# CHULA VISTA ELEMENTRAY SCHOOL DISTRICT TRANSPORTATION SAFETY PLAN 2026-2027

**PROFESSIONAL RESPONSIBILITIES**
Employees are expected to be committed to the district's vision and values as well as demonstrate responsibility, cooperation, and efficiency. The entire community, school board, administrators, teachers, parents, and students expect the professional driver to observe all the provisions of the California Vehicle Code and all other applicable laws, rules, and regulations prescribed by the State Board of Education, California Highway Patrol, and the said governing board, relating to pupil transportation.

**39831.3 CALIFORNIA EDUCATION CODE**
(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 schoolbus at each pupil's schoolbus 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 schoolbus monitor, in addition to the driver, to carry out the purposes of this paragraph.
(3) Boarding and exiting a schoolbus at a school or other trip destination.
(4) Procedures to ensure that a pupil is not left unattended on a schoolbus, 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.

1. **DETERMINE IF PUPILS REQUIRE ESCORT SERVICE PURSUANT TO VEHICLE CODE § 22112**

   - Pupils attending Prekindergarten, kindergarten, and grades 1 to 8, inclusive, needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer, official traffic control signal, or not otherwise illegal.
   - All school bus drivers shall ask pupils at each stop if they must cross the street on which the bus is stopped to reach their destination.
   - School site personnel shall review pupil's addresses in relation to designated stops when assigning students on a space available basis on existing routes.

2. **BOARDING AND EXITING THE APPROPRIATE SCHOOL BUS AT EACH PUPIL'S SCHOOL BUS STOP.**

   - Pupils shall be instructed, by the school bus driver, to stand in an orderly manner at their school bus stop and remain back from the curb or roadway edge, at least 12 feet, as their assigned school bus approaches.
   - <u>When boarding the school bus:</u> Pupils shall be instructed, by the school bus driver, to enter their assigned school bus at the school bus stop in an orderly manner. Pupils shall refrain from pushing, shoving, physical playing or rough contact.
   - <u>When exiting the school bus:</u> Pupils shall be instructed by the school bus driver, to exit the school bus one at a time. The school bus driver will ask if any student must cross the street (on which the school bus is stopped) and students must answer yes or no.
   - If students must cross the street on which the school bus has stopped; the school bus driver will escort the students utilizing the red-flashing lights and hand held stop sign.
   - Students will follow the directions of the school bus driver and cross the street between the school bus driver and the front school bus.

- Pupils shall be instructed, by school site personnel and/or the school bus driver to leave the school bus stop in an orderly manner and immediately move away from the school bus and out of the danger zones (a 12-foot area surrounding the school bus).
- School bus drivers shall ensure that all pupils and other pedestrians are a safe distance from the school bus and it is safe to move before setting the school bus in motion.

**STUDENT DELIVERY, MOST RESTRICTIVE ENVIRONMENT-SERVICE ADDRESS.**

**ALL** special day class students (SDC) receiving CURB-TO-CURB service at a designated service address must be met upon arrival to school and upon delivery to the home service address from school.

**STUDENT DELIVERY, LEAST RESTRICTIVE ENVIRONMENT-NEIGHBORHOOD BUS STOPS.**

Neighborhood bus stops (OTHER THAN **KDG**.),
Students in grades 1-6 assigned to NEIGHBORHOOD bus stops are not required to be met.

- **Pre K, TK, Kindergarten** students must be met at the school site by a designated greeter.
- **Pre K, TK, Kindergarten** students must not be left unattended at a bus stop, students must be escorted by older sibling riding the same bus.
- **Pre K, TK, Kindergarten** students must be seated towards the front of the bus.
- Older siblings may be seated with kinder siblings

**Never force a student who is hesitant or reluctant to get off the bus.**
**CALL Dispatch for instructions.**

### 3. BOARDING OR EXITING A SCHOOL BUS AT A SCHOOL SITE OR OTHER TRIPS DESTINATION.

- Pupils shall be instructed, by school site personnel and/or their school bus driver, to board or exit their school bus, at a school site or other trip destination, in an orderly manner. Students will refrain from pushing, shoving, physical playing or rough contact.
- School Site personnel are responsible for monitoring pupils boarding or exiting the school bus at their school site or activity trip destination.
- School site personnel shall deter pupils from standing or walking between buses, standing within arm's length of bus or attempting to pass items through open windows into or out of a school bus.
- School bus drivers shall ensure that all pupils and other pedestrians are a safe distance from the school bus and it is safe to move the school bus before setting the school bus in motion.

### 4. POST TRIP INSPECTION

All School Bus Drivers shall at the conclusion of every route segment, fieldtrip destination, and upon returning to the yard, shall ensure that no pupil is left unattended on a school bus.
Except in accordance with VC 22112 (d) to perform red light escorts to other pupils.

After each route/run *(this means at each school site in the morning and after the last stop for each school in the AM, mid-day and the PM)* all drivers shall:

- Physically walk to the rear of the bus while checking each row of seats to ensure that there are NO STUDENTS remaining on the bus.
  This bus check shall include looking under each bus seat.
- 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 bus seats.
- No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their assigned destination before leaving their bus.

**WHEN A PUPIL IS DISCOVERED, THE SCHOOL BUS DRIVER SHALL IMMEDIATELY NOTIFY DISPATCH AND WAIT FOR INSTRUCTIONS.**

### 5. ADULT CHAPERON

Schools shall provide at minimum, one adult district employee to accompany pupils on each school pupil activity trip bus.

- Upon requesting a schoolbus for a school activity trip, the name of a district chaperone shall be submitted with the request for the activity trip.

The Chula Vista Elementary School District instructs all school bus drivers 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 and received proper instruction on the use of these systems.

**NOTICE OF DISCIPLINARY ACTION OR FINDING OF GROSS NEGLIGENCE CEC SECTION 39843**

(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 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 driver’s employer, has done both of 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 schoolbus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.
(2) Made a finding that the driver’s actions constituted gross negligence.
(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.
(c) For purposes of this section, “gross negligence” means the want of even scant care or an extreme departure from the ordinary standard of conduct.

**SCHOOL BUS AND SCHOOL PUPIL ACTIVITY BUS (SPAB) PASSENGER RESTRAINT SYSTEM USE 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.
(b) Acceptable placement of passenger restraint systems on pupils: Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area. Place the shoulder belt snug across the chest, away from the neck. Never place the shoulder belt behind the back or under the arm. Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder. Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.
(c) Times at which the passenger restraint system should be fastened and released: Passenger restraint systems shall be used at all times the school bus or school pupil activity bus is in motion except when exempted in subdivisions (e) and (f) of this section.
(d) Acceptable placement of the passenger restraint systems when not in use: When not in use, passenger restraint systems shall be fully retracted into the retractors so that no loose webbing is visible, or stored in a safe manner per the school bus manufacturer's instructions.
(e) This section does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.
(f) This section also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, “emergency” means a natural disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

**All companies providing transportation to or from school activity trip destinations for Chula Vista Elementary School District, shall abide by the provisions stated in VC 28160.**

**CHILD SAFETY ALERT SYSTEM CVC 28160**

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b)(1)(A) Except as provided in subparagraphs (B) and (C), on or before March 1, 2019, each schoolbus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(B) If a school district, county office of education, or charter school with an average daily attendance of 4,000 pupils or fewer, or a private school with 4,000 pupils or fewer in attendance, cannot meet the requirements of this section on or before March 1, 2019, the school district, county office of education, charter school, or private school shall submit to the department, on or before March 1, 2019, documentation that demonstrates that it has, before March 1, 2019, ordered or purchased the child safety alert system or child safety alert systems, and includes an estimate of repairs or installation, the total number of vehicles described in subparagraph (A) in the fleet and the number of vehicles described in subparagraph (A) that do not have an installed child safety alert system, the proposed date of installation, and the name of the vendor or individual who will install the child safety alert system or child safety alert systems. Upon providing this documentation, the school district, county office of education, charter school, or private school shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(C) Any entity other than a school district, county office of education, charter school, or private school that operates a schoolbus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, or child care motor vehicle that is subject to the requirements of this section may submit documentation as specified in subparagraph (B) to the department. Upon providing this documentation, the entity shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(D) This section shall apply to all school districts, county offices of education, charter schools, and private schools, including those that began the 2018-19 school year before September 1, 2018.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) The department shall consult with the State Department of Education to develop frequently asked questions related to the implementation of this section and of Section 1294 of Title 13 of the California Code of Regulations. The department shall also consult with, at a minimum, the California Association of School Transportation Officials when developing the frequently asked questions. The department and the State Department of Education shall each post the frequently asked questions on their respective Internet Web sites.

(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.
(e) For purposes of this section, the following definitions apply:
(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.
(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code .

**SCHOOL BUSES: REDUCED VISIBILITY CVC 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 schoolbuses 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 schoolbus drivers discretionary authority to discontinue schoolbus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

**AUTHORITY OF THE DRIVER 5 CCR 14103**
(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.

**BUS SAFETY RULES:**
The uniform rules and procedures must be enforced consistently by all drivers. This endeavor takes a team effort. Regardless of which bus a child rides or who the driver is, the rules and policies must be the same. If one driver neglects his/her pupil management responsibilities, the system will suffer.
Bus riders are expected to comply with these Bus Safety Rules listed in the Parent's Handbook:
• Follow all instructions from the driver.
• Refrain from loud conversation.
• Do not use obscene language or gestures.
• Keep hands off other people and their property.
• Immediately after boarding, sit down and remain seated during the entire trip.
• All parts of the body are to be kept inside the bus at all times.
• Eating or drinking on the bus is prohibited.
• No live animals (including insects), except service dogs, are permitted on the bus.
• Large toys, glass bottles, knives or other articles that might cause injury to the child or other children are prohibited on the bus.
• Obtain permission from the bus driver before opening or closing windows.
• Do not throw anything out the windows.
• Never tamper with any bus controls including the radio, shift, or doors.
• Respect the property of others at and enroute to and from the bus stop.
• If more than one child is at a stop, children should form a single line away from the roadway and in a safe location and quietly await the bus arrival.
• Children should arrive at the bus stop approximately 5 minutes prior to the scheduled bus arrival time.
• Follow school site policy for riding the bus.
Review these rules with riders daily during the first week of school and then at least once a month for the remainder of the school year.

Emphasize compliance with the three basic safety rules throughout the year:

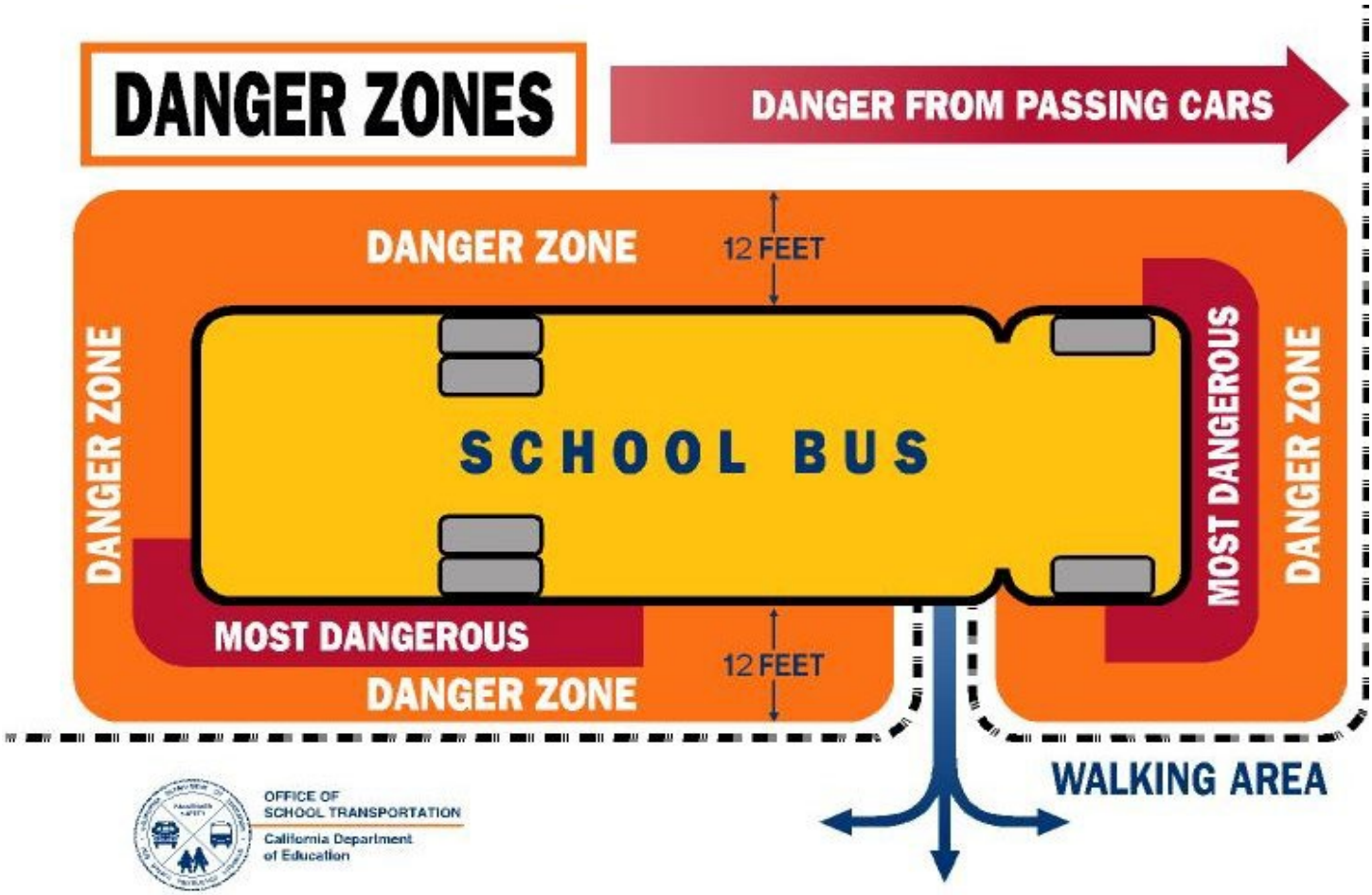
- **SIT DOWN**
- **KEEP YOUR HANDS TO YOURSELF**
- **TALK QUIETLY**

**BUS DRIVER'S RESPONSIBILITY** *Instructor's Behind-the-Wheel Guide* SL-5, P. 5-11

- The pupil's safety is the driver's primary responsibility.
- Responsibility starts approximately at the point where the driver can recognize the pupil as the bus approaches the bus stop and extends until the bus has left the stop.
- The driver must take appropriate action to correct any dangerous situation.
- While the vehicle is stopped to load or unload, the pupils are the direct responsibility of the driver.

**DANGER ZONES**

The Danger Zone is the area on all sides of the bus where children are in the most danger of being hit, either by another vehicle or their own bus. The Danger Zones may extend as much as 30 feet from the front bumper (with the first 12 feet being the most dangerous), 12 feet from the left and right sides of the bus, and 12 feet behind the rear bumper of the school bus. in addition, the area to the left of the bus is always considered dangerous because of passing cars.




## For Emergency Notification of Transportation Services

**Chula Vista Elementary School District Office: 619-425-9600**
**Transportation Department: 619-656-5600**
**Director of Transportation: Cynthia Zwartjes 619-656-5632**
**Supervisor Safety & Training: Paul Suwczinsky 619-656-5610**
**Transportation Supervisor: Migdalia Monroy 619-656-5635**

This Transportation Safety Plan shall be kept on file at each school site and made available, upon request to any Parent, Guardian, Student, or California Highway Patrol Officer. (Education Code 39831.3)