



**EL DORADO UNION HIGH SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
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Transportation Safety Plan
Pursuant to Section 39831.3 EC & Section 22112 VC

Revised May 27, 2026

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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 requires the superintendent of a school district that provides transportation to or from a school or school activity trip to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

Transportation Safety Plan (California Education Code 39831.3)

(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.)

Child Safety Alert Systems (California Code of Regulations Title 13 1294)

(a) All school buses, school pupil activity buses, youth buses, and child care vehicles subject to this chapter shall be equipped with an operational child safety alert system meeting the requirements of this section.

(b) The child safety alert system shall be automatically activated within the first three minutes of vehicle movement or prior to the time the vehicle reaches a speed of 10 miles per hour, whichever occurs first. Once activated, the child safety alert system shall require the driver to manually contact or scan the device prior to exiting the vehicle. The vehicle shall not be equipped with any method to deactivate the device except as provided within this section.

(c) Following activation of the child safety alert system as required by subsection (b), within three minutes of the time the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, and all floor-level doors are closed, the child safety alert system shall cause a tone or flashing light, or both, to be emitted from the vehicle. The tone or flashing light shall be audible or visible at least 50 feet from the vehicle with all doors and windows in the closed and locked position.

Notwithstanding any permitted time delay, an activated child safety alert system shall immediately cause the required audible or visible warning, or both, to be emitted when any floor-level door is opened. The device shall cause continuous emission of the required audible or visible warning, or both, for not less than 30 continuous minutes. The driver's manual contact with, or scanning of the device, shall deactivate the device and cause the audible and visible warning to cease. Once active, the device shall not be deactivated under any circumstance or by any method except as provided within this section, prior to the driver exiting the vehicle.

(c)(1) The device may be connected to a flashing red light signal system required by Section 25257 CVC, or other required or permitted device to preclude the emission of warning tones or flashing lights while the driver is actively engaged in loading, unloading, or escorting pupils as required by law. The device shall remain activated as required by this section unless and until the driver manually contacts or scans the device. Following manual contact or scanning of the device, the device shall again be activated upon subsequent movement of the vehicle.

(c)(2) Child safety alert systems may be designed in a manner which delays the audible or visible warning for not more than three minutes from the time the vehicle is stopped, the parking brakes are applied, the ignition is set to the off position, and all floor-level doors are closed until the time the tone or flashing lights, or both, begin to be emitted. The tone or flashing lights, or both, shall cease upon manual contact or scanning of the device by the driver.

(c)(3) When the device is configured with only flashing lights, the light shall be visible from any location within the interior of the vehicle and for 360 degrees around the exterior of the vehicle. Vehicle headlamps, tail lamps, or other required exterior lighting devices may be used in fulfilling the exterior visibility requirement. The vehicle horn required by Section 27000 CVC may be used to fulfill the tone-emitting requirement.

(c)(4) The child safety alert system shall be designed so that when the device is activated, prior to the driver exiting the vehicle, sufficient lighting is immediately provided within the interior of the vehicle to facilitate a full and thorough inspection of the interior of the vehicle, including, but not limited to, interior package-carrying areas, under all seats, and throughout the driver compartment. The required interior lighting shall remain illuminated for not less than one minute following deactivation of the device and shall be extinguished automatically. Interior lights required by Section 1217 of this chapter may be used in fulfilling this requirement.

(c)(4)(A) When the design of a vehicle precludes configuration of the device to ensure illumination of the interior of the vehicle as required, the driver shall be responsible to ensure sufficient illumination is provided. Any design preclusion shall be certified by the vehicle manufacturer or an independent engineer, in writing. A legible copy of the certification shall be carried on the vehicle. The original certification shall be retained by the vehicle operator or motor carrier for the duration of time the vehicle is in their possession and transferred to the next operator upon sale or change of possession of the vehicle. A legible copy or the original certification shall be made available for inspection by any authorized employee of the department, a parent, or guardian of a pupil transported on the vehicle, or any interested member of the public.

(d) The child safety alert system shall be permanently mounted at the rearmost portion of the interior of the vehicle in a manner which ensures the device remains secure during all normal modes of vehicle operation. The device and mounting shall be secure, resistant to tampering, and of sufficient strength and durability to withstand normal and anticipated movement of the vehicle without detriment to the device or mounting integrity.

(e) A child safety alert system shall be capable of operation under all reasonably anticipated conditions of temperature, time, vehicle loading, or vehicle status. Any such device may be powered by mechanical, electrical, or electro-mechanical means of sufficient measure to ensure the device and all required warning tones and lamps function as required and remain in operation for the duration required by this section. The device may be connected to the vehicle electrical system for power or functionality, but shall not require any item or element of design required by the Federal

Motor Vehicle Safety Standards, any requirement of law, or any regulation to be disabled, removed, or rendered ineffective.

(f) Any malfunction of the child safety alert system shall be documented and retained by the motor carrier or operator of the vehicle for not less than two years. Documentation shall include a description of the malfunction, any repairs or adjustments made to restore correct functionality, and be made available for inspection upon request of any authorized employee of the California Highway Patrol.

(f)(1) A driver who encounters any device malfunction shall immediately report the malfunction to the motor carrier or operator of the vehicle. The report may be made initially via radio or other electronic communication. When verbal or other electronic notification is made, the driver shall also note the malfunction on the driver's vehicle condition report required by Section 1215, or other document submitted to the motor carrier or operator of the vehicle, to ensure proper notification.

(g) Definitions. For the purpose of the section, the following definitions apply.

(g)(1) A "child safety alert system" is a device located at the rearmost portion of the interior 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. A child safety alert system is an electronic, mechanical, or electro-mechanical device, which requires manual, electronic, or a combination of manual and electronic contact. The term 'electronic contact' means to swipe or scan as defined in (g)(3) of this section.

(g)(2) Manual contact means the driver makes physical contact with the device for the purpose of interacting with it. This contact may take the form of pushing a button, entering a unique personal identification code, or other means of ensuring the driver contacts the device in a manner which is recognized by the device.

(g)(3) Swipe or scan the device means the driver interacts with the device by means of a card or other electronic or electro-mechanical device, or the device conducts biometric identification of an individual person in a manner which is recognized by the device. Swiping or scanning the device must require the driver, card, or other device to be within not more than six inches of the device and prohibits the use of any device which permits deactivation of the device in any manner not permitted or required by this section.

(g)(4) Prior to the driver exiting the vehicle means the vehicle is stopped, the parking brakes are applied, the ignition is in the off position, all floor-level doors are closed, and prior to the time the driver exits the vehicle by means of a floor-level door. A driver loading or unloading pupils, or escorting pupils pursuant to Section 22112 CVC, is not deemed to have exited the vehicle for the purpose of this section.

(g)(5) Active, activate, or activated means the child safety alert system is armed and will cause a tone or flashing light, or both, to be emitted from the vehicle under the conditions and in the manner required by this section. Any device so activated shall require the driver to manually contact or scan the device prior to exiting the vehicle.

(g)(6) Audible or visible warning means the tone or flashing lights, or both, required by this section.

(g)(7) Flashing lights means lighting devices which operate at a rate of 60 to 120 flashes per minute, with a 40 to 60 percent on-time under all operating conditions.

(g)(8) Tone means an audible sound which is readily recognizable as a warning. The tone may be unvarying, variable, or discontinuous sound which repeats at a rate lower than 90 cycles per minute. The sound frequency, including any harmonics, shall be lower than 100 hz or higher than 5,000 hz.

Credits

Note: Authority cited: Section 28160, Vehicle Code. Reference: Sections 28160 and 34506, Vehicle Code.

History

1. New section filed 12-28-2017; operative 1-1-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2017, No. 52).
2. Amendment filed 4-22-2022; operative 7-1-2022 (Register 2022, No. 16).

Child Safety Alert System (California Vehicle Code 28160)

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) (A) Except as provided in subparagraphs (B) and (C), on or before March 1, 2019, each schoolbus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(B) If a school district, county office of education, or charter school with an average daily attendance of 4,000 pupils or fewer, or a private school with 4,000 pupils or fewer in attendance, cannot meet the requirements of this section on or before March 1, 2019, the school district, county office of education, charter school, or private school shall submit to the department, on or before March 1, 2019, documentation that demonstrates that it has, before March 1, 2019, ordered or purchased the child safety alert system or child safety alert systems, and includes an estimate of repairs or installation, the total number of vehicles described in subparagraph (A) in the fleet and the number of vehicles described in subparagraph (A) that do not have an installed child safety alert system, the proposed date of installation, and the name of the vendor or individual who will install the child safety alert system or child safety alert systems. Upon providing this documentation, the school district, county office of education, charter school, or private school shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(C) Any entity other than a school district, county office of education, charter school, or private school that operates a schoolbus, school pupil activity bus, except school pupil activity buses described in paragraph (2), youth bus, or child care motor vehicle that is subject to the requirements of this section may submit documentation as specified in subparagraph (B) to the department. Upon providing this documentation, the entity shall have an additional six months, not to extend beyond September 1, 2019, to meet the requirements of this section.

(D) This section shall apply to all school districts, county offices of education, charter schools, and private schools, including those that began the 2018–19 school year before September 1, 2018.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) 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 chaperone 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.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed 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.

(E) 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.

(F) 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.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) The department shall consult with the State Department of Education to develop frequently asked questions related to the implementation of this section and of Section 1294 of Title 13 of the California Code of Regulations. The department shall also consult with, at a minimum, the California Association of School Transportation Officials when developing the frequently asked questions. The department and the State Department of Education shall each post the frequently asked questions on their respective Internet Web sites.

(d) 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.

(e) For purposes of this section, the following definitions apply:

(1) "Child care motor vehicle" means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) "Child care provider" has the same meaning as provided for "day care center" in Section 1596.76 of the Health and Safety Code.

(Amended by Stats. 2018, Ch. 426, Sec. 34. (AB 1840) Effective September 17, 2018.)

School Bus Signal and School Bus Stops (California Vehicle Code 22112)

(a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus stop designated for pupils by the school district superintendent or the head or principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a schoolbus 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, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the schoolbus.

(d) When a schoolbus 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 schoolbus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the schoolbus 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 private road upon which the schoolbus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the schoolbus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.

(e) Except at a location where pupils are loading or unloading from a schoolbus and must cross a highway or private road upon which the schoolbus is stopped, the schoolbus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.

(2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the schoolbus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(e) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a schoolbus. *(Amended by Stats. 2012, Ch. 769, Sec. 35. Effective January 1, 2013.)*

General Loading/Unloading Procedures of the School Bus

The School Bus Danger Zone

Each student must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending ten feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes shown in yellow on the Danger Zone illustration. This places them within view of the school bus driver at all times.



Procedures for Boarding the Bus

- Students should learn the correct route identification for the route they are riding to school or home. Students should look for that sign, not the bus number or the bus driver. The signs will remain the same; buses and drivers may change.
- Students shall wait at designated bus stops and they shall arrive five minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location.
- Students will not run towards the bus when the bus is approaching.
- Students will wait at least twelve (12) feet back from the edge of the curb or roadway.
- Students will wait in a line forming away from the edge of the curb or roadway.
- Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the integrity of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students. Cell phone shall have the volume turned down as to not become a distraction while on the bus.

Procedures for Unloading the Bus

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Students will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students should walk away from the bus and not touch or lean against the bus. They will not return to or run after the bus. There will be no horseplay at or near the bus.
- Students in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, shall not cross the street upon which the bus is parked without assistance from the driver. Parents/guardians should wait on the side of the street which the designated stop is located.
- Parents/ guardians of students Prekindergarten, kindergarten, or any of grades 1 to 8, inclusive must be present, waiting on the same side of the street as the bus stop. If must-be-met student's parent or guardian is not present and the transportation department is not able to make contact the student will be returned to the school.

When Crossing the Roadway

- El Dorado Union High School District requires all school bus drivers to escort all students, prekindergarten, kindergarten, or any of grades 1 to 8, inclusive who need to go across the street as they depart the bus in accordance with California Vehicle Code Section 22112. School bus drivers are not required to escort students in 9th through 12th grade who need to cross the street as they exit the bus per California Vehicle Code Section 22112, however, drivers may choose to do so at their discretion.

Crossing the Roadway (Grades prekindergarten, kindergarten, or any of grade's 1st to 8th)

- Always let your bus driver be the first person off the bus. The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street. When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus
- Once your driver is off the bus, wait at the top of the stairs for your bus driver to direct you to cross the street. The driver will exit the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the students to "wait".
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is stopped before verbally signaling the students to walk between the bus and the driver. The driver shall escort the students across the street in front of the bus and follow the last student on to the bus, making sure that all students are seated. Never go out into the street without the bus driver telling you to do so!
- Always walk between the bus and the bus driver, as you cross the street. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.
- At a traffic light, all students must comply with the directions of the official traffic-controlled signal on the street.

Crossing the Roadway (Grade's 9th through 12th)

- The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street. The driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus.
- Wait for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
- Always walk in front of the bus as you cross the street. Check traffic in both directions prior to stepping out into a traffic lane. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.

- At a traffic light, all students must comply with the directions of the official traffic-controlled signal on the street.

Walking to and from Bus Stops

- Go directly home from the bus stop. Plan the safest route with the fewest streets to cross.
- If possible cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
- Watch for vehicles that might be making a turn.
- Do not dart from between parked cars or shrubbery.
- Never accept a ride from a stranger.
- If possible, face traffic when walking on roads without sidewalks and always use caution.
- Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).
- Leave home early enough so you do not have to run.

Procedures for Temporary Bus Stop Changes

- Students, prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, must exit the bus at their designated stop unless they have a signed note from their parent or guardian. Prior to boarding the bus, the student must present the signed note to the driver upon boarding the bus. If necessary, the driver shall request authorization from dispatch to verify the note is legitimate. Students without proper authorization will be returned to school.

Rules and Regulations

Authority of the Driver (California Code of Regulations, Title 5, 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.

Note: Authority cited: Section 39831, Education Code. Reference: Sections 39830 and 39831, Education Code. Cross-reference: Section 1217(h) of Title 13, California Administrative Code. This database is current through 7/28/17 Register 2017, No. 30

5 CCR § 14103, 5 CA ADC § 14103

Authorized Entry

- At the driver's discretion: Staff and parents may enter the bus to assist in loading and unloading. Arrangements must be made in advance for any passengers.

Unauthorized Entry

- 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. (Education Code 39842; 13 CCR 1256.5)

Procedure for Warnings of Unauthorized Entry

- By law the driver is responsible for the safety of all students while aboard his/her bus. In an effort to assist with that duty the Transportation Director or designee will provide information to the school bus driver, school, parent or guardian to inform of against unauthorized entry.
- The driver will notify the Transportation Director or designee in writing should there be any incident that constitutes unauthorized entry.

Emergency Equipment

- Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. Wheelchair-accessible school buses shall also be equipped with equivalent emergency equipment, in addition to a second fire extinguisher mounted adjacent to the wheelchair lift. Each driver as a part of their required daily vehicle inspection (pre-trip) shall insure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/size and is in good working order.

Procedure for School Bus Incidents/Collisions

- In the event of a bus incident/collision, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. CHP/EDUHSD
- Dispatch will contact CHP and request emergency medical services if any pupils are injured.
- Students should be released by the CHP officer investigating the scene once all students are accounted for.
- The school site and/or Dispatch will notify parents or guardians of any injured student.
- In all cases, regardless of the qualifying criteria for determining a school bus collision, the driver will provide a collision report to facilitate the reporting requirements for the Transportation Director and/or designee(s).

Mechanical Breakdown

- When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(e)(2) states where the school bus is disabled due to mechanical breakdown, the driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm. In most cases, the amber warning light system, the flashing red light system, and stop signal arm will not be activated and the drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

Bus Evacuation & Safety Instruction

- All students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. The District shall provide instruction during the beginning of the school year. This instruction includes passenger conduct, bus evacuation, crossing roadways, proper loading and unloading and crossing the street safely in accordance with Education Code 39831.5. As part of the instruction students will exit the bus through the emergency exit door. Prior to departure on field trips, the driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment.

Passenger Restraint Systems

- When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to be properly restrained by that system while the bus is in motion. Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained. (Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code shall use the passenger restraint system...")

Procedure for Use of Passenger Restraint System

- The driver shall ensure that all students who board the bus are properly restrained. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion. Prior to operation all drivers shall inspect as part of the pre-trip inspection the passenger restraint system currently available on each bus to ensure that all students are protected to the maximum extent. VC 27316 (c): "No person, school district, or organization with respect to a school bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted there under requiring a passenger to use a passenger restraint system, if a passenger on the school bus fails to use or improperly uses the passenger restraint system..." district or company policies and procedures should be developed to enforce disciplinary actions for non-use or improper use of the passenger restraint system. The driver, school district, or organization still may be charged civilly if reasonable care was not provided for the passenger(s).

Unattended Students on a School Bus

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to students pursuant to California Vehicle Code Section 22112(d). All drivers shall remain in the immediate vicinity of the school bus.
- School bus drivers shall perform a "student check" at the conclusion of each run/route/field trip and upon return to the yard perform a post trip inspection. The driver shall walk to the rear of the bus checking each seat and under each seat for sleeping children and personal items left behind by the students on their run/route/field trip. The driver shall disengage the Child Safety Alert System located at the rear of the bus after the post trip inspection has been completed in accordance with California Vehicle Code Section 28160.

School Bus Safety Information

- Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. School bus drivers carry the most precious cargo that can be carried over the roadways. Drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a school bus. Riding in a school bus is:
 - 172 times safer than your family automobile
 - 8 times safer than passenger trains or commercial airlines
 - 4 times safer than transit buses or intercity buses
- Collisions are rare because school districts and the drivers themselves train and work hard at driving defensively to avoid collisions. In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training, to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few collisions that now occur.

Safety Tips

Conduct at School Bus Loading Zone & Bus Stops

- Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
- When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 12 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
- Never go under any bus to retrieve something you've dropped. Ask the driver to assist.
- Never run to a bus, always walk.
- Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets or animals to a bus stop.
- When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
- School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
- When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.

School Bus Rules

- Pupils shall be under the authority of, and directly responsible to the bus driver. The driver may assign seats to ensure safety.
- Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
- Pupils shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
- 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.
- Pupils are required to face the front of the bus at all times.
- Interior lights, or dome lights, which are turned on by the driver, are a signal for complete quiet on the bus.
- Remain quiet and seated at all railroad crossings.
- Pupils are to be quiet and orderly when the driver is out for the bus escorting students across the street (red light escort)
- Playing musical instruments, whistling, yelling, loud talking, profane language, throwing objects, shooting rubber bands, scuffling, or other distracting commotion is not permitted.
- Eating, drinking and chewing gum is not permitted.
- While on the bus, no part of a pupil's body shall be out the window. At no time shall a pupil throw anything out the window.
- Animals, including reptiles and insects, may not be transported on the bus. The only exceptions are animals assisting the handicapped (i.e., seeing eye dogs, etc.)
- No glass or other hazardous material may be transported on the bus. No sharp objects allowed on the bus.
- Cell phone shall have the volume turned down as to not become a distraction while on the bus.
- No pupils shall interfere with, or cause damage to the property of another pupil, while riding on, waiting for, or going to and from the bus.
- Any damage to the bus by a pupil, which cannot be considered ordinary wear and tear, must be paid for by the pupil.
- No pupil may change seats in front of, or block the way of, a pupil who is leaving the bus.
- Pupil, who must be escorted across the street, shall wait inside the bus by the exit door until the driver tells them to cross the street. Pupils shall only cross the street in front of the bus.
- Upon leaving the bus, pupils shall go directly home. No pupils shall leave the bus at any other stop unless there is an authorization note from a parent/guardian with a contact number. The note is to be presented to the driver as the student enters the bus on his/her way home.
- On occasion a student may need to travel on another bus. Such requests must be in writing dated and with an authorized signature and contact number. Approval will be granted on a space available basis.
- While waiting for and traveling on the bus, or going to and from the bus stop pupils will conduct themselves in a manner that will not discredit themselves, their parents, or their school.
- Pupils are prohibited from using another pupil's bus pass or bus tickets.

School Activity Trips

Loading School Buses at a School Site:

- If the students are not crossing the roadway the bus is on to board the bus then the driver shall not activate the flashing amber warning light system when loading/unloading.
- Students will fill each seat from the back of the bus to the front.
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading.
- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include the location of all emergency exits, first aid kit, fire extinguishers, etc.

Loading/Unloading at the Activity Destination Site:

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and where students do not have to cross the street that the bus is on so loading/unloading students can be reasonably controlled.
- The driver will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus.

Adult Chaperones

- If a SPAB vehicle is used on any activity trip the school SHALL provide at least 1 adult chaperone to accompany pupils on each school pupil activity trip.

Special Education Transportation Guidelines

What special needs equipment might be transported on a school bus?

- Wheelchairs, walkers, crutches, child safety seats (car seat), safety vests, d-rings and star –seats to name a few. Other equipment that may be required with the student transportation is oxygen, battery packs, medical equipment and service animals.

Medical/Health Issues

- As schools are serving more students with disabilities who have severe medical/health conditions, the transportation staff is finding it necessary to provide both routine and emergency health care to students during transportation. Additionally, transportation staff may be exposed to dangerous infectious or communicable diseases. Training regarding medical/health issues can reasonably be divided into two categories: precautionary handling, and care and intervention.

Precautionary Handling

- All transportation staff, including drivers, attendants, mechanics, and service personnel such as washing and cleaning staff, should be trained in “universal precautions” relative to the handling and exposure to contagious and communicable disease (including available immunizations.)

Safe Transportation of Students in Wheelchairs or Other Mobility Assistance Devices

- When a student is transported in a wheelchair, a four point-tie down is required on the school buses.
- Forward facing wheelchairs shall have a head rest or proper head/neck support to prevent “whiplash” injuries.
- All lap belts must have an auto-type buckle, not Velcro-type fasteners and must be permanently attached to the wheelchair frame.
- Lap trays shall be removed during transportation, and properly secured inside the bus or in the underfloor storage compartment.
- All batteries must be in a sealed leak-proof container attached to the chair.
- Every wheelchair must be equipped with footrest and appropriate straps as needed.
- The wheelchair should be the appropriate size for the height and weight of the student. If questions arise, please consult with the physical therapist who serves the student.
- Each wheelchair is to be inspected prior to transporting to avoid the possibility of denied transportation.

Special Equipment Use and Operation

- There is a wide variety of equipment to accommodate students with disabilities that is required to be part of the transportation vehicle's environment. It is necessary for the transportation staff to be familiar with the design and operating procedure for this special equipment, as well as knowing how to conduct equipment inspection and make simple "field adjustments" during breakdowns. Some examples are:
 1. Power lifts or ramps.
 2. Emergency escape exits including doors, windows and roof hatches.
 3. Required emergency equipment.
 4. Power cutoff switch.
 5. Emergency communications system on the school bus (two-way radio).
 6. Mobile seating device, including trays and accessories, securement system hardware and occupant securement system.
 7. Adaptive and assistive devices used to support of secure students, mobility aids, specials Belts, and harness and devices (such as special crutches, braces, or wheelchairs, including assistant technology devices).
 8. Service animals cannot be transported without proper documentation and prior notice. District policies and procedures need to be followed prior to transport.
 9. Any required special equipment provided by the district, school, parent or guardian shall accompany students with disabilities for transportation on the school bus.

Additional Instructions for Special Needs Students

- School bus drivers shall pick-up/drop-off at designated stops.
- Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school special need students who are must-be-met.
- For the safety and security of the students, students designated as must-be-met must be escorted to and from the bus door by the parent/guardian or school staff.
- The driver shall not activate the flashing red light system where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus; providing the assistance extends the length of the time the school bus is stopped beyond the time required to load and unload a pupil that does not require physical assistance.
- Once a pickup time has been established, please arrange to have your child ready to leave at least 15 minutes prior to that time.
- Drivers can only wait three minutes and then must depart. This time limit is for the benefit of other students on the route. A five- minute delay at each of six stops would result in the last pickup being 30 minutes late. If your child misses the bus, the driver will not return to pick him or her up.
- If an emergency arises and you cannot be at home to receive your child, and your child cannot be left alone, please arrange to have an adult at your home to receive your child or arrange with Transportation prior to afternoon pickup, to have your child left at an alternative delivery location.