

ROLES AND DUTIES OF EMPLOYEES

AUTHORITY OF SCHOOL BUS DRIVERS

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties.

SCHOOL BUS DRIVER QUALIFICATIONS AND TRAINING

- A. All school bus drivers employed by the district for the transportation of students shall possess, at a minimum:
 - 1. A valid license for the appropriate class of vehicle, issued by the State Department of Motor Vehicles
 - 2. A current Red Cross First Aid Certificate or certified completion of the first aid test given by the California Highway Patrol
 - 3. A current medical certificate as required by law
 - 4. A California special driver certificate valid for driving a school bus
- B. The Superintendent or designee shall ensure that school bus drivers receive training, which includes:
 - 1. The proper actions to be taken in the event that a school bus is hijacked
 - 2. The proper installation of mobile seating devices in the bus securement systems

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated.

School bus drivers shall be subject to drug and alcohol testing in accordance with Governing Board policy and the requirements of federal law.

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to drive a school bus or student activity bus.

SCHOOL BUS DRIVER DUTIES

School bus drivers shall report all school bus accidents immediately to the California Highway Patrol and the district.

Drivers shall not require any student to leave the bus en route between home and school or other

destinations.

The school bus driver's major 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.

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

When loading or unloading, drivers shall escort all students in grades 7 through 12 across the street, except at locations controlled by a traffic control signal.

SCHOOL BUS DRIVERS SHALL REPORT TO THE DIRECTOR OF TRANSPORTATION OR DESIGNEE ON THE FOLLOWING:

- A. Recurring and serious student misbehavior
- B. Parental and student complaints
- C. All accidents involving students or school vehicles
- D. All traffic violations, which endanger students
- E. Consistently late school dismissals, which cause transportation delays. (Such occurrences must also be brought to the attention of the school principal)
- F. Overloads
- G. Mechanical or other problems with buses and equipment

When the bus is stopped on a highway or private road to load or unload students and traffic is not controlled by a traffic officer or official traffic control system, the driver shall activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before any bus stop where students are loading or unloading. They shall operate the flashing red signal lights and stop signal arm at all times when the bus is stopped to load or unload students. The flashing amber warning lights, flashing red signal lights and stop signal arm shall not be operated at any other time, or at any place where traffic is controlled by a traffic officer.

DRIVERS MUST:

- A. Escort all students in grades 7 through 12 who need to cross the highway or private road, using an approved hand-held 18-inch octagonal "STOP" sign while doing so
- B. Require all students to walk in front of the bus as they cross the road or highway
- C. Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students and pedestrians are a safe distance from the bus before setting the bus in motion

When loading or unloading students at a location where students must cross a highway or private road upon which the bus is stopped, the flashing red signal lights and stop signal arm requirements do not apply at any of the following locations:

- A. School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked
- B. Where the school bus is disabled due to mechanical breakdown

- C. Where students require assistance to board or leave the school bus
- D. Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard
- E. 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
- F. Any location determined by the Superintendent or designee, with the approval of the California Highway Patrol, to prevent a traffic or safety hazard

State regulation limits bus idling. School buses and commercial motor vehicles are required to turn off the engine upon arriving at a school and restart no more than thirty seconds before departing. If a bus is beyond 100 feet from a school the bus may not idle for more than 5 minutes. These locations are described as school bus stops or school activity destinations. (CCR Section 2480)

LEGAL REFERENCE

CALIFORNIA EDUCATION CODE

39830.1	Drivers of school pupil activity buses
39831	Training in proper actions in event of hijacking
39831.5	Student instruction in bus safety
39833	Operating bus in violation of order or regulation or without operator's qualification
39842	School bus; unauthorized entry
40080-40090.5	Training required to obtain or renew bus driver certificate
45125.1	Criminal background checks for contractors
56195.8	Adoption of policies

PENAL CODE

241.3	Assault against school bus driver
243.3	Battery against school bus driver

VEHICLE CODE

1808.8	Dismissal for safety-related cause
2570-2575	Transportation of students
12517-12517.4	Certification requirements
12522	First aid training for school bus drivers
13376	Driver certificates; revocation or suspension; sex offense prosecution
22112	School bus signals; roadway crossings
25257	School bus; flashing light signal system
25257.2	School bus used for transportation of developmentally disabled person
34501.6	School buses; reduced visibility
34508.5	Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14103	Authority of the driver
14104	School bus driver instructor

CODE OF REGULATIONS, TITLE 13

1200-1228 General provisions, school bus regulations

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal motor vehicle safety standard #222