

Transportation Safety Plan



SAN MARCOS
UNIFIED SCHOOL DISTRICT
engaging students...*inspiring futures*

PURSUANT TO
Section 39831.3 EC & Section 22112 VC

Prepared by
Michael Sawyer
Transportation Director

Table of Contents

Introduction	3
School Staff Procedures for Safe Transportation	4
Bus Stop Eligibility and Assignment	5
Procedures for Pre-Kindergarten through Twelfth Grade Passengers	5
Preparing your student(s) for the first few weeks of school:	5
Bus Conduct	6
Video Camera Surveillance	7
Student Loading / Unloading and Escort Requirements	8
Procedures while waiting for the school bus at the bus stop	9
Boarding and Disembarking Procedures	10
Boarding	10
Exiting	10
Student Crossing Procedures - Driver Escort	10
Boarding	10
Exiting	11
No Student Left Unattended Procedures, SB 1072	11
Procedures and Standards for a School Pupil Activity Bus (SPAB)	12

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 is as follows:

Section 39831.1 of the Education Code: "The county superintendent of schools, the superintendent of a school district, a charter school 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 law also requires that a copy of the plan be retained at each school site subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol. The San Marcos Unified School District is committed to the safety of children and following procedure shall be followed.

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 (760) 290-2670.

School Staff Procedures for Safe Transportation

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. 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.

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 760 290-2670 for assistance.

The following items shall be considered while supervising student in the bus loading zone:

- Students, while on school sites, or other trip locations, and before actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their orderly conduct.
- Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.
- Students shall wait at least three feet from the curb or outside of the painted yellow line ensuring safety as the buses' approach and depart from the curb.

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 the loading and unloading process.

Bus Stop Eligibility and Assignment

In accordance to the San Marcos Unified School District Board Policy 3540, Home to school transportation services may be provided to students for special circumstances based on the discretion of the board or their designates. Transportation services are offered when the following criteria is met:

- Students who are temporarily transferred to another school due to class size restrictions, referred to as overflow students.
- Students who are handicapped and transportation services have been stipulated in their Individual Education Programs (IEP).
- Students choosing an alternative school due to Federal Program Improvement status. These student will receive transportation from their home school to the alternative school.
- Students who are enrolled in the Twin Oaks Continuation High School credit recovery program.

All other students are not eligible for home to school transportation services.

Procedures for Pre-Kindergarten through Twelfth Grade Passengers

The San Marcos 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.

Preparing your student(s) for the first few weeks of school:

Parents should attach a written or typed form or note securely to the students backpack, jacket or other clothing item with the following information. Upon registration, this information will help identify the new student(s) bus and/or bus stop and any critical information the Transportation Department may need.

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 (760) 290-2670

Parents must request Transportation services from their IEP Team, caseworker, or school counselor. A Transportation Application must be completed and submitted to the Transportation Department. A bus pass will be created identifying the student by name and school photo (if available), AM and PM bus stop assignments, bus route number or letter and school of attendance. 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.

Bus Conduct

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/guardians and students. The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (Code of Regulations, Title 5, Section 14103)

Riders who fail to comply with the below rules shall be reported to the school principal using a Notice of Unsatisfactory Conduct on School Bus form. The school bus driver will complete the form and turn it into the Director of Transportation or designee which he/she will review then forward to the student's school site as soon as practicable following the offense(s). The school site will contact the student's parents/guardians and provide the details of the offense(s) to include the consequences. A coordinated effort between the parents/guardians, the school site and the Transportation Department will be made to effectively resolve the issue.

The Notice of Unsatisfactory Conduct on School Bus form allows for five offenses. The first offense will cause a formal warning to be sent home to the student's parents/guardians for their notification; the second offense causing removal from the school bus for five school days, the third offense, removal from the school bus for ten school days, the fourth offense, removal from the school bus for forty school days, the fifth offense, suspension from the school bus for the remainder of the school year. In the case of a severe violation, i.e., assault, smoking, fighting, arson, illegal drugs/alcohol and/or any type of weapon, cause will be made to revoke the student's riding privileges for the remainder of the school year, if not indefinitely. A severe violation such as the above will normally require law enforcement intervention on the school bus.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop five minutes prior to the scheduled bus departure time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle and go directly to the exit. Requests to leave or board at a bus stop other than the stop assigned must be in writing from the parent/guardian and approved by the appropriate school staff.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. No part of the body, hands, arms or head shall be put out of the window. Nothing shall be thrown from the bus. Windows shall not be opened greater than eight inches from the closed position.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus, tamper with bus equipment or damage personal property around the bus stop.
10. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39819; 13 CCR 1216)
11. The school bus driver will escort riders (Pre-Kindergarten through 12th grade) who must cross the roadway or private road. Riders will cross the roadway or private road in front of the school bus only after instructed to do so by the bus driver. Riders shall be alert for traffic when leaving the bus.

Video Camera Surveillance

Video surveillance may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring

will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations. At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

The Superintendent or designee shall supervise the use and maintenance of the district's bus surveillance system. Students and staff shall not tamper or interfere with video surveillance equipment on school buses. Persons found tampering with the bus surveillance system shall be subject to discipline and shall be responsible for the cost of any necessary repairs or replacement.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and those video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

Video retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records.

The District will disclose video only as required by law; images of other students depicted in the video will be redacted to the greatest extent appropriate.

All persons other than members of the District's Law Enforcement Unit who are permitted access to surveillance video shall be identified in a written log.

Student Loading / Unloading and Escort Requirements

California Vehicle Code 22112 states that the school bus driver shall activate the amber warning light system on approach to the school bus stop, and immediately activate the flashing red light signal system and stop signal arm at all times for the purpose of loading or unloading pupils. Therefore, students must be outside at the designated pickup location ready to board the bus five minutes prior to the scheduled departure time.

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 bus stop to drop off students, 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.

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.

Procedures while waiting for the school bus at the bus stop

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line with no pushing or shoving..
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.

Boarding and Disembarking Procedures

Boarding

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop or field trip destination.
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 or field trip destination.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop or field trip destination.** Exceptions will only be allowed when the student presents the bus driver with a note signed by his/her parent and endorsed by the School Administrator.
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 alert the bus driver and 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.

Student Crossing Procedures - Driver Escort

Boarding

1. Students shall 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 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, the school bus driver will activate the amber warning light system 200 feet before the school bus stop. Students are to remain seated until the bus comes to a complete stop.
2. The school bus driver will immediately activate the red light signal system and stop signal arm at all times when the school bus is stopped.
3. The school bus driver will open the door, once he or she determines that it is safe for students to exit the bus. The open door shall 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. The school bus driver will walk out into the street, in front of the bus, while holding up a hand-held "STOP" sign.
6. 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.
7. **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 drivers direction and supervision.**
8. **Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.**
9. Students are to cross between the bus driver and the bus just like a crosswalk.
10. Students are to cross the road completely to the other side and out of the way of any traffic or hazards.
11. 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 directly home.

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. Drivers will physically walk to the back of the bus and place a "bus empty card" at 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.

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 any 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 a field trips, sport trip, or activity trip. This does not include home to school routes.