Transportation Safety Plan



Pursuant to Section EDC § 39831.5

"The Mount Diablo Unified School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age physical or mental disability, sexual orientation or any other unlawful consideration. MDUSD Administrative Policy ___ "

MT. DIABLO UNIFIED SCHOOL DISTRICT

Cristian Lepe
Director of Transportation

Updated 5/13/2025

Table of Contents

Pursuant to Section EDC § 39831.5 1

Transportation Services Mission Statement 3

Preface 3

Additional Information 4

CALIFORNIA EDUCATION CODE § 39831.5. 4

Plan Requirements 5

General Passenger Safety Red Light Crossing Instructions 6

Red Light Crossing Instructions 6

School Bus Rules 7

Student Transportation Guidelines 7

School Bus Misconduct Citation 8

Bus Surveillance Systems 9

Seating Capacity 10

General Rules of Conduct at School Bus Loading Zones 11

Rules of Conduct at the Bus Stop 12

Bus Passes 13

School Activity Trip Safety Instructions 13

Safe Bus Operations 13

Bus Evacuations & Safety Instructions 14

V.C. (Vehicle Code) § 28160 - child safety alert systems 15

V.C. (Vehicle Code) § 42000.5 16

Emergency Contact Information 17

Drivers of District (Leased or Owned) Van 17

Transportation Services Mission Statement

Provide equitable transportation with outstanding customer service to our students, parents, and schools. Provide the safest, most efficient, and most cost-effective transportation service. Improve self through personal and professional growth opportunities, and continually develop a work environment where each group member is respected, valued, and cherished while being their authentic selves and conducive to achieving our mission.

Transportation Team

Preface

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 the following:

- Determine if pupils require escort pursuant to the Vehicle Code.
- Procedures for all pupils in pre-kindergarten, 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.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan 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.

It is imperative that each school site administrator takes the time to familiarize themselves with this law and that they educate their staff, students, and communities on the specifics of this law and its requirements.

Additional Information

In order to ensure the continued high level of safety provided to our pupils and expected by the public, Transportation will continue to educate school bus drivers, pupils, and the public about the laws and dangers associated with the loading and unloading of students.

Included in this safety plan are procedures for the Transportation of pupils by any district employee, including full and part-time teachers, coaches, nurses, therapists, aides, administrative staff, etc. (Regulation No. 6145.6.4)

- This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger.
- If there are any questions about the information contained in this document, please call the Transportation Department at (925) 825-7440 x 3713.

Additional Resources for MDUSD Personnel

- Consult the following documents for more information about transportation rules and guidelines governing home-to-school transportation.

CALIFORNIA EDUCATION CODE § 39831.5.

All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, shall receive instruction in school about emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/ operator of a private school, as applicable, shall ensure that the instruction is provided as follows;

- At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction. It includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment.

Instruction may also include the responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Plan Requirements

The MDUSD is required to create and maintain a transportation plan that includes:

- Procedures for students to board and exit the school bus safely;
- Provisions for the plan are to be retained by the district and made available upon the request of an officer of the California Highway Patrol (CHP);
- Authorizes a school bus driver to stop the bus to load or unload pupils without activating the flashing red signal lights and stop signal arm under specified conditions after consultation with CHP.

Transportation Services Safety Plan

General Passenger Safety Red Light Crossing Instructions

Only authorized bus riders are permitted to ride the bus and will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent and endorsed by the school principal. Permission to get off at a different stop will only be granted if no change of bus is involved. Students who are not authorized bus riders will not be permitted to ride the bus or accompany an authorized rider to or from school.

The driver of a school bus shall not eject any school pupil unless the pupil is given into the
custody of a parent or any person designated by the parent or school (13 CDR 1217)

Red Light Crossing Instructions

The school bus crossing light system (amber light, red lights, and crossing arm) shall be activated and required to be on at all times when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.

The lights **DO NOT** allow students to cross the roadway or highway unless the driver has given the student directions that it is safe to cross. Students are to remain on the curb or sidewalk until the school bus driver gives direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart from their designated bus stops in a timely manner.

School bus drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted. A bus driver escort shall be provided at those locations where traffic is not controlled by a traffic officer or an official traffic control signal to students enrolled in MDUSD pre-k, k through 8th grade who need to cross the street on which the bus is stopped. Each student being escorted across the street is required to cross under the driver's authority after unloading from the bus and crossing in front of the bus.

School Bus Conduct

Policy 5131.1: Bus Conduct
Original Adopted Date: 09/01/1988 **| Last Revised Date:** 01/18/2023 **| Last Reviewed Date:** 01/18/2023 Status: ADOPTED

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

Student Transportation Guidelines

Students are expected to maintain appropriate behavior to and from school while riding the school bus. The district employs cameras on each bus and tape is maintained for a period of time after each ride. Video may be used to verify claims of misconduct on the bus. Parents, guardians, or educational rights holders may be held responsible for intentional damages caused by a student.

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

Please discuss the following with your child:

1. Riders shall follow the instructions and directions of the bus driver at all times.

2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.

3. Riders shall enter the bus in an orderly manner and go directly to their seats.

4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.

5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the

driver's vision.

6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.

7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.

8. Riders shall not use tobacco products, vape, eat, or drink while riding the bus. Riders shall not bring drugs or weapons on the bus.

9. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

10. Riders shall not put any part of the body out of the window nor throw any item from the bus.

11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment. Vandalism to the interior or exterior of the bus is prohibited and violators may be held liable.

12. Service animals are permitted on school transportation services; all other animals, including birds, and reptiles, are prohibited. (Education Code 39839; 13 CCR 1216)

13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.

14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.
15. The driver of any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent, guardian, or educational rights holder of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.
16. Be courteous, respectful and cooperative with the driver and fellow passengers at all times.

Bus drivers shall not deny transportation services except as directed by the principal or designee.

School Bus Misconduct Citation

A citation system is used by our Transportation Department as a means of informing you and the school principal when the students violate our rules relating to conduct on school buses.

All rules are aimed at *safety and good manners* and will be enforced. Any continued violation will be sufficient reason to deny transportation privileges to students.

Authority of Driver: Pupils transported in a school 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 the street or highway. (*Title 13, Motor Vehicles, Calif. Adm. Code*)

Please discuss proper bus conduct with your children and thank you for your cooperation.

All drivers use the citation procedures as a last resort. They will always attempt to achieve results by asking passengers to behave. The citation is written by the bus driver. The school handles the following disciplinary action.

Bus Surveillance Systems

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT, Approved on 09/01/1988**,** Last Revised Date: 01/18/2023 | Last Reviewed Date: 01/18/2023, Concord, California



Seating Capacity

The MDUSD's goal is to seat no more than two students per seat.

California regulation requires that the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, the number of passengers specified by the seating capacity rating set forth in the California Highway Patrol Vehicle Inspection Approval Certificate. (13 CCR 121)

Any Board member, employee, or other person who knowingly operates or permits the operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, Education Code § 39834 authorized the Board to adopt a policy that allows seating capacities to be exceeded in cases of emergency (Education Code § 39834)

School buses purchased or leased for use in California must be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 bus manufactured on or after July 1, 2004, or a Type 1 bus manufactured on or after July 1, 2005. (Definitions of Type 1 and Type 2 buses are provided in 13 CCR 1201).

The State Board of Education is to adopt regulations requiring passengers to use passenger restraint systems when such systems are available on buses. (Education Code § 38047.6)

All passengers in a school bus equipped with passenger restraint systems shall use the passenger restraint system. All pupils shall be instructed in an age-appropriate manner in the use of passenger restraint systems.

The instruction shall include, but not be limited to, the following information:

Proper fastening and release of the passenger restraint system:

- Fastening: 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 into the buckle.
- Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle.

Acceptable placement of passenger restraint system 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 to 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.

Times at which the passenger restraint systems should be fastened and released:

- Passenger restraint systems shall always be used when or while the school bus is in motion except when exempted, as listed below.

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 there is no loose webbing or stored in a safe manner per the school bus manufacturer's instructions.

This 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 and the reason the restraint is inappropriate.

This 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) requiring pupils to be moved immediately to ensure their safety.

The school bus shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion.

The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers on the school bus. A vehicle shall not be put in motion while passengers are aboard until the doors are closed. The doors shall not be opened until the vehicle is stopped.

Passengers shall not be permitted in the front stepwell of any bus while the vehicle is in motion.

General Rules of Conduct at School Bus Loading Zones

The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be denied transportation. Each student on a school bus must behave in a satisfactory manner for the driver to remain alert to the many driving hazards. Students conduct at school bus loading zones, and school bus stops must be satisfactory (no horseplay allowed) to allow for safe loading and unloading at these locations. Parent reinforcement of these regulations will help considerably to maintain a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

Rules of Conduct at the Bus Stop

Horseplay is not permitted at the bus stop. Students must respect other people's property. Don't run across or play in people's yards or climb on their trees, fences, or walls. Stay on the sidewalk at the bus stop.

Wait completely off the road for the bus. Standing twelve (12) feet to the front of the bus as it pulls toward the curb. DO NOT approach the bus until the door has opened.

Bus riders are encouraged to arrive at their bus stops no earlier than five minutes before the scheduled time of pick-up.

Students who arrive at their bus stops too early and get bored while waiting cause the most behavior problems. Bus drivers will not depart from pick-up stops before the scheduled time. The U.S. Atomic Clock in Boulder, Colorado, sets clocks in the Transportation Department via radio signal. Parents can set their clocks by accessing the internet (www.time.gov).

The bus driver will make every effort to arrive at the bus stop at the scheduled time for pick-up. If the bus arrives early, the driver will wait until the scheduled time before departing. To remain on schedule, the driver cannot stay at any stop beyond the scheduled pick-up time. Take-home times are considered more flexible than pick-up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing bus stops of absent students.

Special Education bus routes are written to allow students **ten** minutes to load the bus after school dismisses. The buses must depart the school **ten** minutes after school is out to stay on schedule.
Bus routes transporting general education students who ride the Mt. Diablo High School/Bay Point shuttle or the El Dorado Middle School shuttle from Glenbrook Academy allow students **five** minutes to load the bus after school is dismissed.

The bus driver has the authority to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations. Please do not ask or expect a driver to stop at a location other than the student's assigned bus stop.

Many special education students must be met by responsible adults. If no one is available to meet the student and dispatch is unable to contact a responsible adult, the bus driver will continue on the route. If dispatch has not been contacted by phone by the end of the route, the driver will be instructed to return the student to school, if possible. If unable to return to school, the student may be taken to the district office, or Child Protective Services may be contacted.

High school and middle school students do not have to be met at their bus stops. However, if students are hesitant or reluctant to get off the bus at their stop, they will not be forced to get off. The student will either be returned to school or taken to the district office.

Bus Passes

- Every general education student participating in the Mt. Diablo High School/Bay Point shuttle program must have a current school year's bus pass to board and ride the bus and present it to the driver upon request.
- No current bus pass…no ride…no exceptions! Students are given time to request and obtain a pass at the beginning of the school year, and throughout the year for newly enrolled students.
- Bus passes must be used only by the student listed on the pass
- A bus pass must be in good condition. Mutilated or lost bus passes must be replaced. Once a replacement pass has been requested, the driver will allow the student to ride the bus while awaiting a replacement pass.

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction, including but not limited to (Education Code § 39831.5).

1. Location of emergency exits
2. Location and use of emergency equipment
3. This may include the responsibilities of passengers seated next to an emergency exit.
4. This 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.

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

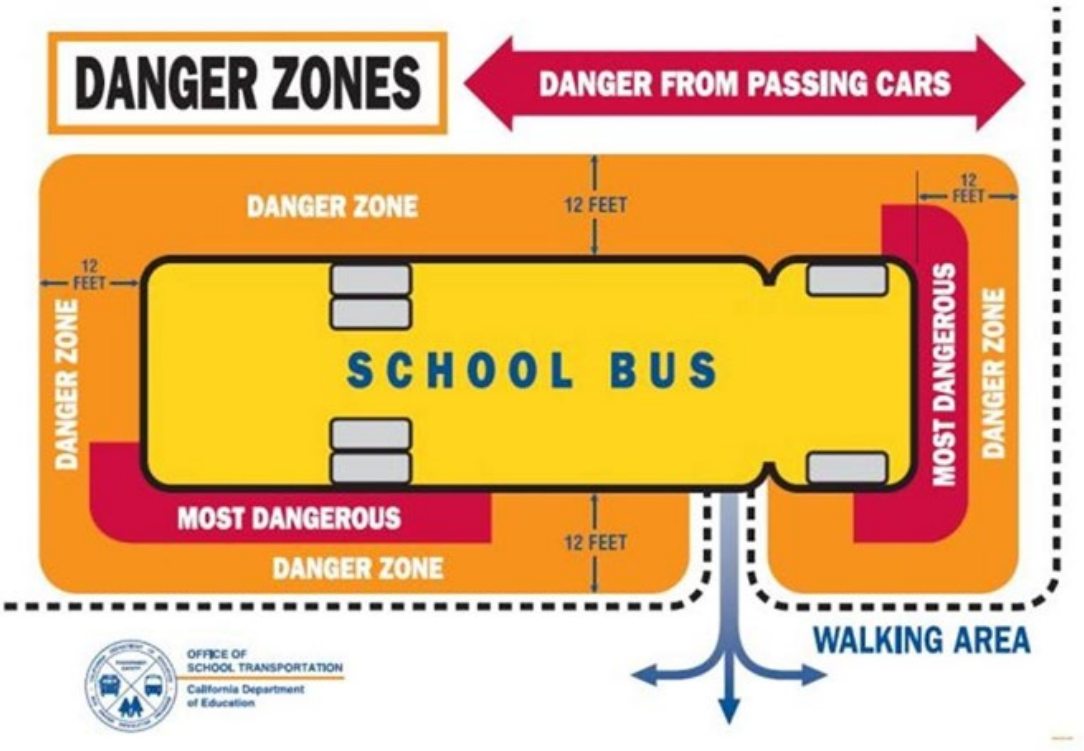
During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

Safe Bus Operations

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation.

Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code § 34501.6)



Bus Evacuations & Safety Instructions

All pupils in pre-kindergarten to grade 12, inclusive, in public or private schools, who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

All pupils in pre-kindergarten to grade 8, inclusive, who receive home-to-school transportation shall receive safety instruction. It includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment. It may include the responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors.

Students and the driver must know what to do. Know where all the bus emergency exits and equipment are and how to use them, and participate in evacuation drills.

It is up to the students and driver to stay calm in an emergency. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver. Students must follow the driver's instructions. Do not crowd the aisle, and keep moving toward the exit. Secure loose clothing so it won't be caught on doors or any other part of the bus. Leave ALL belongings on the bus. Students should duck their heads, sit down, and slide out from an emergency exit. Everyone is to move to a safe location 100 ft. from the bus.

- All drivers operating vehicles of any type that are employees of the MDUSD must be properly licensed for the type of vehicle they drive and also participate in the district's "DMV Pull Notice Program," which is maintained by the Transportation Services Department. Contact the Transportation Services Department regarding the "DMV Pull Notice Program."

- This safety plan includes procedures (Regulation No. 6145.6.4) for the Transportation of pupils by any district employee, including full and part-time teachers, coaches, nurses, therapists, aides, administrative staff, etc.

V.C. (Vehicle Code) § 28160 - child safety alert systems

(a) On or before January I, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018-19 school year, each school bus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all 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) 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.

(d) 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.

V.C. (Vehicle Code) § 42000.5

If the driver of a bus exceeds the speed limit by 10 or more miles per hour, the fine for a first conviction is $200.

Emergency Contact Information

Transportation Dispatch Office Hours: 5:00 a.m. - 5:00 p.m. Monday - Friday

- Main Office Number: 825-7440 x 3710

In the case of an emergency in a district vehicle or district school bus that involves a collision, or breakdown, call the number listed below. Include location, load size, and problem.

- Lead Mechanics, Ed Vladyka or Jose Velasco 825-7440 X 3706

Drivers of District (Leased or Owned) Van

Any school district and any owner or operator of a private school that provides transportation for pupils that owns, leases, or otherwise has possession or control of a 15-passenger van may not, on or after January 1, 2005, authorize the operation of that van for the purpose of transporting passengers unless the person driving or otherwise operating that van has both of the following:

- A valid class A or B driver's license issued by the Department of Motor Vehicles.
- An endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
- A "15-passenger van" means any van manufactured to accommodate 15 passengers, including the driver, regardless of whether that van has been altered to accommodate fewer than 15 passengers. All drivers operating vehicles of any type that are employees of the MDUSD must be appropriately licensed for the type of vehicle they drive and participate in the district's DMV Pull Notice Program," which is maintained by the Transportation Department.
- Employees must contact the transportation department prior to operating a district-owned or leased vehicle.
- Some non-school bus vehicles, owned or leased may be used to transport students to and from school-related activities within the MDUSD. Both the Administrators and drivers of these vehicles must be aware of **the nonconforming van** issue and make every effort to ensure safety requirements are followed when transporting students.
    - Within MDUSD, a non-conforming van is any vehicle leased or owned by the district used for the express purpose of transporting students to and from any school activity, including home-to-school Transportation.