

# OLD ADOBE UNION SCHOOL DISTRICT TRANSPORTATION SAFETY PLAN

The Transportation Safety Plan is procedures for School Personnel to follow to ensure the safe transportation of pupils and is in compliance with Education Code 39831.3. Pursuant to this code section, a copy of the plan **SHALL** be kept at each school site and made available upon request to the California Highway Patrol.

## HOME-TO-SCHOOL TRANSPORTATION PROVIDER

The following information is intended to assist School Personnel in their task of providing safe transportation.

## STUDENT INSTRUCTION

All Students who are transported in a School Bus or Student activity Bus **SHALL** receive instruction in School Bus emergency procedures and passenger safety. (EDUCATION CODE 38048) Students **SHALL** receive a packet of School Transportation Safety and Ridership information at least once when they are enrolled in school. Most schools continue to include this same information in the BACK-TO-SCHOOL packets annually for students. Most of this same information is presented below so School Personnel may include this information in their daily contact with Students, may utilize this in answering questions for Students or the public or teachers may utilize this in developing instructional lessons for School Transportation Safety.

1. Each School year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each Student who receives HOME-TO-SCHOOL Transportation **SHALL** be required to receive this instruction (CODE OF REGULATIONS, TITLE 5, AND SECTION 14102).
2. At least once each school year, all students in the grades Kindergarten through grade 8 who receive HOME-TO-SCHOOL Transportation **SHALL** receive safety instruction which includes, but not limited to: (EDUCATION CODE 38048).
  - A. PROPER LOADING AND UNLOADING PROCEDURES, INCLUDING ESCORTING BY THE DRIVER.
  - B. PROPER PASSENGER CONDUCT
  - C. BUS EVACUATION
  - D. LOCATION OF EMERGENCY EQUIPMENT

Each time instruction is given; the following information shall be documented:

- A. DISTRICT NAME
- B. SCHOOL NAME AND LOCATION
- C. DATE OF INSTRUCTION
- D. NAMES OF SUPERVISING ADULTS
- E. NUMBER OF STUDENTS PARTICIPATING
- F. GRADE LEVELS OF STUDENTS
- G. SUBJECTS COVERED IN INSTRUCTION
- H. AMOUNT OF TIME TAKEN FOR INSTRUCTION
- I. BUS DRIVER'S NAME
- J. BUS NUMBER
- K. ADDITIONAL REMARKS

## **BUS ROUTES**

Regular HOME-TO-SCHOOL bus route schedules are delivered to the school offices prior to the beginning of each school year. Although bus routes and stops change infrequently, occasionally notices are sent to the schools or given directly to the students. Any questions regarding any revised bus schedules should be directed to Old Adobe Union School District Transportation Department.

Numbers identify the routes; the number is located next to the passenger door on each bus. Any student who wishes to ride another bus or get on or off at another bus stop must have a signed permission note from a parent or guardian and either have a ticket or a valid bus pass to ride the bus. Students without a note will be allowed to leave the bus only at their regular bus stop or will be returned to school. If there is not a bus stop located in close proximity to a student's home, one may be established by calling Old Adobe Union School District Transportation Department at 765-4308. The school bus driver will only make stops that have been approved by the District Superintendent or designee.

Students need to be at their bus stops at least five minutes prior to the posted stop times. Bus stop times may change or vary depending on ridership, traffic and weather. Drivers make a point to notify students and parents of any changes.

## **DETERMINING IF A PUPIL REQUIRES AN ESCORT**

The driver in conjunction with the Transportation Department SHALL determine if an escort is required at a particular bus stop in compliance with (SECTION 22112 OF THE CALIFORNIA VEHICLE CODE).

Each bus route has a route sheet that will indicate which stops have students that must be escorted across the road. Particularly with new students registering in a school for whom the Transportation Department may not have the exact address information or home location, the driver may have to rely on the student for impute. If the impute of the student is unclear, the driver will need to radio the Transportation Office and have them call the school or home to verify an address. Every stop requiring an escort will be clearly marked on the route sheet.

## **GETTING READY FOR THE BUS**

- PLACE ALL MATERIALS YOU ARE TAKING TO SCHOOL IN YOUR BACKPACK
- KEEP THE BACKPACK CLOSED UNTIL YOU REACH SCHOOL
- ALWAYS WEAR SOMETHING LIGHT OR BRIGHT TO MAKE SURE YOU WILL BE SEEN BY THE DRIVER
- SECURE LOOSE DRAWSTRINGS AND OTHER OBJECTS THAT MIGHT GET CAUGHT IN THE HANDRAIL OR DOOR OF THE BUS
- LEAVE HOME SO YOU ARE AT YOUR BUS STOP FIVE MINUTES BEFORE YOUR BUS IS SCHEDULED TO ARRIVE

## **CLOTHING HAZARDS**

There have been several serious student injuries or fatalities in other states due to clothing or backpacks that have drawstrings. The drawstrings have gotten caught in handrails on the bus, without the driver's knowledge. Please inspect the children's clothing or backpacks to ensure there are no drawstrings or other hanging objects that could get caught in the handrail or entrance door.

## **WALKING TO AND FROM BUS STOPS**

Students should be very careful when walking to and from school bus stops. Parents should accompany younger students to the bus stops and assist in keeping order while waiting for the bus. Children should be instructed to keep on sidewalks or on the shoulder, and far away from the main traveled portion of the roadway. Students should pay close attention to traffic, weather conditions, and visibility conditions. Visible clothing, or clothing and backpacks with reflective material should be worn at all times.

Use the following guidelines for walking to and from the bus stop

- WALK, DON'T RUN
- USE THE SAME ROUTE EACH DAY
- WALK WITH FRIENDS (THERE IS SAFETY IN NUMBERS)
- DO NOT TALK TO STRANGERS
- NEVER ACCEPT A RIDE FROM ANYONE
- DO NOT PLAY ALONG THE WAY TO THE BUS
- DO NOT TRESPASS ON PRIVATE PROPERTY
- DO NOT VANDALIZE OR LITTER OTHERS PROPERTY
- DO NOT LET PETS OR SMALL CHILDREN GO WITH YOU TO THE BUS STOP
- STOP AT ALL DRIVEWAYS AND LOOK FOR CARS ENTERING OR LEAVING

## **WALKING ON THE ROAD WHERE NO SIDEWALKS IS AVAILABLE**

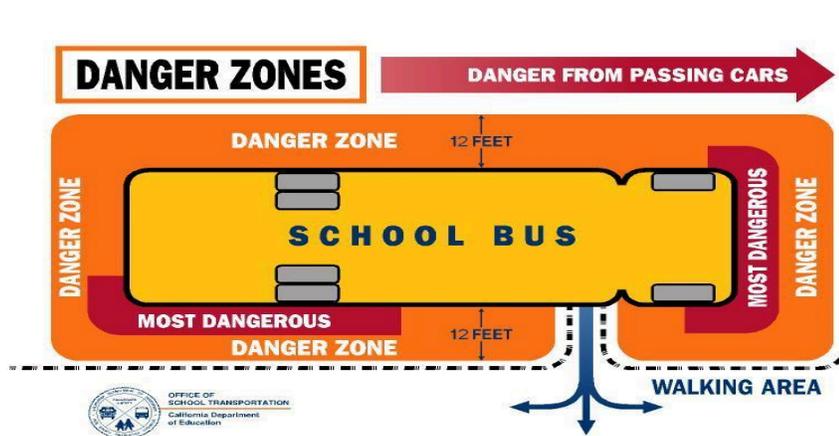
- IF THERE IS NO SIDEWALK, STAY OUT OF THE ACTUAL ROAD IF AT ALL POSSIBLE
- IF YOU MUST WALK IN THE ROADWAY:
  - A. FACE TRAFFIC
  - B. STAY AS CLOSE TO THE EDGE OF THE ROADWAY AS POSSIBLE
  - C. WALK SINGLE FILE

## **GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES**

- STAND BACK AWAY FROM THE ROAD
- IN BAD WEATHER STAY WAY BACK FROM THE ROAD AND WATCH FOR VEHICLE THAT COULD LOSE CONTROL BECAUSE OF THE ROAD CONDITIONS
- DO NOT TALK TO STRANGERS
- DO NOT ACCEPT A RIDE FROM ANYONE
- DO NOT PLAY RUNNING GAMES; NO FIGHTING, PUSHING, SHOVING, PULLING HAIR OR THROWING THINGS WHILE WAITING FOR THE BUS

## **ENTERING THE BUS**

- LINE UP SINGLE FILE
- STAY AT LEAST TEN FEET FROM THE BUS
- DO NOT MOVE FORWARD UNTIL THE DRIVER HAS TURNED ON THE RED FLASHING LIGHTS AND HAS OPENED THE DOOR
- WALK, DO NOT RUN, DO NOT CUT IN LINE, PUSH OR SHOVE ANYONE ELSE



- IF YOU DROP SOMETHING, DO NOT TRY TO PICK IT UP – INSTEAD, TELL THE DRIVER AND FOLLOW THE DRIVER’S DIRECTIONS
- NEVER REACH UNDER THE BUS FOR ANYTHING
- HOLD THE HANDRAIL WHEN YOU CLIMB THE STEPS OF THE BUS
- BE EXTRA CAREFUL IN BAD WEATHER – THE STEPS MAY BE SLIPPERY

## WHILE YOU ARE ON THE BUS

- NO EATING OR DRINKING ANYTHING, INCLUDING GUM
- THROWING ANY OBJECT IN OR OUT OF THE BUS OR LITTERING OF ANY KIND WILL NOT BE TOLERATED
- NO PROFANE LANGUAGE OR OBSCENE GESTURES
- LIGHTING OF MATCHES, USE OF CHEWING TOBACCO, CIGARETTE OR SMOKING OF ANY TYPE WILL NOT BE TOLERATED
- YOU MUST REMAIN IN YOUR SEAT AT ALL TIMES
- YOU MUST KEEP ALL BODY PARTS INSIDE THE BUS AT ALL TIMES
- NO UNAUTHORIZED OPENING, CLOSING OR TAMPERING OF ANY KIND WITH THE BUS DOORS, WINDOWS, EMERGENCY EXITS, RADIO CONTROLS
- NO PUTTING YOUR LEGS, FEET OR OTHER OBJECTS IN THE AISLE
- YOU MUST REMAIN FACING FORWARD (NO TURNING AROUND BACKWARDS IN THE SEAT)
- NO SLAPPING, HITTING, POKING, SHOVING, PULLING HAIR OR ENDANGERING THE LIFE OF ANY PASSENGERS
- DEFACING OR DAMAGING SCHOOL OR PRIVATE PROPERTY WILL NOT BE TOLERATED
- NO TRANSPORTING LIVE ANIMALS, REPTILES OR INSECTS ON THE BUS (EXCEPT AS PROVIDED IN CIVIL CODE SECTION 54.2)
- ANY STUDENT DESIRING TO RIDE A BUS OR DISEMBARK AT A STOP OTHER THAN THEIR OWN, MUST HAVE WRITTEN PERMISSION FROM A PARENT OR GUARDIAN AND HAVE EITHER A TICKET OR A VALID BUS PASS

(Section 14263 California Administrative Code Title 5) states: “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 a street or highway.” Continued disrespect for the rules is sufficient reason for a pupil to be denied transportation. A bus shall not require any pupil to leave the bus enroute between home and school or other destination.

## **SCHOOL BUS DANGER ZONES**

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than **twelve (12)** feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injuries to students occur outside the bus in this danger zone. If a student drops papers, lunch boxes or other objects while loading or unloading from the bus the student ***must get the attention of the driver***. Students **NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPER OR OTHER OBJECTS** as the driver may not be able to see a student in one of these locations.

## **EXITING THE BUS AT SCHOOL**

- REMAIN IN YOUR SEAT UNTIL THE BUS HAS COME TO A COMPLETE STOP, THE DRIVER SETS THE BRAKE TURNS ON THE FLASHING RED LIGHTS AND OPENS THE DOOR
- SECURE LOOSE DRAWSTRINGS AND OTHER OBJECTS THAT MIGHT GET CAUGHT IN THE HANDRAIL OR DOOR OF THE BUS
- USE THE HANDRAIL WHILE GOING DOWN THE STEPS
- LOOK LEFT AND RIGHT BEFORE STEPPING OFF THE BUS
- MOVE AWAY FROM THE BUS AT LEAST TEN FEET; NEVER WALK NEXT TO THE BUS
- IF YOU DROP SOMETHING NEAR THE BUS, DO NOT ATTEMPT TO GET IT YOURSELF; TELL THE DRIVER AND FOLLOW THE DRIVER'S DIRECTION
- NEVER GO NEAR THE BUS WHEN IT IS MOVING – WAIT UNTIL THE BUS IS GONE AND THERE IS NO TRAFFIC BEFORE YOU TRY TO PICK SOMETHING UP
- WHEN YOU GET OFF OF THE BUS GO STRAIGHT INTO THE SCHOOL BUILDING

## **ENTERING THE BUS AT SCHOOL**

- WAIT FOR THE BUS TO COME TO A COMPLETE STOP, THE DRIVER SETS THE BRAKE TURNS ON THE FLASHING RED LIGHTS AND OPENS THE DOOR
- WALK DO NOT RUN
- LINE UP SINGLE FILE
- DO NOT PUSH, SHOVE OR CUT IN FRONT OF ANYONE
- IF YOU DROP SOMETHING DO NOT TRY TO GET IT ON YOUR OWN, INSTEAD TELL THE BUS DRIVER AND THEY WILL GET IT FOR YOU
- HOLD ONTO THE HANDRAIL WHEN YOU ENTER THE BUS
- BE EXTRA CAREFUL IN BAD WEATHER – THE STEPS MAY BE SLIPPERY
- FIND A SEAT RIGHT AWAY
- IF SOMEONE WANTS TO SIT WITH YOU MOVE OVER AND LET THEM SET DOWN (YOU CAN NOT SAVE A SEAT OR SIT BY YOURSELF IF THE BUS IS FULL)
- TALK QUIETLY

## **GETTING OFF AT THEIR STOP**

- SECURE LOOSE DRAWSTRINGS AND OTHER OBJECTS THAT MIGHT GET CAUGHT IN THE HANDRAIL OR DOOR OF THE BUS
- REMAIN IN YOUR SEAT UNTIL THE DOOR IS OPEN

- WAIT FOR THE DRIVER TO SET THE BRAKE, TURN ON THE RED FLASHING LIGHTS AND OPEN THE DOOR BEFORE STANDING UP TO GET OFF OF THE BUS
- DO NOT GET OFF THE BUS AT ANY OTHER STOP (UNLESS YOU HAVE A WRITTEN NOTE FROM YOUR PARENT OR GUARDIAN GIVING YOU PERMISSION)
- WAIT FOR YOUR TURN (DO NOT PUSH OR SHOVE THE PERSON IN FRONT OF YOU)
- WHEN GOING DOWN THE STAIRS HOLD ONTO THE HANDRAIL
- CHECK BOTH DIRECTIONS BEFORE STEPPING OFF OF THE BUS
- MOVE AWAY FROM THE BUS BY AT LEAST 10 FEET IF POSSIBLE (THE DRIVER WILL BE ABLE TO SEE YOU AS YOU WALK FORWARD OR BESIDE OF THE BUS)
- NEVER GO NEAR THE BUS WHEN IT IS PULLING BACK INTO TRAFFIC
- NEVER WALK BEHIND THE BUS
- GO DIRECTLY HOME

## **RED LIGHT ESCORT PROCEDURE**

After making a determination that a student needs to cross the street on which the bus is stopped the driver will do a Red LIGHT ESCORT. The driver must activate the flashing amber light system (if so equipped) 200 feet before the stop. The driver sets the parking brake, turns the bus off, takes the keys out of the ignition, checks traffic, turns on the RED CROSS OVER LIGHTS, open the door, take the hand-held-stop sign used to escort the students across the road. THE STUDENTS MUST FOLLOW ALL OF THE DRIVERS DIRECTIONS AND NOT CROSS THE ROAD UNTIL THE DRIVER VERBALLY TELLS THE STUDENT TO PROCEED. This crossing maneuver is considered most dangerous and the students must be aware, alert and follow directions of the driver.

## **SAFE RIDING PRACTICES**

In compliance with Education Code 39831.5, at least once each school year students who receive home-to-school transportation receive safety instruction which includes, but not limited to proper loading and unloading procedures including escorting by the driver, proper passenger conduct, bus evacuation, use of passenger restraint systems and the location of emergency exits, location and use of emergency equipment. Instruction may also include responsibilities of the passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Prior to departure on any school activity trip, All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows.

- Instruction on the use of passenger restraint systems shall include, but not limited to, all of the following:
  - Proper fastening and release of the passenger restraint system.
  - Acceptable placement of passenger restraint systems on pupils
  - Acceptable placement of the passenger restraint systems when not in use

- All pupils riding on a school bus or SPAB shall receive safety instruction, which 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.

In addition to the expectations spelled out to the students in the above, drivers orient students on rules and expectations each year. Rules are posted on the bus in English and Spanish. Good classroom behavior is expected on all school buses. Students must remain seated at all times, must keep all body parts inside the windows of the bus, shall not drink or eat including gum. Lighting of matches, use of chewing tobacco, cigarettes, or smoking of any type will not be tolerated. Noise level must be kept down. Students will not be allowed to “roughhouse” on the bus and must follow all of the driver’s directions.

## **LOADING AND UNLOADING ON ACTIVITY TRIPS**

When someone calls to schedule a trip from the District Transportation Department they will need to provide the following.

1. Time they wish to leave their school site
2. Where they are going and if there will be any other stops and if so the location(s)
3. The time they wish to return to their school site

With this information the dispatcher will schedule the trip giving all of the information to the driver on a district school activity trip form. The driver will be waiting at the school fifteen minutes prior to the trip's departure time to allow for loading of luggage, lunches, equipment, etc. When the group is ready to load the bus the students need to get on the bus holding onto the handrail as they enter the bus and find a seat right away. Prior to leaving the teacher/chaperone will discuss with the driver any questions about the trip. Once they arrive at their destination the driver will confirm with the teacher/chaperone what time the bus will need to depart in order to get back at the proper time and answer any questions they may have as to where the bus will pick them up and how to get in touch with them if necessary.

## **ACTIVITY TRIPS**

When planning an activity trip, the school has several options. They may use a School Bus, School Pupil Activity Bus (SPAB) operated by a private charter company, Public Transit Bus or Parent-Owned vehicles.

### **SCHOOL BUS**

California School Buses and drivers are the most highly regulated Student transportation vehicles Drivers. On any school activity trip, whether on a bus or not, the teacher shall have a roster of all students on the trip, an itinerary of the trip and should carry a supplemental first aid kit. Teachers or coaches should plan all stops in conjunction with the transportation provider and should not allow students to eat or drink on the bus or car.

### **S.P.A.B. BUSES**

School Pupil Activity Buses are owned and operated by a private charter carrier (for-hire charter bus operator). SPAB buses need to be certified by CHP Motor Carrier Inspector within the past 13 months and must have a certificate on board that is signed and dated by the Inspector. The driver must also have received some special training and must have at least a Class B California

driver's license and a Special Drivers Certificate valid for driving a SPAB bus. When booking a SPAB bus you must specify such and a School Official shall inspect the bus and the driver to make sure they meet all of the certification and legal requirements prior to allowing students to board the bus.

### **PUBLIC TRANSIT BUSES**

If the students are going to use a Public Transit bus for their trip, the school must call the transit agency prior to the trip and ensure they are prepared for the group and make sure they understand the requirements for riding Public Transit Buses for School Students.

### **PARENT VEHICLES**

The use of parent vehicles for activity trips shall be strictly adhered to District Policy. All parents shall show proof of appropriate insurance. In no case shall a vehicle be used that is designed for more than nine passengers and the driver and or the number of passengers in the vehicle exceed the number of seat belts. Students who are required by law to be secured in a child passenger restraint system is any child weighing less than 60lbs or under the age of 6. These students are to be in the rear seats unless the rear seats are already occupied by others that meet the same requirements, there are no rear forward facing seats or the restraint system cannot properly be installed.

### **BUS SAFETY**

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 service. 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)

School buses and school pupil activity buses also shall not operate whenever the number of passengers exceeds the seating capacity, except when necessary in emergency situations that require that students be moved immediately to ensure their safety.

The Superintendent or designee may place a notice at the bus entrance door that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and or has intent to commit a crime. (Code of Regulations, Title 13, Section 1256.5)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment that meets the standards specified in law. (Education Code 38056)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

### **NOTIFICATIONS**

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades pre kindergarten through 8 who have not previously been transported in

a School Bus or School Activity Bus. This information shall be provided upon registration and shall include: (Education Code 38048)

1. A list of school bus stops near each student's home
2. General rules of conduct at the school bus loading zones
3. Red light crossing instructions
4. School bus dangerous zones
5. Safety while walking to and from school bus stops

## **SPECIAL SITUATIONS OR CIRCUMSTANCES**

If you encounter a student transportation safety situation that is not covered in this plan or seems unique, please contact the District Office or School Pupil Officer of the California Highway Patrol for direction.

**California Department of Motor Vehicles: VC 28160** (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) On or before the beginning of the 2018-2019 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 system.

(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 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 (2) years.

(c) A “child safety alert system” is a device located at the interior rear of the 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.

Child Check Mate Systems are installed in all Old Adobe Union School District school buses:



Effective on or before the start of the 2019/2020 school year, all school buses shall be equipped with an operational Child Safety Alert System that will require the driver to walk to the rear of the bus in order to disarm the system or an alarm will sound. No student's, passengers, adults, or school officials are permitted to disarm the system at any time.

Currently, all Old Adobe Union School Bus Drivers are required to walk to the back of the bus, walk to the front checking on and under all seats for pupil's every time the last pupil exits the bus from a run.