



Transportation Department | Colton Joint Unified School District

Transportation Safety Plan

Transportation Services shall identify all stops requiring students to be escorted across the highway or road and the drivers shall identify the individual students requiring an escort at those stops before loading or unloading students.

Upon registration, the parents or guardian of all students not previously transported in a school bus shall be provided with written information on school bus safety by the administrator of the school of attendance. The information shall include all of the following:

1. General Rules of Conduct at school bus loading zones and red light crossing instructions.
2. A list of school bus stops for each school near each eligible pupil's residence. A copy of the bus routes, stops and times, may also be obtained from the school of attendance, district website or the Transportation Services Department.
3. School Bus Danger Zone Information
4. Walking to and from school bus stops
5. Child Check Mate System and the Zonar Student Check System.

The plan shall be kept current and on file at each school site and made available, upon request, to any officer of the California Highway Patrol.

District Policy requires the following:

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

Students will do the following:

- Ride only those buses to which students are eligible and assigned to, and normally take to and from school
- Listen and obey all directions from the driver
- Arrive at their assigned bus stop a minimum of five (5) minutes before the scheduled pick up time
- Respect the people and property at and around the bus stop and loading zones
- Never throw objects at a bus or out of bus windows
- Conduct themselves properly while waiting for their buses and after returning from school
- Form a single line and remain a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely
- Board and exit buses in an orderly manner without pushing or crowding
- Sit in seats and areas assigned by the bus driver
- Identify himself or herself to the driver when requested to do so
- Remain seated while the bus is in motion
- Keep all portions of their body inside the bus at all times
- Wear shoes, unless otherwise directed by the driver. Athletic shoes with cleats must be carried.
- Exit the bus through the front door only, unless otherwise directed by the driver.
- Cross roadways in front of the bus (all grades) and escorted by the driver (grades Pre-K through 8 inclusive) (Colton District shall escort grades 9-12)

Students will not do the following:

- Threaten, harm or endanger the safety of the passengers and/or drivers
- Possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices or weapons, pressurized containers (hair spray, perfume, paint, etc)

- Engage in boisterous conduct, fighting or throwing of any object inside or outside of the bus
- Use profane, vulgar/abusive language or gestures
- Use tobacco, consume food or beverages or chew gum
- Write on seats, walls or intentionally damage any portion of the bus
- Tamper with emergency exits or bus controls
- Throw substances on or at the bus
- Cross divided highways to get onto the bus

Loading at a Designated School Bus Stop:

- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop
- Once stopped, the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle Code.
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated before allowing students to enter the bus
- In the event any pupils will need to cross the roadway upon which the bus is stopped (Pre-Kindergarten, Kindergarten and any grades 1-12 inclusive) the driver shall escort them across the roadway. The driver shall use an approved hand-held “STOP” sign when escorting students.
- The driver shall require all students to walk in front of the bus as they cross the roadway upon which the bus is stopped
- If a student drops papers or other objects while boarding the bus, he/she should get the attention of the driver. The student shall **never go under or near the school bus to retrieve objects since the driver cannot see the student.**
- The drivers shall ensure that all students who need to cross the roadway/highway, upon which the **Students will not do the following:**
- Threaten, harm or endanger the safety of the passengers and/or drivers

- Possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices or weapons, pressurized containers (hair spray, perfume, paint, etc)
- Engage in boisterous conduct, fighting or throwing of any object inside or outside of the bus
- Use profane, vulgar/abusive language or gestures
- Use tobacco, consume food or beverages or chew gum
- Write on seats, walls or intentionally damage any portion of the bus
- Tamper with emergency exits or bus controls
- Throw substances on or at the bus
- Cross divided highways to get onto the bus
- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop
- Once stopped the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle Code
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated before allowing students to enter the bus
- In the event any pupils will need to cross the roadway upon which the bus is stopped (Pre-Kindergarten, Kindergarten and any grades 1-12 inclusive) the driver shall escort them across the roadway. The driver shall use an approved hand-held “STOP” sign when escorting students
- The driver shall require all students to walk in front of the bus as they cross the roadway upon which the bus is stopped
- If a student drops papers or other objects while boarding the bus, he/she should get the attention of the driver. The student shall **never go under or near the school bus to retrieve objects since the driver cannot see the student.**
- The drivers shall ensure that all students who need to cross the roadway/highway, upon which the bus has stopped, have crossed safely, and that all pedestrians are safe distance from the bus. The driver shall

cancel the flashing red lights as soon as practicable and ensure it is safe before setting the bus in motion.

Unloading at a Designated School Bus Stop

Drivers shall be familiar with the proper procedures and requirements for the use of flashing red lights and escorting students across the roadway. The school bus driver **shall** escort student passengers who attend a Pre-Kindergarten or Elementary school up to grade 8 across the highway. Grades 9-12 **shall** be escorted (Colton Joint USD Policy)

- This shall apply to a public or private school that does not offer instruction beyond grade eight (13CAC 1227b)
- The driver shall use an approved hand-held “STOP” sign (18” Octagonal “STOP” sign) while escorting students
- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop
- The school bus driver shall identify the students who must cross the roadway/highway and prepare the students to disembark the school bus
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated and ensure it is safe to exit the bus.
- The driver shall require all students who are crossing the roadway to walk in front of and between the bus and driver
- If a student drops papers or other objects while exiting the bus, he/she should get the attention of the driver. The student shall **never go under or near the school bus to retrieve objects since the driver cannot see the student.**

- The driver shall ensure that all students who need to cross the highway or private road, upon which the bus is stopped, have crossed safely and that all pedestrians are safe distance from the bus
- The driver shall re-enter the school bus and immediately cancel the flashing red lights
- The driver shall conduct a student check after all students have exited the bus. The driver will use the Child Check Mate System and the Zonar Student Check System.

It is the intent of the Transportation Services to have all buses at the school sites prior to the afternoon dismissal bell time. It is our goal to depart the school site no later than five (5) minutes after the dismissal bell.

Loading School Buses at a School Site

- The school bus driver may not activate the flashing amber warning light system, the flashing red light signal system and stop signal arm at any school
- The driver shall not activate the flashing red lights to unload the students at the school site
- The driver will monitor the students at the school site to ensure orderly and safe exiting
- When the students have disembarked, the driver will depart the school site when safe
- This procedure will be the same for **activity trips**
- The driver shall not activate the flashing amber warning light system when loading/unloading
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading

- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.
- Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so

Loading/Unloading at the Activity Destination Site

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and loading/unloading students can be reasonably controlled
- The driver will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus
- When it is clear and safe, the driver will have the students disembark the bus. (The flashing red signal lights will **not be activated**)
- When the group is accounted for and is ready to depart, the driver will depart when safe

Instructions for Special Needs Students

- Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school students
- The driver shall not activate the flashing red light system where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus: providing the assistance extends the length of the time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance (OST instructors Guide Unit VII pg. 67)

- Activate the flashing amber warning light system 200 feet before the designated stop, if so equipped. Pull up to the designated stop and secure the bus. Turn off the flashing amber lights.
- Once stopped, the driver shall, activate the flashing red signal light system as defined in Section 22112 of the Vehicle Code
- When loading/unloading a **wheelchair student**, the flashing red lights shall **NOT** be activated. The driver will assist with the loading process and depart the bus stop when safe.

Unassigned Bus Stop

No student shall be allowed to utilize any designated bus stop other than the student's primary designated stop without the written permission of the pupil's parent/guardian and approval and direction from the site administrator/principal.

This permission shall include the full name of the parent/guardian, the home and or work phone number and a legal signature giving the department this permission. No pupil shall be allowed to disembark at a location other than a district approved designated bus stop. Disembarking at a stop other than the student's designated stop will be sufficient cause to suspend the student's riding privilege.

Mechanical Breakdown

When a school bus is disabled due to mechanical failure and students are abroad that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. **Vehicle Code Section 22112(d)** states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

Adverse Driving Conditions

Vehicle Code Section 34501.6 states that the governing board of a local educational agency providing for the transportation of students 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.

The plan shall be kept current and on file at each school site and made available, upon request, to any officer of the California Highway Patrol

Walking to and from Bus Stops

1. Go directly between the bus stop and home
2. Plan the safest route with the fewest streets to cross
3. If possible, cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn
5. Do not dart from between parked cars or shrubbery
6. Never accept a ride from a stranger
7. If possible, face traffic when walking on roads without sidewalks and always use caution
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear light colored clothing or something reflective)
9. Leave home early enough so you do not have to run
10. Be at the bus stop a minimum of 5 minutes before the scheduled pick-up time

Safe Tips for Parents

The greatest risk is not while riding the bus, but approaching or leaving the bus. It is essential that automobile drivers know the rules:

1. When backing out of a driveway or leaving a garage, watch for children walking or bicycling to school
2. When driving in neighborhoods with school zones, watch out for young people who may be focused on getting to school but may not be thinking about safety
3. Slow down. Watch for children playing and gathering near bus stops or walking in the street, especially if there are no sidewalks
4. Be alert. Children arriving late for the bus may dart into the street without looking for traffic.
5. Learn and obey the school bus laws in California
6. Always STOP when a school bus has activated their Flashing Red Lights, do not proceed until they are completely off and then proceed with caution
7. Always slow down when a bus has activated the flashing amber warning light system and prepare to stop once the flashing red signal lights are activated