



Kit Carson Union Elementary School District Transportation Safety Plan 2024-25 & 2025-26



PURSUANT TO Section 39831.3 EC & Section 22112 VC

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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 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 (EC 39831.3) The county Superintendent of schools, the Superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of . The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each student's school bus stop. (B) Nothing in this paragraph requires a county Superintendent of schools, the Superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, 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. (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.

WALKING TO AND FROM SCHOOL BUS STOPS

It is the responsibility of parents/guardians to ensure their students arrive safely at the assigned bus stop and are ready to load the bus 5 minutes prior to the scheduled pick-up time of the route but not more than ten (10) minutes before the bus is due to arrive. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus. It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day. Parents/guardians and students are encouraged to develop a plan to ensure their student(s) arrives safely home at the end of the day. When your child rushes to catch the bus, he or she may be careless when crossing the street or approaching the bus. As the bus arrives, students must stand in a single file line, stand at least twelve (12) feet back from the bus door, and not move toward the bus until it has come to a complete stop and the driver has opened the bus door.

- Go directly to and from the bus stop.
- Plan the safest route with the fewest streets to cross.
- If possible cross streets at corners, using crosswalks if available. Look in all directions before crossing and when safe, walk across the street.
- Always obey traffic signals.
- Do not run out in the street from between parked cars or shrubbery.
- Walk to and from school bus stops out of the roadway facing traffic.
- Never accept a ride from a stranger.
- Leave home early enough so you do not have to run to catch your bus.
- Always cross the street the bus is stopped on with the driver as your escort.

The safe loading and unloading of students is our main concern. Therefore, students should be cautious with the walking route chosen to get to the school bus stop. should stay on sidewalks and walking paths while approaching and leaving school bus stops. Students shall wear safe clothing that is visible in hours of darkness. shall wait at school bus stops in an orderly manner, remain in safe loading areas, and remain in the loading area until the driver opens the entrance doors and orders to approach the school bus. Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

Whenever a student needs to cross the roadway, all drivers will adhere to the provisions of VC 22112 of the California Vehicle Code: As required by law, when students need to cross a street or private road upon which the school bus is stopped, the driver shall activate the flashing red light system. When safe to do so, the driver of the school bus is required by law to escort students in grades K through 8 across the street using a hand-held stop sign. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in front of the line needs to cross. Students who need to cross the roadway will wait in front of and to the right of the bus where they can see the driver and the driver can see them. Students shall always cross the street in front of the bus, but NOT until they have been instructed, with verbal commands, to do so by the bus driver. Students will walk, not run, completely across the roadway and continue moving away from the roadway. If the student has forgotten anything on the bus or has dropped something in the roadway THEY ARE TO TELL THE DRIVER. THEY ARE NOT TO RUN BACK INTO THE ROADWAY ONCE THEY HAVE CROSSED THE ROADWAY. The students who do not cross the roadway will exit and move away from the bus.

It is the District's intent to educate the staff, students and our community of the changes and requirements of this law. It is imperative that the school site administrators take time to familiarize themselves with this law and that they educate their staff, students and communities on the specifics of this law and its requirements. If you or any of your staff, students or community has questions or need additional information, please do not hesitate to contact the Transportation Manager 559-582-2843.

BUS CONDUCT/SAFETY RULES

California Code of Regulations, Title 5, Section 14103 Authority of Driver states: “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 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 student to be denied transportation”.

SCHOOL BUS RULES

School bus rules of conduct are established first and foremost to ensure that all students have 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 measures are applied that are appropriate to the offense.

Student conduct at the bus stop should be the same as required on school grounds. Actions such as littering, spitting, throwing any object, vandalism, pushing, shoving, and harassment of others will not be tolerated.

Students shall fasten any passenger restraint systems and keep them fastened during the entire bus ride.

The bus driver will determine the order of a student's entrance and seating aboard the bus.

Once aboard the bus, students are to find their seats quickly and remain seated at all times facing forward while the bus is in motion. They are to stay seated until the bus comes to a FULL AND COMPLETE STOP. The bus driver/bus has the right to assign seats as they determine necessary. Failure to adhere to the directions of the bus driver/bus will result in a bus citation. Orderly behavior is required while aboard the bus.

Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted.

Students are to talk quietly. Shouting, yelling, boisterous behavior, horseplay, profane language, obscene gestures, or any unnecessary noise may distract the attention of the driver and therefore is prohibited for the safety of all passengers.

Students are to keep all parts of their body inside the bus at all times. Littering the bus, vandalism, or throwing anything on or out of the bus will not be permitted.

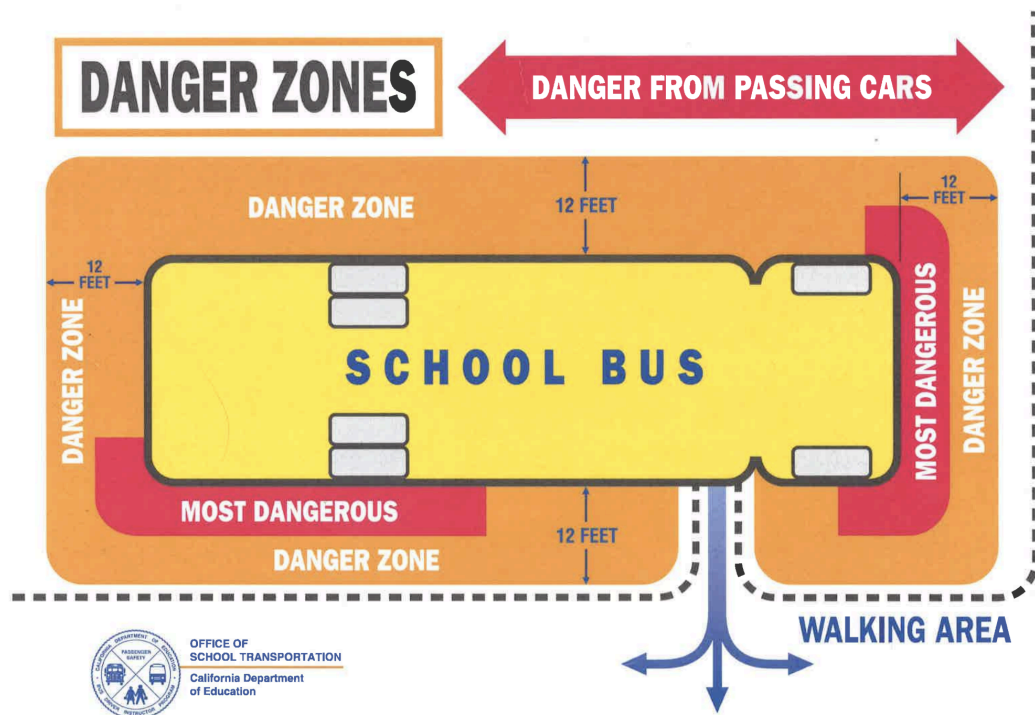
Eating, drinking, and gum-chewing are not allowed on the bus.

Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, skateboards, aerosol cans of any type, matches, lighters, radios, dangerous objects such as knives, scissors, guns, or alcoholic beverages and drugs may NOT be carried aboard the bus.

Students must observe safe walking habits and be alert for traffic on their way to and from their bus stop. Whenever students cross any streets, they must remember to stop, listen, and look left, right and left again before crossing the street. Students shall cross all streets by utilizing crosswalks and/or traffic signals. Students should NOT talk to strangers or accept rides from strangers. When leaving the bus, students are to stay out of the DANGER ZONE!

SCHOOL BUS DANGER ZONE

School buses are large commercial vehicles and are difficult to see around because of their size; therefore, they create blind spots where children may be present. Understanding the 12 foot danger zone area around the bus helps keep our children safe. Children should never go under or in front of the bus. Children should store items inside a backpack where they are less likely to be dropped under the bus. If any child needs to cross the roadway in which the bus is traveling upon, the driver shall escort the student across the roadway. Always slow your vehicle when you are around a school bus and stop when the red lights are flashing. Flashing amber lights on the school bus is a warning to slow down and stop for the subsequent red light flashing signal system on the school bus.



BOARDING AND EXITING A SCHOOL BUS AT A SCHOOL OR OTHER TRIP DESTINATION

Boarding:

- Students shall use the same boarding procedures used for regular home to school.
- Drivers shall count the students each time they board the bus.
- Drivers shall make every effort to pick-up in a location so that students do not require escort to board.
- Prior to departure, the driver shall instruct all passengers on safety and emergency procedures. (39831.5 Education Code)

Exiting:

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload passengers at locations that do not require students to be escorted across the street.
- Students become the responsibility of teachers and chaperones after they exit the bus. Students will move safely away from the bus and not return to the bus until they are directed to do so.

SAFE LOADING AND UNLOADING PROCEDURES

Procedures for all to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.

- shall follow the instructions of the school bus driver, who is in charge at all times. shall board and exit the school bus only at bus stops designated by the school district Superintendent or Superintendent's designee.
- shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- shall board and exit the school bus in an orderly manner.

who require escort pursuant to section 22112 of the Vehicle Code shall:

- Wait for the bus driver to exit the bus first.
- After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
- Walk straight across the roadway between the bus driver and the front of the bus.
- After crossing, stay clear of the roadway.

who do not require escort pursuant to section 22112 of the Vehicle Code shall:

In an orderly manner, immediately leave the vicinity of the school bus.

- Stay clear of the roadways. Procedures for all drivers to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.
- School bus drivers shall continuously monitor the safety of their school bus route and school bus stops and report any potential hazards so the route or bus stop can be reviewed for safety by the Transportation Director.
- School bus drivers shall have authority (13 CCR 14103) of they transport and respond to any observed unsafe behaviors or conditions.

SCHOOL ACTIVITY TRIP SAFETY INSTRUCTIONS (Education Code 39831.5)

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to:

- ☐ Location of emergency exits
- ☐ Location and use of emergency equipment
- ☐ May include responsibilities of passengers seated next to an emergency exit.
- ☐ May include the use of the passenger restraint system (lap/shoulder belt)
- ☐ The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

PROCEDURES FOR SCHOOL STAFF

Procedures for School Staff to Follow to Help Ensure the Safe Transportation of Students School

Staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan. School staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Transportation Department at 559-582-2843 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.

Students shall be accountable for their own orderly conduct.

Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones. If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with District policy, discipline any student(s) that are not complying with these procedures. Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

PASSENGER RESTRAINT SYSTEM

When a School Bus or School student Activity Bus is equipped with a passenger restraint system, all students 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 notify students of the requirement to buckle their seatbelt. (5 CCR 14105)

Each year, at the beginning of the school year, all drivers will review the proper use of the passenger restraint system (if the bus is equipped) to ensure that all students are protected to the maximum extent possible. (5 CCR 14105 and Ed Code 39831.5)

SAFE BUS OPERATIONS

The governing board of a local educational agency that provides for the transportation shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall

give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. (CVC 34501.6)

PROCEDURES FOR DISCONTINUANCE OF SERVICE DUE TO REDUCED VISIBILITY

In order to ensure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Director of Transportation or his designee of the fact and a decision will be made as to the next course of action.

If the conditions warrant, whether or not students are aboard, the driver will remain parked and secure until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible.

If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible and notifications to parents will be made as appropriate (as soon as possible).

The following steps shall be taken when the driver makes the decision to discontinue service:

1. Find a safe location to pull the bus completely off the roadway and park.
2. Shut off ALL lighting systems.
3. Contact dispatch.
4. Once conditions clear up, proceed on the route with caution.

S.B. 1072 The Paul Lee School Bus Safety Law

In accordance with Education Code 39831.3(a) (4), the Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus:

After each run (this means at each school site in the morning and after the last stop for each school in the AM, mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS remaining on board. This bus check shall include looking under the bus seats.

Upon returning to the Transportation facility drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their proper destinations before leaving their bus. Remember to do the "Child Check".

CHILD SAFETY ALERT SYSTEM

Vehicle Code section 28160 states that on or before January 1, 2018 the Department shall adopt regulations governing the specification, installation, and use of child safety alert systems. On or before the beginning of the 2018-2019 school year, each school bus, school student activity bus, youth bus, and child care motor vehicle, with a few specified exceptions, shall be equipped with an operational child safety alert system. Section 28160(c) defines a child safety alert system is a device located at the interior rear of the 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. The National School District trains all school bus drivers to know all procedures, laws and regulations pertaining to student safety including but not limited to: the "child check" procedure. Drivers have been made aware of these new laws under the California Vehicle Code and California Education Code listed above.

