

# *TRANSPORTATION SAFETY PLAN*

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The following Fresno Unified School District Transportation Safety Plan has been developed at the direction of the Superintendent pursuant to California Education Code 39831.3 and Section 22112 VC. This document is maintained by the Transportation Department.

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## **California Education Code 39831.3**

(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 schoolbus at each pupil's schoolbus 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 schoolbus monitor, in addition to the driver, to carry out the purposes of this paragraph.

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

(4) Procedures to ensure that a pupil is not left unattended on a schoolbus, 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.)*

## **California Vehicle Code 22112: School Bus Signal and School Bus Stops:**

(a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus 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 schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus 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 schoolbus 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 schoolbus.

(d) When a schoolbus 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 schoolbus 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 schoolbus 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 schoolbus 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 schoolbus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.

(e) Except at a location where pupils are loading or unloading from a schoolbus and must cross a highway or private road upon which the schoolbus is stopped, the schoolbus 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) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.

(2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus 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 schoolbus and providing the assistance extends the length of time the schoolbus 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 schoolbus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus 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 schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a schoolbus.

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

## 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. This places them within view of the school bus driver at all times.



# **General Loading/Unloading Procedures of the School Bus**

## **VC 22112**

### Procedures for Boarding the Bus

- Students should learn the correct route identification for the route they are riding to school or home.
- Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
- Students shall wait at designated bus stops and they should arrive five minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location.
- Students will not run towards the bus when the bus is approaching or departing.
- Students will wait at least twelve (12) feet back from the edge of the curb or roadway.
- Students will wait in a line forming away from the edge of the curb or roadway.
- Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened
- Students will be directed to a seat by the driver of the bus.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the integrity of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

### Procedures for Unloading the Bus at School or at Bus Stop

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students should walk away from the bus and not touch or lean against the bus. They will not return to or run after the bus. There will be no horseplay at or near the bus.
- Students shall not cross the street upon which the bus is parked without assistance from the driver. Parents/guardians should wait on the side of the street which the designated stop is located.
- Students' parents/guardians must be present, waiting on the same side of the street as the bus stop. If must-be-met student's parent or guardian is not present and the transportation department is not able to make contact the student will be returned to the school.

### Procedures for Exiting the Bus at Escorted Stops

- Students will be given instructions to wait at an area designated by the driver.
- When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus.
- The driver will exit the bus and walk approximately 12 feet in front of the bus before turning to enter the roadway and instruct the students to "wait".
- Using the handheld stop sign, the driver will walk to the center of the street and ensure all traffic is stopped before verbally signaling the students to walk between the bus and the driver. The driver shall escort the students across the street in front of the bus and follow the last student onto the bus, making sure that all students are seated.

### Procedures for Temporary Bus Stop Changes

- Students, prekindergarten through 8<sup>th</sup> grade, must exit the bus at their designated stop unless they have a note from their parent or guardian. Prior to boarding the bus, the student must take the note to the school office and obtain an "Authorization for Route Change" and give it to the driver upon boarding the bus. Students without proper authorization will be returned to school.

### When Crossing the Roadway

- Fresno Unified School District requires all school bus drivers to escort all students, pre-kindergarten through 8th grade, (all students at combined and atypical schools) who need to go across the street as they depart the bus.
- Always let your bus driver be the first person off the bus. The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
- Once your driver is off the bus and signals you to exit, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
- Always walk between the bus and the bus driver as you cross the street. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.
- At a traffic light, all students must comply with the directions of the official traffic-controlled signal on the street.

### Walking to and from Bus Stops

- 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.**
- Use sidewalks where available. If no sidewalks are available, do not walk in the roadway.
- Arrive at the bus stop five (5) minutes prior to stop time.
- Watch for vehicles that might be making a turn.
- Do not dart from between parked cars or shrubbery.
- Never accept a ride from a stranger.
- Never run to or from the bus.
- Go directly home from the bus stop.

## **Rules and Regulations**

### Authority of the Driver 5 CCR § 14103

- (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

### Emergency Equipment

- Each school bus shall be equipped with a first aid kit, roadside reflectors, and at least one fire extinguisher located in the driver's compartment which meets the standards specified by law. Each driver as a part of their required daily vehicle inspection (pre-trip) shall insure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/size and is in good working order. The fire extinguisher(s) are properly rated as required by law.



### Bus Evacuation & Safety Instruction

- All students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. This instruction includes passenger conduct, bus evacuation, crossing roadways, proper loading and unloading and red-light escorts. As part of the instruction students will exit the bus through the emergency exit door. Prior to departure on field trips, the driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment.

### Passenger Restraint Systems

- When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to be properly restrained by that system while the bus is in motion. (*Title 5 CCR Section 14105: "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..."*)

### Mechanical Breakdown

- When a school bus is disabled due to a mechanical failure and students are aboard 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.

## **Safety Tips**

### Conduct at School Bus Loading Zone & Bus Stops

- Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the bus comes to a complete stop and the driver opens the bus door.
- When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 12 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
- Never go under any bus to retrieve something you've dropped. Ask the driver to assist.
- Never run to a bus, always walk.
- Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets or animals to a bus stop.
- When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.

- School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
- When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.

### School Bus Rules

All students (regular education and special education) are required to:

- Arrive at the bus stop ten (5) minutes before the bus is scheduled to arrive.
- Use only his/her designated bus stop.
- Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
- Transporting live animals, insects or reptiles is prohibited.
- Transporting hazardous or destructive objects of any kind such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards, scooters or ball bats is prohibited.
- Respect the rights and property of others on the bus and at the bus stop.
- Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain quiet at railroad crossings.
- Keep all parts of the body inside the bus.
- Keep windows closed unless otherwise instructed by the bus driver
- Do not use profane language, obscene gestures, create excessive, or unnecessary noise.
- Do not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
- Help keep the bus safe & free from litter by not eating, drinking or gum chewing on the bus.
- Be courteous and respectful to the bus driver, other students, and passersby.
- Obey the request of the bus driver, give proper identification when requested.
- Always cross in front of the bus when it is necessary to cross the street.

# School Activity Trips

## Loading School Buses at a School Site:

- If the students are not crossing the roadway the bus is on to board the bus, then the driver may not activate the flashing amber warning light system when loading/unloading.
- Students will fill each seat from the back of the bus to the front, or how asked to do so by the driver.
- 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 for all activity trips. 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 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.
- 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.

## Adult Chaperones

- An adult chaperone must be 18 or older such as a parent, school volunteer, but NO student of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors/SPAB buses, district bus drivers will not depart on a trip without an adult chaperone. The bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field/sports/activity trip etc. This does not include home to school routes.

## **School Bus Safety Law**

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to other students 22112(d) VC, comply with the legal requirements of collisions and mechanical breakdowns. All drivers shall remain in the immediate vicinity of the school bus.
- School bus drivers shall perform a “student check” at the conclusion of each route and upon return to the yard perform a post trip inspection. The driver shall walk to the rear of the bus checking each seat for sleeping children and personal items left behind by the students on their route. The driver will then deactivate child checkmate system at the rear of the bus and check all seats again as they walk back to the front of the bus.

### **PROCEDURES TO ENSURE A PUPIL IS NOT LEFT UNATTENDED ON A SCHOOL BUS OR SPAB**

The driver shall walk the inside of the bus to the last seat searching on and under each seat for children/passengers asleep or hiding on the bus in all the following situations:

- During a “Home-to School” route after unloading at any school and before leaving the school property.
- During a “School-to-Home” route when any tier is completed and prior to leaving the final stop of that tier
- During an “Activity Trip” after arriving to unload at the destination point and prior to departing from the destination point.
- During an “Activity Trip” after returning to and unloading at the point of origin and prior to departing from the point of origin.

Whenever the driver disembarks from the bus for any reason, the driver shall be satisfied that there are no children/passengers on board before leaving the bus by placing the hand-held “Stop Sign” in the rear window of the school bus and deactivate the child safety alert system. This procedure is to ensure the bus is all clear.