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Sierra-Plumas Joint Unified School District

Transportation Services Safety Plan (Complies with 39831.3 EC)



Approved by the Governing Board January 13, 2015

Sierra-Plumas Joint Unified School District's "Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." BP0410

Preface

CALIFORNIA EDUCATION CODE

39831.3. (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:

- Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- Procedures for all pupils in pre-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.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan *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.*

39831.5. All pupils in pre-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:

- At least once in each school year, all pupils in pre-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, 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.

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:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Sierra-Plumas Joint Unified School District

Transportation Safety Plan Requirements

The Sierra-Plumas Joint Unified School District is required to create and maintain a transportation safety plan that includes:

- Procedures for students to board and exit the school bus safely
- Clarifies that the safety plan shall not require the use of an on-board monitor on the school bus in addition to the driver.
- Provisions for the plan to be retained by the district, and made available upon the request of an officer of the California Highway Patrol (CHP).
- Authorizes a school bus driver to stop the bus to load or unload pupils without activating the flashing red signal lights and stop signal arm under specified conditions, and after consultation with CHP.

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

Transportation Safety Plan

1. Only authorized bus riders are permitted to ride the bus and they will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent. Permission to get off at a different stop will only be granted if no change of bus is involved. Children who are not authorized bus riders will not be permitted to ride the bus even to accompany an authorized rider to or from school unless they receive permission from the superintendent or school site administrator in advance.
2. Bus riders are encouraged to arrive at their bus stops no earlier than five minutes before the scheduled time of pick-up. Children who arrive at their bus stops too early and get bored while waiting may cause most behavior problems. Horseplay is not permitted at the bus stop.
3. Students are to wait in line completely off the paved surface of roadway for the bus. Students are to stand twelve (12) feet back from the bus as it pulls toward the curb and not move toward the school bus until it comes to a complete stop and opens its doors.
 - a. Bus riders may not cross the street on which the designated bus stop is located but must wait in line on the opposite side of the road until the school bus driver personally escorts them across

4. The bus drivers will not depart pick up stops before the scheduled time. Parents can set their clocks by **accessing the internet (www.time.gov)**.
5. The bus driver will make every effort to arrive at the bus stop at the scheduled time for pick up. If the bus arrives early, the driver will wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pick up time. Take home times are considered more flexible than pick up times, and it is possible that some children will be delivered to their stops earlier than scheduled. This could occur when a driver bypasses bus stops of absent children.
6. The bus driver has the authority to separate students and to assign students to specific seats as deemed necessary.
7. Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations. If a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will either be returned to school or taken to the district office. **Please do not ask or expect a driver to stop at a location other than your child's assigned bus stop.**
8. Many special education students must be met by responsible adults. If no one is available to meet the child, the bus driver completes the route and returns to the stop, takes the child back to school, or takes the child to the district office or Child Protective Services.
9. All pupils in prekindergarten, kindergarten, and grades 1 through 8, 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 signal.
 - a. The crossing light system (Ambers and Reds) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the vehicle is parked on a highway or private road, unless under the direction of a traffic officer. The lights **DO NOT** allow students to cross the roadway or highway unless the driver has exited the schoolbus and given the student direction that it is safe to cross. Students are to remain on the roadside until the driver gives the 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 controlled signal.
 - b. 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.
10. In order to ensure the continued high level of safety provided to our pupils and expected by the public. Transportation will continue to educate school bus drivers, pupils and the public about the laws and dangers associated with loading and unloading of students.
11. 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. Student's conduct at school

bus loading zones and school bus stops must be satisfactory to allow for the safe loading and unloading at these locations. 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.

BUS RIDERS ARE REQUIRED TO:

1. Follow the instructions and directions of the bus driver at all times
2. Be at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus (The bus will not wait for students at any stop)
3. Enter the bus in an orderly manner and go directly to their seats
4. Sit in their seat with their backs against the seat, facing forward, backpacks on laps, fasten any passenger restraints systems, and keeping the aisle and emergency exit of the bus clear of all obstacles. *The bus driver may assign designated seats to the students*
5. Report any vandalism or damage to the bus to the bus driver
6. Report lost or found articles to the bus driver
7. Remain seated at all times when the bus is in motion
8. Be courteous to everyone
9. Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or others
10. When waiting to board the bus, the student stays 12 feet away from the bus until it comes to a complete stop and the door opens to permit entry
11. Never cross the street on which a bus is stopped unless escorted by the bus driver. Students must cross in front of the bus and between it and the driver
12. Promptly leave the bus stop upon exiting the bus
13. Keep the bus and the area around the bus stop clean
14. Items left or lost on the bus are not the responsibility of the Driver, School or the District

BUS RIDERS MAY NOT:

1. Distract the bus driver
2. Create loud noise
3. Deface or tamper with the bus or the property of others; Parents must pay for damage caused by vandalism
4. Put any part of their body or any item out of the window
5. Use language or gestures that others might find offensive or rude
6. Behave in any way which is abusive, illegal or dangerous
7. Eat, drink, chew gum, use tobacco products, litter, spit, throw or toss any item inside of or out of the bus
8. Bring animals or other pets on the bus, except licensed guide dogs
9. Open or use the emergency exits except in an emergency
10. Use cellular telephones or similar devices that disrupts the safe operation of the school bus (the bus driver may direct the student to no longer use the device on the bus)

THE FOLLOWING ITEMS ARE NOT ALLOWED ON A SCHOOL BUS AT ANYTIME:

- Animals, except for those allowed by law, insects, any drinks other than water, scooters, or any object or substance which might be dangerous or illegal
- Food, except when on a school-related trip

BUS DRIVERS MAY ISSUE CITATIONS FOR FAILURE TO ABIDE BY THESE RULES:

- A student's bus riding privilege may be suspended for serious offences or multiple citations
- Suspensions will only take place after consultations with the principal, driver, and parent

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.

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 Instruction

All pupils in pre-kindergarten to grade 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, 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 schoolbus through emergency exit doors.

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, they must wait and follow the driver's instructions. Students must not crowd the aisle, but move toward the exit. Secure loose clothing so it won't be caught on 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 100 ft. from the bus.

This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger. If there are any questions about the information contained in this document, please call the District Office at (530) 993-1660, ext. 38, 40, 42, or 43.

Operation Hours: 7:00 a.m. - 4:30 p.m. Monday - Friday

In case of emergency, collision, or breakdown call appropriate personnel using the number listed above. Have location, load size, and problem available

- Sierra-Plumas Joint Unified School District
 - Dr. Grant, Superintendent (530) 993-1660 ext. 37
(530) 771-7926 cell
 - Marla Stock, LHS Principal (530) 993-4454 x 203
- Plumas Unified Transportation Department
 - Ken Pierson, Transportation Director (530) 283-6545 ext. 5507
 - Kyle Bakker, Lead Mechanic (530) 283-6545 ext. 5508
- Sierra Transportation (Downieville Schools)
 - Doug Peterman, President (530) 289-3230
- Sierra County Sheriff (530) 289-3700
- Plumas County Sheriff (530) 832-4242
- CHP Quincy (530) 283-1100
- CHP Susanville (530) 257-9605

In case of emergency, (non-collision/breakdown) – Loyalton Schools

- Plumas Unified Transportation Department
 - Kyle Bakker, Lead Mechanic (530) 283-6545 ext. 5508

In case of emergency, (non-collision/breakdown) – Downieville Schools

- Sierra Transportation
 - Doug Peterman, President (530) 289-3230

Other Contact Numbers

- USFS Sierraville (530) 994-3401
- CAL TRANS Sierraville (530) 994-3410
- CAL TRANS Beckwouth (530) 832-4911
- Road Information (800) 427-7623
- Crescent Tow (530) 832-0323, 284-6231 C#375-7810

***Find additional transportation information at the transportation web site
“www.sierracountyofficeofeducation.org”***