

Manteca Unified School District
Transportation Department

Transportation Safety Plan
(Complies with 39831.3 EC)
The following sections are from the
CALIFORNIA EDUCATION CODE

As required by the 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. Procedures for determining if students require escort
2. Procedures for pre-kindergarten through 8th grade identifying how students are to board and exit the bus at each school bus stop
3. Procedures for boarding or exiting the school bus at school or other trip destination
4. Procedures to ensure that a pupil is not left unattended on a school bus or school pupil activity bus or youth bus including outside charter services
5. Procedure for Student Conduct and Discipline
6. Information Regarding the School Bus Danger Zone

Board Policy 3540 states: Pending the availability of District resources, students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below (distance is measured in air-miles).

For Elementary Students Grades K-8: One and a Quarter Mile (1.25 mi)

For High School Students Grades 9-12: Two and One-Half Miles (2.5 mi)

1) Procedure to Identify students that require an escort to cross a highway or private road: The school bus driver shall escort all transported students who must

cross a highway or street on which the bus is stopped, where traffic is not controlled by a traffic officer or official traffic signal.

The school bus driver shall ask if anyone must cross the street prior to permitting any student from exiting the bus at each bus stop. The driver may also review the student roster to identify any students that may require an escort. Students are only permitted to exit at their designated school bus stop unless prior written authorization has been given by Transportation Supervisor or the School Site Administrator. Bus Drivers are not permitted to make “unauthorized” bus stops!

2) Procedure for students to be escorted from the school bus stop to the school bus: Students will be given instructions to wait at an area designated by the driver. The school bus driver will activate the amber warning light system two hundred feet prior to the school bus stop to alert motorists of the intent to stop the school bus. Upon stopping the school bus, the driver will secure the bus and activate the red lights and stop paddle arm. Once the red lights and stop paddle arm are activated, the school bus driver will open the passenger door, exit the bus to the left front side of the bus and instruct the students to remain at the staging location. The bus driver will walk 12 feet out from the bus to the center of the road with the handheld stop sign to ensure all vehicles have come to a stop. Once all traffic has come to a stop, the driver will instruct the students to walk between the driver and the bus. The driver shall follow the last student to the bus and ensure that every student has boarded and taken their seat.

- a. **Procedure for students to be escorted from the school bus to the school bus stop:** The driver will activate the amber warning system 200 feet prior to the bus stop. Upon stopping at the school bus stop, the driver will secure the bus and activate the red lights and stop arm. Once the red lights and stop arm are activated, the students crossing the highway or private roadway will be instructed to come to the front of the school bus and wait for further instruction. The driver will open the passenger door, check from the interior of the bus that it is clear, step off the bus before the students and instruct them to wait at the curb. The driver will walk from the curb to the center of the roadway 12 feet out from the front bumper of the bus with the handheld stop sign held above their head and ensure that all vehicles have stopped before instructing the students to proceed. Once all traffic has stopped, the driver will instruct the students to cross between the bus and the driver and walk directly to the other side of the roadway. After every student has safely crossed the road, the driver will walk back to the curb.
- b. **Procedure for Crossing Special Needs Students:** Every effort will be made to reduce the likelihood of escorting a special needs student. Special needs students will be routed in a manner that provides the student the opportunity to board and exit on the same side of the highway or private roadway that they reside. Should the circumstance arise where a special needs student must cross the roadway, the driver shall comply with provisions of Vehicle Code 22112 (a), (b), (c), (d). The red crossover light shall be activated at all times students are loading or unloading the bus except: 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.

- c. **Procedure for the School Bus Stop:** Students should arrive at their bus stop a minimum of 5 minutes prior to the scheduled pickup time. Students should learn the route letter for their bus route to and from the bus stop or school. They should not look for the actual number listed on the bus, or the bus driver as either can change. Bus drivers will check students for bus passes to ensure they are scanning the cards as they enter and exit the bus. Students should wait no closer than 12 feet from the front bumper of the bus and wait for the driver's instruction to board. Students should never run or move towards an oncoming bus or run alongside the bus as it is pulling away from the bus stop. Students may move towards the bus once it has come to a complete stop and the bus driver has directed them that it is safe to board. Students should wait in a single file line and board one at a time watching for loose objects that could become entangled or cause them to trip as they board or exit. Once aboard, students should take the next available seat or assigned seat. Eating and drinking are not permitted on the bus with the exception of water. Students should talk in classroom voices to their seat neighbor and refrain from making loud disruptive noises which could distract the driver. Students should always sit with their backs against the seat back facing forward with their feet on the floor in front of them. Objects should be kept clear of the aisle and emergency exit areas. Student should obey the instruction of the driver at all times. Drivers have the right to assign seats.
- d. **Procedure for Exiting the School Bus:** Students shall remain seated until the school bus has come to a complete stop, the passenger door has opened and the school bus driver has instructed the students that they may exit the school bus. Students shall exit the bus starting with the seat closest to the front moving to the rear of the bus one row at a time. Students should secure loose items and backpacks so as to reduce the potential for objects getting caught or resulting in tripping hazards. Students should use the handrail as they exit stepping down each step as they exit. Jumping from the platform from the driver's area to the ground is strictly prohibited! Students shall walk clear of the bus. Students shall not cross the highway or private roadway unless escorted by the school bus driver! Students must notify the driver when they must cross the road. PreK and Kindergarten students must be met with parents or persons designated to pick them up at the bus stop. If they are not present, the student will be returned to the school.

3) Procedure for Chaperoning trips, Accounting for Students and Passengers and Providing Safety Instruction: All school sports and activity functions shall be required to include an adult chaperone other than the bus driver. The adult chaperone will be responsible for accounting for the number of students and passengers being transported and to affirm by both driver signature and chaperone signature that the students and passengers were provided safety instruction.

4) Procedure for Boarding or Exiting the School Bus on an Activity or Sports

Trip: Students shall board the school bus as instructed by the school bus driver or his/her designee. As Students board, they should walk to the rear seats in the bus and load from the rear forward and Chaperones and Teachers should sit grouped with their students. Students should remain seated for the duration of the trip. Only Adults permitted by the driver may leave their seat to assist with student management. Teachers and Chaperones are responsible for ensuring that all students are accounted for. If the bus is so equipped, loose objects, food, and any item not required to be in the passenger compartment should be stored below in the storage compartment of the bus. If the bus is not equipped with a storage compartment, all items brought on board must be secured by Students, Chaperones and Teachers at all times while in transit. All passengers shall receive safety instruction prior to each departure. Instructions shall include boarding and exiting procedures, safe riding procedures and emergency evacuation procedures. Additionally, information should be provided regarding the pick up and departure time and location. A pick up location and time should be determined prior to the bus leaving the group. Contact information should be exchanged between the driver and the point person for the trip. Students will unload single file from the front seats of the bus to the rear seats and line up with their designated Chaperone and/or Teacher in an area a minimum of 12 feet from the school bus.

5) Procedure To Check on a School Bus, Activity or Youth Bus or Charter Service Bus is Empty or Students are accounted for:

Upon dropping at the last location prior to leaving the bus, the driver will walk the interior length of the bus checking the seats and under the seats for students and loose objects. Upon return to the yard at the end of each shift the driver will again walk the interior length of the bus checking for students and loose objects in, under and around the seats. Each bus will be so equipped with an electronic system that requires the driver to physically walk to the rear of the bus and push or swipe a sensor that clears the alarm system on board. The driver will declare that they have checked the bus for students and that the bus is empty by signing on their daily trip sheet for the portion of the shift they have completed.

- a. **Charter Bus Requirement:** Each chartered trip must include an adult chaperone selected by a school official. The chaperone is responsible for verifying the attendance of all pupils on board and confirmed by the driver. Driver must provide safety and emergency procedure instructions to be signed by both chaperone and driver. Driver must inspect restroom and overhead storage for any students remaining prior to driving away from the area where the students are dropped. The driver must sign a form verifying the time and date all procedures were followed. All documentation from the trip must be submitted to Transportation to remain on file for possible review during CHP inspection.

Bus/Van Citation Guidelines

It is the primary goal of Transportation Services to provide safe and secure routes to and from school for all students. The behavior of students being transported can directly affect their safety and the safety of others. Therefore, the transportation team has established the following rules and guidelines.

Bus/Van Rules:

- Students are to arrive at their designated school bus stop a minimum of 5 minutes prior to the specified pick-up time.
- Students are expected to refrain from loud noises or disorderly conduct at the bus stop that may be disruptive to the neighborhood. Prior to the arrival of the bus, students are expected to wait in an orderly manner until signaled by the driver that they may board the bus.
- Students are only allowed to be picked up and dropped off at their designated bus stop.
- Students are required to use their bus pass daily as they board and exit the bus.
- Students are to follow the bus drivers' instructions including seat assignments.
- Students shall not engage in fighting, threatening or bullying others inside the bus.
- Students are not to use profanity or obscene gestures.
- Students are not to play music/videos out loud on the bus.
- Skateboards, roller skates, scooters, balloons, animals, large projects, and large instruments are not permitted on the bus.
- Students are not permitted to eat or drink on the bus except for water.
- Students are expected to refrain from distracting the driver.
- Students are expected to always remain seated and not block the aisle way or emergency exits.
- Students are expected to keep their hands, body, and other objects inside the bus.
- Spraying perfume, cologne, or body spray on the bus is prohibited.
- Students are expected to take any items with them that they brought on board and maintain the cleanliness of the bus.

- Students are expected to keep their voices down and not make excessive noise.
- Students shall not vandalize or damage the bus seats, windows, or walls.
- Students are required to wear seatbelts while the bus is in motion.
- The school bus is an extension of the day, and students must behave consistent with the code of conduct and governing board policy.

Citations:

The following citation guidelines must be followed by drivers and site office staff. Before a citation is written, drivers will work with the student to bring about acceptable behavior. Drivers will cite the problem and explain to the student that their behavior/action is unsafe and not acceptable. In some instances, the student will get an assigned seat. Drivers will inform the student that if the behavior/action continues, they will receive a citation. In the event it becomes necessary for a driver to write a citation, the following procedures should be followed:

1st Citation: Driver will turn the citation into the school site office manager or administrator on the same day or as soon as possible. The driver will keep the goldenrod copy for the driver's records. School site administration will counsel the student on their behavior and note the verbal warning on the citation. Citation will be sent home for parent/guardian to be made aware of the citation and to sign. Parent/guardian keeps the white copy. Once the citation is returned, the administration keeps the yellow copy. The school site will send the pink copy back to transportation for our records.

2nd Citation: Driver will turn the citation into the site school office manager or administrator on the same day as the behavior or as soon as possible. The driver will keep the goldenrod copy for the driver's records. School site administration will counsel the student on their behavior and note the verbal warning on the citation. Citation will be sent home for parent/guardian to be made aware of the citation and to sign. Parent/guardian keeps the white copy. Once the citation is returned, the administration keeps the yellow copy. The school site will send the pink copy back to transportation for our records.

3rd Citation: Exclusion from the bus three to five (3-5) school days. The driver will turn the citation into the school site office manager or administration on the same day or as soon as possible. The driver will keep the goldenrod copy for the driver's records. School site administration will counsel the student on their behavior and suspend the student from the bus for three to five (3-5) school days depending on severity of incident and the student's age/grade/program. The student can ride the bus home that day and the suspension will start on the following day. Citation will be sent home for parent/guardian to be made aware of the citation and to sign. Parent/guardian keeps the white copy. Once the citation is returned, the administration keeps the yellow copy. The school site will send the pink copy back to transportation for our records.

Subsequent Citation: Each citation after the 3rd citation will result in a bus suspension. Duration is determined based on severity of incident and the student's age/grade/program.

- 4th Citation: (K-4: 6-10 school days) (5-6: 10-15 school days) (7-12: 20 School days-remainder of school year)
- 5th Citation: (K-4: 6-10 school days) (5-6: 10-15 school days) (7-12: 20 School days-remainder of school year)
- 6th Citation: Suspension for the remainder of the school year.

Note: Length of the suspension up to the remainder of the school year is based on grade level as stated above as well as the severity and frequency of the student's history of citations. Suspension may be reduced at the discretion of the District Administrator and Transportation Director/Supervisor.

In the event a student openly refuses to follow the driver's direction (School Bus Rules), the student will be removed from the bus and parents/guardians will be responsible for transporting their student.

Severe Conduct:

In cases of severe misconduct, students may skip the normal citation process and the student may be removed from the bus for the remainder of the year. This

decision will be made in conjunction with school administration and the director of transportation and/or the supervisor of transportation.

- Fighting, biting, or spitting
- Obscene language or gestures directed at the bus driver, aide, other students or the public.
- Vandalism to the bus or private property.
- Exiting the bus through a window or emergency exit (except during an emergency)
- Any weapons or hazardous items brought on the school bus.
- Any matches, lighters, cigarettes, vape pens, e-cigarettes and/or controlled substances brought on the school bus.
- Any time school, transportation and/or public authorities must be dispatched to a bus due to student(s) misconduct.
- Threatening driver/aid and other students.

If bus privileges are suspended, students are suspended from riding all buses/vans.

Removal of Past Citations: If a student in grades K-4 maintains appropriate bus behavior and receives no further behavior notices within the first half of the school year (December Break), the most recent citation will be removed upon return to school in January.

7) The School Bus Danger Zone

Each student must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending ten feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes shown in yellow on the Danger Zone illustration below. This places them within view of the school bus driver at all times.

DANGER ZONES

DANGER FROM PASSING CARS

