

Rialto Unified School District Transportation Safety Plan

The following Rialto Unified School District Transportation Safety Plan has been developed pursuant to California Education Code 39831.3 and maintained by the Lead Agent, Risk & Transportation. A copy of this document can be found at each of the sites in addition to the district office and transportation department.

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.

California Education Code 39831.5

(a) All pupils in prekindergarten, 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:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

(A) A list of school bus stops near each pupil's home.

(B) General rules of conduct at school bus loading zones.

(C) Red light crossing instructions.

(D) School bus danger zone.

(E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, 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, as described in paragraph (3), 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.

(3) 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.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

VC 22112 – School Bus Signal and School Bus Stops

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus 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 school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) 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 the head or principal of a private school, or authorized by any of those individuals for school activity trips.

(c) 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, 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 school bus.

(d) 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 of grades 1 to 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 private 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 private 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.
- (e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus 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) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.
- (2) 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.
- (3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus 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 school bus motor carrier.
- (5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus 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.
- (f) 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 school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Procedure for Checking for Sleeping Students

Upon delivering of all students to a school, corner stop, or a curb to curb stop as prescribe in Vehicle Code 22112 The driver shall do all of the following:

- (1) Secure the vehicle according to 13 CCR 1226 (leaving the driver's compartment)
- Stopping the engine
 - Effectively setting the parking brake
 - Placing the transmission in first, reverse, park or (N) position
 - Removing the ignition keys
 - Maintain keys in the drivers possession at all times
- (2) Physically walk the interior of the bus, while walking towards the rear of the bus checking the top of the seats and bottom of the seats for any students, from the first seat to the last seat in the passenger compartment.
- Making sure to lift any left items found left behind on the seat for any students under the items (jackets, clothing items, etc...)
 - On the return from the rear of the bus check under the seats for any hiding students, making sure no students are under the seat frame.
 - This procedure shall be required by all drivers as soon as the last student is delivered to their school, corner stop or curb to curb stop.
 - This procedure shall apply to all trips, AM, Midday and PM inclusive to Athletic and Extra Curricular Activity Trips.

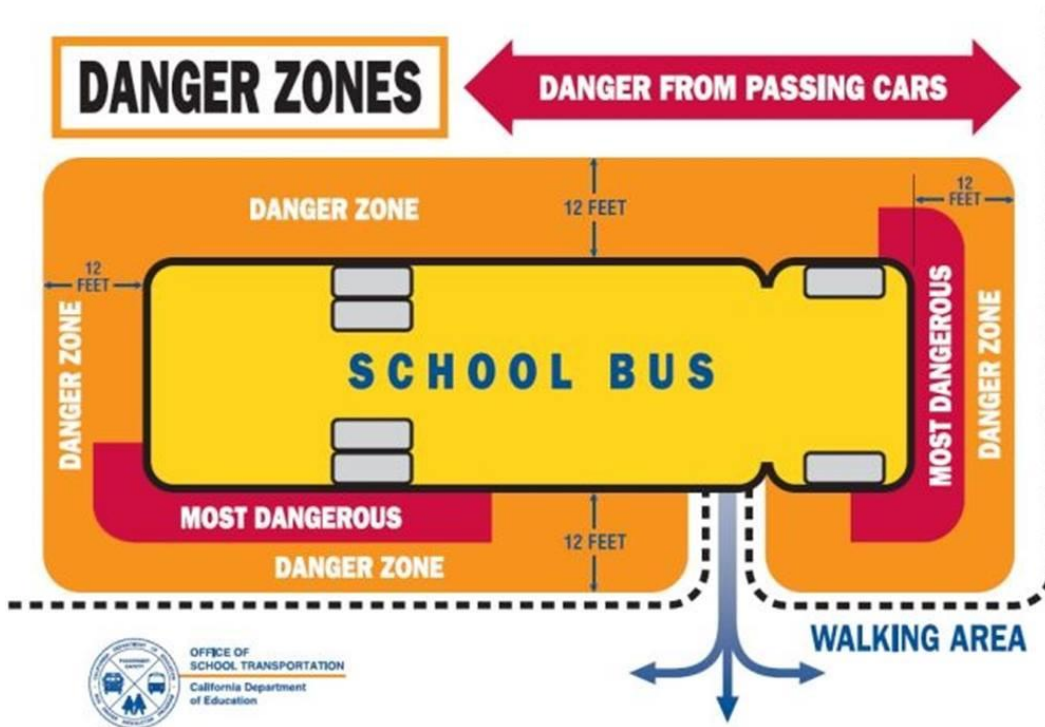
Rules of Conduct for School Bus Riders – Bus Conduct – (Board Policy 513.1)

In order to help ensure the safety and well-being of students and others the Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The School Bus is an extension of the classroom. In addition to your School Rules, the following rules apply at all times when students are riding a school bus, including when on school activity/field trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with body or personal belongings. Riders may bring large or bulky items, such as a class project or musical instrument, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, standing, or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of their body out of the window nor throw any items from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.

Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

Danger Zone



Seatbelts

When a school bus or school pupil activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus Stop Rules

1. When waiting for the bus, wait in a safe area.
2. Never wait or play in the street
3. Arrive at the bus stop 5 minutes before the scheduled arrival time
4. Make sure vehicles are parked on the same side as the stop if the students are waiting in vehicles.

Loading at School Bus Stops and Field Trip Destinations

1. When the bus approaches students shall stand at least 3 giant steps (6 feet) from the curb and line up away from the street (stay out of the danger zone).
2. If you drop something near the bus, immediately tell the bus driver. Never try to pick it up.
3. Have bus pass ready for driver to check.
4. Use the handrails to avoid falls. Students must use the handrail while boarding the bus.
5. The bus driver may determine the order of student entry.
6. Driver may assign seats to student(s) as needed.
7. Once aboard the bus students are to find an open seat and remain seated at all times while the bus is in motion.
8. Secure the seatbelt.
9. Students must remain awake and alert while riding the bus for their own safety.
10. Students who have bulky items such as musical instruments, skateboard, etc... must sit in the front seats of the bus.
11. Student must wear appropriate shoes while aboard the bus. No cleats with rubber or metal spikes are to be worn on the bus.
12. Students must remain seated until the driver has given the students instructions to exit the bus.
13. Students must tell the driver if they need to cross the street.

Unloading at a School Bus Stop and Field Trip Destinations

1. Students must remain seated with the seatbelt fastened (if, applicable) until the driver has given the students instructions to exit the bus.
2. Students who have bulky items such as musical instruments, skateboard, etc... must sit in the front seats of the bus.
3. Students must remain awake and alert while riding the bus for their own safety.
4. Use the handrails to avoid falls. Students must use the handrail while exiting the bus.
5. Students must immediately tell the driver if they need to cross the street.
6. Once off the bus take 3 giant steps (6 feet) away from the curb and walk away from danger zone of the bus
7. The bus driver may determine the order of student entry and will follow Vehicle Code 22112 at the school bus stop.
 - A. Students who require escort (Red Light Crossing) pursuant to Vehicle Code 22112 shall:
 - o Exit the bus, wait by the front of the bus on the sidewalk and wait for further instructions from the bus driver.
 - o Only cross the roadway after the driver signals to you to cross.
 - o Cross the roadway between the driver and the front of the bus.
 - o After, crossing, stay clear of the roadway.
 - B. Student who do not require escort pursuant to Vehicle Code 22112 shall:
 - o After exiting the bus, wait until the driver signals you to cross.
 - o Only cross the roadway in front the bus.
 - o After crossing, stay clear of the roadway.
8. If you drop something near the bus, tell the bus driver. Never try to pick it up.

Loading School Buses at a School Site

1. When the bus approaches stand at least 3 giant steps (6 feet) from the curb and line up away from the street.
2. If you drop something under or near the bus, immediately tell the bus driver. Never try to pick it up.
3. Have bus pass ready for driver to check at all times when boarding the bus.
4. Use the handrails to avoid falls.
5. The bus driver may determine the order of student entry.
6. Driver may assign seats to student(s) as needed.
7. Once aboard the bus students are to find an open seat and remain seated at all times while the bus is in motion.
8. Secure the seatbelt.
9. Students must remain awake and alert while riding the bus for their own safety.
10. Students who have bulky items such as musical instruments, skateboard, etc.... will sit in the front seats of the bus.
11. Student must wear shoes while aboard the bus. No cleats with rubber or metal are to be worn on the bus.
12. Students must remain seated until the driver has given the students permission to leave the bus.
13. Students must tell the driver if they need to cross the street.

Pick-up Procedure

All children must be ready for pick-up **5 minutes** before the scheduled pick-up time. Buses must operate on a time schedule in order to meet schools' start/dismissal bell times.

Buses will not depart from a bus stop prior to the designated pick-up time. All students must be considerate of the property at the school bus stop and should line up in an orderly manner in preparation for boarding the bus.

Bus Pass Secondary Students:

At the beginning of each school year, bus passes will be distributed to all secondary students.

All secondary students will present their bus pass to the driver prior to boarding the bus for each trip (a.m. and p.m.). A temporary pass from the school is acceptable and will be issued for a period not exceeding two weeks.

All students will be picked up in the morning even if they do not have bus passes. However, failure to show a bus pass in the morning for two consecutive days will be considered as an infraction, whereby a referral may be issued and result in a bus suspension. The school will make arrangements to designate a time and provide someone to issue temporary passes daily. Failure to present either a permanent or a temporary pass will result in denial of transportation for that afternoon trip. (Administrative Regulation 3541)

School Sites will set-up individual schedules to provide temporary bus passes to bus riders.

Bus Pass Elementary Students:

Each elementary student must wear a name tag with his/her name, school, bus stop and/or route number. The bus driver may not load any child at home or school without this information.

Once bus passes are issued to elementary students, they are required to present their bus passes to the driver for each trip (a.m. and p.m.).

Students who must be met

All Special Education students must be met by an adult at the designated bus stop unless the parent has signed a Self-Release form.

All Kindergartens students must be met by an adult.

If the student must be met by an adult and the designated person is not at the bus to meet the bus, the student will be returned to the school.

For the safety of a self-release student, if he/she is not able to get into the home or apartment complex, attempts will be made to contact parent/guardian. However, if that is not possible the driver will have the student re-board the bus and continue on route and possibly return the student to the school

For the safety of the students, if the driver does not recognize the person meeting the student, photo identification may be requested.

Authority of 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.

Safe Tips for Parents

The greatest risk is not while riding the bus, but approaching or leaving the bus. It is essential that automobile drivers know the rules:

1. When backing out of a driveway or leaving a garage, watch for children walking or bicycling to school.
2. When driving in neighborhoods with school zones, watch out for young people who may be focused on getting to school but may not be thinking about safety.
3. Slow down. Watch for children playing and gathering near bus stops or walking in the street, especially if there are no sidewalks.
4. Be alert. Children arriving late for the bus may dart into the street without looking for traffic.
5. Learn and obey the school bus laws in California.
6. Always STOP when a school bus has activated the Flashing Red Lights, do not proceed until the red lights are completely off and then proceed with caution.

Always slow down when a bus has activated the flashing amber warning light system and prepare to stop once the flashing red signal lights are activated.

Walking to and from Bus Stops

1. Go directly between the bus stop and home.
2. Walk with a buddy or a group.
3. Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or other.
4. Use sidewalks on main streets where there are likely to be other people.
5. Avoid strangers.
6. Never accept food or gifts from strangers.
7. Make sure to let your parents know where you are at all times.
8. Cross only in marked crosswalks when crossing a street.
9. Walk away from any stray animal you see. Don't run or show that you are afraid.

Designated Bus Stop

Bus stops are assigned to the student by the primary home address. Designated bus stops are assigned accordingly to distance from the students residence.

Unassigned Bus stop

No students shall be allowed to utilize any designated bus other than the student's primary designated stop without the written permission of the student's guardian and approval and direction from the school site Principal. The Principal shall issues a temporary bus pass to be presented when boarding the bus. Students who disembark at a stop other than the designated stop will be sufficient cause to for the school site to provide appropriate discipline.

Warning against Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or school official may order any person to disembark that if person enters a bus without prior authorization of the driver and has intent to commit a crime or due harm to passengers. (Education Code 39812; 13 CCR 1256.5)

Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools – Title 13 CCR 2480

Airborne Toxic Control Measure to Limit School Bus Idling and Idling at Schools is a regulation to reduce public exposure, especially school age children's exposure, to diesel exhaust particulate matter and other toxic air contaminants by limiting unnecessary idling of specified vehicular sources.

A driver of a school bus or school pupil activity bus must turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school, and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school.

A driver of a school bus or school pupil activity bus who at any location greater than 100 feet from a school must not idle more than more than five consecutive minutes; or a period or periods aggregating more than five minutes in any one hour.

The fine for violation of the Airborne Toxic Control Measure is \$300.00.

School Bus Reduced Visibility - Vehicle Code Section 34501.6

A. Whenever visibility is reduced to 200 feet or less prior to departure, RUSD and Contractors buses will remain at the campus of origination until the conditions improve enough to allow safe transportation of our pupils.

1. For activity trips, the bus will wait up to 1 hour for conditions to improve.
 - a) If conditions do not improve, or worsen, the trip will be rescheduled for a better day in order for the students to get the full measure of their activity.

B. While traveling the roadways, the bus drivers are given discretion to discontinue driving at a safe location until conditions improve.

Field Trip Chaperone/Supervision – AR 6153

Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District and school rules and regulations.

1. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
2. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
3. All chaperones, employees (including spouses of employees), and volunteers accompanying students are required to have clearance by the District Personnel office that includes both fingerprint and TB clearance; this also includes spouses of staff members that are chaperones.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. The ratio of chaperones to students shall be the following:
 - a. One chaperone for every 10 students in grades pre K-4
 - b. One chaperone for every 20 students in grades 5-12
 - c. If the field trip is overnight, the ratio shall be one chaperone for every 10 students, and the ratio of the gender of the chaperones shall be the same as the gender of the students they accompany
 - d. If the field trip involves water, such as the beach or a waterpark, the ratio shall be one chaperone for every 5 students in grades pre K-4 and one chaperone for every 10 students in grades 5-12
7. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
8. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as the docent.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.