

# APPENDIX A

NORRIS SCHOOL DISTRICT

## *Transportation Safety Plan*

for

School Personnel

and

Students

2018-2019

Norris School District  
6940 Calloway Drive  
Bakersfield, CA 93312  
(661) 387-7000



# Norris School District

Norris Elementary School • 7110 Old Farm Road • Bakersfield, CA 93312 • (661) 387-7020  
Olive Drive Elementary School • 7800 Darrin Avenue • Bakersfield, CA 93308 • (661) 387-7040  
William Bimat Elementary School • 8600 Northshore Drive • Bakersfield, CA 93312 • (661) 387-7080  
Veterans Elementary School • 6301 Old Farm Road • Bakersfield, CA 93312 • (661) 387-7050  
Norris Middle School • 6986 Calloway Drive • Bakersfield, CA 93312 • (661) 387-7060

## NORRIS MISSION STATEMENT

The educational philosophy of the Norris District is built on the following principles:

A **BELIEF** in the worth and dignity of each and every person.

A **RESPECT** for knowledge and a strong commitment to provide quality educational opportunities for each of our students.

A **CONVICTION** that democratic societies have more to offer than totalitarian societies.

A **FAITH** in reason and in orderly solution of conflict.

A **BELIEF** in the protection of personal liberties within the limits of

the law.

A **BELIEF** that our success as an educational institution is measured primarily by the success and achievement of our students.

### TRANSPORTATION REGULATIONS FOR STUDENTS

The Norris School District has an enviable record of safe transportation for our bus riding students. To safely transport your children, we have rules and regulations to assist students in understanding their responsibilities while riding the bus, traveling to and from, and while waiting at school bus stops. As concerned parents, we encourage you to discuss the rules and regulations listed below with your children. The Norris School District wishes to thank the parents or guardians for their cooperation.

1. Upon registration of a new student Pre-Kindergarten through 8<sup>th</sup> grade, the parents or guardians of all students not previously transported in a school bus or school pupil activity bus, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
  - **Red flashing cross over lights will be activated at every stop, unless exempted, whether a student is being escorted or not. (See #5)**
  - **A list of all school bus stops near each pupil's home. (See Bus Stop Schedule)**
  - **General rules of conduct at school bus stops . (See #6)**
  - **Red light crossing instructions. (See #11)**
  - **School bus danger zones. (See #10)**
  - **Walking to and from school bus stops. (See #7)**
  - **Procedures to follow when loading or unloading any student at their appropriate bus stop, school, or any other trip destination. (See #8)**
  
2. At least once in each school year, students Pre-Kindergarten through 8<sup>th</sup> grade shall receive safety instruction which 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; passenger restraint systems if the bus is so equipped; proper passenger conduct; bus evacuation; and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

3. Prior to departure on any school activity trip, all students riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. This required information shall be documented and will be on file at the district .

4. Students who wish to get off at a school bus stop other than their designated stop must first get approval from the school office. A note or fax signed by their parent or guardian will generate a "pass" from the school office that will allow the student to get off at another stop.

5. Pursuant to V.C. 22112: School bus red flashing crossover lights will be activated at every bus stop where students load and unload the school bus whether or not the students cross the street, except where exempt.

**6. General rules of conduct at school bus stops and loading zones**

- a. Be at the bus stop 5 minutes before the posted arrival time of the bus.
- b. Wait on the sidewalk or walkway - NOT in the street.
- c. Wait until the bus arrives, stops and opens the door before approaching the bus.
- d. Keep your hands to yourself and do not push anyone.
- e. Do not enter other's property. (Stay out of flower beds and off lawns.)
- f. Do not be near the tires or underneath the bus.
- g. Do not play games, or with playground toys (balls, bats, etc.), at your bus stop.
- h. No skateboards or scooters are allowed on the bus.

**7. Guidelines for walking to and from the bus stop**

- a. Watch for cars when crossing any street to and from your bus stop.
- b. Do not play games, or with playground toys (balls, bats, etc.), on the way.
- c. Walk on the sidewalk and not in the street or on anyone else's property.
- d. Have respect for your neighborhood and do not disturb anyone's property such as: sprinklers, mailboxes, plants or automobiles.

**8. Procedures for students to follow when loading at their appropriate bus stop, school or other trip destination**

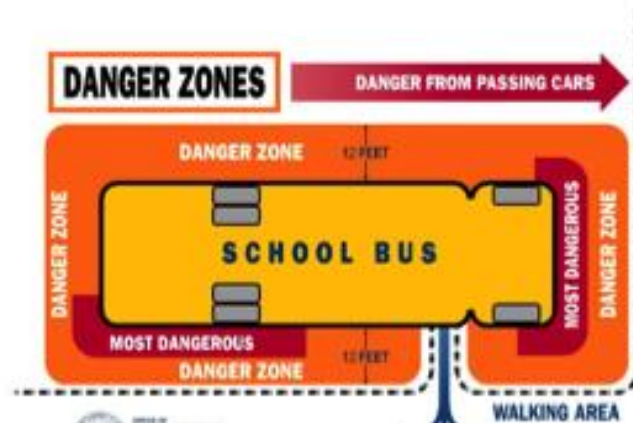
- a. Line up, single file, on the sidewalk or walkway.
- b. Do not move toward the bus when it arrives to load students.
- c. Wait until the bus comes to a complete stop and the bus driver opens the door before you walk toward the bus to enter.
- d. Do not push or shove to get on the bus.
- e. Use the handrail going up the steps while loading the bus.
- f. Find a seat and remain seated at all times.
- g. Properly use passenger restraint systems, if so equipped

**9. Procedures for students to follow when unloading at their appropriate bus stop, school or other trip destination**

- a. Stay seated with passenger restraint system fastened, if so equipped, until the bus comes to a complete stop.
- b. Allow students closest to the front of the bus to exit first.
- c. Do not push or shove to get off the bus.
- d. Use the handrail when going down the stairs to get off the bus.
- e. Do not jump to the ground - step down to the ground.
- f. Move away from the bus; walk at least five giant steps out from the door and remain at least a five-giant-step distance from the bus. If you are close enough to touch the bus as you walk along side - you are too close.
- g. Never reach back into the bus through an open bus window.
- h. All students must be clear of the bus before the bus driver can continue on the route.

## 10. Danger zone around the school bus

- a. School buses are large vehicles. The drivers depend on their mirrors to monitor outside their buses. The danger zone is the (12) foot area around the bus (front, rear and both sides). This area is to remain clear except when entering or exiting the bus. PLEASE SEE THE DIAGRAM BELOW.



## 11. Red flashing light escorting procedures

- a. Students who must cross the street after getting off the bus will be escorted by the bus driver.
- b. This procedure includes the use of red flashing cross-over lights and a hand-held stop sign.
- c. The red flashing cross over lights are used as a signal to inform other motorists that they must stop until the lights are turned off.
- d. Students will line up at the curb and wait for the bus driver to go to the center of the street and give them a voice command to start across the street.
- e. Students will always cross in front of the bus, between the bus driver and the bus, never behind the bus.
- f. Driver will wait until all students have safely reached the other side of the roadway before returning to the bus and turning off the red flashing cross-over lights.

## 12. Video Camera Monitoring

Student behavior on the school bus and the driver's management of that behavior are two key elements to a safe and enjoyable bus ride. A video camera on a school bus is an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out. There will be zero tolerance for violence on the school bus. To promote safe riding habits, the Board authorizes, but does not make mandatory, the use of a video camera on school buses as designated by the Director of Maintenance, Operations, and Transportation.

## 13. Transporting Students in Personal Vehicles

Any school personnel who transports students in their personal vehicle must first have permission from the parent or guardian of that student and approval by the district superintendent or his/her designee.

## 14. Safety

Bus drivers are required to walk the aisles of the bus checking for students and items left behind after bus runs prior to exiting the bus for any reason except as stated in VC22112.

## 15. School Pupil Activity Bus Trips (Charter)

A district employee, other than the bus driver, shall be designated by a school official to accompany all pupils on a school pupil activity bus. There shall be one designee per bus. This designee shall have a list of every pupil and adult chaperone, including the school employee, who is on the school pupil activity bus at the time of departure. Designee is responsible for ensuring the proper completion of the Norris School District Pupil bus Safety Plan Form.

## 16. Medication

**Medicine** should **NOT** be carried on the bus. Parents should give all medication directly to school personnel.

## 17. Personal Articles

For safety reasons, large toys, glass bottles, insects, animals, plastic bags, knives, or any other articles that may cause injury, will **NOT** be allowed on the bus. Parents should consult with the Transportation Office before a student is allowed to carry an item that is too large to fit in the students's pocket (except lunch pails or backpacks). Transportations **ASSUMES NO** responsibility for **LOST ITEMS** but every effort will be made to locate such items and return them to their rightful owner. Please put your **STUDENT'S NAME** on all items that could be easily lost (lunch pails, coats, sweaters, etc.) Unclaimed items left on buses will be turned in to the school Lost and Found.

## 18. Safe Bus Operation: (foggy days)

The school district will limit school bus operations anytime the visibility is reduced to 200 feet or less. The drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation due to reduced visibility.

### **Guide to Student's Responsibilities while Riding School Buses**

The following list of student actions constitute violations of the established rules and regulations:

#### **Transportation Safety**

- \*Putting any part of body out of bus window.
- \*Any movement out of seats.
- \*Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows.
- \*Any type of damage or defacing of bus.
- \*Bringing combustibles onto the bus.
- \*Throwing any objects in, out of, or at the bus.
- \*Transporting live animals, reptiles or insects, on the school bus.  
(Science specimens are to be encased in safe containers of plastic or cardboard; glass containers will not be allowed on the bus.)
- \*Eating, drinking, or chewing gum on the bus.
- \*Using other than the student's regularly designated bus stop.
- \*Tampering with radio or bus controls.

#### **Driver/Rider Safety**

- \*Abusive body contact when loading, unloading or riding the bus.
- \*Using profane language or obscene gestures.
- \*Creating excessive noise that distracts bus driver.
- \*Failure to obey driver, or disrespect to the bus driver.
- \*Riding the bus after receiving "No Ride" penalty.
- \*Any improper bus stop procedures, (e.g., not lining up, throwing objects, playing in streets, damaging property at bus stop).
- \*Giving improper identification when requested by driver.
- \*Improper behavior.
- \*Improper or lack of use of passenger restraint systems.
- \*Other.

Transportation to and from school by school bus is a privilege and not required by law. Minimum penalties, as listed below, shall be used as guidelines for infractions of established rules.

**1st Referral** Warning or possible bus riding suspension. Telephone call or letter to parent if there is a bus riding suspension.

**2nd Referral** Warning or possible bus riding suspension. Telephone call or letter to parent if there is a bus riding suspension.

**3rd Referral** Five (5) day bus riding suspension letter and telephone call to parent/guardian.

**4th Referral** Ten (10) day bus riding suspension. A conference with parent or guardian will be

required with transportation supervisor and his/her bus driver during the ten (10) day suspension period before student can resume riding the bus. The principal may be present at the conference. Letter and telephone call to parent/guardian.

**5th Referral** If received during:

1st Quarter - bus suspension until the first day of 3rd quarter.

2nd Quarter - bus suspension until first day of 4th quarter.

3rd Quarter - bus suspension balance of school year.

4th Quarter - bus suspension balance of school year

Letter and telephone call to parent/guardian.

### **Immediate Suspension**

\*Severe misbehavior.

\*Caused or attempted to cause, or threatened to cause physical injury to a bus driver.

### **Authority of bus driver (Title 5 California Code of Regulations Section 14103) states:**

(a) 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, 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 en route between home and school or other destinations unless pupil is given into the custody of a parent or any person designated by the parent or school. (Title 13-1217 (i) Ejection of Pupils)

**An example of a school bus referral is shown below:**



**NORRIS SCHOOL DISTRICT**

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ (Student's Name) is being referred to his / her teacher and the school administration for the following reason:

**TRANSPORTATION SAFETY**

- Putting any part of body out of bus window
- Any movement out of seats while bus is in motion
- Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows
- Any type of damage or defacing of bus
- Bringing combustibles onto the bus
- Throwing any objects in, out of, or at the bus
- Transporting live animals, reptiles or insects, on the bus (Science specimens are to be encased in safe containers of plastic or cardboard - glass containers will not be allowed on the bus.)
- Eating, drinking or chewing gum on bus
- Using other than the students regularly designated bus stop
- Tampering with radio or bus controls

**DRIVER / RIDER SAFETY**

- Abusive body contact in or when loading or unloading bus
- Using profane language or obscene gestures
- Creating excessive noise that distracts the bus driver
- Failure to obey driver, or disrespect to the bus driver
- Riding the bus after receiving "No Ride" penalty
- Any improper bus stop procedures, (e.g., not lining up, rock throwing, playing in streets, damaging property at bus stop)
- Giving improper identification when requested by driver
- Improper behavior
- OTHER: \_\_\_\_\_

\_\_\_\_\_  
(Bus Driver's Name) (Parent / Guardian Signature)

The student must have this notice signed by a parent / guardian and return it to a school bus driver before boarding another school bus.

White - Student      Yellow - Principal      Pink - M.O.T.      Goldenrod - Driver

For additional information please contact Rebecca Patton, Transportation Services Manager, at 387-7046.

REVISED 1/17