Banning UNIFIED SCHOOL DISTRICT | Transportation BUSINESS SERVICES

TRANSPORTATION SAFETY PLAN

Pursuant to Education Code § 39831.3 and California Vehicle Code § 22112

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Letter to Parents and Guardians

Dear Parents and Guardians:

Banning Unified School District is committed to safe transportation for students traveling to and from school and on school-related trips. This Transportation Safety Plan describes the procedures used by students, drivers, school staff and accompanying adults to promote safe boarding, riding, unloading and accountability for every student.

Transportation Safety Plan Highlights

- Safe loading and unloading: Follow the driver's instructions; board and exit only at assigned or authorized stops.
- Street crossing: Prekindergarten through eighth-grade pupils who must cross the roadway on which the bus is stopped are escorted by the driver in accordance with Vehicle Code § 22112.
- Danger zone: Remain at least 12 feet away from the bus except when boarding or exiting as directed.
- TK, kindergarten and first grade: A designated receiver is required at the afternoon stop unless the District has an approved parent waiver on file; if no receiver is available, the student is returned to the school.
- No child left behind: Drivers physically inspect every row and under seats after each run and again upon returning to the transportation facility; the rear Child Check device is deactivated after the required inspection.
- Safety during poor visibility: Transportation may be delayed or suspended when conditions threaten safe operation.

Parents and guardians should review these procedures with their students, ensure safe travel to and from assigned stops, and communicate any changes in transportation arrangements to the Transportation Department.

- Transportation Department: (951) 922-0278
- transportation@banning.k12.ca.us

Introduction and Statutory Requirements

Education Code § 39831.3 requires a transportation safety plan addressing: (1) whether a student requires a roadway escort; (2) boarding and exiting for prekindergarten through grade eight at bus stops; (3) boarding and exiting at schools and other trip destinations; (4) preventing a student from being left unattended on a school bus, school pupil activity bus or youth bus; and (5) procedures and standards for designating an adult chaperone other than the driver on a school pupil activity bus.

A current copy of this plan shall be retained at each school subject to the plan and made available upon request to the California Highway Patrol. MOT will maintain the master copy and coordinate distribution and updates.

Vehicle Code § 22112 and Escort Determination

Drivers load and unload only at designated or otherwise authorized stops and use warning lights, flashing red signals and stop arms as required by Vehicle Code § 22112, subject to the statute's location-specific exceptions.

How to determine whether an escort is required

1. Before a stop, determine whether a student must cross the highway or private road on which the school bus is stopped. Route records and known student needs should inform this determination; the driver must also verify the actual situation at the stop.
2. When a prekindergarten, kindergarten or grade 1–8 pupil must cross that roadway, the driver conducts the required escort with an approved hand-held STOP sign, following all required bus-securement and signal procedures.

3. Students needing to cross wait for the driver's instructions, cross in front of the bus under driver supervision, and move away from the roadway. Students who do not cross leave the bus area promptly.
4. Before moving, the driver verifies that crossing pupils have safely crossed and all pupils and pedestrians are a safe distance from the bus.
5. When a stop or crossing condition is unsafe, do not improvise an unsafe crossing; secure the situation, notify dispatch and request an approved alternative.

BANNING UNIFIED SCHOOL DISTRICT's published FAQ instructs families to use the same side of the street as the bus or van whenever possible. For students requiring individualized assistance, staff follow applicable student transportation plans and approved procedures.

The School Bus Danger Zone

The danger zone extends approximately 12 feet around the bus. Students must remain outside this area except when approaching or departing as directed by the driver. Students must never retrieve an object beneath or near a bus; they must tell the driver. They must remain visible to the driver, stay clear of wheels, and never return toward the bus after crossing without the driver's direction.

Walking to and from School Bus Stops

- Arrive at the assigned stop at least five minutes, but no more than ten minutes, before the scheduled arrival.
- Use the assigned stop and the safest pedestrian route, including crosswalks and traffic controls when available.
- Wait in an orderly line at least 12 feet from the bus entrance until the bus is stopped, the door opens and the driver directs boarding.
- Never run into the roadway, between parked vehicles, or after a departing bus.
- Parents/guardians are responsible for safe travel to and from the stop and should reinforce these rules.

Safe Loading and Unloading at Stops, Schools and Trip Destinations

Student procedures — all locations

6. Wait until the bus has completely stopped and the driver or designated loading supervisor directs boarding or exiting.
7. Board and exit in an orderly manner; use handrails, follow assigned seating and use available passenger restraints as required.
8. Remain seated until the bus has fully stopped; keep aisles and emergency exits unobstructed.
9. At a stop, school or trip destination, proceed directly to the designated safe waiting area and remain clear of moving buses and traffic.
10. If a student is missing, needs assistance or must cross a roadway, notify the driver or supervising adult immediately.

Driver and school/trip staff procedures

11. Use only approved loading areas and stop locations; evaluate traffic, pedestrian flow and clearance before opening the door.
12. Coordinate with site personnel or the trip leader to designate a safe staging area away from traffic.
13. Before departure, confirm loading is complete and reconcile student attendance/rosters with the responsible school or trip adult when applicable.
14. At destinations, ensure the supervising school employee or assigned adult accepts responsibility for the group before the driver departs, as appropriate to the trip.
15. Report unsafe stops or changing hazards to MOT for review and correction.

TK, kindergarten and first-grade release procedures

Under BANNING UNIFIED SCHOOL DISTRICT's published FAQ, TK, kindergarten and first-grade pupils must be met by a designated person at the stop unless an approved parent waiver permits an alternative release arrangement. If no designated receiver is present and no approved waiver applies, the driver shall keep the student supervised, notify dispatch and return the student to the

school of attendance for parent pickup. Drivers shall not leave a student unattended. Any waiver and alternate pickup authorization must be verified through current District records.

Student Conduct and Safety Rules

- The driver has authority over conduct on the bus; students must follow safety instructions.
- Remain seated, face forward, and use passenger restraints when provided.
- Do not fight, push, shout, distract the driver, tamper with bus equipment or block exits.
- Keep body parts inside the bus; do not throw objects, litter, eat, drink or chew gum on the bus under BANNING UNIFIED SCHOOL DISTRICT's published rules.
- Do not bring prohibited or dangerous objects; electronic devices may be used only when permitted and not disruptive.
- Violations are reported through the District's established conduct procedures.

Reduced Visibility and Unsafe Conditions

BANNING UNIFIED SCHOOL DISTRICT's published unsafe-driving policy directs that transportation cease when the Transportation Director or designee determines that conditions endanger passengers, drivers or equipment. Vehicle Code § 34501.6 addresses reduced visibility of 200 feet or less for regular home-to-school service and provides drivers discretion to discontinue activity trips when unsafe. Drivers must notify dispatch, stop in a safe location when necessary, and await direction. MOT will notify affected schools and coordinate parent communication as needed.

SB 1072: Child Safety Alert and No Student Left Behind

BANNING UNIFIED SCHOOL DISTRICT's existing departmental procedure requires a physical walk-through to the rear of the bus after each run (at each school in the morning and after the last stop for each school at midday and in the afternoon), inspecting every row and looking under seats. Upon returning to the Transportation facility, drivers repeat the inspection and press the rear-mounted Child Check deactivation button.

Required accountability procedures

16. At the end of each run, stop and secure the vehicle, then physically inspect every row, seat and area beneath seats for students and belongings.
17. Repeat the physical inspection upon returning to the transportation facility; activate/deactivate the Child Check system according to equipment procedures.
18. Never rely solely on student scan data, GPS, a parent application or a headcount as a substitute for the physical inspection.
19. If a student is found, remain with and supervise the student, contact dispatch immediately, arrange safe reunification and document the incident according to District procedures.
20. If the Child Check system malfunctions, notify MOT immediately and follow District vehicle-out-of-service and contingency procedures; do not bypass required safety safeguards.
21. For school pupil activity buses and youth buses operated or contracted by the District, the trip leader and provider must confirm an equivalent documented end-of-trip student sweep and transfer-of-supervision procedure.

Trip leaders and school staff shall promptly notify MOT if a student is unaccounted for, and the driver shall not depart a location when a known accountability discrepancy remains unresolved.

Adult Chaperones on School Pupil Activity Buses

The following designation standards are proposed to fulfill EC § 39831.3(a)(5). They supplement, and do not replace, District field-trip approval, supervision, volunteer clearance, student support and contracted-carrier requirements.

Designation standards

22. The school principal or authorized trip administrator determines whether adult chaperones are required based on student age, group size, destination, trip duration, accessibility, student needs and foreseeable safety risks.
23. The trip administrator designates a responsible lead chaperone and sufficient additional adults, other than the driver, to provide appropriate supervision; any applicable District or program-specific staffing ratios remain controlling.
24. Before the trip, the administrator verifies that designated adults meet applicable District volunteer/employee screening, training and authorization requirements.
25. The lead chaperone receives the student roster, emergency contact and medical/individualized support information necessary for supervision, consistent with privacy requirements, and confirms boarding, arrival, departures and return headcounts.
26. Chaperones supervise students during loading/unloading and at destinations, maintain communication with the driver and trip administrator, and immediately report missing students or safety concerns.
27. Chaperones do not direct vehicle operation or perform driver-only roadway escort duties. The driver retains responsibility for operation and statutory crossing procedures.
28. The trip leader documents assigned chaperones and the student-accountability process on the approved trip paperwork.

Implementation, Training, Distribution and Review

- MOT maintains the master plan, distributes current copies to all applicable schools, and provides a copy to CHP upon request.
- Drivers, dispatchers and applicable site/trip staff receive orientation to their assigned procedures; refresher training and corrective coaching are coordinated by MOT.
- School staff arrange annual school bus safety instruction and evacuation practice as applicable under separate Education Code § 39831.5 requirements.
- MOT reviews the plan when laws, fleet equipment, procedures or operational conditions change and coordinates any revisions with District administration.
- Bus-pass scanning, Traversa and MyRide K-12 may support student accountability and family communication but are supplemental to direct supervision and physical vehicle checks.

Transportation Department Contacts

- Banning Unified School District — Maintenance, Operations & Transportation
- Phone: (951) 922-0278
- Email: transportation@banning.k12.ca.us
- MoT Yard Address: 350 East Lincoln Street, Banning, CA 92220
- Director of Maintenance, Operations & Transportation: Anthony Ingrassi
- Dispatcher Contact: 951-922-0278

For immediate safety concerns during service, contact MOT dispatch through established radio and telephone procedures.

Appendix A — EC § 39831.3 Compliance Crosswalk

Statutory element	Plan section

§ 39831.3(a)(1) Escort determination	Vehicle Code § 22112 and Escort Determination
§ 39831.3(a)(2) PK–8 boarding and exiting	Safe Loading and Unloading; Walking to/from Stops
§ 39831.3(a)(3) Schools and trip destinations	Safe Loading and Unloading at Stops, Schools and Trip Destinations
§ 39831.3(a)(4) No unattended students	SB 1072: Child Safety Alert and No Student Left Behind
§ 39831.3(a)(5) Adult chaperones on SPAB	Adult Chaperones on School Pupil Activity Buses
§ 39831.3(b) School copies and CHP access	Introduction; Implementation, Training, Distribution and Review