

**SITE OPERATIONS CIRCULAR NO. 1008**  
Transportation and Distribution Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 16, 2019  
**To:** Middle Level School Principals  
**Subject:** BUS SAFETY DRILL INSTRUCTION  
**Department and/or Persons Concerned:** School Site Personnel  
**Due Date:** As prescribed on attached schedule  
**Reference:** California Education Code, Section 39831.5  
**Action Requested:** Notify Transportation Services Department immediately if schedule conflict exists (see Attachment).  
**Attachment:** 2019-20 Bus Evacuation Schedule  
**Brief Explanation:**

The California Education Code requires school districts to conduct instruction in safe riding practices and emergency bus evacuation at least once per year. A bus safety program will be conducted by the Transportation Services Department personnel in accordance with the attached schedule.

As in previous years, at least one school-site supervisor will need to be assigned for every two buses at the instruction site to assist transportation personnel with student management during this state-mandated presentation. The drill, which takes from five to ten minutes, consists of safety instruction in bus riding habits and an explanation of danger areas surrounding the bus. Please make the necessary arrangements for tardy admittance of participating students. If it is not possible to provide supervisory support on the date assigned on the attached schedule, please reschedule immediately by contacting Kim Richardson at (858) 496-8792 or [krichardson1@sandi.net](mailto:krichardson1@sandi.net). If there are concerns on the day of the evacuation drill, please call Transportation Services Dispatch at (858) 496-8460.

Marceline Marques  
Operations Support Officer  
Transportation and Distribution Services

APPROVED:



Greg K. Ottinger, Ed.D.  
Chief Business Office

GR:lmk

Attachment

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