

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT TRANSPORTATION SAFETY PLAN

Per Education Code Section 39831.3



- Home-to-School Bus Transportation
 - At least once each year all students who receive home-to-school transportation shall receive safety instruction and bus evacuation instruction.
 - In the event that atmospheric conditions limit visibility on the roadway to 200 feet or less during home-to-school transportation service, the District Superintendent or Designee may limit the operation of district school buses.
 - Students shall not be allowed to leave the bus en route between home and school or other destinations. (Title 5, Section 14103)
 - Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or Designee, or authorized by the Superintendent for school activity trips. (Vehicle Code 22112)
 - The school or transportation office may contact a parent or emergency contact person by telephone to receive permission to allow an elementary student to be discharged at a stop other than their regular bus stop. The driver of the bus may then be given permission over the radio to allow the student to exit the bus.
 - Bus drivers shall be responsible for determining whether or not a student must cross the street upon which the bus is stopped.
 - Drivers will check as often as necessary and shall be held responsible to keep route information up to date.
 - Bus drivers shall escort all students in kindergarten through 8th grade who must cross the highway or private road that the bus is stopped on, in accordance with CVC 22112.
- Drivers shall activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before any bus stop where students are loading or

unloading. They shall operate the flashing red signal lights and stop signal arm at all times when the bus is loading or unloading students, except as specified in CVC 22112 :

When the bus is stopped on a highway or private road to load or unload students, and traffic is not controlled by a traffic officer or official traffic control signal, the driver shall (Vehicle Code 22112):

- Activate the flashing red light signal system and, if the bus is so equipped, the stop signal arm.
 - Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated and that it is safe to exit the bus.
 - Escort all students in grades prekindergarten through 8 who need to cross the highway or private road, using an approved hand-held “STOP” sign while so doing.
 - Require all students to walk in front of the bus as they cross the road or highway.
 - Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students and pedestrians are a safe distance from the bus before setting the bus in motion.
- Roseville Joint Union High School District bus drivers will obey all laws and regulations pertaining to the safe transportation of students.
- 11) The school bus driver will monitor students boarding and exiting the school bus at school bus stops and, along with assigned school site staff, will monitor the students exiting the bus before school and will monitor the students boarding the school bus after school to ensure orderly and safe exiting and boarding. The school bus driver will have this same responsibility on activity trips.
- Procedures for all students to follow as they board and exit the appropriate school bus at their school, school bus stop, or their trip destination:
 - Students shall follow the instruction of the school bus driver, who is in charge at all times.
 - Students shall board and exit the school bus only at bus stops designated by the School District Superintendent or his/her Designee.
 - Students shall not approach the school bus to board, or leave their seats to exit, until the school bus has come to a complete stop and the front door has been opened.
 - Students shall board and exit the school bus in an orderly manner, one at a time.

- If a student drops papers or other objects while boarding the bus, he/she should get the attention of the bus driver. Students must never go under or near the school bus to retrieve objects since the bus driver may not see them.
- No pushing, shoving, or horseplay is allowed when exiting and boarding a school bus.
- Students who require escort pursuant to paragraph (3) subdivision (c) of section 22112 of the Vehicle Code shall:
 - Wait for the bus driver to exit the bus first.
 - After exiting bus, cross the roadway only when the bus driver tells them it is safe to do so.
 - Walk directly across the highway between the bus driver and the front of the bus.
 - After crossing, shall stay clear of the roadway.
- The school bus driver shall thoroughly inspect the interior of the bus and deactivate the child safety alert system located at the back of the bus prior to returning to the bus yard to ensure that no student is left unattended on a school bus. All school buses shall be equipped with an operational child safety alert system in accordance with CVC 28160.
- School Bus Transportation for School-Related Trips
 - The district may provide transportation for students, instructors, and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.
 - The Superintendent or Designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.
 - When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.
 - The school site will designate an adult chaperone, teacher, or coach to accompany students on a school activity or athletic field trip.
 - Prior to departure on a school activity trip, all students riding on a school bus or school pupil activity bus shall receive safety instruction, which includes location of emergency exits and emergency equipment.

- When the school pupil activity bus is used to transport pupils, in compliance with CVC 28160 related to child safety alert system, the following requirements shall be met:
 - a) 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.
 - b) 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.
 - c) 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.
 - d) 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.
 - e) The driver shall sign a form with the time and date verifying that all required procedures have been followed.
 - f) The information required to be recorded pursuant to subparagraphs (b), (c), and (e) may be recorded on a single form (sr 3542.a). These forms shall be submitted by the school site and retained by the transportation department

- The driver of a district school bus while on a school activity trip shall have the authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility or wherever the bus driver determines that it is unsafe to continue. In such a circumstance, the driver shall make every reasonable effort to contact the District Superintendent or Designee.

- **Transportation by Private Vehicle**
 - The Superintendent or Designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 25 or older who has a good driving record and who has registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance required by law.
 - Drivers of district vans shall be required to pass a district defensive driving course.
 - Owners, drivers, and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.

- **The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and in no case shall exceed nine passengers plus driver. Vehicles designed for more than 10 passengers including the driver shall not be used to transport students except for those of the immediate family of the driver. Motor trucks may not transport more persons that can safely sit in the passenger compartment.**
- **All drivers and passengers shall wear seat belts in accordance with the law.**