

TURLOCK UNIFIED SCHOOL DISTRICT

TRANSPORTATION SAFETY PLAN



Turlock Unified School District recognizes the safety of school bus passengers is the most important part of a school bus operation. Following safe procedures and guidelines as well as observing laws, rules and regulations is the key to achieving school bus safety.

Purpose

The purpose of the Transportation Safety Plan is to reduce injuries while transporting students and staff:

From designated school bus stops to school.

From school to activity trip destinations.

From school to designated school bus stops.

Objectives of the Plan

To protect Turlock Unified School District employees and students from potential injuries during transportation to and from school and activity trips.

To provide specific guidelines for students to follow when boarding or exiting a school bus at school, at a designated stop, or at the destination of an activity trip.

To outline specific procedures, required by Title 13, California Code of Regulations, the Education Code, or the 82.7, to be followed by bus drivers whenever loading or unloading students.

To designate official school bus stops.

To designate official loading and unloading locations at all sites within the Turlock Unified School District and at locations of activity trips.

Responsibilities

The Superintendent or designee is responsible for authorizing school bus stops.

The Director of Transportation shall develop safety guidelines for students and staff to follow when being transported by a Turlock Unified School District school bus.

Students and Parents are responsible for following all guidelines and safety procedures implemented by the Turlock Unified School District which can be found here in the Transportation Safety Plan as well as the Turlock Unified School District website. Parents and students may request a copy of the Transportation Safety Plan in order to become familiarized with the rules and regulations of the plan.

These guidelines are developed by referring to the CA Vehicle Code, the CA Code of Regulations and the CA Dept. of Education.

Bus drivers will:

- 1. Follow all procedures and guidelines outlined in the Turlock Unified School District's Transportation Safety Plan.*
- 2. Learn and follow all applicable laws and regulations which govern school bus drivers with a Commercial License and a Special School Bus Certificate with individual endorsements and restrictions in the State of California.*
- 3. Attend training sessions.*

Driver Procedures

Loading Students:

When approaching a bus stop, drivers will:

- 1. Activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop.*
- 2. Activate the right turn signal beginning 100 feet before the bus stop.*
- 3. Once the bus has come to a complete stop, no closer than 12 ft. from the waiting pupils, deactivate the amber warning light system, activate the flashing red lights.*
- 4. Operate the flashing red lights and stop signal arm at all times when the school bus is stopped for the purpose of loading students.*
- 5. Open the door and load students.*
- 6. Close the door, turn off the red flashing lights and retract the stop signal arm as soon as the last student has boarded the bus.*
- 7. Ensure that all students are seated safely in the school bus, utilizing passenger restraint system if the bus is so equipped, and that all pedestrians are clear of the school bus.*
- 8. Activate the turn signal and ensure traffic is clear before proceeding with the route.*

Unloading Students:

When approaching the designated stop, the driver will:

- 1. Activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the stop.*
- 2. Activate the right turn signal beginning 100 feet before the bus stop.*
- 3. Once the bus has come to a complete stop, deactivate the amber warning system, activate the flashing red signal lights.*
- 4. Operate the flashing red signal lights and stop arm when the school bus is stopped for the purpose of unloading pupils.*
- 5. Before unloading students, ensure that the flashing red signal lights and stop signal arms are activated. Ensure any vehicles present, in both directions are stopped and that it is safe to exit the school bus.*
- 6. Open the door and unload students.*
- 7. Ensure that students not requiring escort but who may cross the road, do so in front of the bus.*
- 8. Ensure that students are safely across the road and that all students and pedestrians are clear.*
- 9. Close the door, turn off the red flashing lights and retract the stop signal arm.*
- 10. Ensure remaining students are seated on the bus, utilizing passenger restraint system if the bus is so equipped.*
- 11. Activate the turn signal and ensure traffic is clear before proceeding with the route.*

Loading Students Requiring Escort

When approaching a bus stop, drivers will:

- 1. Activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop.*
- 2. Activate the right turn signal beginning 100 feet before the bus stop*
- 3. After the bus has come to a complete stop, deactivate the amber warning light system, activate the flashing red lights.*
- 4. Operate the flashing red signal lights and stop signal arm when the school bus is stopped for the purpose of loading pupils.*
- 5. Open the door, stop at the bottom of the bus stairwell and ensure exit pathway is clear before leaving bus.*

6. *Exit the bus, look up to ensure the flashing red signal lights are activated, and walk at an angle from the right edge of the bus.*
7. *Ensure traffic is clear, display the hand held STOP sign before stepping into the center of the street.*
8. *When all traffic in both directions has stopped or traffic is clear, verbally instruct the students to cross the street between you and the bus and enter the bus.*
9. *When all students have safely loaded the bus, lower the hand held STOP sign after reaching the safety of the sidewalk.*
10. *After returning and boarding the bus, close the door, turn off the flashing red lights and retract the stop signal arm.*
11. *Ensure the students on the bus are safely seated, utilizing passenger restraint system if the bus is so equipped, and that pedestrians are clear of the school bus.*
12. *Activate the turn signal and ensure traffic is clear before proceeding with the route.*

- *Unloading Students Requiring Escort*

When approaching a bus stop, drivers will:

1. *Activate the flashing amber warning light system, if the bus is so equipped, beginning 200 feet before the stop.*
2. *Activate the right turn signal beginning 100 feet before the bus stop.*
3. *Once the bus has come to a complete stop, deactivate the amber warning light system, activate the flashing red lights.*
4. *Operate the flashing red lights, and stop signal arm when the school bus is stopped for the purpose of unloading students.*
5. *Before unloading students, ensure that the flashing red signal lights and stop signal arms are activated. Ensure any vehicles present, in both directions, are stopped and that it is safe to exit the school bus.*
6. *Open the door, stop at the bottom of the bus stairwell and ensure exit pathway is clear before leaving bus.*
7. *Unload students and instruct students to wait at the right front edge of the bus until given instruction that it is safe to proceed.*
8. *Before proceeding, visually check to ensure the flashing red signal lights are activated, and walk at an angle from the right edge of the bus.*
9. *Ensure traffic is clear, display the hand held STOP sign before stepping into the center of the street.*
10. *When all traffic in both directions has stopped or traffic is clear, verbally instruct the students to cross the street between you and the bus.*
11. *Ensure all escorted students have completely reached the opposite side of the roadway, onto the sidewalk if one is available.*
12. *Lower the hand held STOP sign after reaching the safety of the sidewalk.*
13. *After returning and boarding the bus, close the door, turn off the flashing red lights and retract the stop signal arm.*
14. *Ensure the remaining students on the bus are safely seated, utilizing passenger restraint system if the bus is so equipped, and that pedestrians are clear of the school bus.*
15. *Activate the turn signal and ensure traffic is clear before proceeding with the route.*

5 CCR 14103. Authority of the Driver.

(a) Pupils 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, 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 enroute between home and school or other destinations.

Rules of Riding (these are not exhaustive)

Listen to your driver the first time.

Remain seated at all times when the bus is in motion. Facing forward, within the seating space provides the most protection in an accident.

Keep all body parts inside the bus.

Keep your hands to yourself.

Do not block aisles and emergency exits. Do not exit through an emergency exit unless instructed to.

No food or drink allowed with the exception of water.

Do not throw objects inside the bus or out windows.

Remain silent at railroad crossings.

Don't do anything on the bus that you wouldn't do in class.

Proper Loading and Unloading

Be at your bus stop 5 prior to your bus stop time.

Wait at your designated loading area which should be 12 feet from where the bus stops.

Please do not trespass on private property while waiting at your stop.

Do not approach the bus until the door opens.

Seatbelts are required if the bus is equipped with them.

Remain seated at all times while the bus is in motion and stay seated until the bus is stopped and the door is open.

When exiting, promptly move away from the bus.

Stay out of the Danger Zone which is 12 feet around the bus.

Students must load and unload only at designated stops.

If you drop something near the bus, get my attention. Do not try to retrieve it.

Passenger Restraint Systems - 5CCR 14105

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an ageappropriate manner in the use of passenger restraint systems required by Education Code section 39831.5(a)(3).

ESCORTING (pre-k through 8TH)

You must be escorted across the street by the driver only.

Wait on the curb until the driver says it is safe for you to cross.

Always cross in front of the bus. Never in the rear.

Non-escort (high school)

Always cross in front of the bus, never in the rear.

Walk down the sidewalk 12 feet before stepping off the curb.

Check beyond the bus to see that all traffic has stopped before stepping out into the road.

If the driver sees that you are in danger he/she will honk the horn at you.

Transporting Pre-k through Kindergarten

All Pre-K through Kindergarten must be met by an authorized adult. If the authorized person is not at the stop to meet the minor at the designated time, the driver must return the student to the school. The parent or guardian may fill out a release form which will allow the driver to release to a minor.

Failure to comply with adopted Policy 3541.37R of School Board Regulations of the Transportation of Turlock Unified School District Students will result in the disciplinary actions outlined in accordance with that policy.

Authorized School Bus Stops

School bus stops must be designated by the Turlock Unified School District Superintendent or his/her designee.

- 1. Actual pick-up and drop-off times may vary according to weather, traffic, bus breakdowns or other factors.*
- 2. A designated bus stop may be modified by the bus driver to avoid temporary conditions such as road maintenance, vehicle accidents, flood, fire, or other emergency conditions encountered along the route and should be relayed to the Transportation Office.*
- 3. Activity trip destinations and rest stops shall be designated on the Bus Trip Request Form. The bus driver may change a designated location in response to emergency conditions. All procedures outlined in this plan for loading and unloading students from an Activity Trip will be in effect.*

Bus Stops Where Students Are Required to Cross a Public or Private Road

“Red Light Crossover” school bus stops are stops in which a student is required to cross a public or private road in order to proceed home.

- 1. Any school bus stops at which a student crosses the road by are indicated with a red capitalized “RL” on all routes. Grades Pre-k through 8th require a driver escort.*
- 2. A designated “Red Light Crossover” stop may be modified by the bus driver to avoid temporary conditions such as road maintenance, detours, construction, flood, fire or other emergency conditions and should be relayed to the Transportation Office.*
- 3. The current “Red Light Crossover” school bus stops are listed on the individual route sheets for all Turlock Unified School District routes and will be made available to the route driver.*

Authorized Pick-up/Drop-off Points at School Sites

The Superintendent or designee has designated and approved specific locations at each school site for the purpose of loading and unloading students and/or staff.

- 1. Any temporary changes to the route due to road construction or detours will be radioed by the bus driver, to inform the Transportation Office of the alternate school pick-up/drop-off location.*
- 2. When possible, all affected parents, students and staff will be notified in advance of all temporary changes to the pick-up/drop-off locations.*

Activity Trips

School activity trips will be accompanied by a bus trip ticket. Contact with the “teacher in charge” will be made and the following information will be identified by the school bus driver before leaving on activity trips.

Date and time of trip, and the return times

School site

Destination

Rest stops listed

Meal stops listed

Number of passengers

Emergency procedures and passenger safety discussed and verified

School bus drivers will make advanced adequate preparation for the activity trip by:

Becoming proficient in the vehicle to be driven.

Becoming familiar with trip information, maps, parking, tolls, etc.

Assuring adequate physical and mental preparation prior to activity trip.

Meal stops and rest stops must be preauthorized.

No student may remain on the bus at the trip destination for any reason.

Drivers are not required to use the 8-light system for loading or unloading on activity trips unless a student must cross the road the bus is upon.

All rules of conduct and safety apply on activity trips.

School bus drivers have discretionary authority to discontinue the trip due to reduced visibility. (VC 34501.6)

School Pupil Activity Bus

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, 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, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed 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.

(E) 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.

(F) 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.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

Student Check

School bus drivers shall ensure that students are not left unattended on a school bus except to perform red light escorts in compliance with VC 22112 (d)(1). All drivers shall remain in the vicinity of the bus while any pupil is aboard. School bus drivers shall at the conclusion of each route and upon return to the bus yard (or other ending location), perform a "student check" and post trip inspection. The driver shall walk to the rear of the bus checking upon and under each seat for children and other personal items left behind. The driver will then make contact with the CSAS device at the rear of the bus and check all seats again as they walk back toward the front of the bus.

Training

All school bus drivers will receive a copy of the Transportation Safety Plan and be trained on the requirements of the plan.

Each Turlock Unified School District school site will receive a copy of the Transportation Safety Plan.

- *Staff may request a copy of the Transportation Safety Plan to be used as procedures and guidelines when students and staff are transported to activity trip destinations.*
- *Parents and students may request a copy of the Transportation Safety Plan in order to become familiarized with the rules and regulations of the plan.*

Accessibility of the Transportation Safety Plan

A copy of the Transportation Safety Plan will be maintained at the Transportation Facility office.

The plan will be available for inspection by an officer or representative from the Department of California Highway Patrol.

A copy of the Transportation Safety Plan will be maintained at the Turlock Unified School District, Office of the Superintendent. It will be available to parents of students, students, and staff of the School District.