TRANSPORTATION SAFETY PLAN

Education Code Section 39831.3
School Bus Regulations

Travis Unified School District's Transportation Department is dedicated to promoting regular attendance by providing safe, reliable, and efficient transportation of all bus riders. In alignment with the District's commitment to excellence, equity, innovation, and transparency, we work to ensure that every student arrives to school safely & ready to learn.

Ana Martinez

Director of Student Auxiliary Services

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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, 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.

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

California Education Code 39831.5

39831.5. (a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of 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 prekindergarten, 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 prekindergarten, 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.

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

California Education Code 39875(d)

(d) If both of the following occur, nothing in this article shall be construed to apply to a school employee of a local educational agency when the employee provides transportation to pupils due to or because of the employee's supervision of pupils for a field trip, extracurricular activity, or athletic program, or when the employee provides transportation to pupils for other activities, not to exceed 40 hours of drive time per school year per employee:

(1) A local educational agency makes a reasonable effort to secure a driver who meets the requirements of this article.

(2) When a local educational agency is unable to secure a driver who meets the requirements of this article, the local educational agency informs the parent, guardian, or court-appointed educational rights holder of the pupil being transported that the driver transporting their pupil does not meet the requirements of this article, unless that notice will jeopardize a pupil's privacy rights.

School Bus Signal and School Bus Stops – Vehicle Code 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.

(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.

(Amended by Stats. 2012, Ch. 769, Sec. 35. (AB 2679) Effective January 1, 2013.)

School Bus Safety Laws

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to the other students 22112(d) VC. All drivers shall remain in the immediate vicinity of the school bus.
- School bus drivers shall at the conclusion of each run and upon return to the Transportation Facilities, perform a “student check”. The driver shall walk to the rear of the bus checking each seat for sleeping children, personal items left behind by the students and press the “child check mate” button. As the driver walks back to the front of the bus, the driver will check all seats again.

Child Safety Alert System Section 28160 – CA Vehicle Code 28160(d)

(d) 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.

School Bus Passenger Restraint System Use – Title 5 CCR 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 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an age-appropriate manner in the use of passenger restraint systems required by Education Code Section 39831.5(a)(3). The instruction shall include, but not be limited to, the following information:

(a) Proper fastening and release of the passenger restraint system:

(1) Fastening: To fasten, insert the latch plate (the metal "tongue" attached to one side of the webbing) into the proper buckle (the receptacle that comes out from the "bight" in the back of the seat, a slot in the seat cushion, or from the side). The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.

(2) Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle. The buckle has a release mechanism that, when manually operated during "unbuckling," breaks the bond and separates the two sections.

Airbourne 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 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 Bus Reduced Visibility – CA 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.)

Adverse Driving Conditions

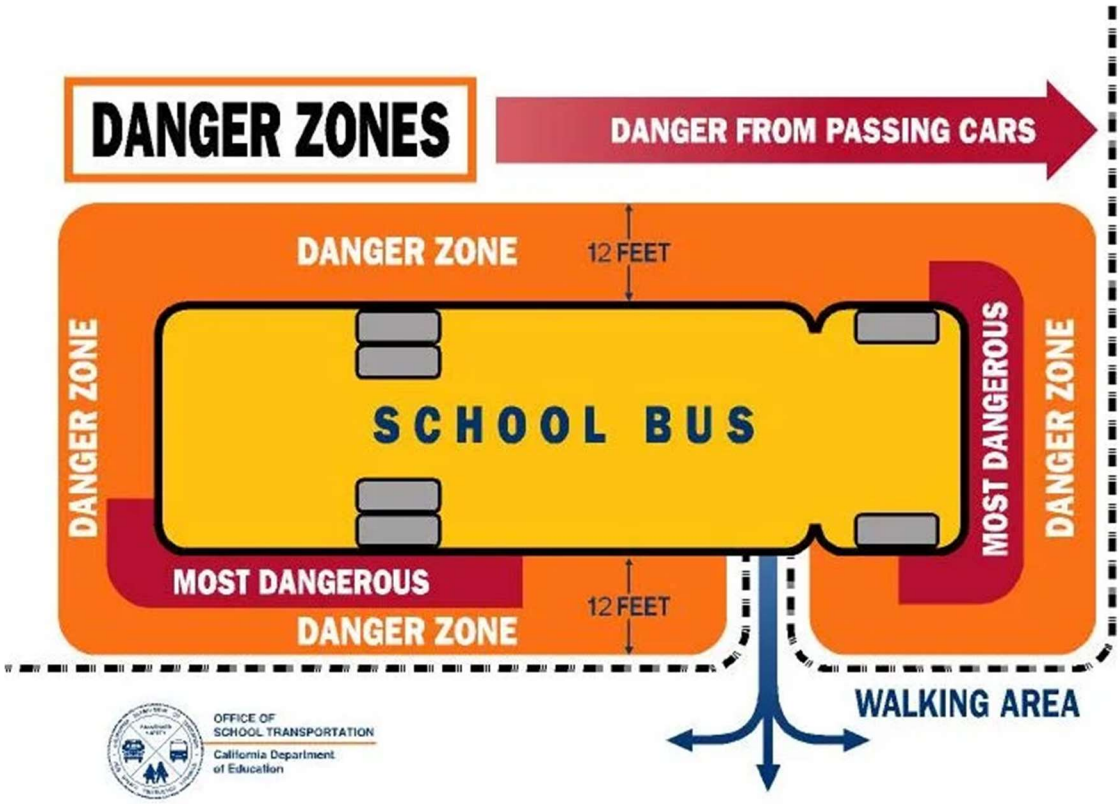
- The Dispatcher will notify the DOT when atmospheric condition cause further transportation services to be unsafe.
- The DOT or designee will contact the Assistant Superintendent of Business Services whenever transportation is postponed or canceled.
- Transportation Services will consult with District staff for a directive to suspend or delay transportation.

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

- All Special Ed students must be met by an adult, at least 18 years of age who has previously been added to the student's emergency card, at the designated drop off location/time unless the IEP team has determined that self-release is an option.
    - 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.**
    - Please note, the IEP team determines the level of transportation service needed and provides these details to the Transportation Department. If alterations need to be made please reach out to the student's case manager.
    - Self-release students are expected to know their own way home.
- All other students, 1st -12th grades, are self-release except for kindergarten students. Kindergarten students must be met by an adult.

School Bus Danger Zone

Travis Unified School District's Transportation Department highly encourages 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.



Walking to/from; Waiting at Bus Stops

1. Heads Up, Headphones Off

- When walking to the bus stop, watch where you are walking by keeping your head up and headphones off.
- Walk to and from the bus stops out of the roadway and facing traffic.
- Be aware of your surroundings and never accept rides from strangers.

2. The Early Bird gets the Bus

- Be at your bus stop at least 5-10 minutes before your scheduled pick-up time.

3. Be Seen Waiting

- At your designated bus stop, make sure you are visible and in a safe waiting area.
- Standing in a line or as a group while facing traffic helps both the student and the driver to see each other.

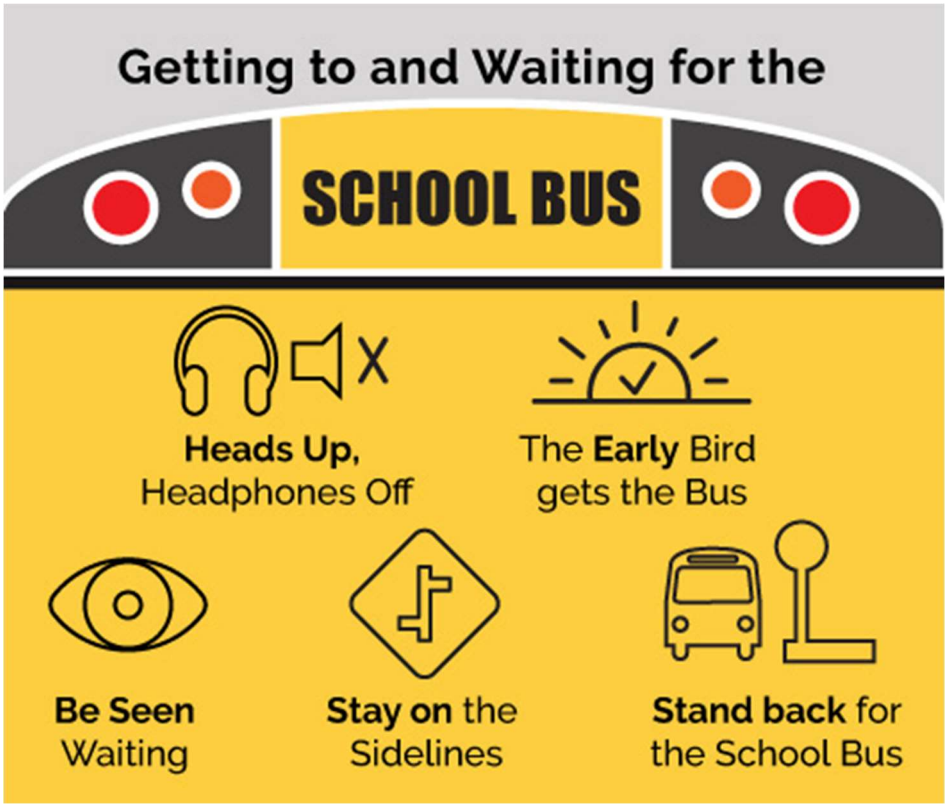
- Destroying property and/or any type of horseplay at the bus stop is extremely dangerous and prohibited. If students exhibit inappropriate behavior at the bus stop, the driver may issue a write-up which could result in a suspension.

4. Stay on the Sidelines

- Students should stay on sidewalks and walking paths while approaching or leaving the school bus stops. Do NOT run out in the street from between parked cars or shrubbery.
- Be cautious with the walking route chosen to/from the bus stop. We suggest parents collaborate on developing a planned route that is direct to and from the bus stop with the fewest streets to cross.
- It is also recommended that student's wear clothing that is visible even in dark conditions.

5. Stand back for the School Bus

- When the bus arrives, wait until your bus comes to a complete stop.
- Watch and listen for instructions from your bus driver or aide before you approach the bus.



School Bus Loading Zone and Boarding Procedures

1. Stay Out of the Danger Zone

- Stay at least 12 feet or 10 giant steps away from the front, sides, and back of the bus.
- Never play in the street.

2. Follow the Bus Driver's instructions

- Wait for the bus to come to a complete stop and watch and listen to the bus driver for instructions. They will let you know when it's safe for you to move.
- If the student is on the opposite side of the street from the bus stop, the student must wait for the driver to indicate that it is safe to cross, only then can the student proceed with crossing in front of the bus.

3. Use the Handrail

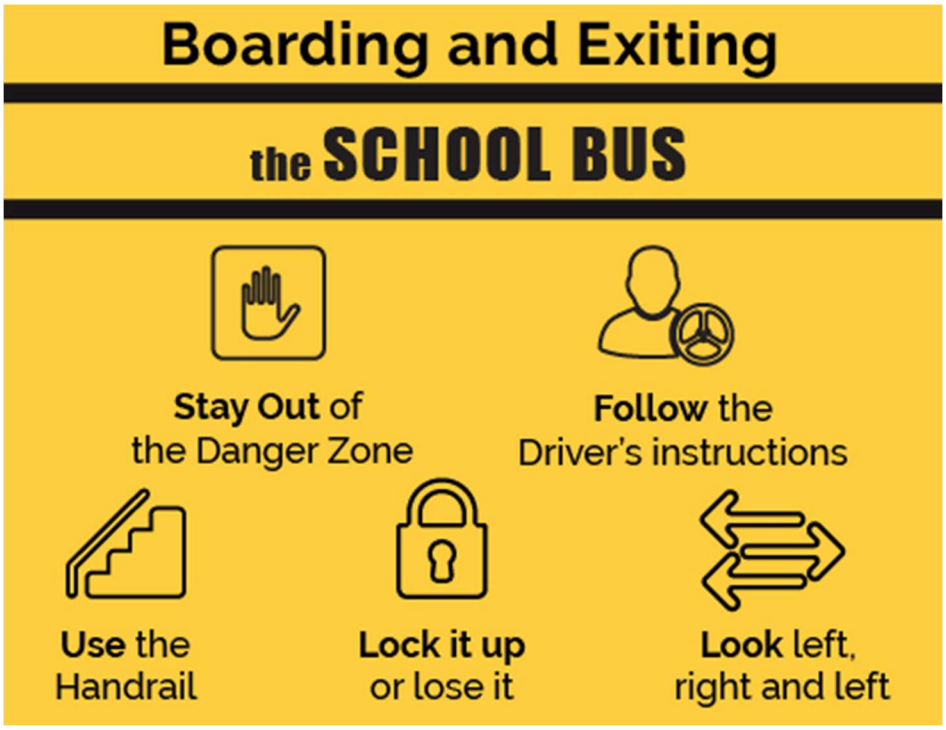
- When boarding and leaving the bus, hold onto the handrail while on the stairs.
- Do not push or shove getting on or off the bus.

4. Lock it up or lose it

- Anything you want to bring to school, zip it up in your backpack so you don't lose it.
- If you drop it outside the school bus, leave it. Never climb underneath the bus to collect dropped items.
- Parents/guardians will be responsible for any damage to vehicles or property caused directly by their students.

5. Look left, right, and left

- Whenever crossing the street or in front of a school bus, always check to your left, right and left to see if it's safe to go.



Unloading Procedures

- No student shall be allowed to disembark at a location other than their 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 privileges.
- Students will remain seated until the bus comes to a complete stop and the driver directs them to disembark. Students shall not stand 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.
- After exiting, students should walk away from the bus out of the danger zone, not touch or lean against the bus. Students must not return to or run after the bus. Once again horse play is prohibited.
- Students shall not cross the street upon which the bus is parked without assistance from the driver. If crossing, let driver know at the stop. Follow all instructions given by the driver during the crossing procedure.
- Students' parents/guardians must be present, waiting on the same side of the street as the bus stop. A student requiring to be met by a parent or guardian that is not present and the transportation department is not able to make contact the student will be returned to the school.

Bus Riding Rules [Board Policy 5131.1]

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. We ask that once students are seated that use of these devices are restricted to emergency use only. (Board Policy 5131.8)
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

Discipline Referrals

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Consequences for undesirable behavior can include, but are not limited to:

1. Verbal Warning
2. Assigned seat
3. Warning Citation
4. Suspension Citation
5. Suspension pending Parent Conference

Bus Pas Violations:

1. First Offense
    - The student will be given a verbal and written warning that a valid Bus Pass must be presented upon boarding. A notice will be filed in the Transportation Dept. and the parent/guardian will be notified by phone. The student will be allowed to ride the bus for that day.
2. Second Offense
    - The student will be given a verbal and written warning that a valid Bus Pass must be presented upon boarding. A notice will be filed in the Transportation Dept. and parent/guardian will be notified by phone. Additionally, a letter will be sent to the parent/guardian regarding the offense. The student will be allowed to ride the bus for that day.
3. Third Offense
    - The student will receive a final written notice. Transportation will be denied to the student and the student will not be allowed to board the bus.