

Imperial Unified School District Transportation Department

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Transportation Safety Plan



(Complies with 39831.3 EC)

In compliance with CALIFORNIA EDUCATION CODE 39831.3, The Imperial Unified School District is required to create and maintain a Transportation Safety Plan.

All pupils in pre-kindergarten, kindergarten, and grades 1st to 12th grade, inclusive, 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:

At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1st to 8th grade, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but is not limited to:

1. **Proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road.**
2. **Proper passenger conduct, bus evacuation, and location of emergency equipment.**
3. **Instruction on the use of passenger restraint systems.**

Provisions for the plan are to be retained by the district, updated as needed, and made available upon the request of an officer of the California Highway Patrol.

This plan must also be maintained at each school and be available for inspection by the CHP upon request.

1. Students Who Requires Escort Across the Roadway

Students enrolled in the Imperial Unified School District schools, prekindergarden, kindergarden and grades 1st through 8th grade needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control device/signal.

Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted by the driver. Each student being escorted across the street is required to cross under authority and direction of the driver after unloading from the bus and must cross in front of the bus only.

All persons picking up pupils by vehicle at designated stops, shall be instructed by the driver to park said vehicle on the same side of street as the bus

Red Light Crossover Instructions

The school bus crossover light system is required for students 9th to 12th grade. amber lights, red lights and crossing arm (if equipped) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.

The crossover lights **DO NOT** allow students to cross the roadway or highway unless the driver has given the student direction that it is safe to cross.

Students are to remain on the curb or sidewalk until the school bus driver gives direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing lights is directly related to the student's ability to arrive and depart their designated bus stops in a timely manner.

2. Conduct at School Bus Loading/Unloading Zones & Other Trip Destinations

Each student on a school bus must behave in a satisfactory manner in order for the driver to remain alert to the many hazards of driving. The safety of all students is of primary importance. A student who behaves in an unsatisfactory manner may be denied transportation.

Students waiting to board their appropriate bus shall be instructed to stand in an orderly manner and away from the curb or edge of road as

the bus approaches.

Students shall stay on the sidewalk at the bus stop and wait completely off the road for the bus, shall be standing at least twelve (12) feet to the front of the bus as it pulls toward the curb and do not approach the bus until the door has opened.

Student's conduct at school bus loading zones and school bus stops must be satisfactory. For the safe loading and unloading at these locations, horseplay, running across streets, playing in people's yards, climbing on their trees, fences, walls or being involved in any vandalism is not permitted at the bus stop. Student shall respect other people's property.

Students entering their appropriate bus at their designated stop, shall be instructed to do so in an orderly manner refraining from pushing, playing or shoving.

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

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

Students arriving to their designated bus stop, shall remain seated until the bus completely stops and door has been open. All pupils shall be instructed to leave in an orderly manner and immediately move away from the bus and out of the danger zones (twelve (12) feet).

All these instructions apply at all bus stops, loading/unloading zones & other trip destinations. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils will be instructed to know the location of the emergency equipment and to evacuate the school bus through emergency exit doors.

"The school bus shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion. While passengers are aboard, a vehicle shall not be put in motion until the doors are closed. The doors shall not be opened until the vehicle is stopped. The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers in the school bus."

Passengers shall not be permitted in the front step well of any bus while the vehicle is in motion.

Procedures to ensure that a pupil is not left unattended on a schoolbus: Prior to leaving the immediate vicinity of the bus assigned, the bus driver shall

check all areas of the bus by walking from the front to the rear of the bus checking seats and underneath seats to ensure no pupil is onboard.

Procedures and standards for designating an adult chaperon, other than the driver, to accompany pupils on a school pupil activity bus: When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperon is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

Other rules for Bus Stops

Bus riders are encouraged to arrive at their bus stops, no earlier than five minutes before the schedule time of pick-up.

Students who arrive at their bus stops too early and get bored while waiting cause most behavior problems! Bus drivers will not depart the bus stop before the schedule departure time.

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. Take home times are considered more flexible than pick up times, and it is possible that some students might be delivered to their stops earlier than scheduled.

This could occur when a driver gains time by bypassing bus stops because of absent students; or not utilizing a particular bus stop.

Bus routes are established to allow students five minutes to load the bus after school dismisses for the elementary schools. Middle schools students will also receive five minutes to load the bus. In order to stay on schedule, the buses must depart at the appropriate time after school is out.

The bus driver has the authority to assign students to specific seats as deemed necessary. Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school routes; or other trip destinations.

Please do not ask or expect a driver to stop at a location other than the student's assigned bus stop!

Many special education students must be met by responsible adults listed on the student's Transportation Application. If no one is available to meet the student, the bus driver may complete the route and return to the stop later, take the student back to school or take the student to the District's Transportation office. If no responsible party can be reached at any time, the transportation

department shall call the Police Department.

Regular education students from 1st to 5th grade do not have to be met at their bus stops. Pre-kindergarden and Kindergarden students must be met by a parent or legal guardian. However, if a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to depart the bus. The student will either be returned to school or taken to the District Transportation office.

WARNING: (CA. Ed. Code Sec. 39842)

- Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both.

3. Use of Safety Restraints/Seat Belts

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems, **shall** use the passenger restraint systems. All pupils shall be instructed in an age-appropriate manner in the use of passenger restraint systems. 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.
- Fastening: The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.
 - Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle.
 - Acceptable placement of passenger restraint systems on pupils: Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area.
 - Place the shoulder belt snug across the chest, away from the neck.

Never place the shoulder belt behind the back or under the arm.
Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder.

Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.

- Acceptable placement of the passenger restraint systems when not in use: When not in use, passenger restraint systems shall be fully retracted into the retractors so there is no loose webbing, or stored in a safe manner per the school bus manufacturer's instructions.

Times at which the passenger restraint systems should be fastened and released: passenger restraint systems shall be used at all times the school bus is in motion except when exempted as listed below.

Exemptions: This does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.

This also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, 'emergency' means a natural disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

General Passenger Safety

Only authorized bus riders permitted to ride the bus, and they will be required to get on and off at their designated stop or other trip destination. An authorized bus rider who desires to get off the bus at a stop other than the normal stop, a parent or legal guardian must contact transportation department.

Permission to get off at a different stop will only be granted if a parent or legal guardian contact transportation department.

IMPERIAL UNIFIED SCHOOL DISTRICT RULES OF CONDUCT FOR SCHOOL BUS RIDERS

The Imperial Unified School District provides bus transportation for its students

as a privilege, not a right, in accordance with the California Administrative Code, Section 14103: "Pupils transported in a school 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."

Purpose of Rules: These Rules of Conduct are established to ensure safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, loading zones, while riding the bus to or from school, and during field trips.

Rules of Conduct:

Students will:

- a. ride the bus to which assigned and will normally enter and exit only at their regular bus stop. Students desiring to exit at other than their regular bus stop, their parent or legal guardian must contact Transportation Department and make the necessary arrangements.
- b. form in a single line at their designated bus stop or bus loading zone and remain far enough away from the edge of the roadway to permit normal traffic flow. Boarding will be in an orderly fashion, without pushing or the crowding of other students.
- c. identify themselves when requested to do so by the driver.
- d. refrain from boisterous conduct, fighting, or throwing of any object.
- e. keep all portions of the body inside the bus at all times.
- f. not consume food or beverages or chew gum while on the bus.
- g. remain seated at all times while the bus is in motion. Seating assignments may be made at the discretion of the bus driver.
- h. not use profane or abusive language or gestures.
- i. not smoke or possess lighting devices.
- j. not tamper with bus controls, radios, doors, or emergency exits.

- k. not exhibit a public show of affection for another student.
- l. be expected to cause no property damage nor leave trash at any bus stop.
- m. arrive at their bus stop five (5) minutes, but no more than five (5) minutes before the bus arrives.
- n. not write on seats or walls of the bus or intentionally damage any portion of the bus.
- o. exit through front door only, unless otherwise directed by the bus driver.
- p. cross roadways in front of the bus, and will be escorted by the bus driver at designated stops.
- q. not bring glass containers, live animals, balloon bouquets or skateboards on the bus at any time.

Penalties

A student's bus riding privilege may be immediately suspended or revoked without previous warning for:

- threatening or inflicting bodily harm on any passenger or the bus driver
- endangering the safety of any bus occupant or the bus itself

The following actions will be assessed for violation of the Rules of Conduct. Those actions include, but not be limited to:

- Warning only
- Consultation with principal
- Student denied bus privilege

SAFE WALKING TIPS

1. Leave your home in plenty of time so that you can arrive at the bus stop five (5) minutes before the bus arrives and so that you don't have to run to catch the bus. There should be no horseplay while walking to the bus stop or waiting at the bus stop.
2. Always walk facing traffic.
3. Always use the cross walks to cross the street. If there are

street lights or crossing guards, you should always use them.

4. Always pay attention to the traffic around you when walking to or waiting for the bus.
5. If the bus is at the bus stop and you are on the wrong side of the road, you must wait for the bus driver to activate the flashing red signal lights and get out to assist you across the road.
6. Never talk to strangers when walking to or waiting for the bus. Report any suspicious persons to your bus driver.

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

- Location of emergency exits.
- Location and use of emergency equipment.
- May include responsibilities of passengers seated next to an emergency exit.
- May include the use of the passenger restraint system (lap/shoulder belt).
- The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

This is a requirement, even though some groups may have heard the safety instructions before.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

Safe Bus Operations

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service.

Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation

because of reduced visibility (Vehicle Code 34501.6).

Bus Evacuations & Safety Instructions

All pupils in pre-kindergarten through twelfth grade, inclusive, in public or private schools that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

All pupils in pre-kindergarten through eighth grade, 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.
- Proper passenger conduct.
- Bus evacuation, location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors. Students and the driver must know what to do and know where the bus emergency exits and equipment are and how to use them and participate in yearly evacuation drills.

In an emergency, it is up to the students and driver to stay calm. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver; unless the driver is severely injured and unable to assist. Students must follow the driver's instructions! Do not crowd the aisle. Keep moving toward the exit. Secure loose clothing so it won't get caught on the door or any other part of the bus. Leave ALL belongings on the bus. Students should duck their head and bend their knees if they must jump from an emergency exit. Everyone is to move to a safe location at least 100 ft. from the bus.

For more information about transportation, rules and guidelines, governing transportation, and home-to-school transportation, please consult the following references:

CALIFORNIA EDUCATION CODE 39831.3 (Transportation Safety Plan)

CALIFORNIA EDUCATION CODE 39831.5 (School Bus Emergency Procedure & Passenger Safety)

CALIFORNIA VEHICLE CODE 34501.6 (Reduced Visibility)

CALIFORNIA VEHICLE CODE 22112 (School Bus Signal and

School Bus Stops) TITLE 5 CALIFORNIA CODES of

REGLATIONS 14103 (Authority of the Driver)

TITLE 5 CALIFORNIA CODES of REGLATIONS 14105 (School Bus
Passenger Restraint Systems)