

# Campbell Union School District Transportation Safety Plan



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January, 2017

## Introduction

The Campbell Union School District Transportation Department is dedicated to provide safe, efficient and respectful service. Our professional drivers are dedicated towards creating and maintaining safe driving behaviors and positive and consistent social environments that best support our student's success. We believe the social development of our students is important. Therefore, we focus on making connections with our students so they understand that school bus driver are an important part of their community support system where they feel supported by a safe and predicable social environment.



The CUSD School Bus Driver is one of the safest drivers in the Nation. Our drivers are part of a California team that has an unparalleled safety record. Simply put, the more students who ride our CUSD buses, the safer our community's children will be. There is no safer transportation in the Nation than the California School Bus and the CUSD bus drivers take pride in being part of this California Team.

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### **CALIFORNIA EDUCATION CODE – 39831.3; Transportation Safety Plan**

(a) 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. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) (2), and (3) of subdivision (d) of section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in transitional kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a 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, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

## General Education Busing Eligibility

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in use of buses.

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation services to the school of their attendance area:

- For elementary school students – Grades TK-4/5: one and one-quarter mile
- For students attending a four-year middle school – Grade 5-8: two miles

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.

## Bus Stop Assignment

Students eligible for transportation will be assigned to the closest and safest bus stop to their home address. Only under limited circumstances will students be assigned to another bus stop location than their normally assigned bus stop for loading or unloading.

No student shall be allowed to utilize any designated bus stop other than the student's primary designated bus stop. No student shall be allowed to disembark and no driver shall eject any student at a location other than a District approved designated bus stop. Any student who disembarks at a stop other than the student's designated stop will be sufficient cause for suspension of the student's riding privilege.

## Bus Passes

Every student utilizing the busing services of CUSD shall have a current bus pass in order to board and ride the bus. The pass shall be presented to the driver upon entering the bus. Any student not in possession of a current bus pass will be denied transportation. Bus passes shall be kept in good condition. Mutilated (including cracked) or lost bus passes must be replaced.

If a student uses or attempts to use another student's bus pass to get on the bus or if a student loans or gives another student their bus pass to allow the other student to gain or attempt to gain access to the school bus, both students will be denied transportation at that time and may have ALL transportation privileges suspended indefinitely.

## Walking To and From School Bus Stops

It is the responsibility of parents/guardians to insure their students arrive safely at the assigned bus stop and are ready to load the bus 5 minutes prior to the scheduled pick-up time of the route.

It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day.

Parents/guardians and students are encouraged to develop a plan to ensure their student/s arrives safely home at the end of the day.

- Go directly to and from the bus stop.
- Plan the safest route with the fewest streets to cross.
- If possible cross streets at corners, using crosswalks if available. Look in all directions before crossing, and when safe, walk across the street. Always obey traffic signals.
- Do not run out in the street from between parked cars or shrubbery.
- Walk to and from school bus stops out of the roadway facing traffic.
- Never accept a ride from a stranger.
- Leave home early enough so you do not have to run to catch your bus.
- Always cross the street the bus is stopped on with the driver as your escort.

The safe loading and unloading of students is our main concern. Therefore, students should be cautious with the walking route chosen to get to the school bus stop. Pupils should stay on sidewalks and walking paths while approaching and leaving school bus stops. Students shall wear safe clothing that is visible in hours of darkness.

Pupils shall wait at school bus stops in an orderly manner, remain in safe loading areas, and remain in loading area until the driver opens the entrance doors and orders pupils to approach the school bus.

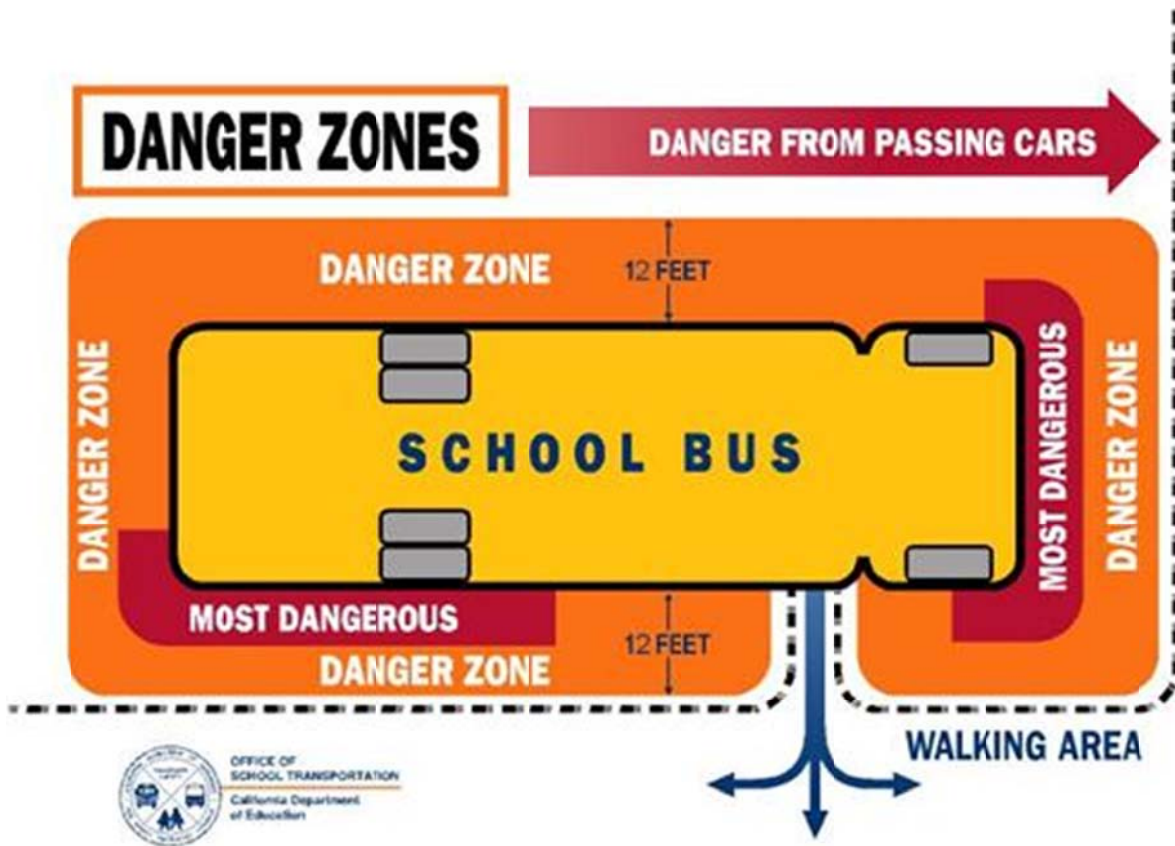
Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems.

Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

### School Bus Danger Zone

School busses are large commercial vehicles and are difficult to see around because of their size; therefore, they create blind spots where children may be present. Understanding the 12 foot danger zone area around the bus helps keep our children safe. Children should never go under or in front of the bus. Children should store items inside a backpack where they are less likely to be dropped under the bus. If any child needs to cross the roadway in which the bus is traveling upon, the driver shall escort the pupil across the roadway.

Always slow your vehicle when you are around a school bus and stop when the red lights are flashing. Flashing amber lights on the school bus is a warning to slow down and stop for the subsequent red light flashing signal system on the school bus.



## **Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools**

A statewide regulation limits school bus idling and other idling at or near public and private schools engaged in the education of pupils at or below the 12th grade level, regardless of fuel type and whether or not children are present or school is in session (13 CCR 2480).

When at School - school bus, transit bus, and commercial motor vehicle drivers are required to turn off the engine upon arriving at a school, and restart it no more than 30 seconds before departing.

When Within 100 Feet of a School - school bus drivers are required to turn off the engine when within 100 feet of a school, and restart it no more than 30 seconds before departing. Transit buses and commercial motor vehicles are prohibited from idling for more than 5 minutes.

Other Locations Beyond 100 Feet of a School- school bus drivers are prohibited from idling more than 5 minutes at locations beyond schools, such as school bus stops, or school activity destinations. In addition, another regulation that applies to commercial diesel vehicles prohibits idling a vehicle's engine for more than 5 minutes at any location (13 CCR 2485).

## **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.**

- Pupils shall follow the instructions of the school bus driver, who is in charge at all times.
- Pupils shall board and exit the school bus only at bus stops designated by the school district Superintendent or Superintendent's designee. Do not ask or expect a driver to stop at a location other than the student's assigned bus stop.
- Pupils shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- Pupils shall board and exit the school bus in an orderly manner.
- Pupils who require escort pursuant to section 22112 of the Vehicle Code shall:
  - Wait for the bus driver to exit the bus first.
  - After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
  - Walk straight across the roadway between the bus driver and the front of the bus.
  - After crossing, stay clear of the roadway.
- Pupils who do not require escort pursuant to section 22112 of the Vehicle Code shall:
  - In an orderly manner, immediately leave the vicinity of the school bus.
  - Stay clear of the roadways.



**Procedures for all drivers to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.**

- School bus drivers shall continuously monitor the safety of their school bus route and school bus stops and report any potential hazards so the route or bus stop can be reviewed for safety by the transportation coordinator or director.
- School bus drivers shall have authority (13 CCR 14103) of the pupils they transport and respond to any observed unsafe behaviors or conditions.
- School bus drivers shall follow all procedures set out in VC 22112.

**Procedures for all bus drivers to follow to ensure that no student is left “unattended” on a bus.**

The driver **shall** walk the inside of the bus from front to the last seat while searching on and under each seat for children/passengers asleep or hiding on the bus in all of the following situations:

- During a “home to school” route after unloading at any school and before leaving the school property
- During a “home to school” route when any portion of the route should result in an empty bus prior to leaving the last stop on that portion
- During an “activity trip” after arriving to and unloading at the destination point and prior to departing from the destination point
- During an “activity trip” after returning to and unloading at the point or origin and prior to departing from the point of origin
- Upon returning to the bus parking location

Whenever the driver disembarks from the bus for any reason, the driver shall be satisfied that there are no children/passengers left unsupervised on board before leaving the bus.

Any time that a Student Pupil Activity Bus (SPAB) is used for an activity trip, an accompanying chaperone, other than the bus driver, must ride on the bus. This chaperone will be identified on all documents related to the trip.

**School Bus Signal and School Bus Stops – VC 22112**

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus 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 school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

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

(c) When a school bus 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 school bus.

(d) When a school bus 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 school bus 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 school bus 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 school bus 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 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.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus 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) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus 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 school bus and providing the assistance extends the length of time the school bus 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 school bus motor carrier.

(5) 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.

(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 school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

**Determining if pupils require escort pursuant to paragraph (1) (2), and (3) of subdivision (d) of section 22112 of the Vehicle Code.**

- All students must be accounted for by bus pass or by maintaining accurate counts.
- On route instructions, the District shall identify school bus stops where students may be required to be escorted pursuant to Section 22112 of the Vehicle Code. At such bus stops, the school bus driver shall determine which students require escort.
- Upon arrival at a loading stop, the driver will scan the scene for any students waiting across the street on which the bus is stopped awaiting a student escort. On after school routes, school bus drivers shall ask pupils at every school bus stop where students are unloading from the school bus, "Does anybody need to cross the street at this school bus stop?" . If so, the students crossing the street on which the bus is stopped will be escorted. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.

## Emergency Evacuations & Safety Instruction

### INSTRUCTION IN SCHOOLBUS EMERGENCY PROCEDURE AND PASSENGER SAFETY, CALIFORNIA EDUCATION CODE - 39831.5

(a) All pupils in transitional kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in transitional kindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

(A) A list of school bus stops near each pupil's home. (See call the NUSD Transportation Department for this information)

(B) General rules of conduct at school bus loading zones. (See Below)

(C) Red light crossing instructions. (See Above)

(D) School bus danger zone. (See Above)

(E) Walking to and from school bus stops. (See Above)

(2) At least once in each school year, all pupils in transitional kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that 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, instruction on the use of passenger restraint systems, as described in paragraph (3), 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) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

(A) Proper fastening and release of the passenger restraint system.

(B) Acceptable placement of passenger restraint systems on pupils.

(C) Times at which the passenger restraint systems should be fastened and released.

(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that 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.

## School Bus Rules

The CUSD Transportation Department has established rules and regulations for students riding school buses. The Transportation Department for the District needs your help to ensure that each student rider is transported safely and efficiently. You can begin by reading Guidelines For Safe School Bus Travel and discussing them with your student.

The California Code of Regulations Title 5, Section 14103 states: "Pupils transported in a school bus or in a school pupil activity 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."

## Rules of Conduct at the School Bus Stop

- Students will arrive at their assigned bus stop at least five (5) minutes before the bus is scheduled to arrive. Have your bus pass ready to show to the driver upon boarding the bus.
- Horseplay is not permitted at the bus stop. Respect other people's property; don't run or play in people's yards, climb on their trees, fences, or walls.
- Stay on the sidewalk at the bus stop. Wait completely off the road for the bus.
- Stand twelve (12) feet to the front of the bus as it pulls toward the curb. DO NOT approach the bus until the door has opened.
- Bus drivers will not depart pick up stops before the scheduled time. The clocks are set in our Transportation Department by satellite signal. Parents can set their clocks by accessing the internet ([www. U.S.time.Org](http://www.U.S.time.Org))
- The bus driver will make every effort to arrive at the bus stop at the schedule time for pick up. If the bus arrives early, the driver will wait until the schedule time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the schedule pick up time.\
- Bus routes are written to allow students five minutes to load the bus after school dismisses. In order to stay on schedule, the buses must depart the school on time.
- The bus driver has the authority to assign students to specific seats as deemed necessary.

## Rules of Conduct on the School Bus

- Find a seat quickly after boarding the bus and remain seated, facing forward, at all times while the bus is in motion. Parents should wait outside of the bus to ensure that the student is seated and ready to ride the bus.
- The bus driver must be able to devote full attention to the road to ensure the safety of everyone aboard the bus and that the safety of the whole group depends upon the proper, safe conduct of each individual. Therefore, any distractions or disturbance, such as shouting, yelling boisterous behavior or any unnecessary loud noise or conversation with the driver cannot be permitted.
- Keep head and arms inside of the bus at all times, and never yell or shout out the window.
- Remain seated, facing forward with legs, feet and other objects clear of the aisle while the bus is in motion.
- Orderly behavior is required while on the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted.
- Eating, drinking, and gum chewing are not allowed on the bus.
- Animals (mammals, birds, reptiles, fish, insects, et.), large objects (skateboards, boxes, etc.), glass objects, aerosol cans of any type, matches, lighters, knives of any kind, scissors, guns, alcoholic beverages, and/or drugs MAY NOT be carried aboard the bus.
- Littering the bus, vandalism, or throwing anything in or out of the bus is not permitted.
- Students are to remain silent at all railroad crossings.
- Shoes are required to be worn at all times while on the bus.
- Opening, closing, or tampering with any part of the bus or its equipment is not permitted unless instructed to do so by the driver.
- After disembarking, immediately move away from the bus and out of the bus “danger zones”. Should you drop something near or under the bus, “stand away” and get the driver’s attention. Do not under any circumstance try to retrieve it yourself.
- Use of profane language, obscene gestures, or being in possession of pornographic material or literature is prohibited.
- Cell phones may only be used on the bus after receiving permission from the driver. Any student who uses a cell phone in violation of this rule may have the phone confiscated and returned to the school office for further discipline.
- Passenger restraint (seat belt) use is required on all buses equipped with safety belts by all passengers and the driver.

**Buses may be equipped with video/audio recording devices that may provide tangible evidence to assist the driver and the Transportation Department in improving student conduct.**

## Discipline Process

Any student who violates a rule or regulation will receive disciplinary action. The action of the students will determine if they retain the privilege of riding the school bus.

- First Tier – Warning and corrective action taken
- Second Tier – Notification of parent or guardian
- Third Tier – 1-5 day suspension of transportation privileges and notification of parent or guardian
- Fourth Tier – 10 day suspension of transportation privileges and notification of parent or guardian
- Fifth Tier – Revocation of privileges for the remainder of the school year and notification of parent or guardian

Cases of severe misconduct, vandalism, sexual assault or violation of any law may accelerate the Tier progression.

## **Foggy Day / Reduced Visibility, Vehicle Code 34501.6**

### **School buses: Reduced Visibility**

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.