

TRANSPORTATION SAFETY AND EMERGENCIES

TRANSPORTATION SAFETY PLAN

The Superintendent or designee shall develop a transportation safety plan to address student safety, which includes all of the following:

1. Procedures for determining if students in Grades 7 through 12 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112.
2. Procedures for all students in Grades 7 through 12 to follow as they board and exit the bus at their bus stops.
3. Procedures for boarding and exiting a school bus at a school or other trip destination.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol.

SAFE BUS OPERATIONS

School buses and school student 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 immediately to ensure their safety.

School bus drivers have the discretionary authority to discontinue home-to-school, or any activity trips, if conditions become unsafe when visibility is reduced to 200-feet or less. If, in the opinion of the bus driver, conditions are so hazardous that the safe operation of the bus is not possible, the driver shall pull off the roadway and, if possible, onto the shoulder of the road.

Driver instructors will be responsible to help driver's recognize the 200-foot limit.

If the driver is unsure that there is adequate visibility to drive the bus safely, the driver will:

1. Reduce speed.
2. Increase following distance.
3. Call dispatch to inform them of the concern and to notify the school that the route or trip will be delayed.

If a driver must stop the bus, the driver will look for a location approximately ten feet off of the roadway. With headlights off and hazard lights on, the driver shall erect the warning reflectors and place them on the roadway in the appropriate fashion for added visibility. The driver will turn off the hazard lights and the clearance lights. Lights are turned off to prevent other drivers from being attracted and following those lights.

When the driver has notified dispatch of the poor visibility conditions, dispatch will send, if available, an instructor or supervisor to further assist the driver and other drivers at the location of the poor visibility.

In poor visibility conditions, the students shall remain on the bus under the direction and supervision of the driver.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers 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 reasonably ensure that all passengers are so restrained.

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized

entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime.

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment, which meets the standards specified in law.

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

STUDENT INSTRUCTION

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety which shall include the following:

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. *(5 CCR 14102)*
2. At least once each year, all students in Grades 7 through 12 who receive home-to-school transportation shall receive safety instruction, which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver.
 - b. How to safely cross the street, highway or private road.
 - c. The use of passenger restraint systems, including but not limited to the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use.
 - d. Proper passenger conduct.
 - e. Bus evacuation.
 - f. Location of emergency equipment.

Practice drills are in the interest of safety for all concerned in the event it becomes necessary to evacuate a bus. A well-planned procedure rather than a disorderly evacuation will reduce panic.

At least one bus evacuation drill shall be conducted each school year at each school site for riders of school buses.

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name.
- b. School name and location.
- c. Date of instruction.
- d. Names of supervising adults.
- e. Number of students participating.
- f. Grade levels of students.
- g. Subjects covered in instruction.
- h. Amount of time taken for instruction.
- i. Bus driver's name.
- j. Bus number.

k. Additional remarks.

This documentation shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction, which includes, but is not limited to:
 - a. Location of emergency exits.
 - b. Location and use of emergency equipment.

This instruction also may include responsibilities of passengers seated next to an emergency exit.

LEGAL REFERENCES

EDUCATION CODE

39830 - 39842	Transportation, school buses, especially:
39831.5	Student instruction in bus safety, notifications
39834	Excess of seating capacity
39838	Fire extinguisher on school buses
39842	School bus, unauthorized entry
51202	Instruction in personal and public health and safety

PENAL CODE

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

VEHICLE CODE

545 - 546	Definition of School Bus and School Pupil Activity Bus
22112	Loading and Unloading Passengers
27316	Passenger Restraint Systems
34500	California Highway Patrol Responsibility to Regulate Safe Operation of School Buses
34501.5	California Highway Patrol Responsibility to Adopt Rules re: Safe Operation of School Buses
34501.6	School buses; reduced visibility
34508	California Highway Patrol Responsibility to Adopt Rules re: Equipment and Operations of School Buses
34508.5	Investigation of Accidents

CODE OF REGULATIONS, TITLE 5

14102	Instruction in Bus Safety and Evacuation
14103	Authority of the Driver

CODE OF REGULATIONS, TITLE 13

1200 – 1293	Motor Carrier Safety
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MANAGEMENT RESOURCES**WEB SITES**

California Department of Education, Office of School Transportation: www.cde.ca.gov/ls/tn

California Highway Patrol: www.chp.ca.gov

National Coalition for School Bus Safety: www.ncsbs.org

National Transportation Safety Board: www.nts.gov