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his/her destination.
4. Investigation and Report of Accident: Each accident involving a school bus and resulting in personal injury or property damage shall be investigated by an officer of the California Highway Patrol. The investigating officer shall make a report of his/her finding to the California Highway Patrol, which shall report the accident in a manner consistent with Vehicle Code Sections 20012 and 20013 to the Department of Motor Vehicles and the governing board of the school district.
5. Duty as to Accidents or Defects: Each school bus driver shall be held responsible for immediately discontinuing from use in transporting pupils the bus of which the driver, whenever and wherever any accident shall occur to, or any defect develop in, any such vehicle which renders the continued operation of the vehicle unsafe for the pupils. When such accident occurs or defects develop while such bus is in use, the vehicle shall be immediately discontinued from service and emergency arrangements made by the school bus driver in accordance with rules of the governing board of the district for safe transportation of the pupils to their respective destinations.
6. Bus Inspection by Driver: Each school bus shall be inspected by the driver daily, before use, to ascertain that windshield is clean and the lights, horn, and other equipment are in good order. The driver shall also make a brake test and open and close all emergency exits before using the bus for transporting pupils. No pupil shall be transported until any defects discovered in these tests have been corrected.
7. Stop on Roadway: School bus drivers must not stop, park, or leave standing any school bus, whether attended or unattended, upon the main traveled portion of the highway when it is possible to stop, park, or leave standing such school bus off the main traveled portion of the highway. If it is necessary to stop, park, or leave standing any school bus upon the main traveled portion of the highway, an unobstructed width of the highway opposite the standing bus shall be left for free passage of other vehicles and a clear view of such stopped bus shall be available from a distance of 400 feet in each direction upon such highway, except that when in the judgment of

**TRANSPORTATION (continued)**

- the governing board of the school district, it becomes necessary for the safety of pupils being transported to establish a stop where there is a clear view of such stop of less than 400 feet in each direction, such stops may be designated with the approval of the California Highway Patrol.
8. **Standeers:** Standees shall not be permitted on any school bus. A school bus shall not be put in motion until all pupils are seated. In unloading pupils, the driver shall not allow pupils to leave their seats until the bus comes to a complete stop.
  9. **Stops:** No school bus driver shall stop to load or discharge pupils except at regularly designated stops. Whenever practical and possible, the stops shall be designated off the main traveled portion of the highway. Stops off the main traveled portion of the highway shall be designated only where there is a clear view of such stop from a distance of 250 feet in each direction. It may become necessary for the safety of pupils being transported to establish a stop where there is a clear view of such stop of less than 400 feet in each direction. Stops which must be designated upon the main traveled portion of the highway shall meet the requirements of Section 1100.
  10. **Loading and Unloading Pupils:** Whenever a school bus stops to discharge or load pupils who must cross the street or highway at a point where traffic is not controlled by a traffic officer or official traffic signal, the flashing red light signal system shall be operated as provided in Section 2212 of the Vehicle Code. The pupils shall cross the street or highway in front of the bus, except that when laws regulating traffic prohibit pupils being loaded or discharged from a bus from crossing the street or highway in front of the bus, they may cross behind the bus. The bus shall not be moved from such point until all pupils discharged from the bus who must cross the street or highway have done so. The driver of the bus shall not permit the pupils to be loaded or discharged from the bus to cross the street or highway until they may safely do so. The driver, at school bus stops described herein, shall escort pupils attending elementary schools across the street or highway, and shall, if necessary, escort other pupils across the street or highway.
  11. **Unnecessary Conversation by Driver:** No driver of a school bus shall carry on unnecessary conversation while the vehicle is in motion.
  12. **Leaving Bus:** No driver shall leave the bus while the engine is running or the brakes are released.
  13. **Sending for Help:** In case of accident or emergency, no driver shall leave the bus to seek aid unless there is no pupil aboard who may safely be sent for help.

**TRANSPORTATION (continued)**

14. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Regulation  
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**EVERGREEN SCHOOL DISTRICT**  
San Jose, California