



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

STUDENT TRANSPORTATION SAFETY PLAN

In Compliance with California Education Code §§ 39831.3 & 39831.5

Under **California Education Code Section 39831.3**, all school districts, county superintendents, charter schools, and private school operators providing pupil transportation must prepare, maintain, and regularly revise a comprehensive **Transportation Safety Plan**. This plan must be kept on file at each school site and made available to the **California Highway Patrol (CHP)** upon request.

1. School Bus Loading Zones & Bus Stop Procedures

The HLPUSD Transportation Department periodically reviews all designated school bus stops within the communities of Hacienda Heights, La Puente, Valinda, and the City of Industry to ensure maximum visibility and minimize traffic hazards.

- **Passenger Behavior at the Stop:** Students must wait in an orderly, single-file line at least **12 feet back** from where the bus will come to a complete stop. Pupils must face oncoming traffic and respect the property rights of local neighborhood residents.
- **Approaching the Bus:** Students must not approach the vehicle or cross any loading boundary until the bus driver has brought the bus to a complete stop, activated the parking brake, and completely opened the entrance door.
- **Orderly Loading:** Students must load using the handrail, avoid pushing or shoving, and find a seat quickly. Backpacks must be placed on their laps or under the seat to keep aisles completely clear.

2. Transportation Eligibility & Priority Student Populations

In accordance with HLPUSD Board Policy, home-to-school transportation eligibility is determined based on the distance between the student's primary residence and their designated school of attendance.

District Priority Mandates

Hacienda La Puente Unified School District establishes as its highest transportation priority the safe and reliable routing of:

- **Students with Disabilities:** Any student with physical, medical, or developmental needs whose Individualized Education Program (IEP) designates transportation as a required related service.
- **Unhoused Students (McKinney-Vento):** Any student experiencing housing instability or homelessness, ensuring immediate and uninterrupted access to their school of origin or neighborhood school.

Mandatory Walk Distances

For all other general education student populations, mandatory walk distances (radial distance thresholds) are established by grade level as follows:

Grade Level	Mandatory Walk Distance Transportation Eligibility	
Pre-Kindergarten (Pre-K)	Up to 1.0 mile	Beyond 1.0 mile from school
Kindergarten to 5th Grade	Up to 1.5 miles	Beyond 1.5 miles from school
Grades 6 to 8 (Middle School)	Up to 2.0 miles	Beyond 2.0 miles from school
Grades 9 to 12 (High School)	Up to 3.0 miles	Beyond 3.0 miles from school

Exceptions to these mandatory walk distances may be granted only via an approved Individualized Education Program (IEP) for Special Education students or under extreme safety variances authorized by the Superintendent or designee.

3. Red Light Crossing & Driver Escort Procedures (CA Vehicle Code § 22112)

Because many HLPUSD bus stops cross or parallel busy thoroughfares (such as Hacienda Blvd., Azusa Ave., or Amar Rd.), red light crossing and driver escort procedures must be strictly enforced. **As a mandatory district policy, HLPUSD expands upon state guidelines to ensure maximum student safety:**

- **Universal Escort Requirements:** The driver **must physically escort all students in Pre-Kindergarten through Grade 12 inclusive** who must cross the street or highway upon which the bus is stopped.
- **Activation of Signals:** The driver will activate the flashing red crossover lights and stop signal arm at all designated stops where students are loading or unloading, in accordance with **Vehicle Code Section 22112.**
- **Crossing Protocol:** Students (regardless of grade level) must remain onboard or at the designated side of the street until the driver has activated the lights, exited the bus, and explicitly instructed them it is safe to cross. Students must always cross **between the bus and the driver**, never behind the vehicle.

4. Boarding and Exiting at HLPUSD School Sites

- **Designated Off-Street Zones:** At all HLPUSD elementary, middle, and high schools, loading and unloading will prioritize off-street loading zones and dedicated bus bays separate from parent drop-off traffic loops.

- **Administrative Supervision:** School site administrators, campus supervisors, and assigned school staff must actively coordinate with HLPUSD school bus drivers to monitor pupils exiting the bus in the morning and boarding the bus after dismissal.
- **Local Traffic Controls:** Where off-street zones are unavailable, staff and drivers will execute established local traffic controls and utilize school crosswalks to safely transition students across parking lots or public streets.

5. Post-Route Inspection & Anti-Child Abandonment Procedures

In strict compliance with the **Paul Lee School Bus Safety Law**, HLPUSD enforces a zero-tolerance policy for left-behind students:

- **Physical Post-Trip Inspection:** At the absolute conclusion of every route, afternoon drop-off, or activity trip, the driver **must walk to the rear of the bus** and visually inspect every seat to verify that no pupil remains onboard.
- **Child Safety Alert System:** All district school buses and school pupil activity buses (SPAB) are equipped with an operational, state-approved **Child Safety Alert System** (under **13 CCR 1294**). The driver must walk to the back of the bus to manually deactivate the device before exiting the vehicle, ensuring a physical sweep is performed every single time.

6. Passenger Rules, Conduct, and Discipline

The school bus driver is the absolute authority on the bus. HLPUSD students must adhere to all conduct rules to maintain transportation privileges.

- **Prohibited Items:** Students may not transport hazardous materials, weapons, firearms, glass containers, sharp objects, skateboards, scooters, or un-cased athletic bats.
- **In-Transit Rules:** Passengers must keep all body parts inside the bus windows, remain safely seated while the bus is in motion, and maintain absolute silence at all railroad crossings.
- **General Decorum:** Profanity, excessive noise, littering, eating, drinking, or chewing gum are strictly prohibited at all times.

7. Mandated Annual Safety Instruction & Emergency Drills

In compliance with **Education Code Section 39831.5**:

- **Frequency:** At least once per school year, all home-to-school transported pupils in **Pre-K through 12th grade** must receive safety instruction regarding bus riding, conduct, and crossing protocols.
- **Emergency Evacuation Drills:** Physical bus evacuation drills will be conducted within the **first 10 weeks** of the first semester of the school year. These drills must be documented, and completion forms submitted to school site administrators and the Transportation Department.

- **Field & Activity Trips:** Prior to departing on any designated field or activity trips, safety rules and the location of emergency exits must be reviewed verbally with all passengers by the driver or designated supervisor.

8. Emergency and Accident Procedures

In the event of an HLPUSD school bus accident, the driver and dispatch team will adhere to the following sequence:

1. **Secure the Vehicle:** The driver will ensure the bus is secure, check passengers for injuries, and determine if an emergency evacuation is necessary.
2. **Immediate Notification:** The driver must immediately contact the HLPUSD Transportation Department Dispatcher via radio with the exact status. **All HLPUSD fleet vehicles are equipped with active on-board GPS tracking, allowing the dispatch central office to instantly pinpoint the exact coordinates of the vehicle.**
3. **Emergency Services:** Dispatch will immediately notify the California Highway Patrol (CHP) and request emergency medical services (EMS) if injuries are present or suspected.
4. **Internal Notification:** The site Principal, Superintendent, Director of Transportation, and District Nurse shall be immediately notified to coordinate parent communications and student care.

HLPUSD Transportation Department Contact Information

- Office Location: 15959 E. Gale Avenue, City of Industry, CA 91745
- Website: www.hlpusd.org
- Office: 626-933-3825
- Email: Transportation@hlpusd.org