

# Transportation Safety Plan



Jurupa Unified School District  
Transportation Department  
4740 Pedley Road  
Jurupa Valley, CA 92509

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## **Transportation Safety Plan - California Education Code 39831.3**

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 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 school bus at each pupil's school bus 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 school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- (3) Boarding and exiting a school bus at a school or other trip destination.
- (4) Procedures to ensure that a pupil is not left unattended on a school bus, 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.

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.

### **Authority of the Driver**

Pupils transported in a school 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 in-route between home and school and other destinations.

School bus rules of conduct are established first and foremost to ensure that the student has a safe ride to and from home. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. For those who are unable to follow the established rules, a series of sanctions may be applied that are appropriate to the offense.

### **Boarding & Exiting the School Bus**

#### Red Light Crossing Instructions

- Students must not cross the street until after the bus driver gives them instructions and turns on the flashing red crossover lights. In addition, students in grades Pre-K, Kindergarten, and 1<sup>st</sup> through 8<sup>th</sup> must wait for the bus driver to physically escort them across the street.
- When directed by the school bus driver, students must cross between the bus and the school bus driver.
- In the morning, if you are late and the bus is already at the bus stop, make sure the driver sees

you before approaching the bus. DO NOT cross the street without the assistance of the driver.

- At drop off, stay seated until the bus comes to a complete stop. If you cross the street, wait until the bus driver indicates it is safe to do so. Never cross behind the bus.

### School Bus Loading - Procedures at the Bus Stop

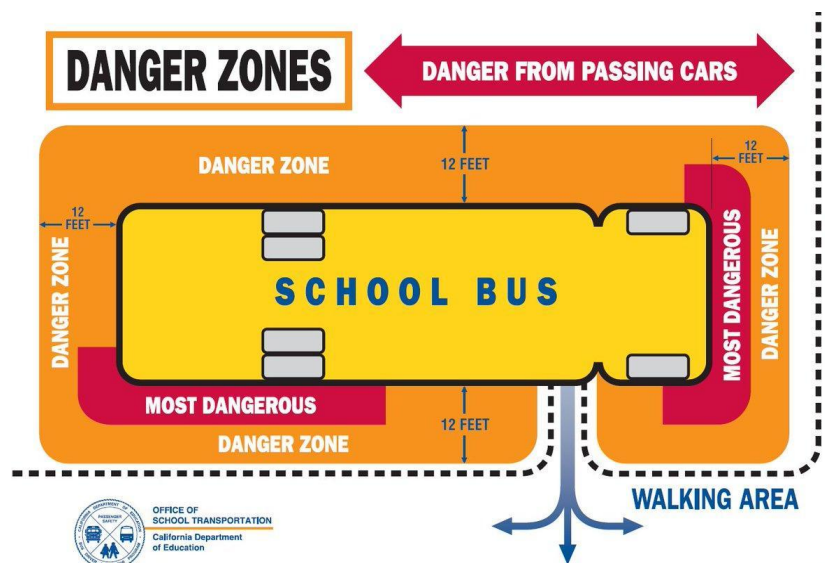
- The bus driver shall stop to load students only at a designated bus stop. This includes students on field trips and athletic trips.
- Students should wait for the bus in a safe location, well off the roadway. The bus will stop twelve feet before it reaches the students. The students should remain in a single file line and not approach the bus until the bus driver opens the entrance door. Students should load the bus in an orderly fashion, using the handrail, with no pushing or shoving and find a seat quickly. Students are to place their backpacks in their laps and use quiet voices on the bus.
- While waiting for the bus, students must respect the property rights of owners near the stop.
- Vandalism, dangerous play, excessive noise and obscene language or gestures may result in disciplinary action being taken.

### School Bus Unloading - Procedures at the Bus Stop

- The bus driver shall stop to unload students only at a designated bus stop. This includes students on field trips and athletic trips.
- Prior to releasing any student, the driver shall check with all students at the assigned stop to determine if any students require a street crossing escort. The escort is for those who need to cross the road upon which the school bus is stopped.
- Prior to any student leaving his/her seat, the bus driver will bring the bus to a complete stop, set the parking brake, secure the bus, activate the red crossover lights, and then open the door when it is safe to do so.
- If you will need to cross the street, wait until the bus driver indicates it is safe to do so. Students in grades Pre-K, Kindergarten, and 1<sup>st</sup> through 8<sup>th</sup> must wait for the bus driver to physically escort them across the street.
- Never cross behind the bus.

### Danger Zone

Students are to stay out of the school bus "Danger Zone." The "Danger Zone" is a 12-foot space all around the school bus. The school bus driver cannot easily see students in this zone. Students are to move away from the bus door quickly and stay clear of the wheels.



## Use of Red Crossover Lights - California Vehicle Code Section 22112

- (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 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.

## Who Requires an Escort Across the Roadway?

Students enrolled in Jurupa Unified School District in Pre-Kindergarten, Kindergarten, and grades 1st through 8th needing to cross the street, shall be provided escort by the driver at those locations where traffic is not controlled by a traffic officer or an official traffic control signal.

Additionally, drivers shall ask students daily at each stop if they must cross the street to reach their destination. If so, the students crossing the street shall be escorted. Each student being escorted across the street is required to cross under authority of the driver.

## Child Safety Alert System

California Vehicle Code Section 21860 requires buses to be equipped with a “Child Safety Alert System,” which is a device located at the interior rear of the school bus that requires the driver to either manually contact or scan the device before exiting the school bus, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

Currently, Jurupa Unified School District bus drivers utilize the Zonar Child Check-Mate Safety Alert System. Drivers physically walk the aisle of the bus to check for sleeping students. When the bus is all clear, using the Zonar tablet, the driver scans a tag at the rear interior of the bus using Zonar Student Check. The scan indicates there were no students left on the bus.

## Definition of a School Bus Accident & Procedures for School Bus Drivers

The California Vehicle Code defines a School Bus Accident as:

A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1000) or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public paratransit vehicle with a pupil on board; a collision between a vehicle and any pupil or the bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal (cross over) lamps are required to be operated pursuant to Section 22112 VC or when the school bus is stopped for the purpose of loading or unloading pupils; or the injury of a pupil inside the bus as a result of acceleration, deceleration, or other movement of the bus.

**All school bus accidents shall be investigated by the California Highway Patrol**

If a School Bus Accident Occurs:

- The driver shall notify dispatch of their location and inform them that they are involved in a school bus accident.
- Dispatch will contact the California Highway Patrol. If any passengers are injured, Emergency medical services will be dispatched.
- In the event of a school bus accident the school site Principal, Superintendent's office, Assistant Superintendent of Business Services, and the Director of Transportation will be notified.

- Pupils can be released only by the CHP officer.

## **Bus Passes**

Every student, with the exception of students receiving special education transportation services, in grades K-12 must have and present a current bus pass to board and ride the school bus. Passes must be in good working order. Damaged, cracked, or lost passes must be replaced. When students arrive at the bus with an invalid pass, drivers will follow the procedures below:

At a bus stop:

- Allow all students with passes to scan and board first, manually check in students without a pass and allow them to board.
- Call dispatch and have school site staff meet the bus.
- Students without a bus pass will need to wait on the bus until site staff receives the student.

At a school site:

- Notify dispatch to have the site send staff to the bus to retrieve the student.
- If the student does not have a current and valid bus pass, the student will not be transported.

## **Policies for Students that Must Be Met**

### Kindergarten Students

All kindergarten students must be met by a parent or guardian or other adult over the age of 18 years old that is listed on the emergency card maintained at the school site. Only the Assistant Superintendent of Business Services may grant an exception to this policy.

### RCOE Special Education Programs

All students transported from a RCOE program must be met by a parent or guardian or other adult over the age of 18 years old that is listed on the emergency card maintained at the school site. To be self-released, a signed and approved waiver must be on file with transportation.

### JUSD Special Education Programs & California School for the Deaf, Riverside

Requirements vary based on grade. Please see below:

Pre-school thru 1st grade:

- Must be met by a parent or guardian or other adult over the age of 18 years old that is listed on the emergency card maintained at the school site.
- No waivers for this age group

2<sup>nd</sup> grade (minimum age 7) thru 6th grade:

- Must be met by a parent or guardian or other adult over the age of 18 years old that is listed on the emergency card maintained at the school site.
- To be self-released, a signed and approved waiver must be on file with transportation.

7th grade thru 12th grade:

- Unless otherwise noted on the route sheet, all students are self-released.

## Special Education Program Procedures

The following procedures apply to all students receiving transportation from any special education program:

- 3 Day Rule: In the event a student is absent without prior notification to the Transportation Department for 3 or more consecutive days, transportation services will be discontinued until notification to resume services has been received from the parent/guardian.
- All Pre-school routes must have car seats for all students, as well as a bus aide for the route.
- All route changes must be pre-approved by dispatch.
- Any concerns regarding routes or stops must be reported to dispatch.
- Requirements for transporting wheelchairs:
  - Wheelchair must be properly equipped and secured with the seven (7) point tie down system; four (4) points securing the wheelchair to the floor and three (3) points securing the student to the wheelchair.
  - Wheelchair brakes must work properly.
  - Wheelchairs must be equipped with a lap belt.

## Field Trip Procedures

Each time students board or exit the bus for any activity or athletic trip or other field trip, these procedures must be followed:

- Schools shall provide at least one adult chaperone that is a district employee, other than the driver, to accompany students on each activity/field trip bus. Additional adult chaperones shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation and have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if needed, was examined and found to be free of infectious tuberculosis.
- One adult chaperone shall have a list of every student and adult chaperone who is on the student activity bus at the time of departure.
- The driver shall review safety and emergency instructions before the initial departure. This instruction 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. The driver and adult chaperone shall then each sign the School Bus Emergency Procedure and Passenger Safety Form, including the date and length of presentation, acknowledging that instruction was given. The adult chaperone shall also use this form to verify the number of students on board and that each is present and accounted for.
- After students have exited a student 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.



## Conduct & Safety Rules on the Bus

The following rules apply at all times when students are riding a school bus:

1. Riders shall have a current and scannable bus pass and 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, scan their bus pass, 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 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.
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, or 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. All electronic devices shall be stowed. No electronic device usage is allowed without the express permission of the bus driver.
10. Riders shall not put any part of their body out of the window nor throw any item 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. No animals shall be allowed on the bus, with the exception of service animals.
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, scan their bus pass, 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.

## Transportation Department Information

Transportation Office Information:

- Location: 4740 Pedley Road, Jurupa Valley, CA 92509
- Office Hours: Monday through Friday, 5:00am - 4:30pm
- Office Phone: (951) 360-2736
- Office Fax: (951) 681-4680