



# Santa Maria-Bonita School District

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## Transportation Safety Plan



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## **Education Code 39831.3.**

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 prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

1. Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.
2. Procedures for all pupils in prekindergarten, 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.
  - a. Nothing in this paragraph requires a 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, 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.
4. Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

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.

(Amended by Stats. 2016, Ch. 721, Sec. 2. (SB 1072) Effective January 1, 2017.)

## **Procedures for School Staff to follow to help ensure safe transportation for students**

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan.

School staff members should be familiar with these procedures and involved in the enforcement of these procedures.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

1. Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.
2. Students shall be accountable for their own orderly conduct.
3. Students are not to run, horseplay, or deviate from the walking pathways or sidewalks at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least 12 feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and, if needed, correct behavior to ensure a safe practice.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

## **California Vehicle Code 22112**

### School Bus Signal and School Bus Stops:

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 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 the head or principal of a private school, or authorized by any of those individuals for school activity trips.

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.

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.

## **How to determine if a student requires an escort to cross the street**

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law to be physically escorted by the bus driver across that street and under the bus driver's direction and supervision.

The bus driver is required to activate the school bus's red flashing crossover lights, and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street.

State law requires ALL students who cross the street to be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at the bus stop, the bus driver will verbally ask students if anyone will be crossing the street where the bus is stopped. If any student(s) indicate that they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop.

Students must indicate to the driver they cross either verbally or by a show of hand signal (raised hand).

# **Procedures for all students to follow as they board and exit the school bus at their assigned bus stop**

## ***BOARDING:***

1. Students shall board or exit the school bus ONLY at their assigned bus stop.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seats as quickly as possible and sit down facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level that will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.
7. Students are responsible to follow all rules and regulations. (*School Bus Rules*)

## ***EXITING:***

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opens the door, students are to unload seat by seat, starting with the front of the bus and continuing seat by seat until the bus is empty.
3. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop.
4. Students will unload in an orderly manner using the handrails located on the stepwell.
5. Students shall exit the bus only at their assigned bus stop.
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper, or some other article. The student should always tell the bus driver & have the bus driver get the article for them.
7. Students are to walk directly home. Students should always use crosswalks and controlled intersections when available and should not cross in the middle of the block.
8. Students must avoid trespassing on other people's property and stay on sidewalks when possible.

## **Procedures for all students to follow as they board and exit the school bus at a school site or other trip location**

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place – well off the road and on the same side of the road the bus picks you up.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner, and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students shall board or exit the school bus only at the students' "authorized" bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence.

## **Procedures to ensure that a pupil is not left unattended on a school bus (Senate Bill 1072 - 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 entirety of the interior of the bus before exiting.

Each school bus driver is required to check their bus after each run/route/trip once finished. This means they will get out of the driver's seat and walk the entire length of the bus, checking the entirety of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. Drivers will physically walk to the back of the bus and place an "SB 1072" sign in the back window after transporting each group during their tour of duty. This is pursuant to Senate Bill 1072, which amends Education Code 39831.3(a), which requires the preparation of this Transportation Safety Plan.



## **Procedure and standards for School Pupil Activity Bus (SPAB)**

If the District uses an outside contractor/school pupil activity bus (SPAB) to drive a field/sport/activity trip, they are not required to be equipped with an operational child safety alert system if the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district. One adult chaperone shall have a list of every pupil and adult chaperone, including a school employee, who is on the SPAB bus at the time of departure. The driver must review all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed. Immediately 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 indicating that all pupils are present or accounted for. After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant. The driver shall sign a form with the time and date verifying that all required procedures have been followed. The information required above may be recorded on a single form. These forms shall be retained by the school district, outside contractor/SPAB Company for a minimum of two years.

An adult chaperone must be 18 or older such as a parent or school volunteer, but NO STUDENTS of the school district may act as a chaperone. The school administrator at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors/SPAB buses, district bus drivers will not depart on a trip without an adult chaperone. The bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field/sports/activity trip etc. This does not include home-to-school routes.

## **Education Code 39831.5.**

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

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.

(Amended by Stats. 2003, Ch. 552, Sec. 13. Effective January 1, 2004.)

## **Bus stop locations**

1. Students are automatically assigned to the bus stop that is located closest to their home location. Students shall utilize the bus assigned to this bus stop only.
  - *Only in limited circumstances will students be permitted to utilize another bus stop location other than their normally assigned bus stop for loading or unloading. If a student is required to utilize a stop other than their normally assigned stop, it is the responsibility of the student's parent or guardian to request this change in writing and submit this request to the school to utilize another bus stop. In most cases and whenever possible, the student should first take this request to the school site administrator for review. The school site administrator must sign and date the request and include the administrator's title. Only then will a student be authorized to utilize a bus stop other than their normally assigned bus stop.*
2. At registration, request a bus stop list and corresponding maps for your school.
3. Use the stop list and maps to find the nearest bus stop to your address.
4. Note: If there is not a safe passage to the nearest bus stop, contact the transportation department prior to your child using the bus stop. (805-623-0710)
5. Bus stop locations and bus stop maps will be posted on the School and District website.

## **General rules of conduct at school bus loading zone**

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line.
2. Students are not to play in or be in the street or on private property.
3. Respect the property of others and the property where the bus stop is located.
4. Students are responsible for their own actions.
5. Students shall be on the proper side of the street before the bus arrives at their bus stop.
6. Students should arrive at their bus stop five minutes prior to the scheduled leave time.
7. If the student is late to the bus and needs to cross the street that the bus is stopped on, they must wait for the bus driver to escort them across the street.
8. As the bus approaches the bus stop, students are to stand in place. They are not to move towards the bus. Students must remain back at least twelve feet from the school bus as the bus approaches the students. Once the bus comes to a complete stop, and the bus driver opens the door, then they may proceed towards the bus for loading.
9. Students must stay in an orderly line with no pushing or shoving.

# Red Light Crossing Instructions

## ***BOARDING:***

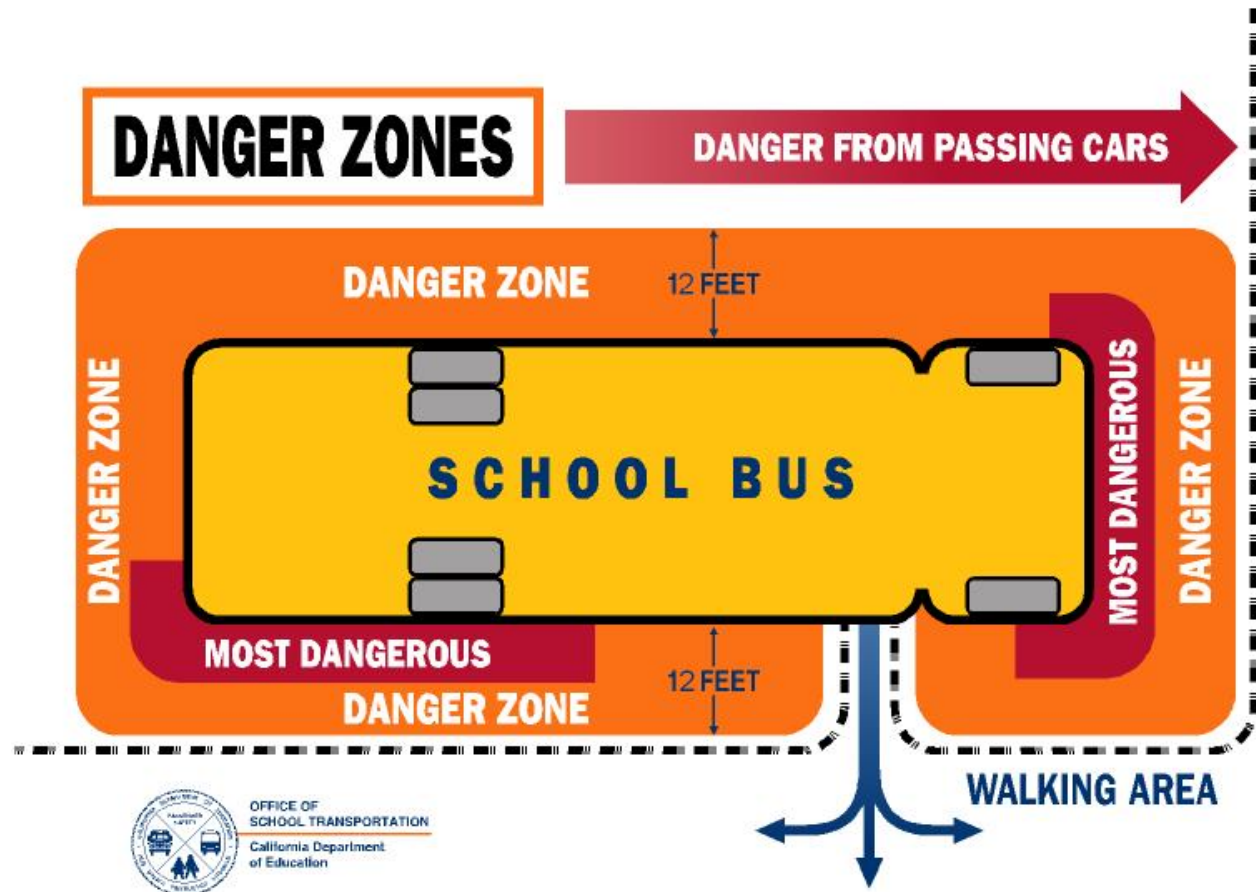
1. Students should arrive at their assigned bus stop five minutes prior to the scheduled arrival time of the school bus.
2. A student arriving after the bus has arrived and living on the opposite side of the street that the bus is stopped on must wait for the bus driver to assist them in crossing the street. Bus drivers will activate the bus red crossover lights and physically get out of the bus to assist the student in crossing.

## ***EXITING:***

1. As the bus approaches the bus stop where students need to cross the street that the bus is stopped on, students are to remain seated until the bus comes to a complete stop.
2. Once the bus driver determines that it is safe for students to exit the bus, the driver will activate the red flashing crossover lights and stop arm.
3. The driver will open the door, which will signal to the students that it is time to unload.
4. The driver will be the first to exit the bus. As the driver exits the bus, the students are instructed to wait on the bus, which is the safest place.
5. After the students exit the bus, the bus driver will verbally instruct the students to cross the street when the driver determines that it is safe to cross.
6. Students that cross the street that the bus is stopped on SHALL ONLY cross the street in front of the bus and under the bus driver's direction and supervision.
7. Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.
8. Students are to cross between the bus driver and the bus just like a crosswalk.
9. Students are to cross the road completely to the other side and out of the way of any traffic or hazards. Once across, students should use sidewalks if available or use the side of the roadway. Students are to avoid other people's property and walk straight home

# School Bus Danger Zone

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



## **Walking to and from the school bus stop**

1. Use crosswalks and/or intersections to cross streets. Do not cross in the middle of the block.
2. Use sidewalks where available. If no sidewalks are available, do not walk in the roadway.
3. Arrive at the bus stop five (5) minutes prior to stop time.
4. If you are late for the bus and need to cross the street, wait for your bus driver to escort you across the street.
5. Never run to or from the bus

## **Vehicle Code 34501.6 - Foggy Day/Reduced Visibility**

School bus drivers have the discretionary authority to discontinue home-to-school or any activity trip if conditions become unsafe when visibility is reduced to 200 feet or less.

If in the opinion of the bus driver, conditions are so hazardous that the safe operation of the bus is not possible, the driver shall pull off the roadway and if possible, onto the shoulder of the road.

## School Bus Rules

1. Students will follow directions of the bus manager/driver
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
6. Students will go directly to their seats when entering the bus and keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep their hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and obscene gestures and respect the rights and safety of others.
11. Students will not extend their heads, arms, or objects out of the bus windows
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an exception, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.
15. Students will keep their bus clean and in good safe condition.
16. Students are allowed to bring their own electronic devices on the bus but shall be prohibited from using such devices during the operation of the school bus in a manner that interferes with the communication equipment or the bus drivers' operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.