



Transportation Safety Plan 2024-2025



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Our goal is to provide safe, efficient school transportation to our community. Please contact us with any questions, comments, compliments or concerns.

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AUTHORITY OF DISTRICT BOARDS

The following section is excerpted from 13 CCR 1202 General Provisions: The general provisions of this subchapter provide that the governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulations.

EC 39831.3 TRANSPORTATION SAFETY PLAN JANUARY 1, 2017

(a) The county superintendent of schools, the superintendent of a school district, a charter school, 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) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in prekindergarten, 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.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) 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.

(Amended by Stats. 2016, Ch. 721, Sec. 2. Effective January 1, 2017.)

VC 22112. School bus Signal and School bus Stops

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

- (b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or the head or principal of a private school, or authorized by any of those individuals for school activity trips.
- (c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.
- (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:
- (1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
 - (2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.
 - (3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.
- (e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:
- (1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.
 - (2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.
 - (3) 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.
 - (4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motorcarrier.
 - (5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
 - (6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.
- (f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

(Amended by Stats. 2012, Ch. 769, Sec. 35. (AB 2679) Effective January 1, 2013.)

VC 28160 CHILD SAFETY ALARM SYSTEM

- (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) (A) Except as provided in subparagraphs (B) and (C), on or before March 1, 2019, each school bus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, and childcare motor vehicle shall be equipped with an operational child safety alert system.
- (B) If a school district, county office of education, or charter school with an average daily attendance of 4,000 pupils or fewer, or a private school with 4,000 pupils or fewer in attendance, cannot meet the requirements of this section on or before March 1, 2019, the school district, county office of education, charter school, or private school shall submit to the department, on or before March 1, 2019, documentation that demonstrates that it has, before March 1, 2019, ordered or purchased the child safety alert system or child safety alert systems, and includes an estimate of repairs or installation, the total number of vehicles described in subparagraph (A) in the fleet and the number of vehicles described in subparagraph (A) that do not have an installed child safety alert system, the proposed date of installation, and the name of the vendor or individual who will install the child safety alert system or child safety alert systems. Upon providing this documentation, the school district, county office of education, charter school, or private school shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.
- (C) Any entity other than a school district, county office of education, charter school, or private school that operates a school bus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, or child care motor vehicle that is subject to the requirements of this section may submit documentation as specified in subparagraph (B) to the department. Upon providing this documentation, the entity shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.
- (D) This section shall apply to all school districts, county offices of education, charter schools, and private schools, including those that began the 2018–19 school year before September 1, 2018.
- (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) The department shall consult with the State Department of Education to develop frequently asked questions related to the implementation of this section and of Section 1294 of Title 13 of the California

Code of Regulations. The department shall also consult with, at a minimum, the California Association of School Transportation Officials when developing the frequently asked questions. The department and the State Department of Education shall each post the frequently asked questions on their respective Internet Web sites.

(d) 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.

(e) 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.

(Amended by Stats. 2018, Ch. 426, Sec. 34. (AB 1840) Effective September 17, 2018.)

S.B. 1072

The Paul Lee School Bus Safety Law

In accordance with Education Code 39831.3(a) (4), the Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus:

After each run (this means at each school site in the morning and after the last stop for each school in the AM, mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS remaining on board. This bus check shall include looking under the bus seats.

Upon returning to the Transportation facility drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their proper destinations before leaving their bus. Remember to do the “Child Check”.

BUS TRANSPORTATION

Students are instrumental in keeping a bus on schedule and promoting maximum safety conditions to and from school. Each student is to arrive at the bus stop on time and ready to board the bus in an orderly manner as soon as the bus arrives. Only students that live within home school boundaries are permitted to ride the district school buses as long as they live outside of the specified walking distance. The bus driver has been instructed to maintain discipline just as the teachers do in the classroom.

Continued or extreme misbehavior will cause a student to lose the privilege of riding the bus even though he or she may be permitted to continue attending school. It will then be the parents’ responsibility to get their child to school.

A MESSAGE TO PARENTS ON SAFE SCHOOL BUS RIDING

Parents are expected to have their children at the bus stop on time and to inform their children that they are to maintain good behavior at the bus stop as well as on the school bus. Your child should understand school bus riding is a privilege and permission to continue riding can be refused if order and conduct is unruly.

Please do not park personal vehicles at the designated bus stop. This will eliminate traffic situations at the bus stops. The school bus should be able enter and exit from stop safely.

Remind Children Rules of Conduct in School Bus Stops: As the school bus approaches please wait until the school bus has stopped at a safe distance (12 feet) and the driver has opened the door before approaching. The following rules of conduct apply at all times when students are riding a school bus, including school activity trips. It is against the law for an unauthorized person to enter a school bus.

SCHOOL BUS RULES OF CONDUCT:

- 1) Please leave early enough to arrive at your bus stop on time. Arrive approximately 3-5 minutes prior to the arrival of the school bus.
- 2) Passengers should walk directly to and from their homes to the school bus stops.
- 3) School Bus Danger Zones*: Passengers and parents should be aware that there are areas around the bus where it is difficult for the driver to see a passenger. **(See Appendix A)**
- 4) Child shall wait for the bus in a safe place and on the right side of the street.
- 5) The child shall enter the school bus in safe, orderly manner and take a seat.
- 6) Child shall follow the “bus rules” and instructions from the school bus driver.
- 7) Child shall remain in their seat at all times while the bus is in motion
- 8) Keep the aisle clear at all times
- 9) Speak in their normal speaking voice, no yelling or screaming and no “profanity”.
- 10) Be courteous to the school bus driver and fellow passengers.
- 11) Riders shall not use tobacco products, eat, or drink while riding the bus.
- 12) Be aware to the traffic conditions when disembarking the school bus.
- 13) Child shall use the handrail when entering and exiting the bus.
- 14) Please remind your child of the “Passenger Restraint System” (seatbelt) on the school bus.

5 CCR § 14103 AUTHORITY OF THE DRIVER

(a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties. Note: Authority cited: Section 39831, Education Code. Reference: Sections 39830 and 39831, Education Code. Cross-reference: Section 1217(h) of Title 13, California Administrative Code. This database is current through 7/28/17 Register 2017, No. 30 5 CCR § 14103, 5 CA ADC § 14103

SCHOOL BUS LOADING AND UNLOADING PROCEDURES

The safety of school bus passengers is the most important part of school bus operation. In order to provide safety to our passengers and effective use of school buses, the following procedures are in force:

UNESCORTED LOADING PROCEDURE:

1. Wait for the school bus to come to a complete stop and wait for the driver's direction to enter the school bus.
2. Passengers shall enter the bus in an orderly manner and go directly to a seat. The driver may assign seats or passengers should load from the rear seats to the front seats.
3. Passengers shall fasten the seat belt as soon as the passenger is seated and the seat belt shall remain fastened until arriving to their school or bus stop.

ESCORTED LOADING PROCEDURE:

Street Crossing Instructions in the event a passenger arrives late to the bus stop and requires the safety of an escort. The passenger shall:

- a. Wait for the driver to reach the middle of the street.
- b. Wait for the driver to call "Cross Now". Passengers requiring an escorted crossing shall always walk in **between the driver and the front of the bus only.**
- c. Passengers shall enter the bus in an orderly manner and go directly to a seat.

ESCORTED UNLOADING PROCEDURE:

Passengers must remain seated until the bus comes to a complete stop and the driver gives instruction to line up in the aisle.

- a) Passengers remain in the bus until the driver is in the center of the roadway with the hand held "STOP" sign.
- b) Passengers shall remain quiet so the driver's instructions can be heard.
- c) Passengers shall exit the bus in an orderly manner only after the driver calls "Exit Now" or "Cross Now". Passengers requiring an escorted crossing shall always walk in **between the driver and the front of the bus only.**

SPECIAL EDUCATION TRANSPORTATION GUIDELINES

What special needs equipment might be transported on a school bus?

Wheelchairs, walkers, crutches, child safety-seats (car seat), safety vests, d-rings and car seats to name a few. Other equipment that may be required with the student transportation is oxygen, battery packs, medical equipment and service animals. Medical/Health Issues

As schools are serving more students with disabilities who have severe medical/health conditions, the transportation staff is finding it necessary to provide both routine and emergency health care to students during transportation. Additionally, transportation staff may be exposed to dangerous infectious or communicable diseases. Training regarding medical/health issues can reasonably be divided into two categories: precautionary handling, and care and intervention.

Safe Transportation of Students in Wheelchairs or Other Mobility Assistance Devices

When a student is transported in a wheelchair, a four-point tie down is required on the school buses.

Forward facing wheelchairs shall have a head rest or proper head/neck support to prevent "whiplash" injuries.

All lap belts must have an auto-type buckle, not Velcro-type fasteners and must be permanently attached to the wheelchair frame.

Lap trays should remain in place during transportation.

All batteries must be in a sealed leak-proof container attached to the chair. y Every wheelchair must be equipped with footrest and appropriate straps as needed.

The wheelchair should be the appropriate size for the height and weight of the student. If questions arise, please consult with the physical therapist who serves the student.

Each wheelchair is to be inspected prior to transporting to avoid the possibility of denied transportation. Special Equipment Use and Operation

There is a wide variety of equipment to accommodate students with disabilities that is required to be part of the transportation vehicle's environment. It is necessary for the transportation staff to be familiar with the design and operating procedure for this special equipment, as well as knowing how to conduct equipment inspection and make simple "field adjustments" during breakdowns. Some examples are:

1. Power lifts or ramps.
2. Emergency escape exits including doors, windows and roof hatches.
3. Required emergency equipment.
4. Power cutoff switch.
5. Emergency communications system on the school bus (two-way radio).
6. Mobile seating device, including trays and accessories, securement system hardware and occupant securement system.
7. Adaptive and assistive devices used to support or secure students, mobility aids, special Belts, and harnesses and devices (such as special crutches, braces, or wheelchairs, including assistant technology devices).
8. Service animals cannot be transported without proper documentation and prior notice. District policies and procedures need to be followed prior to transport.
9. Any required special equipment provided by the district, school, parent or guardian shall accompany students with disabilities for transportation on the school bus.

Additional instructions for Special Needs Students

School bus drivers shall pick-up/drop-off at designated stops. Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school special need students who are must-be-met.

For the safety and security of the students, students designated as must-be-met must be escorted to and from the bus door by the parent/guardian or school staff.

Parents must sign a self-release form if they do not need to be met

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.

Special needs student accountability and observation includes reporting evidence of neglect or abuse.

BOARDING AND EXITING AT A SCHOOL OR OTHER TRIP DESTINATION

Boarding:

- Students shall use the same boarding procedures used for regular home to school.
- Noon supervisors, teachers and drivers shall count the students each time they board the bus.
- Drivers shall make every effort to pick-up in a location so that students do not require escort to board.
- Prior to departure, the driver shall instruct all passengers on safety and emergency procedures. (39831.5 Education Code)

Exiting:

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload passengers at locations that do not require students to be escorted across the street.
- Students become the responsibility of teachers and chaperones after they exit the bus.
- Students will move safely away from the bus and not return to the bus until they are directed to do so.

School Activity Trip Safety Instructions (Education Code 39831.5)

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to:

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit.
- 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.

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

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

PROCEDURES AND STANDARDS FOR CHAPERONES

Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and where students do not have to cross the street that the bus is on so loading/unloading students can be reasonably controlled.

The school will provide at least 1 adult chaperone per bus to accompany students.

A chaperone is not required for high school athletic trips within our district

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.

ACCIDENT/FIRE PROCEDURE

1. When an accident occurs:

When an accident first occurs, follow this checklist to ensure passenger safety.

- ┆ Turn off the ignition
- ┆ Set brakes
- ┆ Use warning devices
- ┆ Remain calm - reassure passengers
- ┆ Be alert regarding fire or the possibility of fire
- ┆ Check for ruptured fuel tank and fuel lines
- ┆ Check for electrical fire
- ┆ Look for smoke
- ┆ Check for hot tires which may catch fire - caused by metal rubbing a tire from impact to final resting place
- ┆ Check for injury of passengers
- ┆ If passengers are injured, follow first aid procedures
- ┆ If passengers are not injured and need to be removed from the scene, follow standard evacuation procedures
- ┆ Keep all passengers in the bus, with the exception of fire or other dangers
- ┆ Account for all passengers Notify the Highway Patrol
- ┆ Notify the Transportation Department and the District/School Administration of the location of bus accident Protect the scene
- ┆ Protect passengers and bus from further accidents and injuries
- ┆ During the investigation of the accident, **do not release any passenger** to anyone unless told to do so by the District/School Administration

2. Give Information Only to Person in Authority

The driver shall not discuss in any manner the cause or contributing factors to the accident with any person other than the officer at the scene. Be courteous at all times, do not enter into any arguments, evaluate questions and give concise and clear answers. Drivers are required to furnish only the following information to other parties involved in the accident.

- A. Driver's license
- B. Bus license number and bus number
- C. Name, address, and phone number of employer and driver's immediate supervisor

3. Witnesses

Immediately after canvassing all passengers for injuries, obtain the names and addresses of as many witnesses as possible, plus names and addresses of your passengers.

4. Accident Reports

A full and complete accident report covering **every** accident, however small, must be made out by the driver and given to the Safety & Training Specialist on the same day it occurs. Note carefully on the written accident report all obstructions, such as cars parked at or near the scene of the accident, hedges, trees, buildings, etc. If any of the above were, in your opinion, contributing to the accident, clearly indicate them on the accident report. If Officers are present, obtain their badge numbers.

5. Information from Other Drivers

Drivers involved in an accident are required to give their name, address, driver's license number and vehicle information. Be ready to give this information to the other driver and, also receive and write down the same information from the other driver involved.

REDUCED VISIBILITY

The following section is quoted from Vehicle Code 34501.6. "The governing board of a local educational agency that provides for the transportation of pupils 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."

BUS EVACUATION INSTRUCTION

All pre-kindergarten through eighth grade passengers who receive home-to-school transportation shall receive safety instruction, at least once each school year, which includes proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. As part of the instruction, pupils shall evacuate the school bus through the emergency exit door(s) [not the entrance door]. Specified information must be documented and retained for one year and is subject to inspection by the California Highway Patrol. Additionally, the law requires safety instruction to be given to all pupils regardless of grade level prior to departure on each school activity trip. The instruction must include the location of the emergency exits and location and use of emergency equipment. This applies to both school buses and School Pupil Activity Buses (SPABs).

BUS SAFETY INSPECTION/VEHICLE CONDITION

The following section is quoted from 13 CCR 1215: It shall be unlawful for the driver to drive a vehicle that is not safe condition or is not equipped as required by all provisions of law and this subchapter. The driver is specifically responsible for the following:

- 1) Daily Inspection: Prior to operation, the driver shall inspect each vehicle daily to ascertain that it is in safe condition, it is equipped as required by all provisions of law, and all equipment is

in good working order. For school bus, SPAB, and GPPV drivers, the inspection shall include, but is not limited to:

- a) All gauges, indicators, and warning devices
- b) Horns
- c) Driver's seat and seat belts
- d) All doors, door emergency releases, and windows
- e) All seats, handrails, and modesty panels
- f) Interior and exterior lighting systems
- g) All heating, cooling, and ventilating systems.
- h) All glass and mirrors, including adjustment of mirrors
- i) Windshield wipers and washers
- j) All required emergency equipment
- k) All tires, wheels, and lug nuts
- l) Brake system
 - i) Air compressor governor cut in and cut out pressures
 - ii) Static pressure for air loss
 - iii) Applied brake pressure loss
 - iv) Low air pressure warning devices
 - v) Emergency stopping systems (drain reservoirs in dual air systems is not required)
 - vi) Parking brake
 - vii) Antiskid device (if equipped)
 - viii) Vacuum gauge, ensuring it reads not less than 15 inches
 - ix) Low vacuum warning device(s)
 - x) Brake pedal for brake adjustment
- m) Wheelchair securements and lift.

- 1) Daily Report: At the completion of the driver's work, each driver shall submit a daily documented report to the employer indicating the condition of the vehicle and recommending any repairs deemed necessary. Whether discovered by or reported to the driver, all vehicle defects and deficiencies likely to affect safe operation or cause mechanical breakdown of the vehicle shall be listed, and a negative report shall indicate that no such conditions are present.
- 2) Repairs: Unless the Driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repairs of the bus or its equipment except necessary emergency repairs on the road.

HIJACKING AND KIDNAPPING

In the past, school buses have been hijacked both by a pupil passenger and by persons who were not passengers. School bus drivers must know what to do and what not to do in the event of a hijacking situation or a kidnapping.

Definitions:

Predation—Kidnapping for money or for personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.

Pathological—Abduction for homicidal, suicidal, or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person, and the person with suicidal tendencies are examples of pathological behavior.

Political or Social—Hostage taking as a means of securing political, social, or personal objectives is included in this category.

Escape—Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act. The trapped felon or the skyjacker are examples of escape-hostage situations.

All of the situations described above are potentially dangerous to passengers if handled incorrectly. Guidelines for handling these types of situations correctly are noted below:

- 1) Do not try to be a hero. Accept the situation as it is, and be prepared to wait until help arrives. In a hostage situation, both the hostages and those holding hostages are under great stress.
- 2) The first 15 to 45 minutes may be the most dangerous for all who are involved in a hostage situation. Therefore, following the instructions of your captors without upsetting them is crucial. Keep in mind that the longer you're together, the less danger there is that you will be harmed. However, the more tense the situation is, the greater the danger is that the captor may act in an unpredictable and dangerous way.
- 3) Do not speak unless you are spoken to in a hostage situation. Be calm and courteous in responding to questions and instructions.
- 4) Do not make suggestions to the captors. If suggestions go wrong, the captors may think that was planned.
- 5) Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make good your escape before trying it. Even if you are sure, consider it very carefully before you try it.
- 6) Observe carefully everything that occurs, everything that you see and hear.
 - a) Try to memorize the number of captors, their descriptions, their conversation, the number and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
 - b) Try to memorize the number and identity of other hostages, such as pupils. If released, your information could help the police.
- 7) If permitted to speak on the telephone for any reason, you should follow the instructions of the abductor very carefully. Be prepared to answer "yes" or "no" only to questions asked by the person with whom you are speaking on the telephone. The party speaking may ask questions regarding problems and location.
- 8) Do not turn your back on your captors unless ordered to do so. Avoid staring at the captors. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
- 9) Do not be argumentative. Exhibit a cooperative attitude, and instruct other passengers to do the same.

- 10) Avoid physical resistance. You have little chance of success in resisting, and you may significantly increase the risk of harm to all who are involved.
- 11) Avoid physical resistance. You have little chance of success in resisting, and you may significantly increase the risk of harm to all who are involved.
- 12) If there are pupil passengers, the main concern must be for their safety. Given the opportunity, ask the captors to permit you to give necessary instructions to the pupils. If you are firm and remain calm, the passengers will be more likely to follow your instructions and not panic.
- 13) Be patient and remember that time is in your favor. When the police arrive at the scene, remember that they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue you unharmed and as soon as possible.

§ 14105. School Bus and School Pupil Activity Bus (SPAB) Passenger Restraint System Use.

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an age-appropriate manner in the use of passenger restraint systems required by Education Code Section 3983 1.5(a)(3). The instruction shall include, but not be limited to, the following information:

(a) Proper fastening and release of the passenger restraint system:

(1) Fastening: To fasten, insert the latch plate (the metal "tongue" attached to one side of the webbing) into the proper buckle (the receptacle that comes out from the "bight" in the back of the seat, a slot in the seat cushion, or from the side). 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 in the buckle.

(2) Unfastening: To unfasten, push the buckle release button and re-move the latch plate from the buckle. The buckle has a release mechanism that, when manually operated during "unbuckling," breaks the bond and separates the two sections.

(b) Acceptable placement of passenger restraint systems 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 of 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.

(c) Times at which the passenger restraint system should be fastened and released: Passenger restraint systems still be used· at all times the school bus or school pupil activity bus is in motion except when exempted in subdivisions (e) and (f) of this section.

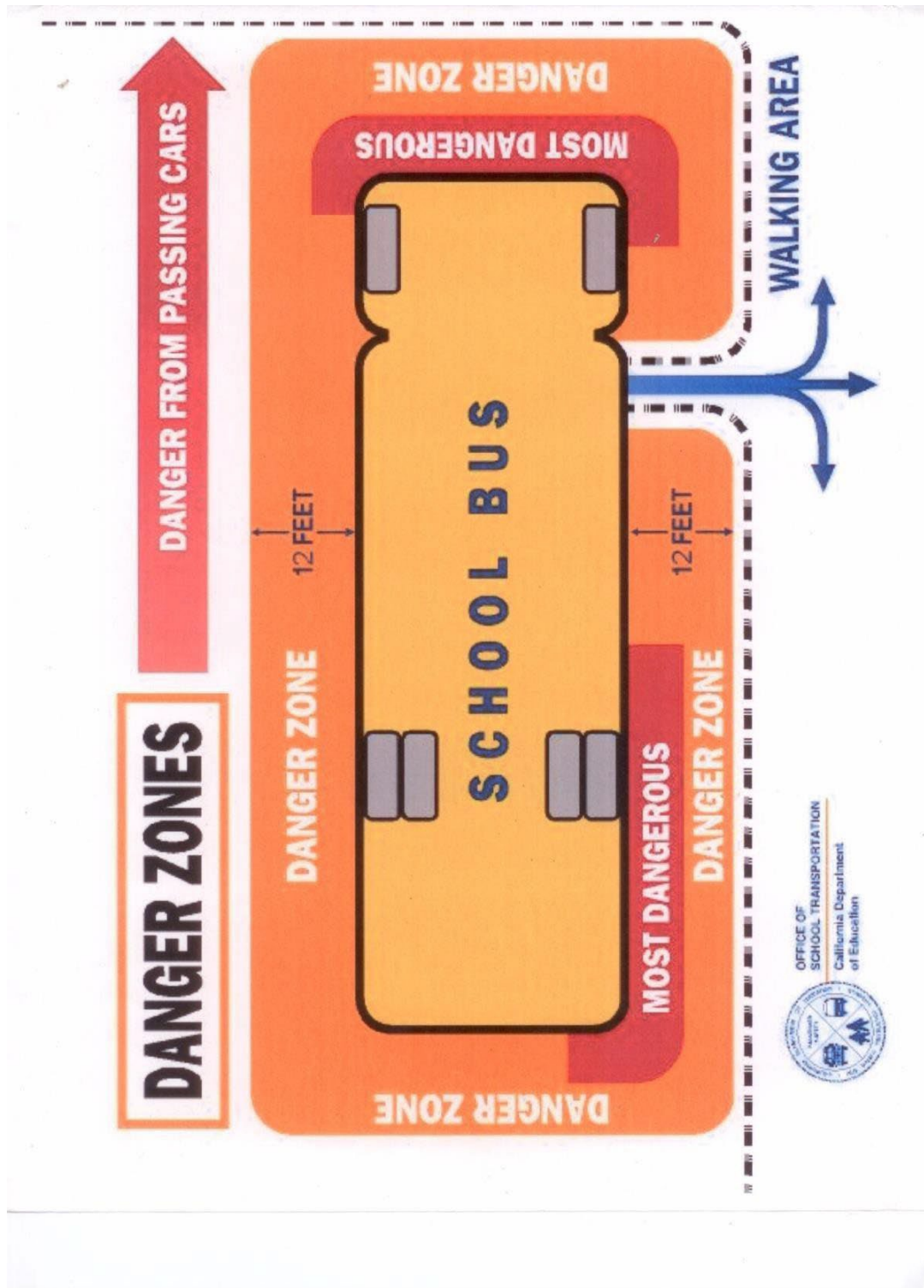
(d) Acceptable placement of the passenger restraint systems when not in use: When not in use, passenger restraint systems shall be fully retracted into the retractors so that no loose webbing is visible, or stored in a safe manner per the school bus manufacturer's instructions.

(e) This section 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, as well as the reason the restraint is inappropriate.

(f) This section 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) that requires pupils to be moved immediately in order to ensure their safety.

NOTE: Authority cited: Sections 33031, 38047.5, 38047.6 and 39831, Education Code. Reference: Sections 38047.5, 38047.6, 39830, 39830.1 and 39831.5, Education Code; and Sections 27316 and 27316.5, Vehicle Code. HISTORY

APPENDIX A – BUS DANGER ZONE



Thank You