



San Diego Unified
SCHOOL DISTRICT

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Transportation Safety Plan



The following San Diego Unified School District Transportation Safety Plan has been developed at the direction of the Superintendent pursuant to California Education Code 39831.3. This document is maintained by the Safety & Training Section of the Transportation Department.

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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.)

California Vehicle Code 22112: School Bus Signal and School Bus Stops:

(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.

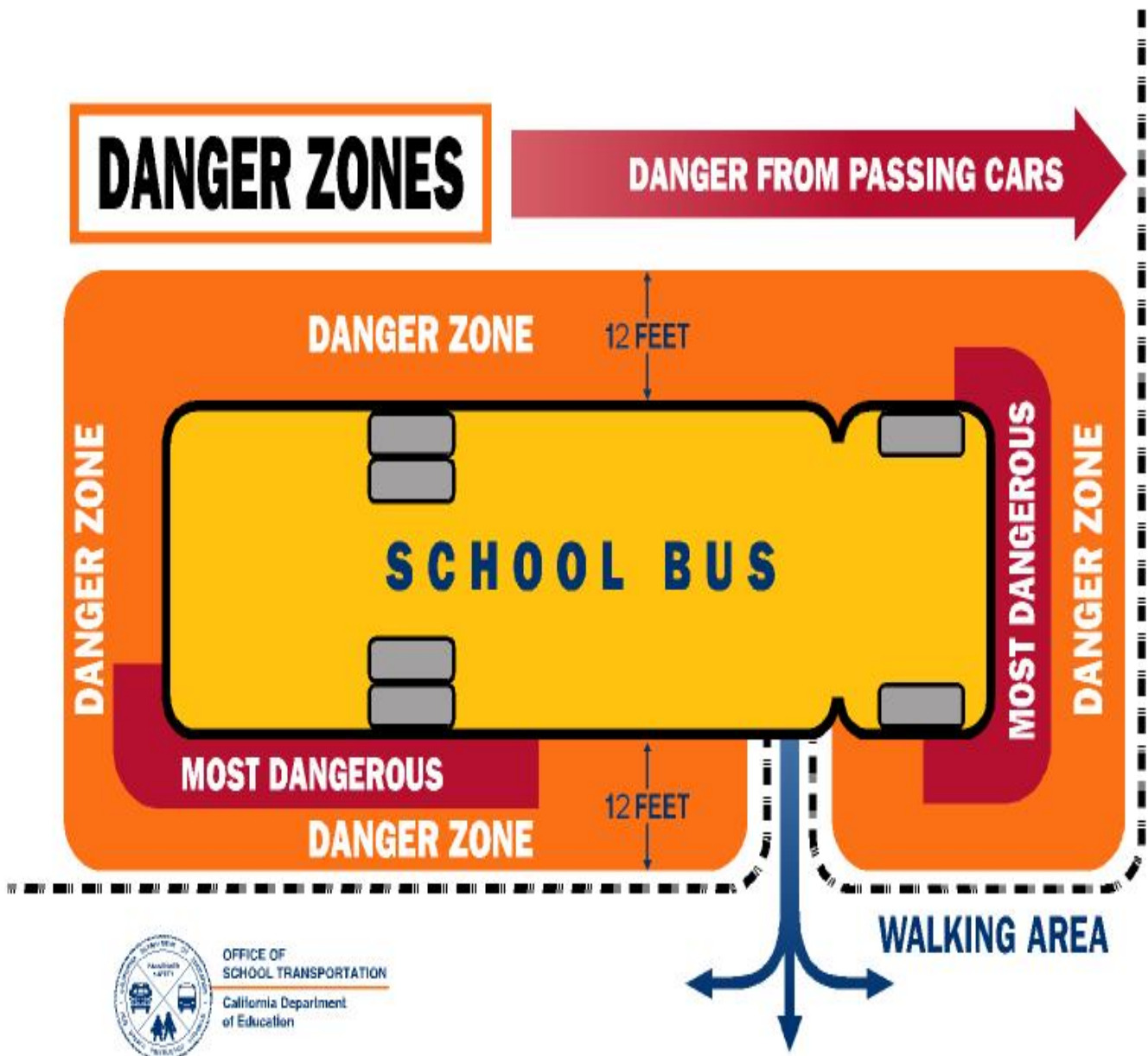
(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, 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.



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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 ten 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 will be directed to a seat by the driver of the bus.
- 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.

Procedures for Unloading the Bus at School or at Bus Stop

- 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 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.

- Students' parents/guardians 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.

Procedures for Exiting the Bus at Escorted Stops

- Students will be given instructions to wait at an area designated by the driver.
- 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.
- 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.

Procedures for Temporary Bus Stop Changes

- Students, kindergarten through grade six, must exit the bus at their designated stop unless they have a note from their parent or guardian. Prior to boarding the bus, the student must take the note to the school office and obtain an "Authorization for Route Change" and give it to the driver upon boarding the bus. Students without proper authorization will be returned to school.

When Crossing the Roadway

- San Diego Unified School District requires all school bus drivers to escort all students, kindergarten through 8th grade, (all students at combined and atypical schools) who need to go across the street as they depart the bus.
- 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.
- Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, 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 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.

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.

Rules and Regulations

5 CCR § 14103

Authority of the Driver

(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 Manager 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 Supervisor 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. 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. The fire extinguisher(s) are properly rated as required by law.

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/SDPD/SDFD/SDUSDPD
- Dispatch will contact CHP and request emergency medical services if any pupils are injured.
- Dispatch will notify the Safety & Training, Director of Transportation, Executive Director of Operations, Risk Management and the school Principal.
- Students should be released by the CHP officer investigating the scene.
- 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 Manager and/or designee(s).

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 first three months of the school year. This instruction includes passenger conduct, bus evacuation, crossing roadways, proper loading and unloading and red light escorts. 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).

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

All students (regular education and special education) are required to:

- Arrive at the bus stop ten (10) minutes before the bus is scheduled to arrive.
- Use only his/her designated bus stop.
- Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
- Arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
- Refrain from transporting hazardous or destructive objects of any kinds such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, razor scooters or ball bats.
- Respect the rights and property of others on the bus and at the bus stop.
- Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain quiet at railroad crossings.
- Keep all parts of the body inside the bus.
- Keep windows closed unless otherwise instructed by the bus operator.
- Not use profane language, obscene gestures, create excessive, or unnecessary noise.
- Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
- Help keep the bus safe & free from litter by not eating, drinking or gum chewing on the bus.

- Be courteous and respectful to the bus driver, other students, and passersby.
- Obey the request of the bus driver, give proper identification when requested.
- Always cross in front of the bus when it is necessary to cross the street.

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(d)** states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

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 an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.
- Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

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 school will provide at least 1 adult chaperone per bus to accompany students.
- 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.

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 should remain in place during transportation.
- 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 or secure students, mobility aids, special Belts, and harnesses 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 or unload a pupil that does not require physical assistance.
- Special needs student accountability and observation includes reporting evidence of neglect or abuse.

School Bus Safety Law

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to other students 22112(d) VC, comply with the legal requirements of collisions and mechanical breakdowns. 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 route and upon return to the yard perform a post trip inspection. The driver shall walk to the rear of the bus checking each seat for sleeping children and personal items left behind by the students on their route. The driver will then scan the asset tag at the rear of the bus and check all seats again as they walk back to the front of the bus. (refer to Post Trip Inspection & Student Check Zonar Procedure)

Adult Chaperones

- Schools shall provide at least 1 adult chaperone to accompany pupils on each school pupil activity trip.

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.