Panama-Buena Vista Union School District

Transportation Safety Plan 2025-2026

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School Buses and Passenger Safety (EC 39831.5)

The responsibility of the Panama-Buena Vista Union School District is to safely transport students to and from school each day. Transportation to and from school by a school bus is a privilege and not required by law. The responsibility of the student is to behave in a safe manner while waiting at a designated bus stop and while riding the bus. This transportation safety plan has been developed in accordance with state law and district Board Policies.

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.

Determining if Pupils Require Escort (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 schoolbus 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 schoolbus, 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 schoolbus.

(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 schoolbus before setting the schoolbus in motion.

If a student's home address is located on the opposite side of the street from the actual bus stop, the student is required by state law and District Policy to be physically escorted by the school bus driver across that street and under the bus drivers' direction and supervision.

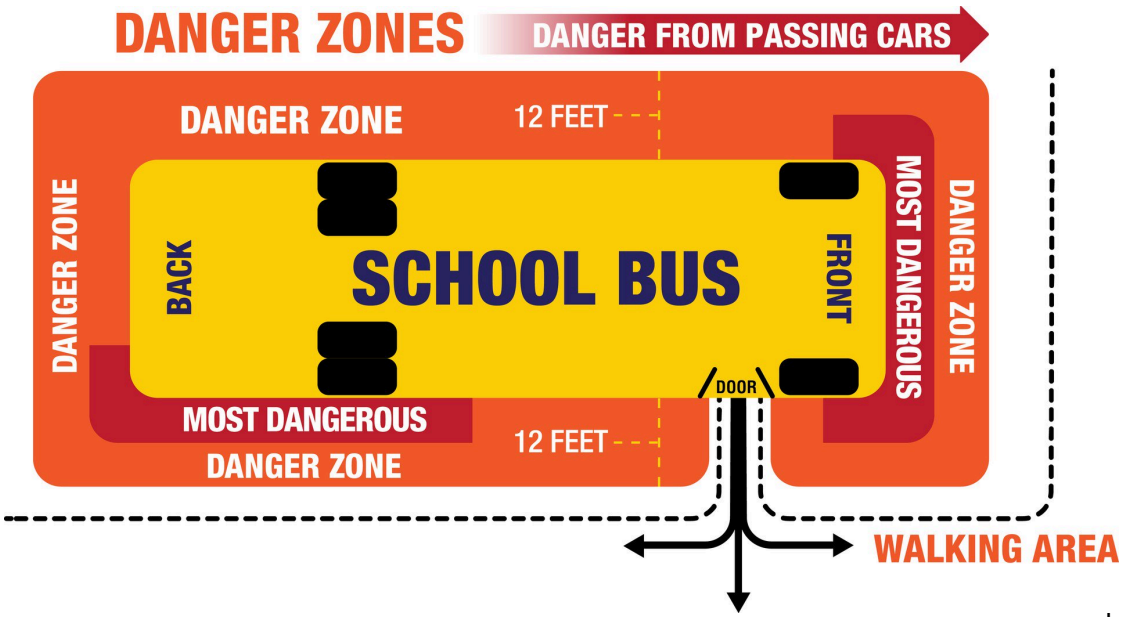
The school bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street. District Policy requires ALL students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at the bus stop, the school bus driver will verbally ask students if anyone will be crossing the street when 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.

Providing pupil escorts in the morning creates delays in transportation and results in a loss of educational minutes for students; therefore, PBVUSD Transportation DOES NOT SCHEDULE student escorts for morning pick-ups.

School Bus Danger Zone

School bus drivers, parents and students must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending twelve (12) feet in all directions from the school bus in which serious student injuries and deaths occur. This area is to remain clear except when entering or exiting the bus. Please see the diagram below.



Guidelines for Walking to and From the Bus Stop

- Students shall leave home early enough so they will not be late to stop.
- Students must watch for cars when crossing any street to and from your bus stop.
- Students shall not play games, or with playground toys (balls, bats, etc.), on the way to or from your bus stop.
- Students shall walk on the sidewalk and not in the street or on anyone else's property.
- Students shall respect their neighborhood and do not disturb anyone's property such as: sprinklers, mailboxes, plants or automobiles.
- Students shall never accept a ride from a stranger.

Procedures for Boarding the Bus at Bus Stop, School or Other Trip Destination

- Students shall use their designated bus stop only. Students shall not attempt to use any other stop without prior written consent and written approval from the parent/guardian and the office staff.
- Students need to be at the bus stop, on the correct side of the road, prior to the scheduled bus arrival (PBVUSD recommends a minimum of five (5) minutes prior to bus arrival time).
- If upon arrival of the bus, the student is not on the correct side of the street and must cross the street to get to the bus (even if accompanied by an adult), the student will be issued a bus ticket.
- Students waiting for the bus shall do so in a safe location at least twelve (12) feet back from the edge of the curb or roadway.
- Students shall be organized and in line prior to scheduled pick up time.
- Students shall not save a place in line for another student.
- Students will wait for the bus to come to a complete stop and will not run or approach the bus until the front door is opened.
- Students shall not push or shove to get on the bus.
- Use the handrails going up the steps while loading the bus.
- Students may be directed to a seat by the driver of the bus.
- No student in grades pre kindergarten through third grade may sit in seats next to an emergency exit door. Students in fourth through eighth grade may sit in these seats.
- Students shall use passenger restraint systems, if so equipped.
- Students shall remain seated, talk quietly, not stand up nor turn around in the seat.

- Students shall respect others and their property as well as the integrity of the school bus.

Procedures for Exiting the Bus at School, Bus Stop or Other Trip Destination

- Students will remain seated until the bus comes to a complete stop and the bus door is opened.
- Students shall not stand on the bus while the bus is in motion.
- 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 handrails 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.
- Students shall not play at or near the bus.
- Students shall not return to or run after the bus.
- Parents/guardians should wait on the correct side of the street where the designated stop is located.

Procedures for Flashing Red Light Escorts (VC 22112)

- Students who must cross the street after getting off the bus shall be escorted by the school bus driver.
- Students will be given instructions to wait at an area designated by the school bus driver.
- When escorting students, the school bus 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 school bus driver will exit the bus and walk approximately twelve (12) feet in front of the bus before turning to enter the roadway when it is safe to do so.
- The school bus driver, using a handheld stop sign, will walk to the center of the street and ensure all traffic is stopped before verbally signaling the students to walk between the bus and the driver.
- The school bus driver will wait until all students have safely reached the other side of the roadway before returning to the bus and turning off the red flashing cross-over lights.
- Students are not to reenter the roadway for any reason. They are to go straight home and not stop to play at a friend’s house until they check in at home.

Procedures to Ensure a Student is Not Left Unattended (VC 28160)

All P-BVUSD school buses are equipped with a Child Safety Alert System located at the rear of the bus. State law requires all bus drivers to walk to the rear of the bus and check for any students left behind then press the button to disarm the system. This must be done prior to leaving the vehicle for any reason other than a red light escort as described in VC 22112.

Procedures for Designating an Adult Chaperone on School Pupil Activity Bus Trips (VC 28160)

A district employee, other than the bus driver, shall be designated by a school official to accompany all pupils on a school pupil activity bus. There shall be one designee per bus. This designee shall have a list of every pupil and adult chaperone, including the school employee, who is on the school pupil activity bus at the time of departure. 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.

Students in Grades 1 through 8

Students are not required to be met by a parent/guardian and will be released at the bus stop with or without parent/guardian supervision. Parents/Guardians are responsible for supervision of students prior to the loading of the bus before school, and also upon the unloading of students at designated bus stops after school.

Kindergarten Students

Kindergarten students are not required to be met by a parent/guardian and will be released at the bus stop with or without parent/guardian supervision. Parents/Guardians are responsible for supervision of students prior to the loading of the bus before school, and also upon the unloading of students at designated bus stops after school.

Parents/Guardians of Kindergarten students who wish for their student not to be released from the bus if a parent/guardian/designee is not present to receive the student must fill out a "Request for Transportation Release to Parent/Guardian/Designee" form. This form requires the approval of both the School Site Principal and the Director of Transportation. Transportation for these students will not begin until: (1) the request has been approved,

(2) the student has been properly routed, and (3) the parent/guardian has been contacted by the Transportation Department and given pick-up and drop-off locations and times. If, after the request has been approved, the parent/guardian/designee is not present to take custody of the student at the designated bus stop and drop time, the student will be returned to his/her home school site. The parent/guardian will then be responsible to pick up their student at school. Repeated occurrences of this nature may result in suspension of transportation privileges.

Students must provide a note signed by a parent/legal guardian and school office staff for any of the following reasons; 1) when a student is going to ride a bus other than their regular assigned bus or if he/she is going to use a bus stop other than their regular assigned bus stop. 2) when a student who usually does not ride the bus is going to ride the bus for a specific reason.

General Rules of Conduct

- Students shall not engage in any activity which leads to altercations with other students, destruction of public or private property, or any unsafe behavior while going to or from the bus stop.
- Students shall obey the bus driver at all times and show respect for their authority.
- Students shall be truthful and give proper identification to the bus driver upon request.
- Students shall not attempt to ride the bus after receiving a "no ride" penalty.
- Students shall not use profane language or obscene gestures.
- Students shall not engage in any abusive bodily contact, slapping, poking, shoving, pulling hair, etc., with other students, while waiting in line or while loading or unloading the bus.
- Students shall remain safely in their seats at all times. At no time shall students put any part of their bodies out of bus windows.
- Students shall not throw objects in the bus, at the bus or out the windows.
- Students shall not create any excessive noise or distractions.
- Students shall not vape, smoke, light matches, lighters or cigarettes, eat, drink or chew gum while standing in line or while riding the bus.
- Students shall not bring any weapons or dangerous objects on the bus.
- Students shall not bring any live animals, insects, glass objects, or balloons on the bus.
- Students shall not tamper with bus radios or controls, or open or close any doors, emergency exits or windows without consent of the driver.
- Students shall not damage or deface the bus or any other school

property.
- District Administrative Policy 5131.1(b) shall be used as a guideline for the enforcement of disciplinary consequences as a result of infractions of established rules. Penalties may range from a warning to suspension of transportation privileges.
- Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes such monitoring will deter misconduct and help to ensure the safety of students and staff.

Video Camera Monitoring (BP 5131.1)

Student behavior on the school bus and the driver's management of that behavior are two key elements to a safe and enjoyable bus ride. A video camera on a school bus is an aid to monitor bus discipline. The Board believes such monitoring will deter misconduct and help to ensure the safety of students and staff. It does not replace the discipline policy, the authority of the driver, or the responsibility of school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out. There will be zero tolerance for violence on the school bus. To promote safe riding habits, the Board authorizes, but does not make mandatory, the use of a video camera on school buses as designated by the Director of Transportation.

Discipline Procedures

Failure to follow the rules listed above will result in a *Transportation Referral** (bus ticket) being written by the bus driver and given to the School Principal/designee, within two school days, for necessary action to be taken. After evaluation of the child's misconduct, the Principal/designee will take the appropriate action using the policy as indicated below.

- First Referral: Warning and possible bus riding suspension **
- Second Referral: Bus riding privilege will be suspended for one (1) to three (3) days. Principal will determine the length of suspension.**
- Third Referral: Bus riding privilege will be suspended for three (3) days for kindergarten (third and subsequent referrals) and five (5) days for grades 1-8. **
- Fourth Referral: Bus riding privilege will be suspended for ten (10) days. **
- Fifth Referral: Bus riding privilege will be suspended for ten (10) days for grades 1-3 (fifth and subsequent referral), twenty (20) days for grades 4-6 (fifth and subsequent referral), and the remainder of the year for grades 7-8.

Transportation Referrals must be signed by the students' parent/legal guardian and returned to the bus driver. Failure to return the signed copy of the bus ticket will be considered an act of defiance, which will result in an additional bus ticket being issued and regarded as a separate incident.

** *Minimum action will be taken by the School Administrator / Designee. Additional action MAY be taken, at the Administrator's / Designee's discretion, up to, and including, permanent expulsion from the bus for the remainder of the school year, dependent upon the severity of the infraction, and, or, the age of the student. Middle School students will be held to a higher standard of conduct than younger students which will result in stronger disciplinary actions.*

For the safety of all students, any student who shows up at a bus stop in the morning will be provided transportation to school. Under no circumstances will a student be denied transportation by the bus driver and left unattended at the bus stop. If a student has been suspended from transportation (by school administration) and tries to board the bus at the school to go home, that student will be removed from the bus by school staff and taken to the office. The parent will be contacted and will be required to pick the student up from school. In no event, will the student be permitted to walk to school, or home from school, unless authorized (in writing) to do so by the parent/guardian. Transportation will ONLY be denied after the Principal/designee has determined the appropriate length of suspension required, and then ONLY after the parent/guardian has been notified, either by mail, phone call, or both. Bus drivers do *NOT* have the authority to deny transportation to students.

A student who rides *ANY* PBVUSD bus while on a transportation suspension, will receive an additional bus ticket, which will result in an additional five (5) days of transportation suspension.

Note: Suspension or exclusion from bus service does not excuse a student from school. Parents/guardians are responsible for getting the student to and home from school. Any absences due to a transportation suspension will be considered unexcused and the student may be considered truant.

PLEASE NOTE: Students must use the assigned bus and designated bus stop for their area. Students who live in an area determined by the district as a "walking area" may NOT ride any Panama Buena-Vista Union School District bus.

Panama Buena-Vista Union School District does not provide transportation for students who are attending our schools on either an Inter-District or an Intra-District transfer agreement. Parents/guardians must provide transportation

for those students. Failure to abide by this policy may be grounds for the revocation of said agreement.

Authority of Bus Driver (5 CCR 14103)

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, 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.

Ejection of Pupils (13 CCR 1217)

A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations unless the pupil is given into the custody of a parent or any person designated by the parent or school.

Transporting Students in Personal Vehicles

Any school personnel who transports students in their personal vehicle must first have permission from the parent or guardian of that student, approval by the district superintendent or their designee, and also must fill out the required paperwork with the PBVUSD Transportation Department.

Reduced Visibility (VC 34501.6)

The school district will limit school bus operations anytime the visibility is reduced to 200 feet or less. The drivers for home-to-school transportation or activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation due to reduced visibility.

Procedures for School Bus Accidents

In the event of a school bus accident, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. Dispatch will contact CHP and request emergency medical services if any pupils are injured. Dispatch will notify the Transportation Supervisor and Director of Transportation who shall ensure someone reports to the scene to provide assistance and fill out required forms. The school site and/or Dispatch will notify parents/guardians of any injured student. Students shall

not be released until the CHP officer investigates the scene. All accident forms shall be submitted to Health and Safety.

Emergency Equipment

Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. Each driver as part of their required daily vehicle inspection (pre-trip) shall ensure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/size and is in good working order.

Bus Evacuation and Safety Instruction

All students who are transported in a school bus shall receive instruction annually in school bus emergency procedures and passenger safety. This instruction includes passenger conduct, bus evacuation, crossing roadways, proper loading and unloading of red light escorts. As part of the instruction students will exit the bus through the emergency exit door. Prior to departure on all activity trips, the driver shall provide safety instructions which include the location of emergency exits and the location of emergency equipment. No students in grades pre kindergarten through third grade may sit in seats next to an emergency exit door. Adult chaperones, teachers, or students in grades fourth through twelve shall always sit in seats next to an emergency exit on activity trips if possible. This information shall also be part of the annual safety instruction provided to all PBVUSD students and staff.

Passenger Restraint Systems (5 CCR 14105)

When a school bus or school pupil activity bus is equipped with passenger restraint systems, all passengers shall be required to be properly restrained by that system while the bus is in motion. Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained. The driver or school district shall not be charged for a violation if a passenger on the school bus or school pupil activity bus fails to use or improperly uses the passenger restraint system.

Unauthorized Entry (EC 39842)

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the

driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars ($1,000), or by both.

Personal Articles

For safety reasons, skateboards, large toys, glass bottles, insects, animals, plastic bags, knives, or any other articles that may cause injury, will NOT be allowed on the bus. Parents should consult with the Transportation Office before a student is allowed to carry an item that is too large to fit in the student's pocket (except lunch pails or backpacks). Transportation ASSUMES NO responsibility for LOST ITEMS but every effort will be made to locate such items and return them to their rightful owner. Please put your STUDENT'S NAME on all items that could be easily lost (lunch pails, coats, sweaters, etc.) Unclaimed items left on buses will be turned in to the school Lost and Found.

School Instruments

Students shall not transport any oversize instruments that can not be properly secured inside the bus. These must be transported by the parent or guardian.

Medication

Medicine should NOT be carried on the bus. Parents should give all medication directly to school personnel.