

Liberty Union High School District
(TRANSPORTATION DEPARTMENT)

Liberty Union High School District Transportation Department Transportation Safety Plan



2025-2026

To: All SITE ADMINISTRATORS & OFFICE MANAGERS

DATE: FEBRUARY 22, 2022

FROM: SHANTI WILSON, DIRECTOR OF TRANSPORTATION

RE: CALIFORNIA EDUCATION CODE 39831.3

California Education Code 39831.3 states the county superintendent of schools, the superintendent of a school district or operator of a private school that provides transportation to or from school or school activity shall prepare a transportation safety plan outlining procedures & guidelines for school personnel to follow and ensure the safe transportation of pupils. The plan shall be revised and updated as required.

Attached is a copy of the revised Liberty Union High School District Transportation Safety plan. All revision shall replace any information at the site level from previous years. Transportation Safety Plan should be placed with your site emergency plan and made available upon request from any state agency.

In addition, for each pupil who receive home-to-school transportation is a copy pf the district bus routes and stops for your school as well as the Liberty Union High School District “guide to Transportation service” for pupils and parents. Information shall be provided annually to all riders receiving transportation. Please instruct your staff to inform pupils to scan the district issued bus pass to embark and disembark the school bus. This will help facilitate in making sure the school bus driver is transporting the correct pupils, and that pupils are dropped off at their designated stops.



Liberty Union High School District
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Transportation Safety Plan

39831.3 EC

(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 the addition of 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 designation an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

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

(Amended by Stats. 2016, Ch. 721, Sec. 2. (SB 1072) Effective January 1, 2017.)

(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.

(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 school bus is so equipped, or the flashing red light signal system and stop signal and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus. (Amended by Stats. 2013, Ch. 769, Sec. 35. Effective January 1, 2013.)

Students are identified as needing to crossover by their address in relationship to the bus stop and direction of the travel of the bus. If so identified, those students will be crossed by the driver under the control of the red lights and hand held stop sign. If the bus stop is at an intersection that has an official traffic control device, the student(s) will use the traffic control device to cross.

Procedures for loading students: (Including all but not limited to the following)

- Students shall wait at their designated stop (predetermined by an application process filled out by parents) at least 10 minutes prior to pick up time.
- Stay back a minimum of 12 feet from where the bus stops.
- Students shall not approach the bus until it has come to a complete stop and the doors are opened.
- Students shall show the driver their current bus pass.
- Walk, do not run into the bus in an orderly manner.
- Go to their seat, and put on the seatbelt (if equipped). Driver will provide instructions on the proper fastening of the passenger restraint system. (Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27315 and 27316.5 of the Vehicle Code shall use the passenger restraint system...")
- Students must remain seated at all times the bus is in motion.
- Students must refrain from eating, drinking (water is permitted), loud and disruptive behavior. Be courteous at all times.
- Note: bus rules can be found on the back of each bus pass.

Activity Trips

An activity trip is the transportation of passengers to an activity, athletic event, educational event, and so forth. It is any type of destination other than home to school or school to home transportation.

During an activity trip there are different situations the driver must be aware of, including all of the following, but not limited to:

- Transporting different age groups, including adults.
- Driving at night.
- Transporting extra equipment (**13 CCR 1216(c)...Transportation of Property**).
- Driving long periods at one time (**13 CCR 1212...Driving hours**).
- **Driving Hours...The driver of a bus shall not drive more than 10 hours within a work period or drive after 16 consecutive hours have elapsed since first reporting for duty.**
- **Adverse weather conditions:** A driver who encounters adverse driving conditions, defined in: (**13 CCR 1201 (snow, sleet, fog, ECT...)**), and cannot safely complete the run within the maximum driving time permitted, may drive for not more than two additional hours in order to complete that run or reach a place of safety.
- **Emergency Conditions:** In the event of a traffic accident, medical emergency, or disaster, a driver may complete his/her run without being in violation of the provisions of these regulations, if such run could have been completed absent the emergency.

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. Instructions may include responsibilities of passengers seated next to an emergency exit (**39831.5 VC**).

An adult must be present (teacher/coach) on the bus during an activity trip. The teacher/coach will have a list of names of the passengers for roll-call purposes during the loading process. However, to be on the safe side, a driver is required to maintain a head count every time the passengers enter the bus and exit the bus.

Visibility Restrictions....34501.6 VC

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 trip shall give the 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.

- (3) Date of instruction
- (4) Names of supervising adults
- (5) Number of pupils participating
- (6) Grade levels on pupils
- (7) Subjects covered in instruction
- (8) Amount of time taken for instruction
- (9) Bus driver's name
- (10) Bus number
- (11) Additional remarks

The information recorded pursuant to this subdivision shall remain on file at each district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Sample copies of the Bus Evacuation form will be found at the end of this safety plan.

Child Safety Alert System....28160 VC

(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) (A) Except as provided in subparagraphs (B) and (C), on or before March 1, 2019, each school bus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system...

(B) If a school district, county office of education, or charter school with an average daily attendance of 4,000 pupils or fewer, or a private school with 4,000 pupils or fewer in attendance, cannot meet the requirements of this section on or before March 1, 2019, the school district, county office of education charter school, or private school shall submit to the department, on or before March 1, 2019, documentation that demonstrates that it has, before March 1, 2019, ordered or purchased the child safety alert system or child safety alert systems, and includes an estimate of repairs or installation, the total number of vehicles described in subparagraph (A) in the fleet and the number of vehicles described in subparagraph (A) that do not have and installed child safety alert system, the proposed date of installation, and the name of the vendor or individual who will install the child safety alert system or child safety alert systems. Upon providing this documentation, the school district, county office of education, charter school, or private school shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(D) This section shall apply to all school districts, county offices of educations, charter schools, and private schools, including those that began the 2018-19 school year before September 1, 2018.

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

(2) "Child care provider" has the same meaning as provided for "day care center" in Section 1596.76 of the Health and Safety Code.

Amended by Stats. 2018, Ch. 426, Sec. 34. (AB 1840) Effective September 17, 2018.)

Rights and Duties....44808 EC *This Education Code addresses the schools' liability for pupils when the pupils are not on school property:*

Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of school, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board, or person has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances. In the event of such a specific undertaking, the district, board, or person shall be liable for responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.

Reporting Unattended Pupil Disciplinary Action....39843 EC

(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 notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver's employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil aboard.

(2) Made a finding that the driver's actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of the subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, "gross negligence" means the want of even scant care or an extreme departure from the ordinary standard of conduct.

Liberty Union High School District
(TRANSPORTATION DEPARTMENT)

Emergency Contact Information:

Liberty Union High School District Transportation Department

Office Hours: 6:00a.m-4:30pm., Monday-Friday

Main Office Number 925-634-2700

After regular business hours: In case of emergency, collision, or breakdown call using the numbers listed below. Include your location, load size if applicable, problem.

Kathryn Patino

925-34-2700 Ext. 2203

925-813-8950 cell

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