

TRANSPORTATION SAFETY PLAN 2017-2018

SANGER UNIFIED SCHOOL DISTRICT
Matt Navo, Superintendent

PURSUANT TO
Section 39831.3 EC & Section 22112 VC



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Introduction

Assembly Bill 1297 was authored by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district that provides transportation to or from a school or school activity to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

Section 22112 CVC requires a school bus driver to activate the red lights at all times when a school bus is stopped for the purpose of loading or unloading students, this would include locations where traffic is controlled by an official traffic signal. However, Section 22112 CVC does not permit a school bus to activate the red lights at the following locations:

- Any place where traffic is controlled by a traffic officer.
- 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 is stopped is partially or completely covered by snow or ice.
- 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.
- Any location determined by the school district, with approval of the CHP, to present a traffic or safety hazard.

It is the District's intent to educate the staff, students and our community of the changes and requirements of this law. It is imperative that each school site administrator takes time to familiarize themselves with this law and that they educate their staff, students and communities on the specifics of this law and its requirements.

If you or any of your staff, students or community has questions or need additional information, please do not hesitate to contact the Transportation office at 559-524-6650.

Procedures for school staff to follow to help ensure the safe transportation of students.

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan.

School staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Transportation Department at 559-524-6650 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

- Students while on school sites or other trip locations and prior to actually boarding the school bus shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their own orderly conduct.
- Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with District policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

Procedures in determining eligibility and assigning a bus stop for each rider.

The general policy of the District is to make a transportation program available for students who live in excess of an established radius zones and for those meeting the eligibility criteria for ridership as outlined below. (AR 3541 a)

The established radius zone distance for students shall be as follows:

- Kindergarten one-half (1/2) mile
- First thru Third three-quarter (3/4) mile
- Fourth thru Eighth one and one-half (1 ½) miles
- Ninth thru Twelfth two (2) miles

The radius zone will be measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary. Students living in excess of the defined radius zone and not in "special pockets" will be provided home-to-school transportation as defined. Students living within these radius zones or "special pockets" will not be eligible for home-to-school transportation. "Special pockets" will be defined as areas of a neighborhood that are outside the radius zones but with similar walking conditions of students not receiving transportation. These students who live within these radius zones or "special pockets" will not be provided transportation regardless of the distance to school.

Students are automatically assigned to the bus stop that is located closest to their home location. Students shall utilize the bus assigned to this bus stop only.

Only in limited circumstances will students be permitted to utilize another bus stop location other than their normally assigned bus stop for loading or unloading. If a student is required to utilize a stop other than their normally assigned stop, it is the responsibility of the student's parent or guardian to request this change in writing and submit this request to the bus driver prior to utilizing another bus stop. In most cases and whenever possible, the student should first take this request to the school site administrator for review. The school site administrator must sign and date the request and include the administrator's title. Only then will a student be authorized to utilize a bus stop other than their normally assigned bus stop.

Determining Your Bus Stop

1. At registration, request a bus stop list and corresponding maps for your school.
2. Use the stop list and maps to find the nearest bus stop to your address.
Note: If there is not a safe passage to the nearest bus stop, contact the transportation department prior to your child using the stop. Also, if there is

no bus stop within the no-bussing zone parameters, contact the transportation office at (559) 524-6650.

Parents and/or students are encouraged to contact the bus driver, school site administrator, teacher, or the transportation department with any questions concerns, or problems at 559-524-6650.

Students walking to and from School/Bus Stops

1. Use crosswalks and/or intersections to cross streets. Do not cross in the middle of the block.
2. Use sidewalks where available. If no sidewalks are available, do not walk in the roadway.
3. Arrive at the bus stop five (5) minutes prior to stop time.
4. If you are late to the bus and need to cross the street, wait for your bus driver to escort you across the street.
5. Never run to or from the bus.
6. Go directly home.

Procedures for all students to follow while waiting for the school bus at their bus stop.

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line.
2. Students are not to play in or be in the street or on private property.
3. Respect the property of others and the property where the bus stop is located.
4. Students are responsible for their own actions.
5. Students shall be on the proper side of the street before the bus arrives at their bus stop.
6. Students should arrive at their bus stop **five minutes** prior to the scheduled leave time.
7. If the student is late to the bus and needs to cross the street that the bus is stopped on, they must wait for the bus driver to escort them across the street.
8. As the bus approaches the bus stop, students are to stand in place. They are not to move towards the bus. Students must remain back at least twelve feet from the school bus as the bus approaches the students. Once the bus comes to a complete stop and the bus driver opens the door, then they may proceed toward the bus for loading.
9. Students must stay in an orderly line with no pushing or shoving.

Procedures for all students to follow as they board and exit the school bus at their assigned bus stop.

BOARDING:

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seat as quickly as possible and sit down facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level which will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.
7. Students are responsible to follow all rules and regulations.

EXITING:

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opened the door, students are to unload seat by seat starting with the front of the bus and continuing seat by seat until the bus is empty.
3. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop.** Exceptions will only be allowed when the student presents the bus driver with a note as described in the "Eligibility and Assigning a Bus Stop" section.
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper or some other article. The student should always tell the bus driver & have the bus driver get the article for them.
7. Students are to walk directly home. Students should always use crosswalks and controlled intersections when available, and should not cross in the middle of the block.
8. Students must avoid trespassing on other people's property, stay on sidewalks when possible.

Recommendations for parents of students who are utilizing transportation for the first time & attending kindergarten to third grade.

The Sanger Unified School District strives to provide the safest possible transportation for our students and staff as outlined in Board Policy 3540. It is important for the District to provide these students and staff with the proper information and procedures to help in making transportation a positive and enjoyable experience. Occasionally a student may come to the school bus unprepared and without the proper information or knowledge of procedures to get to or from school in a safe manner. A student also may board the bus at their home bus stop location without knowing what stop they are to use or what bus to ride in the afternoon. We have developed the following information to help in reducing or eliminating this experience for the student and driver.

What parents shall do during the child's first few weeks of school:

Parents should attach a written or typed form or note securely to the student's backpack, jacket or other clothing item with the following information:

1. Student's name
2. Student's home address
3. Student's home phone number
4. Student's assigned bus stop and bus number
5. Student's teacher (if known)
6. Student's room number

Forms are available to assist the child with this information. Contact the Transportation Department at 559-524-6650

This information form will help to identify a new student to transportation that may need assistance. It will also alert the driver and school staff that this student may need assistance in determining their assigned bus, bus stop, or that the student may not be familiar with loading/unloading or red light crossover procedures.

Parents must communicate with the bus driver, school staff, and/or the transportation department when they enroll a new student who will utilize transportation. Bus drivers will place new "K" to third grade students in the front of the bus for the first three days of their new school year. New students will not get off of the bus until they check with the bus driver to verify the stop location and if the student crosses the street that the bus is stopped on.

How to determine if a student requires an escort pursuant to section 22112 CVC.

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street. District Policy requires ALL students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at each K-12 take-home bus stop, the bus driver will verbally ask students if anyone will be crossing the street that the bus is stopped. If any student(s) indicate that they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop. Students must indicate to the driver they cross either verbally or by a show of a hand signal.

Procedures for all students to follow for crossing a street or highway that the bus is stopped and for students requiring driver escorts across a street or highway prior to boarding the bus.

BOARDING:

1. Students should arrive at their assigned bus stop five minutes prior to the scheduled arrival time of the school bus.
2. A student arriving after the bus has arrived and living on the opposite side of the street that the bus is stopped on must wait for the bus driver to assist them in crossing the street. Bus drivers will activate the bus red crossover lights and physically get out of the bus to assist the student in crossing.

EXITING:

1. As the bus approaches the bus stop where students need to cross the street that the bus is stopped on, students are to remain seated until the bus comes to a complete stop.
2. Once the bus driver determines that it is safe for students to exit the bus, the driver will activate the red flashing crossover lights and stop arm if so equipped.
3. The driver will open the door, which will be a signal to the students that it is time to unload.

4. The driver will be the first to exit the bus. As the driver exits the bus, the students are instructed to wait on the bus, which is the safest place.
5. After the students exit the bus, the bus driver will verbally instruct the students to cross the street when the driver determines that it is safe to cross.
6. **Students that cross the street that the bus is stopped on SHALL ONLY cross the street in front of the bus and under the bus driver's direction and supervision.**
7. **Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.**
8. Students are to cross between the bus driver and the bus just like a crosswalk.
9. Students are to cross the road completely to the other side and out of the way of any traffic or hazards.
10. Once across, students should use sidewalks if available or use the side of the roadway. Students are to avoid other people's property and walk straight home.

Procedures for all students to follow as they board or exit a school bus at a school site or other trip location.

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place – well off the road and on the same side of the road the bus picks you up.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students attending grades 7-12 shall have in their possession a valid school site ID card when utilizing school bus transportation.
6. All students shall board or exit the school bus only at the students' "authorized" bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence.

Procedures for operation of school bus and SPAB operations when atmospheric conditions reduce visibility to 200 feet or less.

Determining Foggy Day Schedules.

This process has been developed to serve the entire district as best as possible.

1. Seven transportation employees are strategically located throughout the 180 square mile district.

2. Between 5:00 and 5:30 a.m. the designated employees survey their area and determine whether hazardous driving conditions are present.
3. The information is gathered from ALL areas. If the majority of information points to hazardous atmospheric conditions throughout the district, a foggy day schedule is announced.

The following procedures will be used to implement a Foggy Day Schedule in the Sanger Unified School District on extremely foggy days.

1. A decision will be made no later than 5:30 a.m. whether or not the departure time of buses must be delayed.
2. If departure times of school buses must be delayed, an announcement will be made on KMTF TV – Channel 18, Channel 30, Channel 47 and KMJ 580 AM radio. There will be continuous broadcasting on these channels. You may also call the **SUSD Fog Line at (559) 524-6658** for automated updates.
3. If buses within the district are delayed, the words PLAN A, PLAN B or PLAN C will appear after the name of the district.

PLAN A is a two (2) hour bus delay.

PLAN B is a three (3) hour bus delay. *(3 hours total from school start time)*

If PLAN C is announced, all **home to school** transportation is cancelled for the day.

NOTE: Under Plans A, B or C buses will follow the regular schedule in the afternoon to take students home.

ALTHOUGH BUSES MAY BE DELAYED ON FOGGY DAYS, CLASSES AT ALL SCHOOL SITES BEGIN AT THE REGULAR TIME WHEN THERE IS FOG. PARENTS MAY WISH TO BRING THEIR CHILDREN TO SCHOOL.

Passenger Restraint Systems 5CCR 14105

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an age-appropriate manner in the use of passenger restraint systems required by Education Code section 39831.5(a)(3).

No Student left unattended procedure, SB 1072

Each school bus, shall be equipped with an operational child safety alert system. A “child safety alert system” is a device located at the interior rear of a 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.

Each school bus driver is required to check their bus after each run/route/trip once finished. This means they will get out of the driver seat, walk the entire length of the bus checking the entirety of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. Drivers will physically walk to the back of the bus and place a “bus empty” sign in the back window after transporting each group during their tour of duty. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3(a) which requires the preparation of this Transportation Safety Plan.

Procedure and Standards for s School Pupil Activity Bus (SPAB)

If the District uses an outside contractor/school pupil activity bus (SPAB) to drive a field/sport/activity trip, they are not required to be equipped with an operational child safety alert system if the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district. One adult chaperone shall have a list of every pupil and adult chaperone, including a school employee, who is on the SPAB bus at the time of departure. The driver must review all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed. Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for. After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant. The driver shall sign a form with the time and date verifying that all required procedures have been followed. The information required above may be recorded on a single form. These forms shall be retained by the school district, outside contractor/SPAB Company for a minimum of two years.

An adult chaperone must be 18 or older such as a parent, school volunteer, but NO STUDENT of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach) at the school site is responsible for ensuring there is

an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors/SPAB buses, district bus drivers will not depart on a trip without an adult chaperone. The bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field/sports/activity trip etc. This does not include home to school routes.

The rules of conduct for students while aboard a school bus are outlined below. These rules are designed to augment SUSD Governing Board Policy #5131.1

Rules of Conduct at Bus Loading Zones:

1. While waiting for the bus to arrive, stand in line. Do not play in the street or on private property.
2. You are responsible for your actions, so please respect the property where the bus stop is located.
3. Make sure that you are on the correct side of the street when the bus arrives at your bus stop.
4. As the bus approaches the bus stop, stand still. Do not move toward the bus until it is stopped and the driver opens the door.
5. Stay in line when you get on the bus. Do not push or shove.
6. Use the handrails as you enter the bus.
7. Find a seat as quickly as possible.
8. If a student needs to go home with a friend they will need a note signed by the parent, Principal/Administrator and given to the driver as the student boards the bus.

ALL SCHOOL AND SUSD REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!

- Fighting (physical contact)^{***}, fighting (verbal altercation)^{**}, threatening behavior and/or harassment^{***} of any kind is prohibited.
- Weapons, smoking, laser pens, drugs or alcohol is forbidden on or near a school bus.^{**}
- Cross the street in front of the bus and only under the supervision of your bus driver.^{***}
- Follow the instructions of your bus driver at all times.^{**}
- Students are to remain seated and facing the front of the bus while the bus is in motion.^{**}
- Keep your arms and head inside the bus at all times.^{**}
- Profanity, indecent language, and/or obscene gestures is prohibited.^{**}

- Any property defaced or destroyed on the school bus will be paid by the student and/or the parent/guardian.**
- Eating, drinking, and chewing gum are prohibited.*
- Spitting or throwing objects on the bus or out the windows are prohibited.*
- Loud or boisterous noises, singing or whistling will not be permitted.*
- Glass objects, inflated balloons, metal cleats, radios, bluetooth portable speakers, tape recorders, roller blades, or skateboards will not be permitted.* (rubber cleats and headphone equipment are OK)
- Animals or insects (dead or alive) are not allowed on the bus.*

Failure to comply with these rules may result in the following:

- *** Zero Tolerance – 10-day suspension from bus
- ** Level One – 5-day suspension from bus
- * Level Two – 2-day suspension from bus

Failure to abide by one or more of these rules shall result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.