The following Victor Elementary School School District Transportation Safety Plan has been developed at the direction of the Superintendent pursuant to the California Education Code 39831.3 and is maintained by the Director of Transportation. A copy of this document can be found at each school site within the Victor Elementary School District in addition to the Transportation Department.

The Victor Elementary School District Transportation Department provides bus transportation for its students in accordance with the provisions of California Education Code. In order to provide this service with maximum safety, all students must understand that the bus driver is in complete charge and control of the bus. School bus drivers have a tremendous responsibility entrusted upon them, and it is important that they have your child's cooperation as well as yours in following the bus rules to ensure that their ride is a safe one.

The Victor Elementary School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding buses throughout the school district and while on field trips. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. These rules will assure safe and proper travel to and from school and must be observed while the students are waiting at school bus stops. Students who are identified as causing vandalism at the bus stop or exhibiting disruptive behavior at the bus stop and/or on the bus may lose their bus riding privileges. Students should not arrive at their bus stop more than 5 minutes before the scheduled pick-up time. School district staff and bus drivers want every child to be safe. Any student behavior that affects the safety of other children or the bus driver will not be tolerated. Video surveillance may occur on any school bus and a video recording may be used in student disciplinary proceedings. The same student behavior rules apply to students waiting or being dropped off at their bus stop including respecting the rights of property owners and the neighborhood where the bus stop is located. The district does not supervise bus stops and is not responsible for the control and conduct of students at bus stops. Parents have the responsibility to supervise their students until they are safely aboard the school bus. Remember, riding the school bus is a PRIVILEGE-NOT A RIGHT.

Section 14103 of Title 5 of the California Code of Regulations states:

> (a) Pupils transported in a school bus or in a school pupil activity 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. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.
>
> (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

School bus drivers – Responsibilities

The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's transportation safety plan. The driver shall not require any student to leave the bus in route between home and school or other destinations. (5 CCR 14103)

Remember: For the safety of everyone aboard, the bus driver must devote full attention to the road.

The safety of the whole group depends upon the proper, safe conduct of each individual. Pupils are responsible for safekeeping, controlling, and presenting their passes. For added security, District video/audio equipment may be used on school buses.

Pursuant to section 22112 of the California Vehicle Code, School Bus Drivers employed by the Victor Elementary School District (First Student) shall obey and follow:

California Vehicle Code 22112 – School bus Signal and School bus stops 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.

In using the red-light signal system and the stop signal arm, Victor Elementary School District drivers will follow Section 22112 (c) of the California Vehicle Code as follows: (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.

Whenever a student needs to cross the roadway, the District's drivers will adhere to the provisions of Section 22112 (d) of the California Vehicle Code as follows: (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 handheld "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. Exceptions to using the amber warning light system, the flashing red light signal system and stop signal arm as contained in Section 22112 (e) of the California Vehicle Code which reads:

(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 school 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.

Procedures are in place, as outlined below, which requires all students in grades pre-k, kindergarten through 8, inclusive, which must cross a private road or highway at a bus stop, to be escorted by the driver.

General Loading/Unloading of the School Bus

- Students shall wait at designated bus stops, and they shall arrive at least 5 minutes (no more than 10 minutes) before the bus stop scheduled time.
- Students will not run towards the bus when the bus is approaching (do not move toward the bus until it has completely stopped and/or the driver has motioned to do so, and the door is opened).
- Students are to respect the property at the bus stop and conduct themselves in an orderly manner while waiting for the bus. As the bus arrives, students must stand in a single file line, stand at least twelve (12) feet back from the bus door and not move toward the bus until it has come to a complete stop and the driver has opened the bus door.
- Students will quickly take a seat. The bus driver will determine the order of the student's entrance and seating aboard the bus. The bus driver has the right to assign seats as they determine necessary. Failure of students to sit where assigned will result in a bus citation
- Students shall talk quietly to their neighbor on the bus, not stand up nor turn around in the seat, respect others and their property as well as the property of the school bus.
- Students shall fasten any passenger restraint systems and keep them fastened during the

entire bus ride.

As required by VC 22112, When students need to cross a street or private road upon which the school bus is stopped, the driver shall activate the flashing red light system When safe to do so, the driver of the school bus is required by law to escort students in grades K through 8 across the street using a hand held stop sign even if a parent/guardian is present. At Victor Elementary School School District, we take safety seriously and shall escort student's grades K through 12. 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 open the door to the bus. The driver when ready to disembark the bus will be the first to exit. Students who need to cross the roadway will wait in front of and to the right of the bus where they can see the driver and the driver can see them. Students shall always cross the street in front of the bus, but **NOT** until they have been instructed, with verbal commands, to do so by the driver. Students will walk, not run, completely across the roadway and continue moving away from the roadway. If the student has forgotten anything on the bus or has dropped something in the roadway, **THEY ARE TO TELL THE DRIVER…. LEAVE IT…. NEVER, NEVER STOP OR RUN BACK TO PICK IT UP.** The students who do not cross the roadway will exit and move quickly away from the bus. Students are not to return to the bus or run after the bus. There will be no "horseplay" on or at or near the bus or bus stops. Students failing to follow these safety rules, in accordance with California State Law, shall be issued a bus citation.

Know the Danger Zones

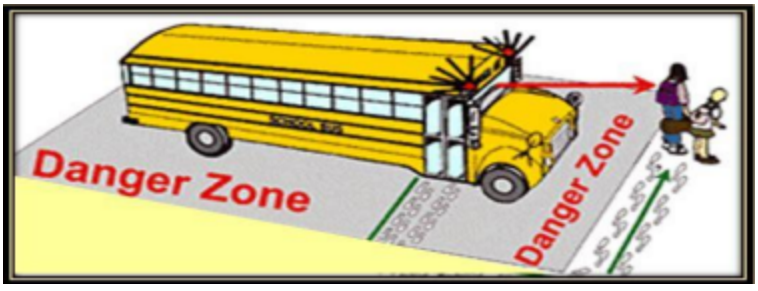
- Every child must know the DANGER ZONES around the school bus. The DANGER ZONE is the space surrounding the vehicle 12 feet from the sides, front and rear
- If a child can touch the bus, he or she is too close.
- If a child must cross the street, know all the rules to cross safely.
- The 12 Giant Step rule is a good measurement for children to identify the **DANGER ZONE** around the school bus, particularly when crossing in front of the bus.
- When near a bus, the children must have the attention of the school bus driver.
- Children should never play around or near school bus vehicles.
- When leaving the bus, children must walk directly home.
- Always stay out of the danger zone!
- Remember — if you can't see the driver, the driver can't see you!
- Never go near the bus unless the driver has given you the signal to come!
- Never, ever walk or play behind a vehicle!
- When you go near the bus, always, always be sure you can see the bus driver!
- If you drop anything in the danger zone, leave it. Never, never stop to pick it up!
- Never throw anything out the bus windows. Never reach back into the bus through the windows.

Getting On and Off the Safe Way

- Never run to or from the bus.
- Always be on time with your school things tucked safely away
- Wait for the bus at a safe place away from the road.
- Wait for the bus to stop before approaching to get on.
- Remember if you can touch the bus, **YOU ARE TOO CLOSE!**
- Your driver will tell you when to get on.
- Walk up the steps, one at a time, using the handrail.
- Never push or shove.
- Sit facing the driver, feet on the floor in front of you. Don't sit on bag/backpack. Keep the aisle clear at all times.
- **ALWAYS LISTEN TO AND OBEY YOUR SCHOOL BUS DRIVER!**

Getting Off the Bus

- Use the handrail.
- Do not push or shove.
- Walk; don't run away from the bus.
- Never go behind the bus.
- Go straight home.
- If you must cross the street, tell the bus driver.



Procedures for Field Trips/Athletic Trips Boarding:

- Students shall use the same boarding procedures used for regular home to school.
- Teachers and drivers shall count the students each time they board the bus.
- Drivers shall make every effort to pick-up in a location so that students do not require escort to

board.

- Prior to departure, the driver shall instruct all passengers on safety and emergency procedures. (39831.5 Education Code)

Exiting:

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload passengers at locations that do not require students to be escorted across the street.
- Students become the responsibility of teachers and chaperones after they exit the bus.
- Students will move safely away from the bus and not return to the bus until they are directed to do so.

Safe Bus Operations – Limited Visibility

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (California Vehicle Code 34501.6)

In order to always ensure safe operations, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Director of Transportation, or his designee of the fact and a decision will be made as to the next course of action.

If the conditions warrant, whether students are aboard, the driver will remain parked and secure until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible.

Passenger Restraint Systems

When a School Bus or School Pupil Activity Bus is equipped with a passenger restraint system, all students 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 notify students of the requirement to buckle their seatbelt. (5 CCR 14105)

Each year, at the beginning of the school year, all drivers will review the proper use of the passenger restraint system (if the bus is equipped) to ensure that all students are protected to the maximum extent possible. (5 CCR 14105 and Ed Code 39831.5)

Warning against Unauthorized Entry

California Education Code § 39842:

> (a) 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.

(b) A school district or county superintendent of schools may place a notice at the entrance of a school bus or school pupil activity bus that complies with the requirements of paragraph (3) of subdivision (c) of Section 1256.5 of Title 13 of the California Code of Regulations and that warns against unauthorized entry.

Fire Extinguishers

Each School Bus is required by law to be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in the law. (Education Code 39838; 13 CCR 1242)

Each bus driver as part of their required daily vehicle inspection (pre-trip), shall ensure that the bus they are going to operate is properly equipped with the required fire extinguisher(s) based upon bus type/size and are properly rated as required by law.

Bus Seating Capacity

School buses and school pupil activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except, when necessary, in emergency situations which require that students be moved/evacuated immediately to ensure their safety.

Procedures for Reporting School Bus Incidents/Accidents

In the event of a School Bus incident or accident, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. In all cases, regardless of the qualifying criteria for determining a school bus accident, the driver will provide a written report to facilitate the reporting requirements for the Superintendent or the Superintendent's designee.

Bus Driver Responsibility to Check Bus after each Route/Trip

To ensure that a pupil is not left unattended on a school bus and/or school pupil activity bus all Victor Elementary School District bus drivers shall adhere to all provisions of the District Child Check Procedure as per Title 13 California Code of Regulations 1294 Education Code 39831.3(a)

Drivers are required to thoroughly inspect the interior of the vehicle at the end of each route/run/trip.

Drivers are required to get out of their seat and to walk from the front to the back of the vehicle, checking for pupils in and under each seat and any other area of the vehicle that a pupil might hide.

Upon returning to the Transportation facility, drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are no students still on board. This bus check shall include looking under the seats.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their proper destinations before leaving their bus.

Remember to do the "Child Check"

Education Code Section 39843(a) requires the County Superintendent of schools, the Superintendent of a school district, a charter school, or owner or operator of a private school that provides transportation

to or from a school or school activity, to notify the Department of Motor Vehicles, in a form and manner, that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the drivers' employer to do the following:

1. Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus, who is found to have left the immediate vicinity of the vehicle to which the driver has been assigned with an unsupervised pupil onboard.

2. Made a finding that the driver's actions constituted gross negligence.

Education Code section 39843(b) states that escorting pupils shall not be considered leaving the immediate vicinity of the vehicle. Section 39843(c) defines gross negligence as the want of even scant care or an extreme departure from the ordinary standard of conduct.

Education Code section 39860 states that the governing board of a school district shall require that any contract for the transportation of pupils shall include the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus.

The Victor Elementary School District ensures all School Bus Drivers are trained to know all procedures, laws and regulations pertaining to student safety including but not limited to the "child check" procedure. Drivers have been made aware of these new laws under the California Vehicle Code and California Education Code listed above.

Drivers will be disciplined accordingly, and the Education Code 39843(a) will be followed should any instance of gross negligence take place regarding leaving any student unattended in a school bus.

Procedures for Designating an adult Chaperone, other than a driver, to accompany pupils on a school pupil activity bus.

If Victor Elementary School District uses an outside contractor to drive a trip for us, they are required to have an adult chaperone on board each bus. At least one bus shall have a "certificated" school district employee on board. In the case of more than one bus, the first bus will have a certificated employee and each additional bus will have an adult chaperone 18 or older such as a parent, but NO STUDENT of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors, VESD bus drivers will not depart on a trip without an adult chaperone. VESD bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field trip/sports trip/band trip etc. This does not include home to school routes.

Bus Evacuation & Safety Instructions:

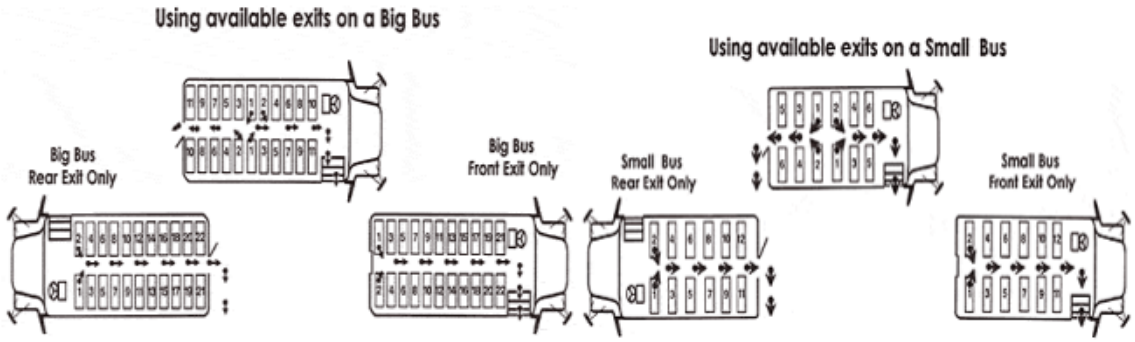
All pupils in pre-kindergarten to grade 12, inclusive, in public or private schools that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. All pupils in pre-kindergarten to grade 8, inclusive, who receive home-to-school 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, proper passenger conduct, bus evacuation, location of emergency equipment and may include responsibilities of passengers seated next an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors. Students and drivers must know what to do. Know where all the bus emergency exits, and equipment are and how to use them and participate in evacuation drills. In an emergency it is up to the driver and students to remain calm. Students must listen to the bus driver and follow instructions carefully.

Emergency Evacuation the Safe Way

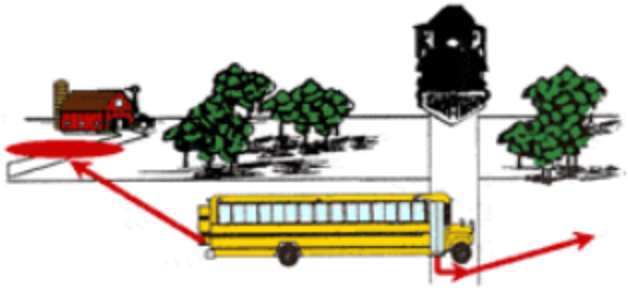
Your student's safety is important to us. We conduct School Bus Evacuation drills at least once each school year as required by EC 39831.5. Students will receive training about safety equipment on the school Bus and be taught how to get out of the bus using the emergency exits. Students should:

- Leave your belongings behind.
- Listen to the driver's instructions for the correct exit
- Be calm, quiet and don't panic.
- Exit seat by seat alternating rows.
- Leave the bus quickly without pushing or shouting.
- Walk to a safe place and stay together.



Railway Crossing Evacuation

- Listen to the driver's instructions for the correct exit.
- Go away from the tracks as far as possible in a direction (at a 45-degree angle) toward the train to avoid being hit by debris from the crash.
- Go to a safe place and stay together.



SCHOOL BUS SAFETY GUIDE

Riding on a School Bus is one of the safest, if not the safest form of transportation in the nation. School Bus drivers carry the most precious cargo that can be carried on the roadways. School Bus drivers' training never ends throughout their career. They are the most "tested" drivers on the road in the state of California. Every five years they must take "renewal" written tests on rules and regulations of the road/School Bus industry and First Aid practices as well as a drive test. They are tested every five years by the California Highway Patrol. California has the strictest rules/regulations for becoming a School Bus Driver as well as maintaining the required licensing/credentials.

The following are some of the statistics from the National School Transportation Association:

Riding in a School Bus is:

- 32 times safer than your family automobile
- 8 times safer than passenger trains or commercial airlines
- 4 times safer than transit buses or intercity buses

From the statistics above you can see that accidents are rare because School Districts, and the drivers themselves, train and work hard at driving defensively to avoid accidents.

In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few accidents that now occur.

Unfortunately, the reality of School Bus safety is that more children are hurt outside of the school bus than inside. The child who bends over to retrieve a dropped school paper that goes under the bus or who walks to close to the bus while crossing the street needs to be made aware that every yellow School Bus is surrounded by a **DANGER ZONE**

A copy of this Transportation Safety Plan shall be kept at each school site and made available upon the request of the California Highway Patrol. (Education Code 39831.