

# Transportation Safety Plan



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### Mandatory Bus Passes

The Lincoln Unified School District bus pass looks similar to a luggage tag and should be **attached** to your child's backpack. **The pass must be with your child every day they ride the bus.** If your child forgets his/her pass more than three days, a bus citation will be issued. If your child loses or damages their pass, a replacement can be obtained for \$8.00.

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## I. INTRODUCTION

To assure the safety of students attending all Lincoln Unified Schools this transportation's safety plan has been compiled for all schools. California Education Code Section 39831.5 requires that all pupils in pre-kindergarten and grades 1 through 12 who are transported in a school bus or school pupil activity bus receive instruction in school bus emergency procedures and passenger safety as follows:

1. Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus who are in pre-kindergarten, kindergarten, and grades 1 through 6 shall be provided with written information on 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 (escort) 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 pre-kindergarten, kindergarten, and grades 1 through 8 who receive home to school bus transportation shall receive safety instruction which includes but is not limited to:
  - a. Proper loading and unloading procedures, including escort by the driver.
  - b. Proper passenger conduct.
  - c. Bus evacuation procedures.
  - d. Location of emergency equipment.
  - e. Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not limited to, all of the following:
    1. Proper fastening and release of the passenger restraint system.
    2. Acceptable placement of passenger restraint systems on pupils
    3. Times at which the passenger restraint systems should be fastened and released.

As part of this instruction, pupils shall participate in a bus evacuation drill and exit the bus through the emergency exit door.

3. Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits and location and use of emergency equipment.

In addition, AB-1297 also known as the "Thomas Edward Lanni School Bus Safety Act of 1997" requires the following specific information to be included in the Transportation Safety Plan at each school site:

- a. Determining if pupils require escort (to be escorted across the street during loading or unloading) pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle code.
- b. Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 through 8 to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- c. Boarding and exiting the school bus at a school or other trip destination.

The procedures, policies, laws and information contained in this Transportation Safety Plan will be given to the parents of all new students upon enrollment and will be reinforced by bus drivers and teachers with all students in an effort to make each student's trip to and from school and approved activities as safe as possible.

## II. GENERAL RULES OF CONDUCT

Students will behave appropriately as school bus passengers in order to assure safe travel. Pupils transported in a school bus are under the authority of, and directly responsible to the bus driver.

### III. STUDENT RESPONSIBILITIES

- Be at their scheduled bus stop on time, at least 5 minutes before the bus arrives. The bus driver cannot wait for late students.
- Be quiet and orderly while waiting for the bus.
- Ride their regularly assigned bus only.
- Form an orderly line at the bus stop. Do not move or walk toward the bus until the bus has made a full stop.
- Remain properly SEATED, facing forward with feet and legs out of the aisle at all times.
- When a student must cross (red light escort), that student must cross between the driver and the bus.
- Follow the directions of the driver and observe the rules.

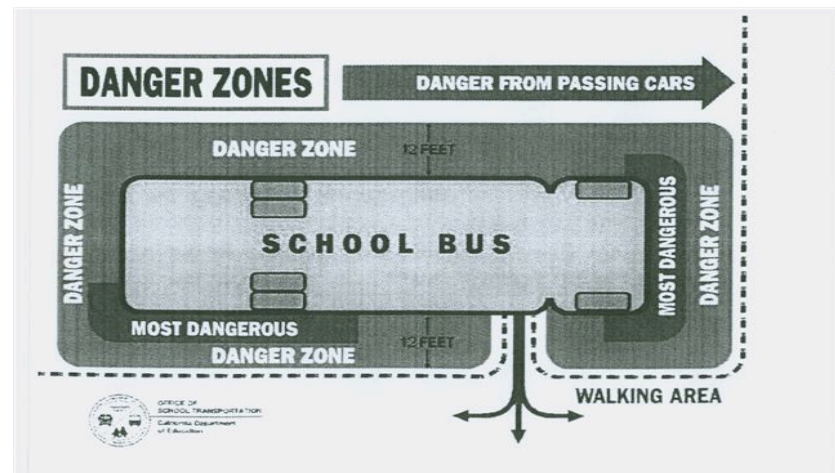
Lincoln Unified School District has adopted rules and regulations to assist students in understanding their responsibilities while riding the bus. The rules will assure safe and proper travel to and from school, and waiting at the bus stop. The following list of student actions will result in a bus citation:

- Intentionally causing injury to another student or the driver
- Displaying or using any weapon in or around the bus
- Possession or use of any illegal drugs
- Any terrorist threat toward a student or the driver
- Throwing any object inside or outside of the bus hitting a student, the bus driver, a vehicle or person outside
- Sexual or Racial comments to anyone in or around the bus
- Bulling of another student
- Fighting on the bus or at the bus stop
- Unauthorized exits from any emergency doors or window
- Tampering with bus equipment. (Parents will be held responsible for repair cost)

- Using profane language or displaying obscene gestures
- Putting head, hair or arms outside the windows
- Transporting live animals, reptiles or insects on the bus
- Transporting glass containers or any glass
- Using aerosols of any kind or spraying cologne or perfume on the bus
- Defiance of bus driver
- Spitting in the bus or on another student
- Eating or Drinking on the bus, including but not limited to gum or sunflower seeds
- Littering on the bus or bus stop
- Any improper conduct at the bus stop (not lining up, throwing rocks, playing in the street)
- Cell phones must be OFF inside the bus
- Excessive noise (screaming or yelling inside or out a window)

### IV. SCHOOL BUS DANGER ZONE

The most dangerous area for children is the School Bus Danger Zone that extends 12 feet from the bus in all directions. When leaving the bus, children should walk at least 12 feet away from the bus. Once clear of the danger zone, students should never re-enter this dangerous area without first getting permission from the driver.



## **V. STUDENT LOADING AND UNLOADING AT SCHOOL SITES AND ACTIVITY TRIP DESTINATIONS**

Students, particularly at the primary grade levels, are at the greatest risk of injury when they are in the bus loading zone and the buses are present. The buses block the vision of the motorist and pedestrians. In order to prevent students from running out into traffic between buses, the drivers are required to pull up very close to the bus in front of them whenever possible, leaving no space for a pupil to squeeze through.

Buses may be required to have the flashing red lights activated when loading or unloading. This means that all traffic in both directions must stop when the red lights are activated.

At the school site students are expected to act appropriately and observe the following procedures when buses are in the loading zone.

### **LOADING**

1. Student should line up in an orderly manner at the spot designated by the site.
2. When the driver is present and flashing red lights are activated, if needed, the students may proceed to enter the bus.
3. Students should walk directly to their seats as directed by the driver without pushing or shoving.
4. Students must NEVER enter the school bus "danger zone" without first receiving permission from the bus driver.

### **UNLOADING**

Students must remain seated until the bus comes to a complete stop at the student's destination, the parking brake is set, the flashing red lights are activated if needed, and entrance door is opened.

1. Students should exit the bus in an orderly manner without pushing or shoving.
2. Once off the bus, students must exit the "danger zone" immediately.
3. Students must NEVER re-enter the school bus "danger zone" without first receiving permission from the bus driver.
4. Students must never cross the road unless escorted by the bus driver, when required to be escorted by driver.

Whenever students are on an activity trip the students will receive specific instructions from the bus driver when they must board or exit the bus for any reason. Students must follow these directions or they will be subject to disciplinary actions.

Teachers, coaches, or chaperones must plan field trips carefully and identify planned stops in advance so the safety of the stop can be ascertained prior to the trip.

## **VI. STUDENT LOADING AND UNLOADING AT SCHOOL BUS STOPS**

School buses are required to activate the flashing red lights at all times when loading or unloading students. This means that all traffic in both directions must stop when the red lights are flashing. Students are expected to follow these procedures to maximize their safety and minimize traffic delay and confusion.

### **LOADING**

1. Students should be at the bus stop at least 5 minutes before the scheduled bus time.
2. Students should line up in an orderly manner and face the bus as it approaches the stop.
3. The driver will stop the bus at least 12 feet from the nearest pupil.

4. Students must not approach the bus until the driver has come to a complete stop, set the parking brake, activated the flashing red lights and opened the entrance door.
5. Students should walk directly to their seats as directed by the driver without pushing or shoving.
6. Students must NEVER enter the school bus “danger zone” without first receiving permission from the bus driver.

### **UNLOADING**

1. Students must remain seated until the bus comes to a complete stop at the student’s destination, the parking brake is set, the flashing red lights are activated and the entrance door is opened.
2. Students should exit the bus in an orderly manner without pushing or shoving.
3. Once off the bus students must exit the “danger zone” immediately.
4. Students must NEVER re-enter the school bus “danger zone” without first receiving permission from the bus driver.
5. Students must never cross the road at a designated bus stop unless escorted by the driver.

Students are subject to the general rules of conduct while at the bus stop as well as when on the bus.

### **VII. PROCEDURES FOR STUDENTS AT ESCORT STOPS**

Upon registration, the parents or guardians of pupils shall be provided with instruction on school bus safety. Before the student is assigned to a specific school bus stop the determination will be made as to whether or not the student will require escort by the driver. It is the obligation of the parent to review this information with the student before the student rides a school bus.

1. When approaching an escort stop all students who are disembarking must have all their personal belongings in order and be prepared to exit the bus.
2. Students must remain seated until the bus comes to a complete stop, the brake is set, the engine is shut off, the flashing red lights are activated and the entrance door is opened.
3. The driver must exit the bus first. When the driver has determined that it is safe for the students to exit the bus, the driver will tell the students it is safe to cross. No hand signals will be used by the driver.
4. Students will always cross in front between the bus and the driver.
5. After crossing the road the students will never cross back to the bus without first asking the driver’s permission and being escorted.

### **VIII. PROCEDURES FOR STUDENTS WALKING TO OR FROM STOPS**

1. Students are expected to conduct themselves appropriately when at the bus stop or while walking to or from the bus stop. Students may not:
  - a. Litter or damage any private property
  - b. Cut across private property when walking to or from the stop.
  - c. Fight, scuffle or rough-house
  - d. Throw any objects at anyone or anything
2. Students walking to the bus stop should walk facing traffic and use caution.
3. Students should use the buddy system when walking to or from the bus stop whenever possible.
4. Students should not talk to strangers or accept a ride from any stranger.
5. Students should be at the bus stop at least 5 minutes before the scheduled bus time. If a student is late and must cross the road to board the bus they must wait for the driver to give instructions and/or escort the student across the road.

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