

TRANSPORTATION SAFETY PLAN

Education Code Section 39831.3 School Bus Regulations

*It is the mission of the Maple School District Transportation Department
to provide a safe and positive riding environment for all students*

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Table of Contents

1. Authority Of District Boards – Title 13 CCR 1202(b)
2. Transportation Safety Plan – California Education Code 39831.3
3. California Education Code Section 39831.5 (Bus Evacuation)
4. School Pupil Activity Bus Trips (Charter)
5. School Bus Signal and School Bus Stops – Vehicle Code Section 22112
6. School Bus Safety Law
7. School Bus Danger Zone
8. Airborne Toxic Control Measure to Limit School Bus Idling and Idling At Schools – Title 13 CCR 2480
9. School Buses Reduced Visibility – Vehicle Code Section 34501.6
10. Adverse Driving Conditions
11. Authority of bus driver (Title 5 California Code of Regulations Section 14103)
12. Bus Stop Rules
13. Bus Riding Rules
14. Discipline Citations

Authority of District Boards – Title 13 CCR 1202(b)

(b) Authority of District Boards. The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.

Transportation Safety Plan – California Education Code 39831.3

(a) The county superintendent of schools, the superintendent of a school district, 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 (3) of subdivision (c) 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.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, 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 (SPAB) or youth bus. On or before the 2018/2019 school year each School Bus shall be equipped with an operational child safety alert system
5. Procedures and standards for designating an adult chaperone, other than the driver, to Accompany pupils on a school pupil activity bus (SPAB).

(b) 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.

California Education Code Section 39831.5

(a) 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.
 - (b) 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.

School Pupil Activity Bus Trips (Charter)

(a) A District employee, other than the bus driver, shall be designated by a school official to accompany all pupils on a school pupil activity bus (SPAB). There shall be one designee per bus. This designee shall have a list of every pupil and chaperones, including the school employee, who is on the school pupil activity bus (SPAB) at the time of departure. Designee is responsible for ensuring the proper completion of the Maple School District Pupil bus safety plan form.

Sample Form

MAPLE SCHOOL DISTRICT
School Pupil Activity Bus Safety Plan

The Paul Lee School Bus Safety Lee enacted 1/1/17, established requirements for School Pupil Activity Buses not equipped with child safety alarm systems. Each bus will need a designated chaperone responsible for the completion of these items. This form is provided in order to meet the requirements of California Vehicle Code 28160 paragraphs D, E, F, & G. Please return to the MOT office upon completion of activity trip. The retention requirement is two years.

Date of Trip: _____ **Destination:** _____

Designated Chaperone: _____ **School** _____

Is this bus equipped with a child safety alert system (circle one) YES NO driver initials _____

If this bus is equipped with a child safety alert system the requirements below do not apply.

Item 1: The driver and designated chaperone have reviewed the safety plan and procedures prior to departure.

1. **Driver signature:** _____

Designated Chaperone signature _____

Date _____ **Time** _____

Item 2: The designated chaperone shall, before departure from any location, 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 and accounted for.

2. Location: _____ # of Pupils _____

Designated chaperone signature _____

3. Location: _____ # of Pupils _____

Designated chaperone signature _____

4. Location: _____ # of Pupils _____

Designated chaperone signature _____

5. Locations: _____ # of Pupils _____

Designated chaperone signature _____

6. Location: _____ # of Pupils _____

Designated chaperone signature _____

Item 3: 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 the bus is vacant.

Item 4: The driver shall verify all requirements have been followed.

Driver signature _____ **Date** _____ **Time** _____

Driver is not to sign unless item 1 and item 2 are signed and completed by designated chaperone

School Bus Signal and School Bus Stops – Vehicle Code Section 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.

(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.

(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.

(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.

(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.

School Bus Safety Law

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to the other students 22112(d) VC. All drivers shall remain in the immediate vicinity of the school bus.
- School bus drivers shall at the conclusion of each run and upon return to the Transportation Facilities, perform a “student check”. The driver shall walk to the rear of the bus checking each seat for sleeping children and personal items left behind by the students. As the driver walks back to the front of the bus, the driver will check all seats again. Each driver shall place the Hand-held stop sign in the rear window of bus at the completion of every route, activity trip, athletic trips or anytime the bus is used for student transportation.

SCHOOL BUS DANGER ZONE

Maple School District Transportation Department is highly concerned about the safety of our students. We encourage all parents to remind their students about safety and the dangers that can be encountered by entering the Danger Zone, which is the area around and within twelve feet of the bus. Students need to follow the directions of the bus driver and to stay away from the danger zone areas. Students exiting the bus should remain in the clear view of the bus driver after they exit.



Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools – Title 13 CCR 2480

A statewide regulation limits school bus idling and other idling at or near public and private schools engaged in the education of pupils at or below the 12th grade level, regardless of fuel type and whether or not children are present or school is in session (13 CCR 2480).

When at School, school bus, transit bus, and commercial motor vehicle drivers are required to turn off the engine upon arriving at a school, and restart it no more than 30 seconds before departing.

When Within 100 Feet of a School, school bus drivers are required to turn off the engine when within 100 feet of a school, and restart it no more than 30 seconds before departing. Transit buses and commercial motor vehicles are prohibited from idling for more than 5 minutes.

Other Locations Beyond 100 Feet of a School, school bus drivers are prohibited from idling more than 5 minutes at locations beyond schools, such as school bus stops, or school activity destinations. In addition, another regulation that applies to commercial diesel vehicles prohibits idling a vehicle's engine for more than 5 minutes at any location (13 CCR 2485).

School Buses Reduced Visibility – Vehicle Code Section 34501.6

The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility

Adverse Driving Conditions

The School District will limit school bus operations anytime the visibility is reduced to 200 feet or less. The driver for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation due to reduced visibility,

1. Early route driver informs Supervisor of foggy conditions
2. Supervisor & Elementary Head bus driver scouts area for safety of students & buses
3. Supervisor calls or is called by KCSOS dispatch concerning conditions
4. Supervisors consults with Am drivers and neighboring schools of findings if necessary for delay
5. Delay will be determined by 6:45am to 7am due to bus schedules
6. Log into KCSOS fog alert line and post the School Delay
7. Contact all route drivers & Cafeteria Manager
8. Supervisor calls in delay to School Principal, Elem & other departments of Delay
9. Closer will be determined by 7:30am to 7:45am in coordination with Wasco and Shafter Elementary Administration

Authority of bus driver (Title 5 California Code of Regulations Section 14103) states:

(a) Pupils transported in a school 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 unless pupil is given into the custody of a parent or any person designated by the parent or school.

(Title 13-1217 (i) Ejection of Pupils)

Bus Stop Rules

1. When waiting for the bus, wait in a safe area.
2. Never wait or play in the street.
3. Students should arrive at the bus and be ready to board the bus 5 minutes before the scheduled arrival time.
4. Vehicles must be parked on the same side of the street as the student's pick-up and drop-off stop.
5. Vehicles must not park in the bus zone or where the bus parks.
6. When walking to and from the bus stop, always walk in a safe area, preferably the sidewalk. If crossing the street, use the crosswalk.
7. If the bus is at the bus stop before the student arrives, student must wait for the drivers assistance before crossing the roadway.
8. All student escorts or crossing must be done in front of the bus.
9. No pushing or shoving is aloud at the bus stop and when entering or exiting the bus.
10. Students should wait 12 feet from where the bus will stop. Once the bus is stopped, wait until the entrance door is open before approaching the bus or standing to exit the bus.
11. If students exhibit inappropriate behavior at the bus stop, the driver may issue a referral, citation, and/or a suspension.

Bus Riding Rules

1. Observe same conduct as classroom
2. Be courteous, no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. No smoking on the bus
7. Don't be destructive
8. Stay in your seat

9. Keep head, hands and feet inside the bus
10. Bus driver is authorized to assign seats
11. No loud talking or yelling
12. No chewing gum
13. No pushing or shoving is allowed on the bus and when entering or exiting the bus
14. No animals allowed on bus

Discipline Citations

Students who fail to follow the rules and regulations may be denied the privilege of riding the bus. The discipline code will be strictly enforced as follows:

1. 1st Citation (warning and parent contact)
2. 2nd Citation (maximum 2-day riding suspension)
3. 3rd Citation (maximum 2 weeks riding suspension)
4. 4th Citation (maximum suspension for semester or school year)

Any serious infraction could result in the maximum punishment being dealt out regardless of how many citations have been issued.