

Delano Joint Union High School District

# Transportation

## Safety Plan



## **Delano Joint Union High School District**

### **TRANSPORTATION SAFETY PLAN**

(In Accordance With 39831.3 Education Code)

To ensure the safe transport of pupils, all transportation shall be subject to the appropriate provisions and policies of the California Education Code, California Code of Regulations and policies of the Delano Joint Union High School District. Any questions regarding these policies should be directed to the Transportation Department.

**Section 39831.3 of the Education Code (Regulation governing use and operation of school buses) is amended to read:**

*“The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides Transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required.”*

#### **No Student Left Unattended Procedures, 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’s 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. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3(a) which requires the preparation of this Transportation Safety Plan.

#### **Procedures and Standards for a School Pupil Activity Bus (SPAB)**

If the District uses an outside contractor/school pupil activity bus (SPAB) to drive a field/sport/activity trip, the SPAB bus is 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 contract/SPAB Company for a minimum of two years.

An adult chaperone must be 18 years old or older and may be a parent or school volunteer. No student of the school district may act as a chaperone. The group leader, (Band Director or Football Coach, etc.) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to the district using outside contractors (SPAB Buses/Drivers), the 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 the students on field trips, sport trips, or activity trips. This does not include home to school routes.

## **School Bus Routes**

Delano Joint Union High School District Transportation Department will endeavor to develop school bus routes which contain a minimum number of stops that require students to cross the roadway. Special Education pupils or other pupils who require assistance to board or leave the school bus will not normally be required to cross the roadway.

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:

- 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.

VC 22112 (d) (2) (3): Determining if pupils require escort:

- Requires all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the school bus as they cross.
- Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

Prior to opening the door at each stop, school bus drivers will determine if students are required to cross the roadway. In addition to the requirements of paragraph (3)

Whenever you see the alternating flashing red lights on a school bus, you **must** stop if you are on a **two-lane highway**...

...if you are on a **multiple-lane roadway** and you are traveling in the same direction as the bus you must stop behind the bus until the red lights have been deactivated. Vehicles that are traveling in the opposite direction of the bus are not required to stop.

## **Safe Loading and Unloading Procedures**

Procedures for all pupils to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations are as follows:

- Arrive at the bus stop at least five (5) before the scheduled pick-up time. If the student is late to the stop and on the wrong side of the street, they must not cross the street until the driver gives them instructions and turns on the flashing red lights.
- Wait for your school bus in a safe place.
- Wait back at least 12 feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.

**Once the driver has closed the door and pulled away from the stop, the bus will not stop for students late to the stop. Students must never run across the street or run after a moving bus.**

- Get off the bus only at designated stops.
- When leaving the bus, stay out of the DANGER ZONE.

**Danger Zones around the outside of the school bus are approximately 12 feet from the bus, around the entire perimeter of the bus, with the front, right side, and rear being the most dangerous.**

- Observe safety procedures and be alert for traffic after leaving the bus.
- Go directly home or to school after getting off the bus.
- Never accept a ride from a stranger.

### Authorized Entry

- At the driver's discretion: Staff may enter the bus to assist in loading and unloading.

### Unauthorized Entry

- The driver 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)
- The driver will notify the Transportation Supervisor should there be any incident that constitutes unauthorized entry.

## **Special Education Transportation Guidelines**

### **Possible Special Needs Equipment Transported on a School Bus:**

Wheelchairs, walkers, crutches, safety vests and to name a few. Other equipment that may be required with the student transportation is oxygen, battery packs, medical equipment and service animals.

### **Safe Transportation of Students in Wheelchairs or Other Mobility Assistance Devices:**

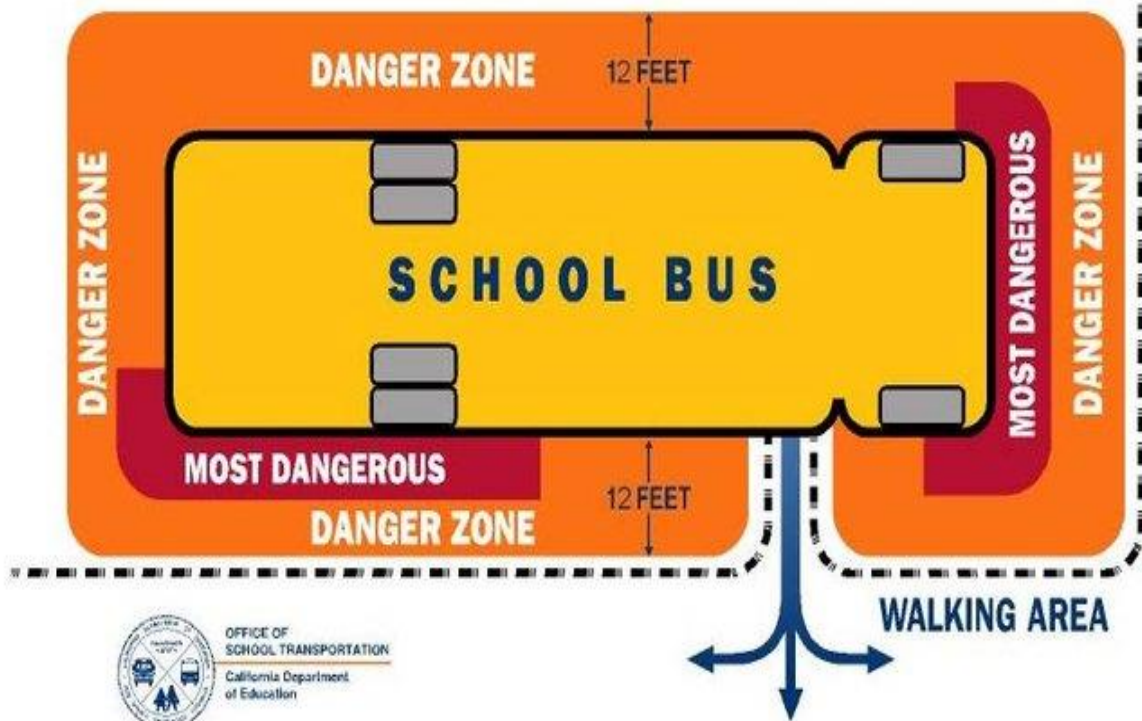
1. When a student is transported in a wheelchair, a four-point tie down is required on the school bus.
2. All wheelchairs will be transported forward facing.
3. Wheelchairs shall be equipped as follows:
  - Brakes and restraining belt.
  - Batteries for electric wheelchairs need to be secured and leak proof and attached to the wheelchair.
4. Every wheelchair must be equipped with footrest and appropriate straps as needed.
5. The wheelchair should be the appropriate size for the height and weight of the student.
6. Each wheelchair is to be inspected prior to transporting to avoid the possibility of denied transportation.

### **Special Education Routes**

All students must be ready for pick-up at the scheduled time. These times may vary as much as five (5) minutes. Drivers are asked NOT to honk the horn. It is encouraged that students capable of WAITING OUTSIDE for the bus, do so. Parents/guardians are responsible for getting their student TO THE BUS and drivers are responsible from that point on. Drivers will NOT go to your door to pick up students.

# DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF  
SCHOOL TRANSPORTATION  
California Department  
of Education

## **Walking Distances**

The walking distance for 9<sup>th</sup> through 12<sup>th</sup> grade is 2 miles. If a student lives further than these distances from the school they attend, they may be eligible for bus transportation. For more information on bus stops in your area, contact your school site, or the Transportation Department at 661-720-4191.

## **Bus Rules**

1. Sit down at once and remain seated.
2. No profanity.
3. No eating or chewing gum.
4. No fighting, playing or loud conversations.
5. Keep all parts of the body inside the bus at all times.
6. Follow the driver's instructions at all times.

Each student on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving. Since the safety of all students on the bus is of prime importance, a student who behaves in an unsatisfactory manner may be denied the use of transportation. PARENTS/GUARDIANS may be responsible for any damage to buses caused directly by their student.

## **Evacuation Procedures**

All students in DJUHSD programs will receive instruction in school bus emergency procedures and passenger safety as follows:

1. At least once each year, all students will receive safety instruction from the bus driver which includes, but is not limited to, proper loading and unloading procedures, including instructions for students requiring escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment.
2. Prior to departure on a school activity trip, all students riding on a school bus will receive safety instructions which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. (VC 27316)
3. Seat belts must be worn at all times if the bus is equipped.
4. Authority of the Driver: Students transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsibility directly to, the driver of the bus, and 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.

## **School Bus Accidents/Collisions**

- In the event of a School Bus Accident/Collision, the driver shall immediately secure the bus and notify the Transportation Supervisor.
- Dispatch will contact CHP and request emergency medical services if there are any injuries.
- Dispatch will notify the Transportation Supervisor, MOT Director and Superintendent and the school Principal.
- Students should be released by the CHP officer investigating the scene.

## **Road Conditions**

Transportation services may re-assign the pick-up and drop-off bus stop location if road conditions are felt to be unsuitable for school bus travel (poorly maintained roads, hazardous conditions, mud, etc.). Transportation will inspect such road conditions and will determine their suitability for bus travel. If this condition exists, parents will be given the nearest possible bus stop location and time of pick-up. It is the parent's responsibility to transport their student to and from this bus stop location.

## **Low Visibility Procedures**

34501.6 VC The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

Any time visibility becomes too low to proceed safely, it will be the responsibility of the driver to pull off the road onto a safe location and wait until it has cleared sufficiently to proceed.

## **Strobe Lights**

The strobe light may only be lighted when visibility is reduced to 500 feet or less due to atmospheric conditions, including but not limited to fog, rain, smoke or dust.

## **Weather Conditions**

Fog can affect areas differently; therefore, the bus driver has the discretion to discontinue the route if he/she feels it is unsafe to proceed. It may be foggy in areas other than your immediate location, so we advise you to listen to your radio, local television stations or log on to Alert Line at <http://alertline.kern.org> every day during fog season.



