

Transportation Safety Plan



Westminster School District
Transportation Department
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Table of Contents

Board Policy 3540.....	2
Introduction.....	3
California Education Code 39831.3.....	4
California Vehicle Code 22112.....	4-5
School Staff Procedures.....	6
The School Bus Danger Zone.....	6
Bus Rules.....	7
General Loading/Unloading/Exiting Procedures of the School Bus.....	7
General Bus Guidelines.....	8
No Child Left Unattended on a School Bus.....	9
No Child Left Unattended on a School Pupil Activity Bus.....	9
Additional Information.....	10
California Education Code 398315 (a).....	10
California Code of Regulations Title 5.....	10
Authority of the Driver.....	11
School Bus Passenger Restraint System.....	11
California Vehicle Code.....	11
Atmosphere Condition.....	11
School Bus Accident.....	11
School Bus Safety Information.....	12

The following Westminster School District Transportation Safety Plan has been developed pursuant to California Education Code 39831.3 and is maintained by the Transportation department. The plan shall be revised as required. A copy of this document can be found on each of the school websites in addition to the District office and Transportation department. The plan will be made available upon request by the California Highway Patrol.

BP 3540

The Governing Board provides transportation for eligible students in accordance with state and federal law. Transportation services shall depend upon student needs and a continuing assessment of financial resources, including district funds and state reimbursements.

The goals of district transportation service are:

1. To provide maximum safety for students between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for handicapped students.
4. To provide transportation for field trips.

All schoolbuses shall comply with inspection requirements specified in the Vehicle Code and administered by the California Highway Patrol.

Introduction

Per section 39831.3(a) of the Education Code states: “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 law also requires that a copy of the plan be retained at each school site subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol. Westminster School District is committed to the safety of children as well as administering the established Transportation Safety Plan procedure.

It is the District’s intent to educate the staff, students and our community of the changes and requirements of this law. It is imperative that each school site administrator takes time to familiarize themselves with this law and educate their staff, students and communities on the specifics of this law and its requirements.

If you or any of your staff, students or community have questions or need additional information, please do not hesitate to contact the Transportation Department at (714) 894-7311 Ext. 1110.

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 procedure 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 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.

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.

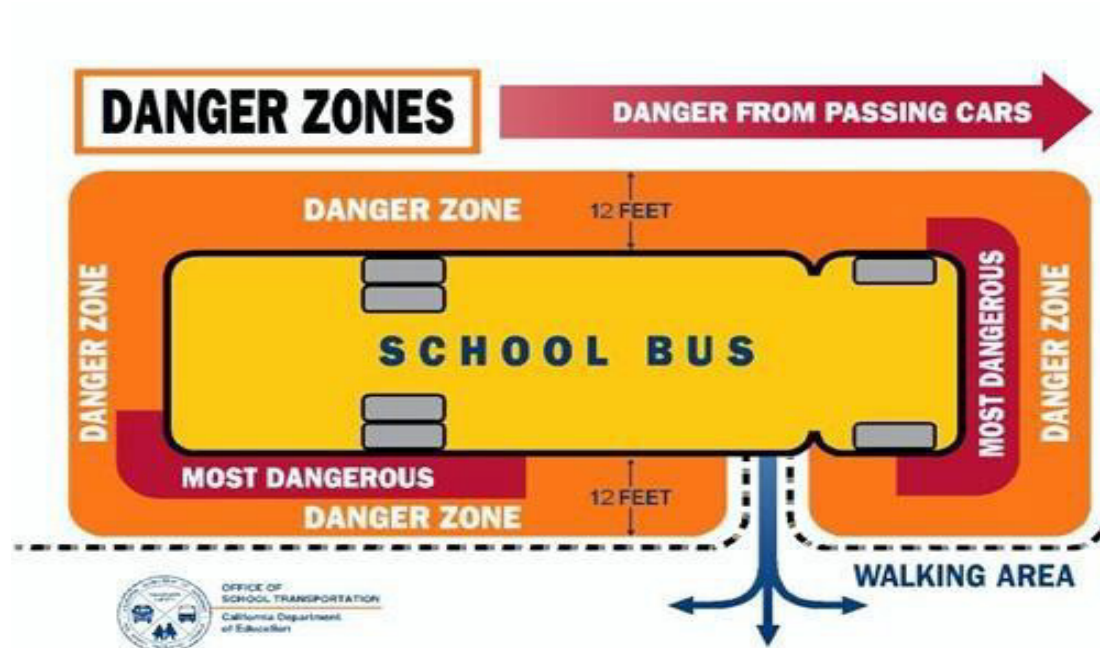
School Staff Procedures for Safe Transportation

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students follow all safety rules and regulations as outlined in this safety plan during the loading and unloading procedures. This supervision is intended to help in the prevention of possible injury to students and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

School staff members should be familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Transportation Department at 714-894-7311 Ext. 1110 for assistance.

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 twelve 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 on the Danger Zone illustration. This places them within view of the school bus driver at all times.



Prior to any movement of the bus, the driver shall ensure that all students and other pedestrians are outside the danger zone before putting the bus in motion.

Bus Rules

- **General Loading/Unloading/Exiting Procedures of the Schoolbus**

- **Boarding the Bus**

- Students should learn the correct route identification for the route they are riding to school or home. Students should look for that sign, not the bus number or the bus driver. The signs will remain the same; buses and drivers may change.
- Students shall wait at designated bus stops and they shall arrive ten 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.
- 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 present their bus pass to the driver, and may 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.

- **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 only be allowed to exit at their designated bus stop indicated on their bus pass.
- No pre-kindergarten or kindergarten student will be allowed to exit the bus unless there is a parent or guardian present to receive that student. If no parent or guardian is present, the student will be returned to the school.
- Students will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- 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. Students needing to cross the street shall remain on the bus until the driver has instructed them that it is safe to exit, and wait for the driver to assist in crossing. 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.

- **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 10 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 assure 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 assure the last student is safely across the street.

With the address provided by the parent, the Transportation Department will assign the student to the nearest and safest bus stop. If the student is required to be escorted, the information will be relayed to the driver via the route sheet as well as the driver will have direct communication with the students.

- **General Bus Guidelines**

- Students must be courteous and friendly
- Students must follow the direction of the bus driver and attendant
- Students or designated school personnel only are permitted to ride the bus
- Students must show their bus pass when entering the bus and upon request
- Students are required to ride their regular scheduled bus at all times (exceptions are only granted with prior notice and proper authorization)
- Students are to arrive at their assigned bus stop 5 minutes before the bus is to arrive
- Students must remain seated until they are dismissed by the driver (if necessary, seating assignments will be made)
- Students are not permitted to use profanity, be loud or participate in boisterous conduct
- Students must keep all body parts and other items inside the school bus and seat area
- Students must wear seatbelts if equipped and face forward
- Students are not permitted to eat or drink on the bus (water is the only exception)
- Students are not permitted to bring animals/pets on the school bus
- Students should keep conversation with the driver at a minimum while the bus is in motion

No Child Left Unattended on a Schoolbus

The schoolbus drivers of Westminster School District have always ensured that no students and/or belongings are left on the bus at the end of each route segment by inspecting the bus front to back and before exiting themselves. With the inception of 13 CCR 1294 Child Safety Alert System (CSAS), the driver must make contact with a device in the rear most area of the bus that disengages an alarm system prior to exiting the bus. Exception noted to escorting students required in CVC 22112.

No Child Left Unattended on a School Pupil Activity Bus

Following CVC 28160, Westminster School District requires that:

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.

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.

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.

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.

The driver shall sign a form with the time and date verifying that all required procedures have been followed.

39830.1.

A “school pupil activity bus” means any motor vehicle, other than a schoolbus, operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned or operated transit system, or by a passenger charter-party carrier, used under a contractual agreement between a school and carrier to transport school pupils at or below the 12th grade level to or from a public or private school activity, or used to transport pupils to or from residential schools, when the pupils are received and discharged at off-highway locations where a parent or adult designated by the parent is present to accept the pupil or place the pupil on the bus.

Currently all of the Westminster School District vendors that would be under the requirements of CVC 28160 operate primarily with a school bus fleet and all drivers are school bus certified.

Additional Information

The State Education Code mandates that certain procedures be followed in order to maintain transportation safety. Specifically:

California Education Code 39831.5

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a schoolbus or school pupil activity bus shall receive instruction in schoolbus 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:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a schoolbus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on schoolbus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of schoolbus stops near each pupil's home.
- (B) General rules of conduct at schoolbus loading zones.
- (C) Red light crossing instructions.
- (D) Schoolbus danger zone.
- (E) Walking to and from schoolbus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that 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, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the schoolbus through emergency exit doors.

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

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

(4) Prior to departure on a school activity trip, all pupils riding on a schoolbus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

California Code of Regulations Title 5:

- **Authority of the Driver (CA Vehicle Code 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.

- **School Bus and School Pupil Activity Bus (SPAB) Passenger Restraint System Use (CA Vehicle Code 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...

California Vehicle Code (CVC)

- **Atmosphere Condition (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 schoolbuses 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 schoolbus drivers discretionary authority to discontinue schoolbus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

- **School Bus Accident (12517.1)**
 - (a) A “schoolbus accident” means any of the following:
 - (1) A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000), or personal injury, on public or private property, and involving a schoolbus, youth bus, school pupil activity bus, or general public paratransit vehicle transporting a pupil.

 - (2) A collision between a vehicle and a pupil or a schoolbus driver while the pupil or driver is crossing the highway when the schoolbus flashing red signal lamps are required to be operated pursuant to Section 22112 or when the schoolbus is stopped for the purpose of loading or unloading pupils.

 - (3) Injury of a pupil inside a vehicle described in paragraph (1) as a result of acceleration, deceleration, or other movement of the vehicle.

 - (b) The Department of the California Highway Patrol shall investigate all schoolbus accidents, except that accidents involving only property damage and occurring entirely on private property shall be investigated only if they involve a violation of this code.

School Bus Safety Information

Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. School bus drivers carry the most precious cargo that can be carried over the roadways. To meet California State requirements, drivers must attend hours of training throughout their careers. They have to demonstrate their skills to the California Highway Patrol through testing to maintain their credentials to drive a school bus.

Additionally, school buses are designed to withstand crashes without death or serious injury. With continued education in school bus safety, our students, parents, drivers and staff can help prevent the few collisions that occur.

The Westminster School District Transportation team supports our students with great care and courtesy, and we are thankful to those that trust their most precious cargo to our capable drivers and aides.

REVISED: March 2023