



**Adelanto** *Elementary School District*

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# **Transportation Safety Plan**

**Pursuant To Section 39831.3 EC & Section 22112 VC**

February 2022

# TABLE OF CONTENTS

COVER PAGE.....	1
TABLE OF CONTENTS.....	2 AND 3
INTRODUCTION .....	4
TRANSPORTATION SAFETY PLAN - EC 39831.3.....	4
WALKING TO AND FROM SCHOOL BUS STOPS .....	5
SCHOOL BUS DANGER ZONES .....	6
PROCEDURES FOR SCHOOL STAFF TO FOLLOW TO HELP ENSURE THE SAFE TRANSPORTATION OF STUDENTS .....	7
SAFE LOADING AND UNLOADING PROCEDURES.....	8
13 CCR 1294 CHILD SAFETY ALERT SYSTEM.....	9, 10, 11
VC 28160 CHILD SAFETY ALERT SYSTEM.....	11, 12
CHILD CHECK.....	12
SCHOOL BUS SIGNAL AND SCHOOL BUS STOPS VC 22112 .....	13, 14
HOW TO DETERMINE IF A STUDENT REQUIRES AN ESCORT PURSUANT TO VC 22112.....	14
INSTRUCTION IN SCHOOL BUS EMERGENCY PROCEDURE AND PASSENGER SAFETY, CA ED CODE 39831.5 .....	15
SCHOOL BUS RULES .....	16
RULES OF CONDUCT FOR STUDENTS ABOARD THE SCHOOL BUS.....	16
REDUCED VISIBILITY .....	16,17
<b>COVID 19 TRANSPORTATION PROCEDURES:</b> PROCEDURES.....	18

CDC RECOMMENDATIONS.....18

BUS PASSES .....19

LOADING AND UNLOADING PROCEDURES.....19

STUDENT WITH SYMPTOMS.....19

BUS DISINFECTING PROCEDURES.....19

TRANSPORTATION OFFICE DIRECTORY.....20

## ***Introduction***

Assembly Bill 1297 was authored by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district that provides transportation to or from a school or school activity trip to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

## ***Transportation Safety Plan (EC 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 school bus at each pupil's school bus stop.

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

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

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

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

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

## ***Walking to and From School Bus Stops***

It is the responsibility of parents/guardians to insure their students arrive safely at the assigned bus stop and are ready to load the bus 5 minutes prior to the scheduled pick-up time of the route.

It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day.

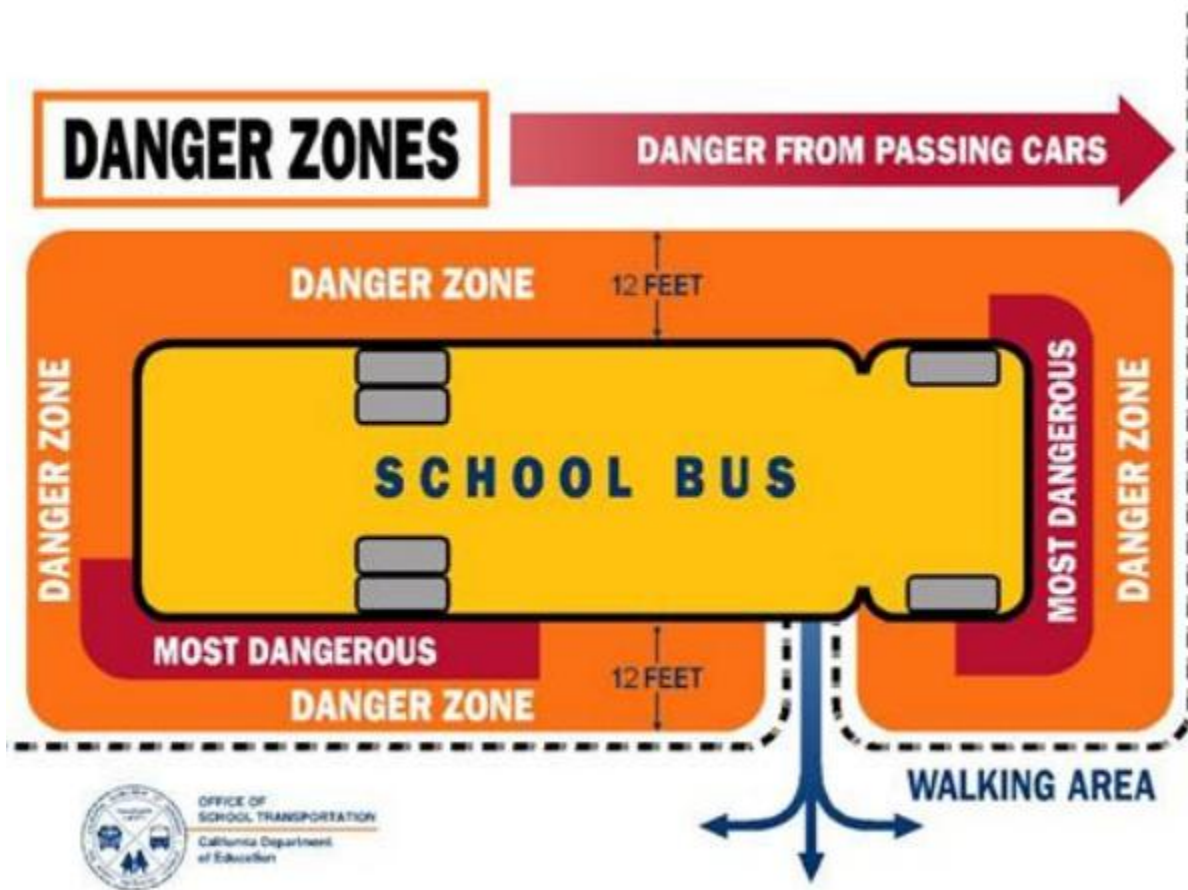
Parents/guardians and students are encouraged to develop a plan to ensure their student(s) arrives safely home at the end of the day.

- \* Go directly to and from the bus stop.
- \* Plan the safest route with the fewest streets to cross.
- \* If possible cross streets at corners, using crosswalks if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
- \* Do not run out in the street from between parked cars or shrubbery.
- \* Walk to and from school bus stops out of the roadway facing traffic.
- \* Never accept a ride from a stranger.
- \* Leave home early enough so you do not have to run to catch your bus.
- \* Always cross the street the bus is stopped on with the driver as your escort.

The safe loading and unloading of students is our main concern. Therefore, students should be cautious with the walking route chosen to get to the school bus stop. Pupils should stay on sidewalks and walking paths while approaching and leaving school bus stops. Students shall wear safe clothing that is visible in hours of darkness. Pupils shall wait at school bus stops in an orderly manner, remain in safe loading areas, and remain in loading area until the driver opens the entrance doors and orders pupils to approach the school bus. Parent reinforcement of these regulations will help considerably in maintaining 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.

## *School Bus Danger Zone*

School buses are large commercial vehicles and are difficult to see around because of their size; therefore, they create blind spots where children may be present. Understanding the 12-foot danger zone area around the bus helps keep our children safe. Students should never go under or in front of the bus. Students should store items inside a backpack where they are less likely to be dropped under the bus. If any student needs to cross the roadway in which the bus is traveling upon, the driver shall escort the pupil across the roadway. Always slow your vehicle when you are around a school bus and stop when the red lights are flashing. Flashing amber lights on the school bus is a warning to slow down and stop for the subsequent red lights flashing signal system on the school bus.



## ***Procedures for School Staff to Follow to Help Ensure the Safe Transportation of Students***

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 during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan. School staff members should be thoroughly 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 (760) 246-3278 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

\* Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.

\* Students shall be accountable for their own orderly conduct.

\* Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with District policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

## **Safe Loading and Unloading Procedures**

Procedures for all pupils to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.

- \* Pupils shall follow the instructions of the school bus driver, who is in charge at all times.
- \* Pupils shall board and exit the school bus only at bus stops designated by the school district Superintendent or Superintendent's designee.
- \* Pupils shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- \* Pupils shall board and exit the school bus in an orderly manner. Pupils who require escort pursuant to section 22112 of the Vehicle Code shall:
  - \* Wait for the bus driver to exit the bus first.
  - \* After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
  - \* Walk straight across the roadway between the bus driver and the front of the bus.
  - \* After crossing, stay clear of the roadway.

Pupils who do not require escort pursuant to section 22112 of the Vehicle Code shall:

- \* In an orderly manner, immediately leave the vicinity of the school bus.
- \* Stay clear of the roadways.

Procedures for all drivers to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.

- \* School bus drivers shall continuously monitor the safety of their school bus route and school bus stops and report any potential hazards so the route or bus stop can be reviewed for safety by the Transportation Coordinator or Supervisor.
- \* School bus drivers shall have authority (5 CCR 14103) of pupils they transport and respond to any observed unsafe behaviors or conditions.

### **13 CCR § 1294. Child Safety Alert Systems.**

(a) On or before the beginning of the 2018-2019 school year and continuously thereafter, unless otherwise excepted, all school buses, school pupil activity buses, youth buses, and child care vehicles subject to this chapter shall be equipped with a child safety alert system meeting the requirements of this section. The beginning of the school year shall be determined by the county superintendent of schools, the superintendent of any school district, or the owner or operator of any private school. The requirement is applicable to any vehicle transporting pupils to or from school or a school activity, based on the school year of the school attended by the pupils transported.

(b) Upon movement of the vehicle, the child safety alert system shall be automatically activated. The device need not activate for the first three minutes of vehicle movement or prior to the time the vehicle reaches a speed of 10 miles per hour, whichever occurs first. When not more than three minutes have elapsed or the vehicle reaches a speed of not more than 10 miles per hour, the child safety alert system shall be automatically activated and require the driver to manually contact or scan the device prior to exiting the vehicle. The device shall not be equipped with any method to deactivate the device except as provided within this section.

(c) Following activation of the child safety alert system as required by (b), within not more than three minutes of the time the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, and all floor level doors are closed, the child safety alert system shall cause a tone, a flashing light, or both to be emitted from the vehicle. The tone or flashing light shall be audible or visible at least 50 feet from the vehicle with all doors and windows in the closed and locked position. Notwithstanding any permitted time, delay, an activated child safety alert system shall immediately cause the required audible or visible warning, or both to be emitted when any floor level door is opened. The device shall cause continuous emission of the required audible or visible warning, or both, for not less than 30 continuous minutes. Driver manual contact with or scanning of the device shall deactivate the device and cause the audible and visible warning to cease. Once active, the device shall not deactivate under any circumstance unless the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, and all floor level doors are closed.

(c)(1) The device may be connected to a flashing red light signal system required by Section 25257 CVC, or other required or permitted device to preclude the emission of warning tones or flashing lights while the driver is actively engaged in loading, unloading, or escorting pupils as required by law. The device shall remain activated as required by this section unless and until the driver manually contacts or scans the device. Following manual contact or scanning of the device, the device shall again be activated upon subsequent movement of the vehicle.

(c)(2) Child safety alert systems may be designed in a manner which delays the audible or visible warning for not more than three minutes from the time the vehicle is stopped, the parking brakes are applied, the ignition is set to the off position, and all floor level doors are closed, until the time the tone, flashing lights, or both begin to be emitted. The tone, flashing lights, or both shall cease upon manual contact or scanning of the device by the driver.

(c)(3) When the device is configured with only flashing lights, the light shall be visible from any location within the interior of the vehicle and for 360 degrees around the exterior of the vehicle. Vehicle headlamps, tail lamps, or other required exterior lighting devices may be used in fulfilling the exterior visibility requirement. The vehicle horn required by Section 27000 CVC may be used to fulfill the tone emitting requirement.

(c)(4) The child safety alert system shall be designed so that when the device is activated, the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, and all floor level doors are closed, sufficient lighting is immediately provided within the interior of the vehicle to facilitate a full and thorough inspection of the interior of the vehicle, including but not limited to interior package carrying areas, under all seats, and throughout the driver compartment. The required interior lighting shall remain illuminated for not less than one minute following deactivation of the device and shall be extinguished automatically. Interior lights required by Section 1217 of this chapter may be used in fulfilling this requirement.

(c)(4)(A) When the design of a vehicle precludes configuration of the device to ensure illumination of the interior of the vehicle as required, the driver shall be responsible to ensure sufficient illumination is provided. Any design preclusion shall be certified by the vehicle manufacturer or an independent engineer, in writing. A legible copy of the certification shall be carried on the vehicle. The original certification shall be retained by the vehicle operator or motor carrier for the duration of time the vehicle is in their possession and transferred to the next operator upon sale or change of possession of the vehicle. The legible copy or the original shall be made available for inspection by any authorized employee of the department, a parent, or guardian of a pupil transported on the vehicle, or any interested member of the public.

(d) The child safety alert system shall be permanently mounted at the rearmost portion of the interior of the vehicle in a manner which ensures the device remains secure during all normal modes of vehicle operation. The device and mounting shall be secure, resistant to tampering, and of sufficient strength and durability to withstand normal and anticipated movement of the vehicle without detriment to the device or mounting integrity.

(e) A child safety alert system shall be capable of operation under all reasonably anticipated conditions of temperature, time, vehicle loading, or vehicle status. Any such device may be powered by mechanical, electrical, or electro-mechanical means of sufficient measure to ensure the device and all required warning tones and lamps function as required and remain in operation for the duration required by this section. The device may be connected to the vehicle electrical system for power or functionality, but shall not require any item or element of design required by the Federal Motor Vehicle Safety Standards, any requirement of law, or any regulation to be disabled, removed, or rendered ineffective.

(f) Any malfunction of the child safety alert system shall be documented and retained by the motor carrier or operator of the vehicle for not less than two years. Documentation shall include a description of the malfunction, any repairs or adjustments made to restore correct functionality, and be made available for inspection upon request of any authorized employee of the California Highway Patrol.

(f)(1) A driver who encounters any device malfunction shall immediately report the malfunction to the motor carrier or operator of the vehicle. The report may be made initially via radio or other electronic communication. When verbal or other electronic notification is made, the driver shall also note the malfunction on the driver's vehicle condition report required by Section 1215, or other document submitted to the motor carrier or operator of the vehicle, to ensure proper notification.

(g) Definitions. For the purpose of the section, the following definitions apply.

(g)(1) Child safety alert system is an electronic, mechanical, or electro-mechanical device, installed at the rearmost portion of the interior of the vehicle which requires the driver to manually, electronically, or a combination of manually and electronically contact the device prior to exiting the vehicle. The term electronically contact means swipe or scan as defined in (g)(3) of this section.

(g)(2) Manually contact means the driver makes physical contact with the device for the purpose of interacting with it. This contact may take the form of pushing a button, entering a unique personal identification code, or other means of ensuring the driver contacts the device in a manner which is recognized by the device.

(g)(3) Swipe or scan the device means the driver interacts with the device by means of a card or other electronic or electro-mechanical device, or the device conducts biometric identification of an individual person in a manner which is recognized by the device. Swiping or scanning the device must require the driver, card, or other device to be within not more than six inches of the device and prohibits the use of any device which permits deactivation of the device in any manner not permitted or required by this section.

(g)(4) Prior to exiting the vehicle means the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, all floor level doors are closed, and prior to the time the driver exits the vehicle by means of a floor level door. A driver loading or unloading pupils, or escorting pupils pursuant to Section 22112 CVC, is not deemed to have exited the vehicle for the purpose of this section.

(g)(5) Active, activate, or activated means the child safety alert system is armed and will cause a tone, a flashing light, or both to be emitted from the vehicle under the conditions and in the manner required by this section. Any device so activated shall require the driver to manually contact or scan the device prior to exiting the vehicle.

(g)(6) Audible or visible warning means the tone, flashing lights, or both required by this section.

(g)(7) Flashing lights means lighting devices which operate at a rate of 60 to 120 flashes per minute, with a 40 to 60 percent on-time under all operating conditions.

(g)(8) Tone means an audible sound which is readily recognizable as a warning. The tone may be unvarying, variable, or discontinuous sound which repeats at a rate lower than 90 cycles per minute. The sound frequency including any harmonics shall be lower than 100 hz or higher than 5,000 hz.

Note: Authority cited: Section 28160, Vehicle Code. Reference: Sections 28160 and 34506, Vehicle Code.

### **VC 28160. Child Safety Alert System**

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018–19 school year, each schoolbus, 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 of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

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

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) 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.

*(Added by Stats. 2016, Ch. 721, Sec. 7. (SB 1072) Effective January 1, 2017.)*

### ***Child Check***

In addition, Adelanto Elementary School District (AESD) requires the bus driver to walk the length of the inside of the bus (front to back), after delivering students to school, after delivering the last student on a route, after every activity/study trip, before leaving the yard, before starting any run or activity trip and after parking the bus in the yard; inspecting each seat as well as under seat for children and any item left behind. Leaving an unattended child aboard the bus is unacceptable and may be cause for driver dismissal. Dismissal of any driver for a cause relating to pupil transportation safety shall be reported by the carrier to the Department of Motor Vehicles within five days of the dismissal date as per 13 CCR § 1236

## ***School Bus Signal and School Bus Stops - VC 22112***

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

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school District Superintendent or the head or Principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

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

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 that they 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 has questions or need additional information, please do not hesitate to contact the Transportation office at (760) 246-8691.

### ***How to Determine if a Student Requires an Escort Pursuant to Section 22112 CVC***

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street in accordance to V.C. 22112. District Policy requires **ALL** students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at bus stop, the bus driver will verbally ask students if anyone will be crossing the street that the bus is stopped. If any student(s) indicate that they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop. Students must indicate to the driver they cross either verbally or by a show of hand signal. All students must cross in front of the bus between the driver and the school bus. Anyone deviating from the above stated safety measures are subject to disciplinary action.

***Instruction in school bus emergency procedure and passenger safety, CA Ed Code 39831.5***

(a) All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school that 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 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 school bus or school pupil activity bus and who are in pre-kindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

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

(2) 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 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 school bus 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 school bus 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.

(Amended by Stats. 2003, Ch. 552, Sec. 13. Effective January 1, 2004.)

### ***School Bus Rules***

The California Code of Regulations Title 5, Section 14103 states: “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 en-route between home and school or other destinations.”

For this reason, the AESD Transportation Department has established rules and regulations for students riding school buses.

#### **Rules of Conduct for Students While Aboard the School Bus**

1. The bus driver is responsible for the safety and well-being of all passengers. The drivers’ directions must be followed at all times.
2. Students are to respect the property at bus stops and conduct themselves in an orderly manner while waiting for the bus and while returning home from the bus stop.
3. Students should not arrive at their bus stops more than five minutes before the bus arrives.
4. The person in charge of loading the bus will determine the order of pupil entrance.
5. Bus windows are not to be lowered more than half way. All body parts are to remain inside the bus. No littering/throwing items from bus windows.
6. Unnecessary noise in the bus, such as loud talking, shouting, singing, and other rowdy behavior may distract the attention of the driver, and therefore is prohibited for the safety of all passengers.
7. Transporting animals on the school bus is contrary to State Law and not permitted, except for animals specified in Civil Code Section 54.2.

Note: Civil Code Section 54.2 refers to guide, signal and service dogs.

8. Generally, eating is not permitted on the bus. Exceptions may be made on trips lasting longer than one hour with the understanding that the students will clear the bus of all litter.
9. Any item considered dangerous to the health, safety or welfare of riders may be prohibited by the bus driver.

Automobiles must stop when a school bus is flashing its red lights. Pupils crossing the street must do so in front of the bus, as directed by the driver.

**ALL SCHOOL AND AESD RULES & REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!**

*Failure to abide by one or more of these rules may result in the loss of bus riding privileges.*

Each bus driver will be responsible for the bus and for all passengers at all times as stated in Section 14263 of the State Board of Education on Regulations Governing Pupil Transportation, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.

Failure to abide by established safety/bus expectations & rules will lead to disciplinary action and/or revocation of busing privileges. School bus discipline/corrective action is administered & monitored by school administrators and the transportation department. If a student's privileges have been suspended, that suspension will be for all Adelanto Elementary School District Buses, both to and from school.

The school bus is an extension of the classroom, and appropriate behavior is expected at all times. For those who are unable to follow the established rules, at all

***Reduced Visibility, Vehicle Code 34501.6***

The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

(Added by Stats. 1992, Ch. 624, Sec. 9. Effective September 14, 1992.)

School bus drivers have the discretionary authority to discontinue home-to-school, or any activity trip if conditions become unsafe when visibility is reduced to 200 feet or less. If, in the opinion of the bus driver, conditions are so hazardous that the safe operation of the bus is not possible, the driver shall pull off the roadway and if possible, onto the shoulder of the road.

\*Created 02/14/2022

## ***COVID-19 related Plan in place for Transportation of passengers:***

While it is unknown how long Covid-19 virus will be active and affect our communities. The district of Adelanto Elementary School is working tirelessly to plan out and continue to provide a safe environment for our children. Giving our parents, teachers and community peace of mind that your children are in good hands.

### **The Transportation Department has reviewed and established the following procedures:**

All district school bus drivers have been trained in the proper use of Personal Protective Equipment (PPE) and on Integrated Germ Management. ALL our drivers know how to properly use, clean and disinfect their district vehicle they will be driving to provide transportation. All disinfectant cleaning solutions are EPA approved. Hand Sanitizer that contains at least 60 % alcohol will be given to drivers for use during the loading and unloading of all passengers.

- Routine cleaning and disinfections of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the driver
- Proper ventilation of the vehicle while cleaning and disinfecting.
- Wearing proper protective equipment, such as gloves and face mask.
- Drivers are to spray and disinfect frequently touched surfaces after every run.
- Drivers are to conduct a thorough cleaning procedure for the interior of the school bus as well as disinfect the bus as soon as they arrive at the yard in AM/PM.
- Spraying disinfecting solution inside the bus and let it sit overnight at the end of the day.

The health and safety of students and staff has always been our utmost priority, so we have created these guidelines to assist you:

- Practice social distancing, staying at least 6 feet from other people while in line to board the bus.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands or use hand sanitizer.
- **STAY HOME WHEN YOU FEEL ILL.**
- All students and drivers **MUST** wear a properly fitted cloth face covering over both nose and mouth. **MASKS are a REQUIREMENT not an option.**

Center for Disease Control and Prevention (CDC) recommends people wear cloth face coverings in public settings when around people who do not live in your household, especially when social distancing measures cannot be maintained.

Cloth face covering may help reduce the spread of COVID-19, Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## **BUS PASSES:**

- All students receiving regular ed. transportation are required to have a school or district issued bus pass or I.D. card to board the bus.
- The bus driver is required to ask each student before boarding the bus in the AM and PM to show their pass.
- Students who consistently abuse the bus pass policy shall receive a Bus Conduct Report.
- **Drivers are not permitted to refuse transportation to any student without the approval of the Supervisor.**

## **LOADING AND UNLOADING PROCEDURES:**

In order to comply with CDC's guidelines...

- Bus windows must remain open during the transportation of students if feasible and if outdoor conditions make this appropriate
- Drivers will mark seats that must be left vacant.
- Upon arriving at an assigned bus stop, the driver will still be required to follow loading procedures according to **V.C. 22112- *School Bus Signals and School Bus Stops***.
- The driver will then secure the vehicle (parking brake, set transmission to neutral or park position, turn off engine, remove ignition key)
- Drivers must always wear a cloth face covering over their nose and mouth.
- Driver may wear a face shield for the purpose of loading and unloading.
- Driver must wear face covering and face shield when interacting with students and are unable to physically distance (6 feet).
- Drivers will have a seating assignment for student passengers to facilitate case investigation and contact tracing.
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### **If a student has the following symptoms, drivers will take the following steps:**

- Driver will call dispatch to inform them of the situation
- Dispatch will contact parent to pick up student at bus stop.
- If the parent is unavailable, the driver will wait until we can send a relief driver.
- If relief driver is unavailable, school will need to have an assigned employee (e.g. Principal, Assistant Principal, School Security or Administration to help meet the student at the bus stop).
- If all available options are exhausted, the bus driver will need to wait at the bus stop along with all the students aboard the bus until we can get someone to retrieve the student from the bus stop.

### **Bus Disinfecting Procedures:**

- Drivers have received pesticide handling training according to the California Department of Pesticide Regulation.
- Drivers will be provided with an EPA approved cleaning solution and sprayer.
- Drivers are to spray and disinfect seats after every run.

- Drivers are to conduct a thorough cleaning procedure for the interior of the school bus as well as disinfect the bus as soon as they arrive to the bus yard. In the A.M. and P.M.
- Never allow students to use disinfectants.  
**\*\*\*Temporary procedures due to Covid-19 Pandemic, procedures are subject to change\*\*\***

**Adelanto Elementary School District Transportation Department**

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- Transportation Secretary: Enriqueta Solis (760) 246-3278
- Transportation Fax (760)246-8852