

CHULA VISTA ELEMENTARY SCHOOL DISTRICT TRANSPORTATION SAFETY PLAN



Professional Responsibilities

Employees are expected to be committed to the District's vision and values, as well as demonstrate responsibility, cooperation, and efficiency. The entire community, school board, administrators, teachers, parents, and students expect the professional driver to observe all the provisions of the Vehicle Code and all other applicable laws, rules, and regulations prescribed by the State Board of Education, California Highway Patrol, and governing board relating to pupil transportation.

39831.3. California Education Code

(a) 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 plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

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

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

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

(4) Procedures to ensure that a pupil is not left unattended on a schoolbus, 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. *(Amended by Stats. 2016, Ch. 721, Sec. 2. Effective January 1, 2017.)*

1. Determine if pupils require escort service pursuant to Vehicle Code § 22112

Ca. Ed. Code Sec. 39831.3 (1)

- Pupils attending Prekindergarten, kindergarten, and grades 1 to 8, inclusive, 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, official traffic control signal, or not otherwise illegal.
- Bus drivers shall ask pupils at each stop if they must cross the street on which the bus is stopped to reach their destination.
- School site personnel shall review pupil's addresses in relation to designated stops when assigning students on a space available basis on existing routes.

2. Boarding and exiting the appropriate school bus at each pupil's school bus stop.

Ca. Ed. Code Sec. 39831.3 (2)

- Pupils shall be instructed, by the bus driver, to stand in an orderly manner at their school bus stop and remain back from the curb or roadway edge, at least 12 feet, as their assigned bus approaches.
- When boarding the school bus: Pupils shall be instructed, by the bus driver, to enter their assigned bus at the school bus stop in an orderly manner. Pupils shall refrain from pushing, shoving, physical playing or rough contact.
- When exiting the school bus: Pupils shall be instructed by the bus driver, to exit the school bus one at a time. The bus driver will ask if any student must cross the street (on which the school bus is stopped) and students must answer yes or no.
- If students must cross the street on which the school bus has stopped; the bus driver will escort the students utilizing the red-flashing lights and hand held stop sign.
- Students will follow the directions of the bus driver and cross the street between the bus driver and the front school bus.
- Pupils shall be instructed, by school site personnel and/or the bus driver to leave the school bus stop in an orderly manner and immediately move away from the bus and out of the danger zones (a 12-foot area surrounding the bus).
- Bus drivers shall ensure that all pupils and other pedestrians are a safe distance from the school bus and it is safe to move before setting the school bus in motion.

Student delivery, most restrictive environment-service address.

ALL special day class students (SDC) receiving CURB-TO-CURB service at a designated service address (door-to-door) must be met upon arrival to school and upon delivery to the home service address from school.

Student delivery, least restrictive environment-neighborhood bus stops.

Neighborhood bus stops (other than **KDG.**), Students in grades 1-6 assigned to NEIGHBORHOOD bus stops are not required to be met. District policy requires all K students be met.

3. Boarding or exiting a school bus at a school site or other trips destination.

Ca. Ed. Code Sec. 39831.3 (3)

- Pupils shall be instructed, by school site personnel and/or their bus driver, to board or exit their school bus, at a school site or other trip destination, in an orderly manner. Students will refrain from pushing, shoving, physical playing or rough contact.
- School Site personnel are responsible for monitoring pupils boarding or exiting the school bus at their school site or activity trip destination.
- School site personnel shall deter pupils from standing or walking between buses, standing within arm's length of bus or attempting to pass items through open windows into or out of a school bus while at the school site.
- Bus drivers shall ensure that all pupils and other pedestrians are a safe distance from the school bus and it is safe to move the school bus before setting the school bus in motion.

4. Post Trip Inspection

Ca. Ed. Code Sec. 39831.3 (4)

All School Bus Drivers shall at the conclusion of every route segment, fieldtrip destination, and upon returning to the yard, shall ensure that no pupil is left unattended on a school bus.

Ed Code Sec. 39831.3 (4)

- Except in accordance with VC 22112 (d) to perform red light escorts to other pupils.

The School Bus Driver shall walk to the rear of the bus checking all seats and surrounding floor area checking for pupils and again checking for pupils as they walk back to the front of the bus to ensure the bus is vacant.

When a pupil is discovered, the school bus driver **shall immediately** notify dispatch and wait for instructions.

5. Adult Chaperon

Ca. Ed. Code Sec. 39831.3 (5)

Schools shall provide at minimum, one adult district employee to accompany pupils on each school pupil activity bus. Ed Code Sec. 39831.3

- Upon requesting a schoolbus for a school activity trip, the name of a district chaperone shall be submitted with the request for the activity trip.

Authority of The Driver 5 CCR 14103

(a) 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 enroute between home and school or other destinations.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

BUS SAFETY RULES:

The uniform rules and procedures must be enforced consistently by all drivers. This endeavor takes a team effort. Regardless of which bus a child rides or who the driver is, the rules and policies must be the same. Bus riders are expected to comply with these Bus Safety Rules listed in the Parent's Handbook:

- Follow all instructions from the driver.
- Refrain from loud conversation.
- Do not use obscene language or gestures.
- Keep hands off other people and their property.
- Immediately after boarding, sit down and remain seated during the entire trip.
- All parts of the body are to be kept inside the bus at all times.
- Eating or drinking on the bus is prohibited.
- No live animals (including insects), except service dogs, are permitted on the bus.
- Large toys, glass bottles, knives or other articles that might cause injury to the child or other children are prohibited on the bus.
- Obtain permission from the bus driver before opening or closing windows.
- Do not throw anything out the windows.
- Never tamper with any bus controls including the radio, shift, or doors.
- Respect the property of others at and enroute to and from the bus stop.
- If more than one child is at a stop, children should form a single line away from the roadway and in a safe location and quietly await the bus arrival.
- Children should arrive at the bus stop approximately 5 minutes prior to the scheduled bus arrival time.
- Follow school site policy for riding the bus.

Review these rules with riders daily during the first week of school and then at least once a month for the remainder of the school year

Emphasize compliance with the three basic safety rules throughout the year:

- **Sit down**
- **Keep your hands to yourself**
- **Talk quietly**

BUS DRIVER'S RESPONSIBILITY

- The pupil's safety is the driver's primary responsibility.
- Responsibility starts approximately at the point where the driver can recognize the pupil as the bus approaches the bus stop and extends until the bus has left the stop.
- The driver must take appropriate action to correct any dangerous situation.
- While the vehicle is stopped to load or unload, the pupils are the direct responsibility of the driver.

Instructor's Behind-the-Wheel Guide SL-5, P. 5-11

For emergency notification of transportation services:

Chula Vista Elementary School District Office 619-425-9600

Transportation Department 619-656-5600

Director of Transportation Theron Neal 619-656-5602 or cell 619-322-8035

Transportation Manager Hunter Gambrell 619-656-5632

Supervising Dispatcher Kaye Dillaway 619-656-5623