

SAN MATEO UNION HIGH SCHOOL DISTRICT
CHARTERING TRANSPORTATION SERVICES



PROCEDURES & RESPONSIBILITIES
For
CHARTERING STUDENT TRANSPORTATION SERVICES

PREPARED
BY
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EXECUTIVE TRANSPORTATION OFFICER

SAN MATEO UNION HIGH SCHOOL DISTRICT

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*Upon completion of this activity trip, these forms must be returned to the San Mateo Union High School District's, Transportation Department and shall be retained by the school Districts transportation department for a minimum of two years.

SAN MATEO UNION HIGH SCHOOL DISTRICT
INTRODUCTION



The guidelines outlined in the following pages are designed to maximum safety when contracting a Private Motor Carrier (Charter Bus) to provide transportation services for the students of the San Mateo Union High School District.

If you have any questions regarding the following information, please contact:

Executive Transportation Officer
Dan Dobbins
(650) 558-2440

School Bus Instructor
Carrie Velez
(650) 558-2447

Respectfully,

Dan Dobbins

Dan Dobbins
Executive Transportation Officer

"Safety and security don't just happen, they are the result of collective consensus and public investment. We owe our children, the most vulnerable citizens in our society, a life free of violence and fear."

Nelson Mandela

LAWS AND REGULATIONS

California Vehicle Code 546.

A “school pupil activity bus” is any motor vehicle, other than a schoolbus, operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned or operated transit system, or by a passenger charter-party carrier, used under a contractual agreement between a school and carrier to transport school pupils at or below the 12th-grade level to or from a public or private school activity, or used to transport pupils to or from residential schools, when the pupils are received and discharged at off-highway locations where a parent or adult designated by the parent is present to accept the pupil or place the pupil on the bus. As used in this section, common carrier, publicly owned or operated transit system, and passenger charter-party carrier refer to carriers in business for the principal purpose of transporting members of the public on a commercial basis. Here are a few examples:

- Charter bus
- Charter coach bus
- Charter van
- Charter limousine

The driver of a school pupil activity bus shall be subject to the regulations adopted by the California Highway Patrol governing schoolbus drivers, except that the regulations shall not require drivers to duplicate training or schooling that they have otherwise received which is equivalent to that required pursuant to the regulations, and the regulations shall not require drivers to take training in first aid. However, a valid certificate to drive a school pupil activity bus shall not entitle the bearer to drive a schoolbus.

SENATE BILL NO. 1072
ARTICLE 18. CHILD SAFETY ALERT SYSTEM

California Vehicle Code 28160.

(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 schoolbus, 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 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.

(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.

GUIDELINES & RESPONSIBILITIES FOR CHARTERING A COMMON CARRIER

Contracting A Common Carrier or Private Motor Carrier (Charter Bus)

- ✓ Obtain permission from the School Site Administrator to approve the use of a Common Carrier (School Pupil Activity Bus/S.P.A.B.).
- ✓ Before entering into an agreement with a Common Carrier, ensure the Carrier meets the following requirements to transport students at or below the twelve-grade level. This can be done by asking the Common Carrier representative, the following questions:
 - Does the Common Carrier have Certified, School Pupil Activity Bus Drivers? (SPAB)
 - Does the Common Carrier have Certified, School Pupil Activity Buses? (SPAB)
 - Does the Common Carrier have a valid Certificate of Insurance?
- ✓ To be included in the agreement between the San Mateo Union High School District and the Charter Party Carrier: The Charter Party Carrier must agree to provide the District with:
 - Certified, School Pupil Activity Bus Driver/Drivers
 - Certified, School Pupil Activity Buses Driver/Drivers
 - Valid Certificate of Insurance prior to the signing of the agreement

If the Charter-Party Carrier does not or cannot provide SPAB Certified Driver(s) and SPAB Certified Buses, under California Vehicle Code Section 546, you may not use said Common Carrier.

Responsibilities of the School Official or Chaperone Signature

Prior to loading a bus, it is the responsibility of the teacher or chaperone to:

- ✓ Inspect the general condition to the bus for any safety concerns and cleanliness.
- ✓ Inspect the vehicles registration for validity.
- ✓ Inspect the Inspection Approval Certificate, CHP 292 Form for validity.

Inspect the driver's qualifications and reports:

- ✓ California Commercial Driver's License Class A or B with a "P" and "S" Endorsement (END) and Restrictions (RSTR) that may restrict the driver from the vehicle driven to the school site.
- ✓ California Special Driver Certificate for validity and to ensure the applicant is certified to drive a School Bus or a School Pupil Activity Bus (SPAB).
- ✓ Driver Log Book and Vehicle Inspection Report.

SAN MATEO UNION HIGH SCHOOL DISTRICT
PRE-TRIP CHECKLIST

Prior to loading a bus, it is the responsibility of the School Official or Chaperone to:

- ✓ Inspect the general condition to the bus for any safety concerns
- ✓ Inspect the bus for cleanliness
- ✓ Request that the driver provides proof of a valid registration form
- ✓ Request that the driver provides proof of the vehicles valid Inspect the Inspection Approval Certificate, CHP 292 Form for validity
- ✓ Request that the driver provides proof of his/her valid California Commercial Driver's License Class A or B with a "P" and "S" Endorsement (END) and Restrictions (RSTR)
- ✓ Request that the driver provides proof of his/her valid California Special Driver Certificate School Bus or SPAB Certificate
- ✓ Request that the driver has in his/her possession a Driver Log Book and Vehicle Inspection Report.

I have inspected the general condition of this vehicle and found no safety concerns and the vehicle is clean and free from litter and that the driver has provided the above documentation.

Driver's Signature

Date/Time

School Official or Chaperone Signature

Date/Time

Notes:

Upon completion of this activity trip, this form must be returned to the San Mateo Union High School District's, Transportation Department and shall be retained by the school district for a minimum of two years.

SAN MATEO UNION HIGH SCHOOL DISTRICT SAFE RIDING PRACTICES



Prior to departure on a school pupil activity trip, all pupils riding on a school pupil activity bus all passengers have received the safety instruction by the driver that includes but is not limited to the following safety rules:

- Location and operation of all emergency exits
- Location and use of emergency equipment
- Responsibilities of passengers seated next to an emergency exits
- 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
- All passengers must remain seated while the vehicle is in motion
- No Eating or drinking is allowed
- No student or students shall be allowed to enter the bus under any condition at any time without a school official or chaperone.

Driver's Signature

Date/Time

School Official or Chaperone Signature

Date/Time

The driver has reviewed all safety and emergency procedures prior to the initial departure and the driver and school official or adult chaperone must have signed this form with the time and date acknowledging that the safe riding practices were reviewed.

Upon completion of this activity trip, this form must be returned to the San Mateo Union High School District's, Transportation Department and shall be retained by the school district for a minimum of two years.

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Teacher In Charge Or Adult Chaperone's Signature
Departure From First Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Departure From Second Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Departure From Third Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Departure From Fourth Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Departure From Fifth Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Departure From Sixth Location (All Pupils Are Present Or Accounted For)

Driver's Signature

Teacher In Charge Or Adult Chaperone's Signature
Driver has checked all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

Driver's Signature

Upon completion of this activity trip, this form must be returned to the San Mateo Union High School District's, Transportation Department and shall be retained by the school district for a minimum of two years.

SAN MATEO UNION HIGH SCHOOL DISTRICT

SPAB CERTIFIED CHARTER SERVICES & CERTIFICATES OF LIABILITY

At the time of booking a Motor Carrier, it is the School Site's responsibility to ensure the Motor Carrier meets the minimum requirements to transport students. It is also the School Site's responsibility to ensure the Motor Carrier provides valid Certificate(s) of Liability and those Certificates meet the minimum standards set by the San Mateo Union High School District at the time of booking.

Campbell

Motor Carrier

Corinthian Transportation
Campbell, CA
1-(408) 377-5466
1-(408) 370-2198 FAX

Must request current Certificates of

Concord

Motor Carrier

American Stage Tours
Concord, CA
1-(925) 687-7705
1-(925) 685-5421 FAX
E-mail: info@americanstagetours.com

Livermore

Motor Carrier

White Castle Tours
Livermore, CA 94551
1-(925) 743-1963
Email: sales@whitecastletours.com

Fresno

Motor Carrier

Got U There Tours (Panna Charters)

2390 S. Fruit Ave
Fresno, CA 93706
1-(559) 442-4577
Email: gotuthere1@gmail.com

Pacheco

Motor Carrier

Sierra Pacific Tours

1-(925) 825-8500
1-(925) 825-6936 FAX
Email: info@sierrapacifictours.com

San Jose

Motor Carrier

Lux Bus America

San Jose, CA
1-(408) 688-9498
1-(408) 654-9144
Email: sfsales@luxbuscharter.com

Royal Coach Tours

1-(408) 279-4801
1-(800) 927-6925
1-(408) 286-1410 – FAX
Email: sales@royal-coach.com

San Jose Charter
San Jose, CA
1-(408) 360-9883
Email: sales@sanjosecharters.com

San Francisco

Motor Carrier

Destination System
1-(800) 827-827-9788
(650) 827-1000
Email: mtanner@dscoach.com

Peninsula Tour
1-(888) 333-1256
Email: annie@peninsulatour.com
Email: candy@peninsulatour.com
Email: joanne@peninsulatour.com

Motor Carrier

Storer Coachways
1-(415)500-3922 Direct
1-(415) 642-9400
Theresa@storercoachways.com
Email: info@storercoachways.com

US Coachways
1-(800) 359-5991 Ext 289 Direct
1-(415) 906-3751
sales@uscoachwaysinc.com

Santa Clara

Motor Carrier

Quality Assurance Travel
1-(408) 885-1040

South San Francisco

Motor Carrier

United Coach Tours
1-(650) 887-6698 Direct
1-(650) 873-3138 ext. 104
E-mail: info@unitedcoachtours.com

Stockton, CA

Motor Carrier

Delta Charter Bus
1-(209) 465-1053
1-(209) 465-7640
Email: reservations@deltacharterbus.com