



**Mt. Diablo Unified School District
Transportation Department
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Transportation Safety Plan

Pursuant to Section EDC § 39831.5

Prepared by
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Director of Transportation

"The Mount Diablo Unified School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age physical or mental disability, sexual orientation or any other unlawful consideration. MDUSD Administrative Policy ___ "

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Transportation Services Mission Statement

Provide equitable transportation with outstanding customer service to our students, parents, and schools. Provide the safest, most efficient, and most cost-effective transportation service. Improve self through personal and professional growth opportunities, and continually develop a work environment where each group member is respected, valued, and cherished while being their authentic selves and conducive to achieving our mission.

Transportation Team

Preface

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 the following:

- Determine if pupils require escort pursuant to the Vehicle Code.
- Procedures for all pupils in pre-kindergarten, 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.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan 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.

It is imperative that each school site administrator takes the time to familiarize themselves with this law and that they educate their staff, students, and communities on the specifics of this law and its requirements.

Additional Information

In order to ensure the continued high level of safety provided to our pupils and expected by the public, Transportation will continue to educate school bus drivers, pupils, and the public about the laws and dangers associated with the loading and unloading of students.

Included in this safety plan are procedures for the Transportation of pupils by any district employee, including full and part-time teachers, coaches, nurses, therapists, aides, administrative staff, etc. (Regulation No. 6145.6.4)

- This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger.
- If there are any questions about the information contained in this document, please call the Transportation Department at (925) 825-7440 x 3708.

Additional Resources for MDUSD Personnel

- Consult the following documents for more information about transportation rules and guidelines governing home-to-school transportation.

CALIFORNIA EDUCATION CODE § 39831.5.

All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, shall receive instruction in school about 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;

- At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction. It 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, proper passenger conduct, bus evacuation, and location of emergency equipment.

Instruction may also include the responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.

- Acceptable placement of the passenger restraint systems when not in use.

Plan Requirements

The MDUSD is required to create and maintain a transportation plan that includes:

- Procedures for students to board and exit the school bus safely;
- Provisions for the plan are to be retained by the district and made available upon the request of an officer of the California Highway Patrol (CHP);
- Authorizes a school bus driver to stop the bus to load or unload pupils without activating the flashing red signal lights and stop signal arm under specified conditions after consultation with CHP.

This plan must be maintained at each school and be available for inspection by the CHP upon request.

Transportation Services Safety Plan

Students enrolled in MDUSD pre-k, k through 8th grade needing to cross the street on which the bus is stopped shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control signal.

Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted. Each student being escorted across the street is required to cross under the driver's authority after unloading from the bus and crossing in front of the bus.

Red Light Crossing Instructions

The school bus crossing light system (amber light, red lights, and crossing arm) shall be activated and required to be on at all times when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.

The lights **DO NOT** allow students to cross the roadway or highway unless the driver has given the student directions that it is safe to cross. Students are to remain on the curb or sidewalk until the school bus driver gives direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart from their designated bus stops in a timely manner.

General Passenger Safety

Only authorized bus riders are permitted to ride the bus and will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent and endorsed by the school principal. Permission to get off at a different stop will only be granted if no change of bus is involved. Students who are not authorized bus riders will not be permitted to ride the bus or accompany an authorized rider to or from school.

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school (13 CDR 1217)

School Bus Rules

AR 5131.1 Students - Bus Conduct:

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times. (cf. 3542 - School Bus Drivers)
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers. Because serious safety hazards can result from noise or behavior or that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing, and changing seats are prohibited actions that may lead to suspension of riding privileges.
6. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
7. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
8. No animals shall be allowed on the bus without express permission from the principal or designee.
9. Riders should be alert for traffic when leaving the bus.
10. Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. If an individual with exceptional needs is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's Individualized Education Program.
11. Bus drivers shall not deny transportation except as directed by the principal.

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT, approved: August 10, 2004, Concord, California

Seating Capacity

The MDUSD's goal is to seat no more than two students per seat.

California regulation requires that the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, the number of passengers specified by the seating capacity rating set forth in the California Highway Patrol Vehicle Inspection Approval Certificate. (13 CCR 121)

Any Board member, employee, or other person who knowingly operates or permits the operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, Education Code § 39834 authorized the Board to adopt a policy that allows seating capacities to be exceeded in cases of emergency (Education Code § 39834)

School buses purchased or leased for use in California must be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 bus manufactured on or after July 1, 2004, or a Type 1 bus manufactured on or after July 1, 2005. (Definitions of Type 1 and Type 2 buses are provided in 13 CCR 1201).

The State Board of Education is to adopt regulations requiring passengers to use passenger restraint systems when such systems are available on buses. (Education Code § 38047.6)

All passengers in a school bus equipped with passenger restraint systems shall use the passenger restraint system. All pupils shall be instructed in an age-appropriate manner in the use of passenger restraint systems.

The instruction shall include, but not be limited to, the following information:

Proper fastening and release of the passenger restraint system:

- Fastening: The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened into the buckle.
- Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle.

Acceptable placement of passenger restraint system on pupils:

- Adjust the lap belt to fit low and tight across the hips/ pelvis, not the stomach area.
- Place the shoulder belt snug across the chest, away from the neck.
- Never place the shoulder belt behind the back or under the arm.
- Position the shoulder belt height adjuster so that the belt rests across the middle to the shoulder.
- Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/ shoulder belt system and increase the risk of injury in a collision.

Times at which the passenger restraint systems should be fastened and released:

- Passenger restraint systems shall always be used when or while the school bus is in motion except when exempted, as listed below.

Acceptable placement of the passenger restraint systems when not in use:

- When not in use, passenger restraint systems shall be fully retracted into the retractors, so there is no loose webbing or stored in a safe manner per the school bus manufacturer's instructions.

This does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system. Providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition and the reason the restraint is inappropriate.

This also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, "emergency "means a natural disaster or hazard (as determined by the school district superintendent or their designee) requiring pupils to be moved immediately to ensure their safety.

The school bus shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion.

The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers on the school bus. A vehicle shall not be put in motion while passengers are aboard until the doors are closed. The doors shall not be opened until the vehicle is stopped.

Passengers shall not be permitted in the front stepwell of any bus while the vehicle is in motion.

General Rules of Conduct at School Bus Loading Zones

The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be denied transportation. Each student on a school bus must behave in a satisfactory manner for the driver to remain alert to the many driving hazards. Students conduct at school bus loading zones, and school bus stops must be satisfactory (no horseplay allowed) to allow for safe loading and unloading at these locations. Parent reinforcement of these regulations will help considerably to maintain a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

Rules of Conduct at the Bus Stop

Horseplay is not permitted at the bus stop. Students must respect other people's property. Don't run across or play in people's yards or climb on their trees, fences, or walls. Stay on the sidewalk at the bus stop.

Wait completely off the road for the bus. Standing twelve (12) feet to the front of the bus as it pulls toward the curb. **DO NOT** approach the bus until the door has opened.

Bus riders are encouraged to arrive at their bus stops no earlier than five minutes before the scheduled time of pick-up.

Students who arrive at their bus stops too early and get bored while waiting cause the most behavior problems. Bus drivers will not depart from pick-up stops before the scheduled time. The U.S. Atomic Clock in Boulder, Colorado, sets clocks in the Transportation Department via radio signal. Parents can set their clocks by accessing the internet (www.time.gov).

The bus driver will make every effort to arrive at the bus stop at the scheduled time for pick-up. If the bus arrives early, the driver will wait until the scheduled time before departing. To remain on schedule, the driver cannot stay at any stop beyond the scheduled pick-up time. Take-home times are considered more flexible than pick-up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing bus stops of absent students.

Special Education bus routes are written to allow students **ten** minutes to load the bus after school dismisses. The buses must depart the school **ten** minutes after school is out to stay on schedule.

Bus routes transporting general education students who ride the Mt. Diablo High School/Bay Point shuttle or the El Dorado Middle School shuttle from Glenbrook Academy allow students **five** minutes to load the bus after school is dismissed.

The bus driver has the authority to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations. Please do not ask or expect a driver to stop at a location other than the student's assigned bus stop.

Many special education students must be met by responsible adults. If no one is available to meet the student and dispatch is unable to contact a responsible adult, the bus driver will continue on the route. If dispatch has not been contacted by phone by the end of the route, the driver will be instructed to return the student to school, if possible. If unable to return to school, the student may be taken to the district office, or Child Protective Services may be contacted.

High school and middle school students do not have to be met at their bus stops. However, if students are hesitant or reluctant to get off the bus at their stop, they will not be forced to get off. The student will either be returned to school or taken to the district office.

Bus Passes

- Every general education student participating in the Mt. Diablo High School/Bay Point shuttle program must have a current school year's bus pass to board and ride the bus and present it to the driver upon request.
- No current bus pass...no ride...no exceptions!
- A bus pass must be in good condition. Mutilated or lost bus passes must be replaced. Once a replacement pass has been requested, the driver will allow the student to ride the bus while awaiting a replacement pass.

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction, including but not limited to (Education Code § 39831.5).

1. Location of emergency exits
2. Location and use of emergency equipment
3. This may include the responsibilities of passengers seated next to an emergency exit.
4. This may include the use of the passenger restraint system (lap/shoulder belt)

The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

Even though some groups may have heard the safety instructions before, this is a requirement. Safety instructions for home-to-school routes must be given at the beginning of the school year.

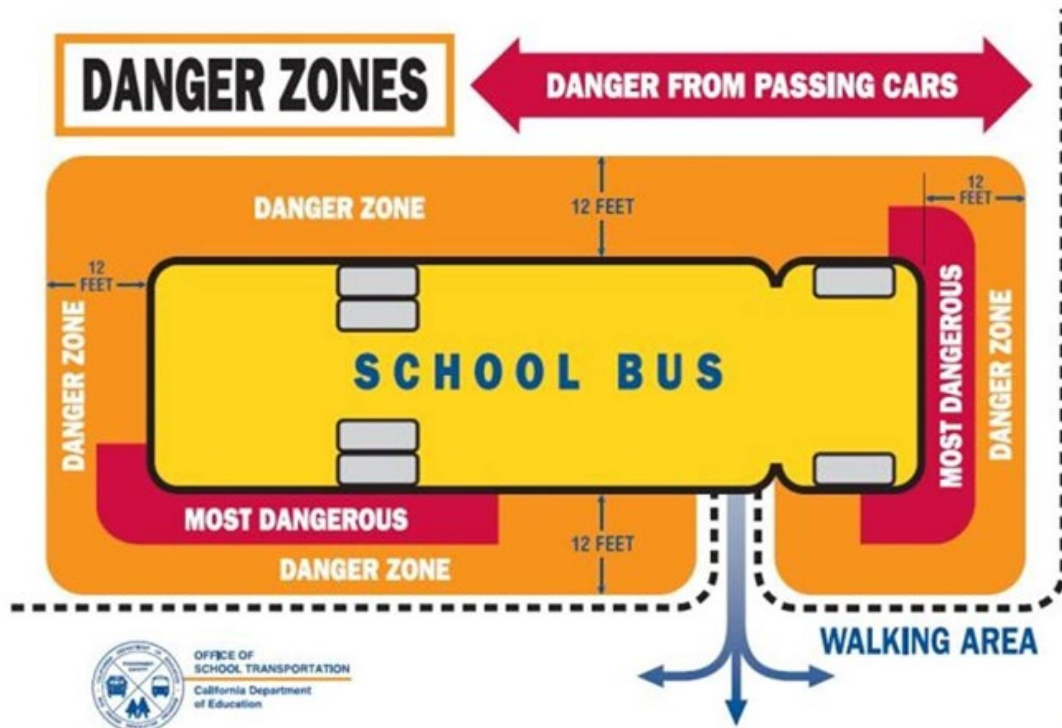
During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

Safe Bus Operations

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe.

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.

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)



Bus Evacuations & Safety Instructions

All pupils in pre-kindergarten to grade 12, inclusive, in public or private schools, who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

All pupils in pre-kindergarten to grade 8, inclusive, who receive home-to-school transportation shall receive safety instruction. It 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, proper passenger conduct, bus evacuation, and location of emergency equipment. It may include the responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors.

Students and the driver must know what to do. Know where all the bus emergency exits and equipment are and how to use them, and participate in evacuation drills.

It is up to the students and driver to stay calm in an emergency. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver. Students must follow the driver's instructions. Do not crowd the aisle, and keep moving toward the exit. Secure loose clothing so it won't be caught on doors or any other part of the bus. Leave ALL belongings on the bus. Students should duck their heads, sit down, and slide out from an emergency exit. Everyone is to move to a safe location 100 ft. from the bus.

- All drivers operating vehicles of any type that are employees of the MDUSD must be properly licensed for the type of vehicle they drive and also participate in the district's "DMV Pull Notice Program," which is maintained by the Transportation Services Department. Contact the Transportation Services Department regarding the "DMV Pull Notice Program."
- This safety plan includes procedures (Regulation No. 6145.6.4) for the Transportation of pupils by any district employee, including full and part-time teachers, coaches, nurses, therapists, aides, administrative staff, etc.

V.C. (Vehicle Code) § 28160 - child safety alert systems

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018-19 school year, each school bus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all 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.

(c) 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 vehicle before exiting.

(d) For purposes of this section, the following definitions apply:

(1) "Child care motor vehicle" means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) "Child care provider" has the same meaning as provided for "day care center" in Section §1596.76 of the Health and Safety Code.

V.C. (Vehicle Code) § 42000.5

If the driver of a bus exceeds the speed limit by 10 or more miles per hour, the fine for a first conviction is \$200.

Emergency Contact Information

Transportation Service Office Hours: 5:00 a.m. - 5:00 p.m. Monday - Friday

- Main Office Number: 825-7440 x 3710

In the case of an emergency, collision, or breakdown, call the number listed below. Include location, load size, and problem.

- Lead Mechanics, Ed Vladyka or Jose Velasco 825-7440 X 3706

Drivers of District (Leased or Owned) Van

Any school district and any owner or operator of a private school that provides transportation for pupils that owns, leases, or otherwise has possession or control of a 15-passenger van may not, on or after January 1, 2005, authorize the operation of that van for the purpose of transporting passengers unless the person driving or otherwise operating that van has both of the following:

- A valid class A or B driver's license issued by the Department of Motor Vehicles.
- An endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
- A "15-passenger van" means any van manufactured to accommodate 15 passengers, including the driver, regardless of whether that van has been altered to accommodate fewer than 15 passengers. All drivers operating vehicles of any type that are employees of the MDUSD must be appropriately licensed for the type of vehicle they drive and participate in the district's DMV Pull Notice Program," which is maintained by the Transportation Services Department.
- Employees must contact the transportation department prior to operating a district-owned or leased vehicle.
- Some non-school bus vehicles, owned or leased may be used to transport students to and from school-related activities within the MDUSD. Both the Administrators and drivers of these vehicles must be aware of **the nonconforming van** issue and make every effort to ensure safe Transportation is being used whenever possible.
 - Within MDUSD, a non-conforming van is any vehicle leased or owned by the district used for the express purpose of transporting students to and from any school activity, including home-to-school Transportation.