

RINCON VALLEY UNION SCHOOL DISTRICT

**TRANSPORTATION SAFETY
PLAN**

FOR SCHOOL PERSONNEL

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Rincon Valley Union School District

TRANSPORTATION SAFETY PLAN

FOR SCHOOL PERSONNEL

The R.V.U.S.D. Transportation Safety Plan contains procedures for the school personnel to follow to ensure the safe transport of pupils and is in compliance with the Education Code Section. A copy of the plan shall be kept at each school site and made available to the California Highway Patrol upon request.

STUDENT INSTRUCTION

All students who are transported in a school bus or student activity bus shall receive instruction in school bus Emergency procedures and passenger safety (Education Code 38048): Students shall receive a packet of school transportation safety and ridership information when they are enrolled in school. Most of this same information is presented below so school personnel may include this information in their daily contact with students. This information may also be utilized in answering questions for the public.

Teachers may also utilize this in developing instructional lessons for school transportation safety accordingly.

1. Each school year the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home to school transportation in a school bus shall be required to receive this instruction (Code of Regulations, Title 5 Section 14102).
2. At least once each school year all students in kindergarten through 6th grade who receive home to school transportation shall receive safety instruction which includes, but is not limited to (Education Code 38048):
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. Proper passenger conduct
 - c. Bus Evacuation
 - d. Location of emergency equipment

As part of this instruction students shall evacuate the school bus through the emergency exit door.

Instruction may also include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given; the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the RVUSD Transportation Office, (Transportation Department), For one year and shall be available for inspection by the California Highway Patrol.

BUS ROUTES

Regular home to school bus routes are maintained in the RVUSD Transportation Office. Regular Home to school bus route schedules are sent to school offices prior to the beginning of the school year. Although bus routes and stops change infrequently, occasionally notices are sent to schools or given directly to students. Any questions regarding any revised bus schedules should be directed to the Supervisor of RVUSD bus transportation. Routes are identified by a route number. That number is located next to the front entrance door on each school bus. Students need to have a designated school bus stop, and any student who wishes to ride another bus or travel to a different bus stop must have a signed permission note from a parent. Students without such a note will be allowed to leave the bus at their regular stop only, or will be returned to school. If there is not a stop located in close proximity to a student's home, one may be established by calling the RVUSD Transportation Department.

Students are urged to get to the bus stop at least 5 minutes prior to the posted stop time. Bus stop times may change or vary depending on ridership changes made in the first couple of weeks of school. Drivers will make a point to notify students and parents of any changes.

Students must have a bus pass to ride the bus home to school. The first month of the school year the students will not be required to have the pass, as it takes time to process the applications and deliver the passes to their school. When the students receive the bus pass they will be required to show the bus pass to the driver upon loading. School bus pass applications are included in the first day packet that is sent home the first day of school. The Office Manager at each school site also will have applications available.

Students must remain orderly at the bus stop, must remain at least six feet back of the main traveled portion of the roadway and should be visible to the driver. Students must be respectful of property owners where the bus stop is located, must keep their voices down and keep off the property.

School bus Signal and School bus Stops Unloading and Loading

VC 22112

The School bus driver shall operate the flashing red light system and stop arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading and unloading pupils.

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.

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 grades 1-8, 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 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 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.

WALKING TO AND FROM SCHOOL BUS STOPS

Students should be very careful when walking to and from school bus stops. Parents should accompany young children to the bus stop and assist in keeping order while waiting for the bus. Children should be instructed to keep on sidewalks or on the shoulder and far away from the main traveled portion of the roadway. Children should pay close attention to traffic, weather conditions, and visibility conditions. Visible clothing and backpacks with reflective material should be worn at all times. Children should remain orderly at all times and refrain from boisterous conduct or horseplay while walking to and from school bus stop. Children should not engage in conversation with strangers or accept rides from passing motorists. When walking to or from school bus stop, children should face traffic.

GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES

Students should wait in an orderly fashion while at the bus stop in the morning. They should be at the bus stop five minutes prior to the posted stop time. Students should be at least six feet back from the main portion of the roadway and visible to the driver. Pushing, shoving, or horseplay is not allowed at the bus stop. Students should be mindful of the bus stop location. Many are in driveways and on private property. Students are not allowed to throw rocks or other objects, play around, cause excessive noise, touch or tamper with private property or vehicle nearby. Once the bus arrives, students shall wait for the driver to come to a complete stop and the door of the bus to open before they begin to move forward to the bus. Students should board the bus one at a time, using the available handrail, and move quickly to an open seat. If a student drops papers or other objects while boarding the bus he/she should get the attention of the driver. Students should be instructed **NEVER TO GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS**, as the driver may not be able to see a student in one of these locations.

CLOTHING HAZARDS

In the past few years, there have been several student injuries or fatalities in other states due to clothing or backpacks that have drawstrings. The drawstrings have gotten caught in handrails on the bus, without the driver's knowledge. Please inspect the children's clothing or backpacks to ensure there are not drawstrings or other hanging objects that could get caught in the handrail or the door.

FIELD TRIPS

When planning a fieldtrip, the school has several options. They may use a school bus, a school pupil activity bus (SPAB) operated Bus Company, school owned automobiles or vans, public transit or parent-owned vehicles.

a. School Buses

School buses are the most highly regulated student transportation vehicle and school bus drivers are the most highly trained drivers in California. On any school fieldtrip, whether on a bus or not, teachers shall have a roster of all students on the trip, an itinerary of the trip and should carry a supplemental first aid kit appropriate for the trip destination and activity intended. Teachers or coaches should plan all stops in conjunction with the transportation provider, and should not allow students to eat while the vehicles are moving.

b. SPAB buses

School Pupil Activity Buses are operated by a Charter Party Carrier (for hire charter bus operator). SPAB buses need to be certified by the CHP Motor Carrier Inspector within the last 13 months and must have a certificate on board that is signed and dated by the inspector. The driver must also have received some special training and must have at least a Class B license and a Special Driver Certificate valid for driving a SPAB bus. When you book a SPAB bus, you must specify such and a school official shall inspect the bus certification and driver certification upon arrival at the school to pick up the group.

c. Public Transit

If the group intends to use public transit for their trip, the school should call the transit agency prior to the trip to ensure they are prepared for the group and to enquire regarding any special requirements for the students groups.

d. School Vehicles

If school vehicle are to be used, they must be consistent with the law (may not seat more than nine students and the driver—and constructed so as not to hold more than that) and have a properly licensed driver who is an employee of the district. All passengers must be seat-belted while in the vehicle. It is ideal if such drivers receive training in defensive driving and first aid practices and if the vehicle is part of a regular and systematic maintenance program.

e. Parent Vehicles

The use of parent vehicles for field trips shall adhere to district policy. All parents shall show proof of a valid driver's license and appropriate insurance. In no case shall a vehicle be used that is designed for more than nine passengers and the driver. In no case shall the number of passengers in a vehicle exceed the number of seat belts.

BUS SAFETY

School bus operation shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school service. Bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they determine that it is unsafe to continue operation because of reduced visibility (Vehicle Code 34501.6).

School buses and school student activity buses also shall not be operated whenever the number of passengers exceeds bus-seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime (Code of Regulations, Title 13, Section 1256.6).

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law (Education Code 38056).

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

NOTIFICATIONS

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades kindergarten through 8 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include:

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Safety while walking to and from school bus stops
(Education Code 38048)

SPECIAL SITUATIONS OR CIRCUMSTANCES

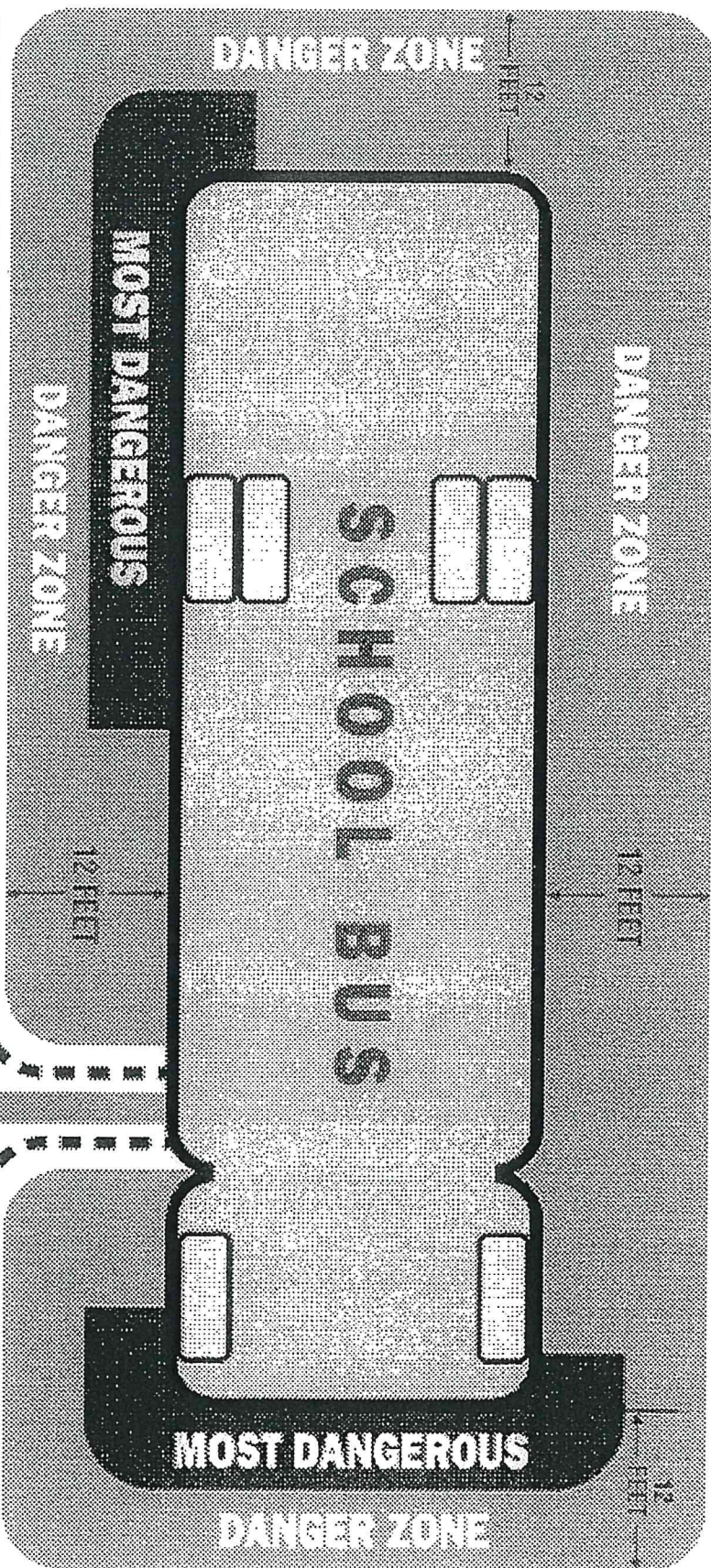
If you encounter a student transportation safety situation that is not covered in this plan or seems unique, please contact the district office or the School Pupil Safety Officer of the California Highway Patrol for direction.

The RVUSD Transportation safety Plan is further detailed in the following attachments:

1. RVUSD School Bus Evacuation Procedures
2. RVUSD Emergency Review for School Activity Trips
3. RVUSD Safe bus Riding Practices from the First Day Packet of student information
4. RVUSD Board Policies and Administration Regulations relative to Bus transportation

DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF
SCHOOL TRANSPORTATION
California Department of
Education

WALKING AREA