



Preparing every student to thrive in a global society.

## **Transportation Safety Plan**

**Pursuant to Education Code Section 39831.3 and Section 22112 of the Vehicle Code this Transportation Safety Plan must be kept on file at all school sites served by the Transportation as well as the Transportation Department. This plan will be revised as needed and must be produced when requested by the California Highway Patrol.**

### **SCOPE OF TRANSPORTATION SERVICES**

EAST SIDE UNION HIGH SCHOOL DISTRICT Transportation services are provided for all students who's IEP (*Individual Educational Plan*) deems transportation as related service and for special regular education programs. We also provided contract services on an as needed basis.

### **SAFETY INSTRUCTIONS AND SCHOOL BUS EVACUATION**

At least once each year, all pupils in pre-kindergarten through 12<sup>th</sup> grade who receive home-to-school transportation shall receive safety instructions. This includes but not limited to:

- Proper loading and unloading procedures,
- Escorting by the driver
- Safely crossing the street, highway or private roadway
- Passenger restraint system (*if applicable*)
- Proper passenger conduct,
- Bus evacuation and location of all emergency equipment.

As part of the instruction, pre-kindergarten through 8<sup>th</sup> grade pupils shall evacuate the bus through an emergency door. This safety instruction shall be documented and shall remain on file at the Transportation Office for a minimum of one year from the date of instruction. This information shall be made available to the CHP upon request.

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Chris D. Funk, Superintendent

830 N. Capitol Ave.

San Jose, CA 95133

T 408.347.5000

F 408.347.5015

esuhsd.org

## **DRIVER'S RESPONSIBILITIES**

On approach to a school bus stop where students are loading and/or unloading from the school bus, the driver of a school bus *shall* activate the amber warning lights system (*if so equipped*) at 200 feet before the bus stop and the driver shall operate the flashing red light signal system and stop signal arm, when the school bus is stopped for the purpose of loading or unloading pupils. When required, the flashing red light signal system, amber warning lights system and stop arm system *shall not* be operated at any place where traffic is controlled by a traffic officer. The school bus flashing red light signal system, amber warning lights system and stop signal arm system *shall not* be operated at any other time.

Prior to opening the door, the driver shall ensure that the flashing red light signal and if so equipped the stop arm signal systems are functional and the traffic has come to a complete stop for all pre-kindergarten through 12<sup>th</sup> grade. The driver shall escort all pupils, pre-kindergarten through 8<sup>th</sup> grade inclusive, who must cross a highway, roadway or private roadway using a hand-held "STOP" sign.

Drivers shall stop to load or unload students only at stops designated by the Superintendent, Designee. California Highway Patrol will only approve certain school bus stops. Students may not depart the bus at any stop other than their own without prior authorization from the Transportation Dispatcher. Special education students must be received by a parent, guardian or a school district employee. The driver of a school bus *will not* travel on private driveways except for apartment complexes or mobile home parks and *only* if it is safe to do so.

All school buses in the State of California are required to activate the flashing red light signal system at any and all locations where students load or unload the bus, ***except:***

- ***School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.***
- ***Where the school bus is disabled due to mechanical breakdown.***
- ***Where students require assistance to board or leave the school bus.***
- ***Where the roadway surface on which the bus stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard.***
- ***On a state highway with posted speed limit of 55 miles per hour or higher where the school bus completely off the main traveled portion of the highway.***
- ***Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard***
- ***The Department of the California Patrol may require to 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 the school pupils loading or unloading from a school bus.***

If for any reason a pupil needs to cross the roadway at any exempt stop are exempt, therefore the driver shall activate amber lights, red lights and stop arm (if applicable) and must escort students pre-kindergarten through the 8<sup>th</sup> grade.

Procedures outlined in the California Department of Education Instructor's Manual for the California School Bus Driver Training Course shall be followed at all bus stops.

The driver of a school bus will keep a current route sheet on the bus. Routes sheets will clearly state when an escort is required at a bus stop. The driver shall stop to load or unload pupils only at a school bus stop designated by the Superintendent or Designee. A student may not depart the bus at any stop other than his or her own, unless it was authorized by the Transportation Department. At the final stop of any route (when finished unloading the final child at a school on a home-to-school route or at the final stop of a school-to-home route) the driver shall conduct a thorough search under and on top of each seat of the vehicle for sleeping or hiding children. Prior to leaving the bus stop, the driver shall ensure that all pupils have crossed safely and that all other pupils and pedestrians are a safe distance from the bus and it is safe to proceed.

### **PROCEDURES TO ENSURE A PUPIL IS NOT LEFT UNATTENDED ON A SCHOOL BUS OR SPAB**

The driver shall walk the inside of the bus to the last seat searching on and under each seat for children/passengers asleep or hiding on the bus in all of the following situations:

- During a "*Home-to School*" route after unloading at any school and before leaving the school property
- During a "*School-to-Home*" route when any tier is completed and prior to leaving the final stop of that tier
- During an "*Activity Trip*" after arriving to unloading at the destination point and prior to departing from the destination point
- During an "*Activity Trip*" after returning to and unloading at the point of origin and prior to departing from the point of origin

Whenever the driver disembarks from the bus for any reason, the driver *shall* be satisfied that there are no children/passengers on board before leaving the bus by placing the hand-held "Stop Sign" in the rear window of the school bus and deactivate the child safety alert system. This procedure is to ensure the bus is all clear.

### **ACTIVITY TRIP SAFETY**

Prior to departure on a school activity trip, all passengers on a school bus shall be given safety instructions which will include:

- Location of emergency exits

- Location and use of emergency equipment
- Special instructions by the driver for passengers seated next to emergency exits.

There is paperwork to be completed and to be signed by the driver and chaperone.

Any time a School Pupil Activity Bus (SPAB) is used for an activity trip an accompanying chaperone other than the driver must ride on the bus.

### **Inclement Weather**

Should inclement weather reduce visibility to a point that a driver determines it to be unsafe to continue school bus service, the driver has discretionary authority to discontinue service.

#### Reduced Visibility-43501.6VC

*The governing board of the 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. Operations policies for school activity trips shall give school bus drivers the discretionary authority to discontinue school bus operations if the driver determines that it is unsafe to continue operations of reduced visibility.*

When visibility is reduced to 200 feet or less the East Side Union High School District's policy is that the school bus driver shall pull safely off the roadway and wait until visibility increases. The driver will contact dispatch who will then notify the Director of Transportation.

### **SUPERVISION OF STUDENTS BOARDING AND EXITING OF SCHOOL BUSES AT SCHOOL SITES**

When deemed appropriate for safety reasons by the Superintendent of schools or his/her designee, School Bus Monitors shall be assigned to a school site to ensure the safe boarding and exiting of students at designated bus boarding and exiting areas.

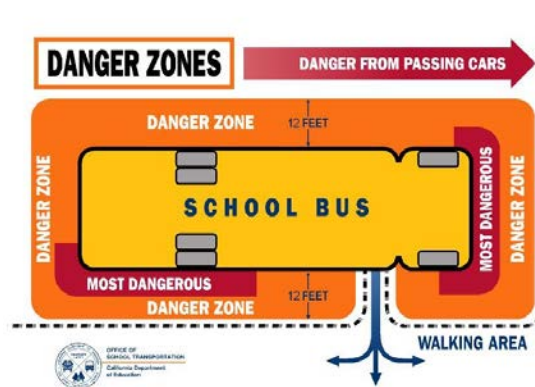
### **PARENT RESPONSIBILITIES**

Parents, teacher and or care-givers sending expensive personal items on the school bus do so at their own risk. The driver of the bus and the district will not be responsible for lost or damaged personal items. If such an item is on the IEP for a student to have for the ride, it will be allowed as long as it does not interfere with safety on the route.

### **STUDENT RESPONSIBILITIES**

Students should plan to be at their bus stop a minimum of five minutes prior to the scheduled bus departure time and should form a line or stay a distance at least twelve feet back from the approaching school bus while waiting to load. When the students' assigned school is approaching the designated stop, students still on the opposite side of the street shall wait for

the driver to escort them across the street, unless the crossing is controlled by a traffic signal light.



Students must stay outside the “*Danger Zone*” Which is twelve (12) feet around all sides of the school bus until the school bus has come to a complete stop and the door has opened. They shall never rush the bus and must wait in an orderly line and never crowd or push.

Use the handrails upon boarding and disembarking the bus. Watch out for items hanging from backpacks and clothing catching on the handrails. Students shall go quickly to their seats, sit facing the front with their back against the seat backs, and remain seated until their destination has been reached and the bus has come to a complete stop and the door is open. The driver will indicate when it is safe to stand and depart from the bus.

After departing from the bus and in a red light crossing situation, the students will wait for the direction from the driver and shall not cross the street until directed to do so. At that time, they shall cross between the driver and the bus.

Students shall *never* run back to the bus, or cross back over the roadway in order to get items dropped or left on the bus, and shall *never* cross behind the bus.

Seatbelts must be worn at all times when the school bus is in motion

### *Authority of the Driver*

Pupils transported in a school 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 or highway. 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 in route between home and school or other destinations. **(5 CAC 14103)**

## **BUS RULES FOR STUDENTS**

- 1. No eating/drinking on the bus*
- 2. Keep all body parts inside the bus*
- 3. Remain in your seat while inside the bus*

4. *No gum on the bus*
5. *No glass on the bus*
6. *No animals*
7. *No smoking/ tobacco products*
8. *No bare feet*
9. *No skateboards*
10. *No large objects*
11. *No flash photography*
12. *No balloons*
13. *No cell phone/tablets/Ipads (Unless written in the IEP)*
14. *Help keep the bus clean*
15. *Seatbelts must be worn*

### **Denial of Transportation**

Continued disorderly conduct or persistent refusal to submit to the authority of the driver may be sufficient reason for a student to be denied transportation.

### **AIRBORNE TOXIC CONTROL MEASURE**

Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools (VC 2480)

- **Purpose-** This airborne toxic control measure seeks to reduce public exposure, especially school age children's exposure, to diesel exhaust particulate matter and other toxic air contaminants by limiting unnecessary idling of specified vehicle sources.
- **Idling Control Measure-** A driver of a school bus must turn off the bus engine upon stopping at a school or within 100 feet of a school, and must not turn the engine on for more than 30 seconds before beginning to depart from a school or within 100 feet of a school
- **Exempt** – If it is written in the IEP for student that there must be a certain temperature in the bus may idle and only if the student is on the bus.

***“School Bus Drivers Keep Education Rolling”***