



Fort Bragg Unified School District

HOME-TO-SCHOOL TRANSPORTATION AND SAFETY PLAN

*It is the mission of the Fort Bragg Unified School District
Transportation Department to provide a safe and positive
riding environment for all students.*

Barry Silva, Director of Transportation

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The Transportation Plan was developed in accordance with Education Code Sections 39800.1 and 41850.1.

Fort Bragg Unified School District (FBUSD) provides transportation for eligible Special Education students, non-Special Education students and extracurricular activities for students in the Pre-K through 12+ grades that reside in Fort Bragg Unified School District boundaries.

Authority of District Boards – Title 13 CCR 1202(b)

(b) Authority of District Boards. The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.

Transportation Safety Plan – California Education Code 39831.3

- (a) The county superintendent of schools, the superintendent of a school district, 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 (3) of subdivision (c) of Section 22112 of the Vehicle Code.
 - (2) (A) Procedures for all pupils in pre-kindergarten, 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, 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.
- (b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

California Education Code Section 39831.5

- (a) All pupils in pre-kindergarten, 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 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 8, 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.
- (b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:
- (1) Name of school district, county office of education, or private school.
 - (2) Name and location of school.
 - (3) Date of instruction.
 - (4) Names of supervising adults.
 - (5) Number of pupils participating.
 - (6) Grade levels of 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 the 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.

School Bus Signal and School Bus Stops – Vehicle Code Section 22112

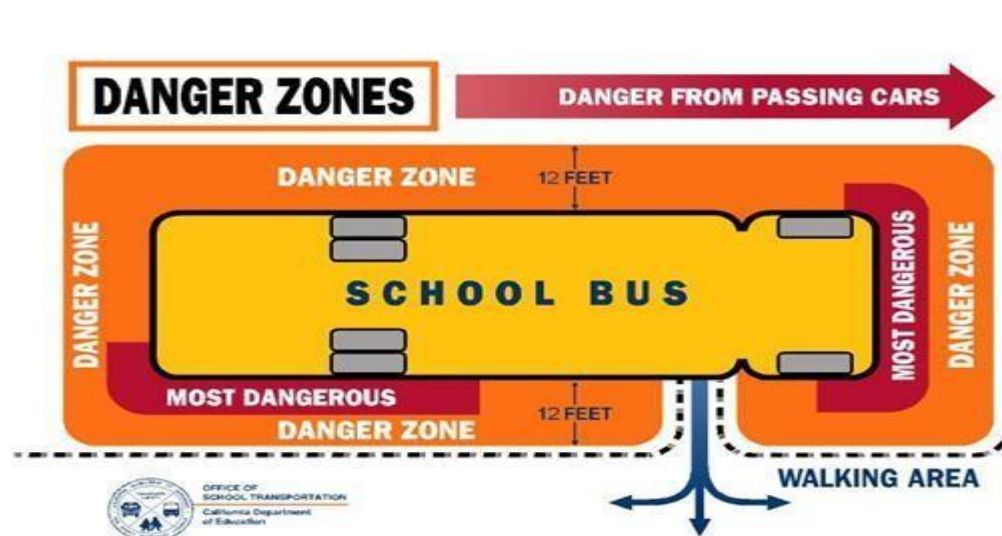
- (a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber 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 authorized by the superintendent 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 12, 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, 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 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.

SCHOOL BUS DANGER ZONE

The Fort Bragg Unified School District Transportation Department is highly concerned about the safety of our students. We encourage all parents to remind their students about safety and the dangers that can be encountered by entering the Danger Zone, which is the area around and within twelve feet of the bus. Students need to follow the directions of the bus driver and to stay away from the danger zone areas. Students exiting the bus should remain in the clear view of the bus driver after they exit.



Airborne Toxic Control Measure To Limit School Bus Idling And Idling At Schools – Title 13 CCR 2480

A statewide regulation limits school bus idling and other idling at or near public and private schools engaged in the education of pupils at or below the 12th grade level, regardless of fuel type and whether or not children are present or school is in session (13 CCR 2480).

When at School, school bus, transit bus, and commercial motor vehicle drivers are required to turn off the engine upon arriving at a school, and restart it no more than 30 seconds before departing.

When Within 100 Feet of a School, school bus drivers are required to turn off the engine when within 100 feet of a school, and restart it no more than 30 seconds before departing. Transit buses and commercial motor vehicles are prohibited from idling for more than 5 minutes.

Other Locations Beyond 100 Feet of a School, school bus drivers are prohibited from idling more than 5 minutes at locations beyond schools, such as school bus stops, or school activity destinations. In addition, another regulation that applies to commercial diesel vehicles prohibits idling a vehicle's engine for more than 5 minutes at any location (13 CCR 2485).

School Buses Reduced Visibility – Vehicle Code Section 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.

Bus Stop Rules

- When waiting for the bus, wait in a safe area.
- Never wait or play in the street.
- Students should arrive at the bus and be ready to board the bus 10 minutes before the scheduled arrival time.
- Vehicles must be parked on the same side of the street as the student's pick-up and drop-off stop. Vehicles must not park in the bus zone or where the bus parks.
- When walking to and from the bus stop, always walk in a safe area, preferably the sidewalk. If crossing the street, use the crosswalk.
- If the bus is at the bus stop before the student arrives, ensure the driver sees the student before approaching the bus. The driver will signal the student when it is safe to proceed. If student is on the opposite side of the street, wait for the driver to indicate that it is safe to cross, and then cross in front of the bus.
- All student escorts or crossing must be done in front of the bus.
- No pushing or shoving is aloud at the bus stop and when entering or exiting the bus.
- Students should wait 12 feet from where the bus will stop. Once the bus is stopped, wait until the entrance door is open before approaching the bus or standing to exit the bus.
- If students exhibit inappropriate behavior at the bus stop, the driver may issue a referral, citation, and/or a suspension.

Bus Riding Rules

- Enter and exit the bus in an orderly manner or as directed by the driver.
- Driver may assign seats.
- Students are expected to remain seated. Students must face forward with their back against the back rest, legs/feet/arms/hands and other objects are to remain out of the aisle of the bus and inside the bus.
- Students can only enter and exit the bus through the entrance/exit (front) door unless otherwise directed by the driver.
- Smoking, lighting matches, fighting, pushing, shoving, abusive language, inappropriate words/gestures, and excessive noise are not permitted on the bus.
- Littering, tampering with District property/equipment and damaging District property are not permitted on the bus. Students/parent/guardians will be held responsible for any damage.
- Animals (including reptiles and insects), glass containers, weapons, drugs and hazardous objects are not allowed on the bus.
- No eating or drinking permitted on the bus, unless authorized by the bus driver.
- If students exhibit inappropriate behavior at the bus stop, the driver may issue a referral, citation, and/or a suspension from the bus.

Unassigned Bus Stop

- No student shall be allowed to utilize any designated bus stop other than the student's primary designated bus stop. No student shall be allowed to disembark at a location other than a District approved designated bus stop. Disembarking at a stop other than the student's designated stop will be sufficient cause for suspension of the student's riding privilege.

Bus Passes

- Upon written request by the parent/guardian to the student's building principal, the district will transport a student to another destination other than home, if on an approved bus route and stop and space is available, for child care purposes, when such is to occur for five or more consecutive days, or occur consistently for a specified number of days during the school year.

Must Be Met Policy (Special Education & Kindergarten Students Only)

- All Special Ed students must be met by an adult at the drop off bus stop unless the school site has forwarded a Bus Service Request (BSR) form indicating self-release.
- All other students, 1st – 12th grades, are self-release except for kindergarten students. TK and Kindergarten students must be met by an adult.
- Self-release students are expected to know their way home.
- If the student must be met by an adult and the designated person is not at the bus stop to meet the bus, the student will be returned to school. No exceptions.

Notice of Unsatisfactory Conduct (Bus Ticket)

When, in the judgment of the bus driver, a student's behavior is not acceptable, a verbal warning is to be given to that student and, if possible, contact with the parent should be made by phone. When, in the judgment of the bus driver, a student's behavior does not immediately improve, a **NOTICE OF UNSATISFACTORY CONDUCT (Bus Ticket)** shall be issued.

- 1st Offense: Warning (Parent receives copy of ticket)
- 2nd Offense: One week suspension from all buses (driver/parent/school contact)
- 3rd Offense: Four weeks suspension from all buses (driver/parent/school contact)
- 4th Offense: Suspension from all buses for remainder of school year (driver/parent/school contact)

SB 1072: The Paul Lee School Bus Safety Law

On September 27, 2016, Governor Jerry Brown signed into law SB 1072 (Chapter 721, Statutes of 2016), the Paul Lee School Bus Safety Law.

The new law, named after a special-needs student who tragically died after being left alone on a school bus for many hours, seeks to prevent children being left unattended on buses by requiring drivers to walk the length of the bus to deactivate an alarm system before leaving. The new law also strengthens driver protocols and training and provides the California Department of Motor Vehicles (DMV) the authority to suspend the bus driver's certificate to drive the bus.

Specifically, the new law requires the following:

- **Transportation Safety Plan Requirements.** Each school district's transportation safety plan must include procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus (SPAB), or youth bus as well as procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a SPAB.
- **Bus Driver Training.** During the last 12 months of the special driver certificate validity, the 10 hours of instruction shall also include the procedures to ensure that a pupil is not left unattended on a school bus, SPAB or youth bus.
- **Consequences for Bus Driver Gross Negligence.** Public school superintendents and private school owners/operators that provide transportation to or from school or school activities must notify the DMV within five (5) calendar days after ordering and upholding disciplinary action against a driver who was found to have left the immediate vicinity of his or her assigned vehicle with an unsupervised pupil onboard in a manner that constitutes "gross negligence" (defined as the want of even scant care or an extreme departure from the ordinary standard of conduct.) Being reported will be grounds for the DMV to refuse to issue or to revoke a bus driver's certificate.
- **Child Safety Alert Systems.** The new law requires the California Highway Patrol (CHP) to adopt regulation governing the specifications, installation, and use of child safety alert systems before January 1, 2018. A child safety alert system is a device located at the interior rear of a vehicle that requires the driver to manually contact the device before exiting the vehicle. The intent of such a device is to prompt the driver to inspect the entirety of the interior of the vehicle before exiting. The new law requires that each school bus, SPAB, youth bus and child care motor vehicle be equipped with a child safety alarm system on or before the beginning of the 2018-2019 school year.

Procedure:

- Every bus driver shall walk to the back of the school bus and check every seat for pupils at the end of each run.
- Once the bus driver has determined that there are no pupils on the bus, the driver shall press and hold down the child checkmate deactivation button located at the rear of the bus until the system deactivates (approximately 3-5 seconds).
- Drivers failing to follow this procedure shall be subject to disciplinary actions in accordance with Article 19 of the California School Employees Association Master Agreement 2016-2019 and **Public school superintendents and private school owners/operators that provide transportation to or from school or school activities must notify the DMV within five (5) calendar days after ordering and upholding disciplinary action against a driver who was found to have left the immediate vicinity of his or her assigned vehicle with an unsupervised pupil on board in a manner that constitutes "gross negligence" (defined as the want of even scant care or an extreme departure from the ordinary standard of conduct.) Being reported will be grounds for the DMV to refuse to issue or to revoke a bus driver's certificate.**

Training

- Initial training will be conducted with every school bus driver employed with Fort Bragg Unified School District.
- The annual required 10 hours of instruction shall also include the procedures to ensure that a pupil is not left unattended on a school bus.

Access to Transportation Department Information

- Students, parents, and school sites can access Transportation Department information on the District's website under the **Transportation** tab.
- Telephone: 707-961-2888
- Address: 430 Alger Street, Fort Bragg CA 95437

Below is a description of the FBUSD transportation services accessible to SWD, homeless children, and youth, as well as a description of how unduplicated pupils access available home-to-school transportation at no cost to pupils:

Fort Bragg Unified School District provides transportation services free of charge for our students in grades TK-12. We provide bus stops within a short walk from students' houses for our in town and out of town students. The size of our district allows us to ensure all students who need transportation services can receive them. In the unlikely event we need to prioritize one group over another, our TK-6 students would be our priority for transportation services.

If a student has specific needs that cannot be met on a regular bus, FBUSD has a bus route to support students with involved needs as defined by a team and outlined in an IEP or 504 document. We also provide transportation for our homeless children based on the individual needs and as determined through a collaborative process with the student, family, and homeless liaison.

FBUSD does not charge for the use of our transportation services for home to school transportation.

This plan was shared with the classified staff, teachers, and school administrators as a part of the plan's development. The plan was also shared with the regional transit authorities and air quality management district for comment.