

San Lorenzo Valley Unified School District



# Transportation Safety Plan

*Revised September 2018*



## SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT

# Transportation Safety Plan

The following San Lorenzo Valley Unified School District **Transportation Safety Plan** has been developed at the direction of the Superintendent pursuant to California Education Code 39831.3 and is maintained by the Director of Transportation. A copy of this document can be found at each of the school sites in addition to the district office and transportation department.

### **BOARD POLICIES, ADMINISTRATIVE REGULATIONS, CALIFORNIA CODE OF REGULATIONS AND THE LAW**

**School Bus Drivers – Authority:** Students transported in a school bus or in a student activity 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. (5 CCR 14103)

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. [SLVUSDAR 3542] School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6) [SLVUSDAR 3543]

**School Bus Drivers – Responsibilities:** The school bus driver's primary 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. The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

Transportation for School-Related Trips may be provided for students, employees and other individuals according to Board policy and/or administrative regulations. [SLVUSDAR 3541.1] The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip recognizing that well planned and implemented activity trips are an important component in the instructional program of the district. The Governing Board shall also ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. [SLVUSDBP 3541.2]

In accordance with Education Code 39831.3(a)(4), California school districts are required to include procedures for drivers to check for unattended pupils. The procedures are required to be added to the district's current Transportation Safety Plan. Below is an example that may be included in the plan. *S.B. 1072 The Paul Lee School Bus Safety Law (Effective January 2, 2017)*

**EXAMPLE:** 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.



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### Child Safety Alert System

Vehicle Code section 28160 states that on or before January 1, 2018, the Department shall adopt regulations governing the specification, installation, and use of child safety alert systems. On or before the beginning of the 2018-2019 school year, each school bus, school pupil activity bus, youth bus, and child care motor vehicle, with a few specified exception, shall be equipped with an operational child safety alert system. Section 28160(c) defines a child safety alert system is a device located at the interior rear of the 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.

**EXAMPLE:** The San Lorenzo Valley Unified School District trains 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.

Pursuant to section 22112 of the California Vehicle Code, drivers of the San Lorenzo Valley Unified School District shall:

#### **California Vehicle Code 22112 - Schoolbus Signal and Schoolbus Stops**

22112. (a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

**The Superintendent of the San Lorenzo Valley Unified School District will designate all school bus stops to be used as specified in Section 22112 (b) of the California Vehicle Code as follows:**

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.

**In using the red light signal system and the stop signal arm, San Lorenzo Valley Unified School District drivers will follow Section 22112 (c) of the California Vehicle Code as follows:**

(c) When a schoolbus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the schoolbus.

**When a student needs to cross the roadway, San Lorenzo Valley Unified School District drivers will adhere to the provisions of Section 22112 (d) of the California Vehicle Code as follows:**



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(d) When a schoolbus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the schoolbus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the schoolbus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the schoolbus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the schoolbus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.

**San Lorenzo Valley Unified School District recognizes that there are exceptions to using the amber warning light system, the flashing red light signal system and stop signal arm as contained in Section 22112 (e) of the California Vehicle Code which reads:**

(e) Except at a location where pupils are loading or unloading from a schoolbus and must cross a highway or private road upon which the schoolbus is stopped, the schoolbus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.

(2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) 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 as determined by the schoolbus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus is completely off the main traveled portion of the highway.

(6) 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.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a schoolbus.

Amended Ch. 831, Stats. 1994. Effective September 27, 1994.

Amended Sec. 3, Ch. 739, Stats. 1997. Effective January 1, 1998.

Amended Sec. 2, Ch. 647, Stats. 1999. Effective October 10, 1999.

Amended Sec. 1, Ch. 397, Stats. 2002. Effective January 1, 2003.

**Procedures** are in place, as outlined below, which requires all students in grades kindergarten through 8, inclusive, who must cross a private road or highway at a bus stop, to be escorted by the driver.



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**SLVUSD bus routes** are designed to reduce the need for students to cross the street upon which the bus is stopped. However when it is necessary for students to cross the street upon which the bus is stopped, the driver (pursuant to Vehicle Code 22112) will escort them. Students requiring escort will be identified by name on the driver's route sheet. They will also be identified as needing escort in the computer database and on their bus passes.

### **General Loading/Unloading of the School Bus**

#### **Procedures for Boarding the Bus**

- Students should learn the correct route identification for the route they are riding to school or home. Students should look for that sign, not the bus number or the bus driver. The signs will remain the same; buses and drivers may change.
- Students shall wait at designated bus stops and they shall arrive 5 minutes before the bus is scheduled to arrive.
- Students waiting for the bus shall do so in a safe location.
- Students will not run towards the bus when the bus is approaching.
- Students will wait at least ten (10) feet back from the street or roadway.
- Students will wait in a line forming away from the street.
- Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened.
- Students will walk to the nearest available seat and be seated or be directed to a seat by the driver of the bus.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the property of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

#### **Procedures for Boarding the Bus at Escorted Stops**

- Students will be given instructions to wait at an area designated by the driver.
- When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus.
- The driver will exit the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the students to "wait".
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is stopped before verbally signaling the students to walk between the bus and the driver. The driver shall escort the students across the street in front of the bus and follow the last student on to the bus, making sure that all students are seated.

#### **Procedures for Unloading the Bus at School or at Bus Stop**

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Students will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students should walk away from the bus and not touch or lean against the bus. They will not return to or run after the bus. There will be no horseplay at or near the bus.
- Students shall not cross the street upon which the bus is parked without assistance from the driver. Students shall notify the driver if they need to cross the street.



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- Kindergarten students must be met at their bus stops unless a parent or guardian has made prior arrangements with the driver and the transportation department. If no arrangements have been made, the student will be returned to school.

### **Procedures for Unloading the Bus at Escorted Stops**

- Students will remain seated until the bus comes to a complete stop.
- Students crossing the street will be instructed to come to the front of the bus and wait for further instruction.
- The driver shall, before opening the door ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and that it is safe to open the door and exit the bus.
- The driver will instruct the students to follow the driver out of the bus and to "wait" ten (10) feet from the right front corner of the bus. Students shall not move towards the street until the driver instructs them to do so.
- The driver will stop and check for traffic and then proceed to the center of the street.
- The driver will assure all traffic is stopped and verbally signal the students to cross when safe. Students will cross the street to the front of the bus. They will not return to the bus.
- Students remaining on the bus must remain seated.

### **Procedures for Temporary Bus Stop Changes**

- Students, kindergarten through grade five, must exit the bus at their designated stop unless they have a note from their parent or guardian. Prior to boarding the bus, the student must take the note to the school office and obtain an "Authorization for Route Change" and give it to the driver upon boarding the bus. Students without proper authorization will be returned to school.

### **Activity Trips**

#### **Procedures for Field Trips**

##### **Boarding:**

- Students shall use the same boarding procedures used for regular home to school
- Teachers and drivers shall count students as they board the bus.
- Drivers shall make every effort to pick-up in a location so that students do not require escort to board.
- Prior to departure, the driver shall instruct riders on safety and emergency procedures.

##### **Exiting:**

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload riders at locations that do not require students to be escorted across the street.
- Students become the responsibility of the teachers and chaperones after they exit the bus.
- Students will move safely away from the bus and not return until they are directed to do so.

#### **Safe Bus Operations**

- School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they



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determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

### **Procedures for Discontinuance of Service due to Reduced Visibility**

- In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Director of Transportation or his designee of that fact and a decision will be made as to the next course of action.
- If the conditions warrant, whether or not students are aboard, the driver will remain parked and secure until it is safe to proceed. School sites and the superintendent will be notified immediately.
- If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed. School sites and the superintendent will be notified immediately and notifications to parents will be made as appropriate.

### **BUS SEATING CAPACITY**

- 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.

### **Procedures for Student Loading Under Emergency Conditions**

- Drivers are required, by law, to load students on each bus according to the rated seating capacity listed on the Vehicle Inspection Certificate (CHP 292). In the event that an emergency situation, as described below occurs, the driver will first make contact with the Director of Transportation or his designee for direction. Should the driver be unable to make contact with the Director of Transportation or his designee, the driver will use all reasonable means to insure the safety of the students on board to remove them from the immediate emergency situation.
- It must be understood that any officer, agent, or employee of a school district, office of the county superintendent of schools, or joint powers agency, or any other person, knowingly operating, or permitting or directing the operation of a school bus, when it is loaded with schoolchildren in excess of the limits of its seating capacity, is guilty of a misdemeanor.
- The only event in which the above shall not apply is for the evacuation of pupils in case of any emergency that may provide, where necessary, for the loading of schoolchildren 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 that requires pupils to be moved immediately in order to ensure their safety.

### **PASSENGER RESTRAINT SYSTEMS**

- 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.

### **Procedure for Use of Passenger Restraint System**

- The driver shall ensure that all students who board the bus are properly restrained based upon the particular equipment for each bus. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion.



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- Each year, prior to the beginning of school, all drivers will review the proper use of the passenger restraint system currently available on each bus to ensure that all students are protected to the maximum extent possible.

### **WARNINGS AGAINST UNAUTHORIZED ENTRY**

- 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. (Education Code 39842; 13 CCR 1256.5)

### **Procedure for Posting Warnings**

- The driver is responsible, by law, for the safety of all students while aboard his/her bus. In an effort to assist with that duty, the Director of Transportation or his designee will provide a notice to be placed in a conspicuous location near the entrance to the bus to warn against unauthorized entry.
- The driver will notify the Director of Transportation or his designee, in writing, should there be any incident that constitutes unauthorized entry and requires a notice to be placed.

### **FIRE EXTINGUISHER(S)**

- 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. (Education Code 39838; 12 CCR 1242)

### **Procedure for Fire Extinguisher(s)**

- Each driver as a part of their required daily vehicle inspection (pre-trip), shall insure that the bus they are operating is properly equipped with the required fire extinguisher(s) based upon bus type/size and are properly rated as required by law.

### **REPORTING BUS INCIDENTS/ACCIDENTS**

- The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures. The Superintendent or designee shall be notified of all bus incidents and accidents as required.

### **Procedure for Reporting Bus Incidents/Accidents**

- In the event of a bus incident/accident, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. In all cases, regardless of the qualifying criteria for determining a school bus accident, the driver will provide a written report to facilitate the reporting requirements for the Superintendent or designee.

### **Bus Safety and Evacuation Instruction**

- In accordance with Education Code 39831.5 all students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. The District shall provide classroom instruction during the first three months of the school year. Prior to departure on field trips, the driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment.

### **Safety Tips**



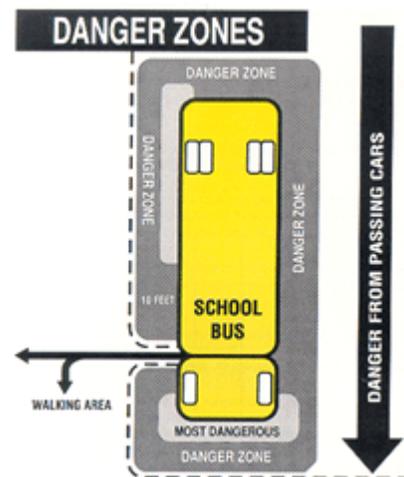
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### Walking to and from Bus Stops

1. Go directly from the bus stop.
2. Plan the safest route with the fewest streets to cross.
3. If possible cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).
9. Leave home early enough so you don't have to run.

### Conduct at School Bus Loading Zone & Bus Stops

1. Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 10 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
2. When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 10 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
3. Never go under any bus to retrieve something you've dropped. Ask the driver or teacher to assist.
4. Never run to a bus, always walk.
5. Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
6. Do not bring pets or animals to a bus stop.
7. When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
8. School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
9. When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.



### When Crossing the Streets

1. San Lorenzo Valley Unified School District bus drivers cross all students, kindergarten through 8th grade, who need to go across the street as they depart the bus. Be sure to tell your bus driver that you cross the street, so he or she can safely prepare the bus for the crossing procedure.
2. Always let your bus driver be the first person off the bus. The driver needs to activate the bus "Red Lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
3. Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
4. Always walk between the bus and the bus driver, as you cross the street.
5. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.



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### Rules and Regulations

All students (regular education and special education) are required to:

1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Use only his/her appropriate bus stop.
3. Arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
4. Refrain from transporting hazardous or destructive objects of any kinds such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, or ball bats.
5. Respect the rights and property of others on the bus and at the bus stop.
6. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
7. Always enter and leave the bus through the entrance door except in emergencies.
8. Remain quiet at railroad crossings.
9. Keep all parts of the body inside the bus.
10. Keep windows closed unless otherwise instructed by the bus operator.
11. Not use profane language, obscene gestures, create excessive, or unnecessary noise.
12. Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
13. Help keep the bus safe and free from litter by not eating, drinking, or gum chewing on the bus.
14. Be courteous and respectful to the bus driver, other students, and passers-by.
15. Obey the request of the bus driver, give proper identification when requested.
16. Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
17. Always cross in front of the bus when it is necessary to cross the street.

### **School Bus Safety Guide**

Riding on a school bus is one of the safest, if not THE safest form of transportation in the nation. It has to be. School bus drivers carry the most precious cargo that can be carried over the roadways. Drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a school bus.

The following are some statistics from the national School Transportation Association. Riding in a school bus is:

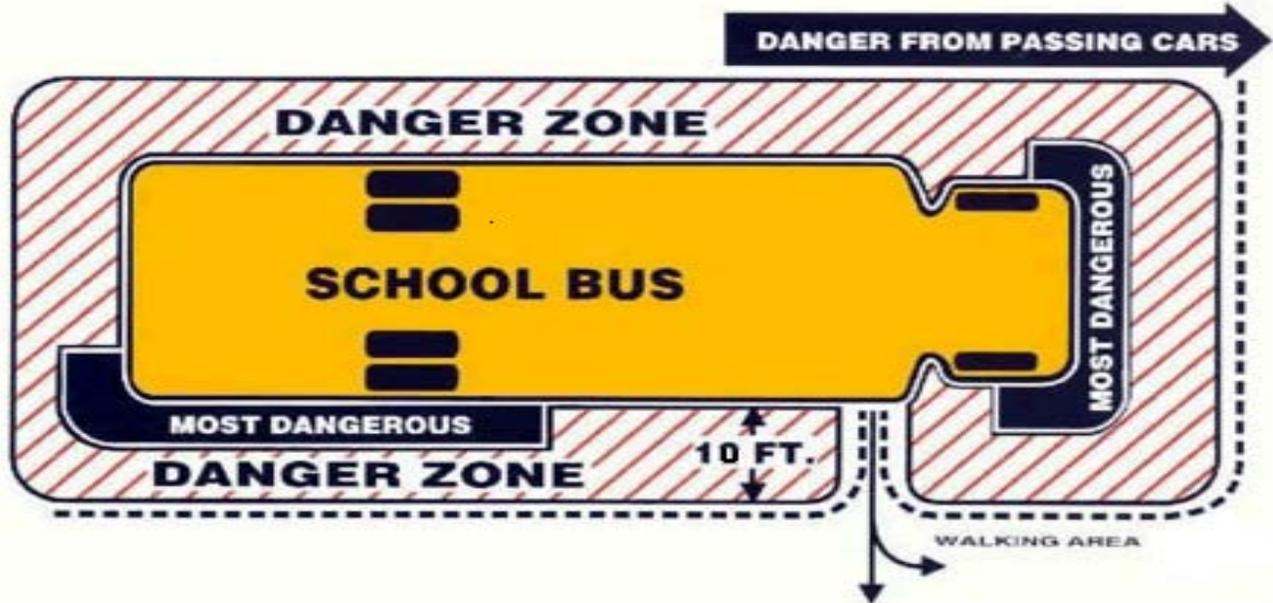
- 172 times safer than your family automobile
- 8 times safer than passenger trains or commercial airlines
- 4 times safer than transit buses or intercity buses

From the statistics above you can see that accidents are rare because School Districts, and the drivers themselves, train and work hard at driving defensively to avoid accidents.

In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training, to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few accidents that now occur.



# Stay out of the Danger Zone!!!



Unfortunately, the reality of school bus safety is that more children are hurt **outside** of the school bus than inside. The child who bends over to retrieve a dropped school paper that goes under the bus or who walks too close to the school bus while crossing the street needs to be made aware that every yellow school bus is surrounded by a **danger zone**.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

References;  
California Code of Regulations Title 5 (5 CCR)  
California Code of Regulations Title 13 (13 CCR)  
California Vehicle Code (VC)  
California Department of Education Bus Driver's Manual  
California Education Code [EC]  
California Highway Patrol Handbook (HPH 82.7)  
San Lorenzo Valley Unified School District Administrative Regulation [SLVUSDAR]  
San Lorenzo Valley Unified School District Board Policy [SLVUSDBP]



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SEPTEMBER 2018