

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 2, 2008

To: Elementary School Principals and
Child Development Administrators

Subject: BUS SAFETY EDUCATION PROGRAM FOR 2008-2009

**Department and/or
Persons Concerned:** Site Administrators, Teachers, School Secretaries

Due Date: As prescribed on attached schedule

Reference: California Education Code, Section 39831.5

Action Requested: Review attached schedule and determine the feasibility of conducting the drill if weather is inclement, prior to scheduled drill date.

Attachments:

1. Bus Evacuation Master Schedule 2008-2009
2. Dear Parent/Guardian Letter – English
3. Dear Parent/Guardian Letter – Spanish
4. School Bus Safety Instructions & Emergency Bus Evacuation Report

Brief Explanation:

The California Education Code requires that at least once each year school districts conduct appropriate instruction in safe riding practices and pupil participation in emergency bus evacuation drills. The 2008-2009 program requires instructions and drills on the bus. The Bus Evacuation Master Schedule (Attachment 1) indicates the proposed dates for the 2008-2009 Bus Safety Education Program. No formal school assembly is necessary.

Procedures for the Bus Safety Education Program are as follows:

1. Send home an informational bulletin explaining the program with a space provided for parents to indicate if their child should not take part in the practice jump (Attachment 2). All students will be asked to execute a practice jump; however, they should not be forced. A student may be unable to do so because of illness, physical condition or other valid reason.
2. Adult helpers should be available to assist K-3 students when they jump; however adult helpers should not execute the practice jump with the student.
3. Determine from the Bus Evacuation Master Schedule, how many buses are assigned to your school. Child Development Centers and state preschool pupils will also participate in the Bus Safety Education Program. Please include these pupils when making your master schedules.

The school bus will arrive at the presentation site approximately 20 minutes before the first presentation to set up. Please schedule groups of 60 students per bus according to the following schedule:

1st presentation: 9:00 a.m.
2nd presentation: 9:30 a.m.
3rd presentation: 10:00 a.m.
4th presentation: 10:45 a.m.
5th presentation: 11:15 a.m.

4. To reduce waiting time, use runners to send for the next class. The instruction for each group will last approximately 30 minutes. Bilingual instruction, if required, may take up to 40 minutes per presentation. A site bilingual staff member should be scheduled to assist the safety instructor. All buses must depart the school site by 12:00 noon.
5. Determine the feasibility of conducting the drill, if the weather is inclement. For drill cancellation and rescheduling, please call (858) 496-8460 before 8:30 a.m. For calls after 8:30 a.m. dial (858) 496-8755.

Upon completion of your school's school bus evacuation drill please complete the "School Bus Instruction & Emergency Bus Evacuation Report (Attachment 4) and return to Al Lamar at Transportation.

Direct questions and/or concerns regarding the Bus Safety Education Program to Al Lamar at (858) 496-8755 or alamar@sandi.net. For concerns on the day of your evacuation drill, please call Transportation Services Dispatch at (858) 496-8460.

Alexandra Robinson
Director, Transportation Services
Business Operations Division

APPROVED:



William A. Kowba
Chief Logistics Officer
WAK:AR:lmk

Attachments (4)

Distribution: Lists B, C, and D

BUS EVACUATION MASTER SCHEDULE
2008-2009

| DAY/DATE | INSTRUCTOR #1 | INSTRUCTOR #2 | INSTRUCTOR #3 | INSTRUCTOR #4 | INSTRUCTOR #5 |
|------------|---------------------|---------------------|---------------------|---------------------|---------------|
| T 09/09/08 | ZAMORANO | ZAMORANO | ZAMORANO | ZAMORANO | ZAMORANO |
| W 09/10/08 | GOLDEN HILLS ELEM | GOLDEN HILLS ELEM | BURBANK | BURBANK | CABRILLO |
| X 09/11/08 | HAWTHORNE | HAWTHORNE | ROLANDO PARK | WEGEFORTH | WEGEFORTH |
| F 09/12/08 | KING/CHAVEZ ACADEMY | KING/CHAVEZ ACADEMY | KING/CHAVEZ ACADEMY | KING/CHAVEZ ACADEMY | |

| | | | | | |
|------------|--------------|--------------|--------------|--------------|-------------|
| T 09/16/08 | HAMILTON | HAMILTON | HAMILTON | HAMILTON | HAMILTON |
| W 09/17/08 | CHOLLAS/MEAD | CHOLLAS/MEAD | CHOLLAS/MEAD | CHOLLAS/MEAD | OCEAN BEACH |
| X 09/18/08 | FLETCHER | | ⊗ | ⊗ | ⊗ |
| F 09/19/08 | CENTRAL | CENTRAL | CENTRAL | CENTRAL | |

| | | | | | |
|------------|------------|------------|-------------|-------------|-----------|
| T 09/23/08 | ANGIER | ANGIER | CHAVEZ | CHAVEZ | CHAVEZ |
| W 09/24/08 | CARVER | CARVER | LOMA PORTAL | LOMA PORTAL | CADMAN |
| X 09/25/08 | SHERMAN | | ⊗ | ⊗ | ⊗ |
| F 09/26/08 | ROSA PARKS | ROSA PARKS | ROSA PARKS | ROSA PARKS | SPRINGALL |

| | | | | | |
|------------|-----------------|-----------------|-----------------|-----------------|------------------|
| T 09/30/08 | BALBOA | BALBOA | BALBOA | BALBOA | CUBBERLY |
| W 10/01/08 | MILLER | MILLER | MILLER | PARADISE HILLS | PARADISE HILLS |
| X 10/02/08 | TUBMAN VILLAGE | | ⊗ | ⊗ | ⊗ |
| F 10/03/08 | EMERSON/BANDINI | EMERSON/BANDINI | EMERSON/BANDINI | EMERSON/BANDINI | STEPS ELEMENTARY |

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|------------|---------|---------|---------|---------------------|---------------------|
| T 10/07/08 | FAY | FAY | FAY | LA JOLLA ELEMENTARY | LA JOLLA ELEMENTARY |
| W 10/08/08 | ENCANTO | ENCANTO | ENCANTO | ENCANTO | NORTH PARK |
| X 10/09/08 | SDCC | | ⊗ | ⊗ | ⊗ |
| F 10/10/08 | BAKER | BAKER | BIRNEY | BIRNEY | |

BUS EVACUATION MASTER SCHEDULE
2008-2009

| DAY/DATE | INSTRUCTOR #1 | INSTRUCTOR #2 | INSTRUCTOR #3 | INSTRUCTOR #4 | INSTRUCTOR #5 |
|------------|---------------|---------------|-------------------------|-------------------------|-------------------------|
| T 10/14/08 | KIMBROUGH | KIMBROUGH | KIMBROUGH | KIMBROUGH | UNIFIED DAY |
| W 10/15/08 | ALCOTT | ALCOTT | BAY PARK | BAY PARK | TOLER |
| X 10/16/08 | CROWN POINT | | ⊗ | ⊗ | ⊗ |
| F 10/17/08 | JUAREZ | JUAREZ | BENCHLEY/ WEINBERGER | BENCHLEY/ WEINBERGER | BENCHLEY/ WEINBERGER |

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|------------|-------------------|--------|---------|---------|---------|
| T 10/21/08 | ADAMS | ADAMS | ADAMS | WEBSTER | WEBSTER |
| W 10/22/08 | CLAY | CLAY | HANCOCK | HANCOCK | HANCOCK |
| X 10/23/08 | SIERRA ACADEMY | | ⊗ | ⊗ | ⊗ |
| F 10/24/08 | PORTER | PORTER | PORTER | PORTER | |

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|------------|-------------|-------------|----------------------|--------------|--------------|
| T 10/28/08 | EUCLID | EUCLID | EUCLID | ROWAN | ROWAN |
| W 10/29/08 | HORTON | HORTON | HORTON | TIERRASANTA | TIERRASANTA |
| X 10/30/08 | | | ⊗ | ⊗ | ⊗ |
| F 10/31/08 | LINDA VISTA | LINDA VISTA | LINDA VISTA ANNEX | TORREY PINES | TORREY PINES |

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|------------|---------|---------|---------|-----------|-----------|
| T 11/04/08 | BETHUNE | CARSON | CARSON | CARSON | |
| W 11/05/08 | ERICSON | ERICSON | ERICSON | McKINLEY | McKINLEY |
| X 11/06/08 | JONES | | ⊗ | ⊗ | ⊗ |
| F 11/07/08 | EDISON | EDISON | EDISON | LaFAYETTE | LaFAYETTE |

| | | | | | |
|------------|---------|---------|------------------|------------------|------------------|
| T 11/11/08 | ⊗ | ⊗ | ⊗ | ⊗ | ⊗ |
| W 11/12/08 | DARNALL | DARNALL | MIRAMAR RANCH | MIRAMAR RANCH | MIRAMAR RANCH |
| X 11/13/08 | | | ⊗ | ⊗ | ⊗ |
| F 11/14/08 | HARDY | HARDY | JOHNSON | JOHNSON | |

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2008-2009

| DAY/DATE | INSTRUCTOR #1 | INSTRUCTOR #2 | INSTRUCTOR #3 | INSTRUCTOR #4 | INSTRUCTOR #5 |
|------------|---------------|---------------|---------------|---------------|---------------|
| T 11/18/08 | JOYNER | JOYNER | SESSIONS | SESSIONS | |
| W 11/19/08 | | | | | |
| X 11/20/08 | | | ⊗ | ⊗ | ⊗ |
| F 11/21/08 | AUDUBON | AUDUBON | RODRIGUEZ | RODRIGUEZ | |

| | | | | | |
|------------|---------------------|--------------|----------------|--------------|---------------------|
| T 11/25/08 | THANKSGIVING | | | | THANKSGIVING |
| W 11/26/08 | | BREAK | | BREAK | |
| X 11/27/08 | | | HOLIDAY | | |
| F 11/28/08 | | | | | |

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|------------|------------------------|------------------------|----------|------------|------------|
| T 12/02/08 | CURIE | CURIE | SANDBERG | SANDBERG | SANDBURG |
| W 12/03/08 | HAGE | HAGE | HAGE | SILVERGATE | SILVERGATE |
| X 12/04/08 | WASHINGTON | | ⊗ | ⊗ | ⊗ |
| F 12/05/08 | GARFIELD ELEMENTARY | GARFIELD ELEMENTARY | SEQUOIA | SEQUOIA | |

| | | | | | |
|------------|----------|----------|---------|---------|---------|
| T 12/09/08 | LOGAN | LOGAN | LOGAN | LOGAN | |
| W 12/10/08 | FULTON | FULTON | JERABEK | JERABEK | JERABEK |
| X 12/11/08 | | | ⊗ | ⊗ | ⊗ |
| F 12/12/08 | FLORENCE | FLORENCE | FREESE | FREESE | FREESE |

| | | | | | |
|------------|----------|----------|-------------------|-------------------|---------|
| T 12/16/08 | DEWEY | DEWEY | WALKER | WALKER | WALKER |
| W 12/17/08 | KNOX | KNOX | KNOX | PERKINS | PERKINS |
| X 12/18/08 | | | ⊗ | ⊗ | ⊗ |
| F 12/19/08 | BIRDROCK | BIRDROCK | NORMAL HEIGHTS | NORMAL HEIGHTS | |

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|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 12/22/08- 12/26/08 | WINTER BREAK | WINTER BREAK | WINTER BREAK | WINTER BREAK | WINTER BREAK |
| 12/29/08- 01/02/09 | WINTER BREAK | WINTER BREAK | WINTER BREAK | WINTER BREAK | WINTER BREAK |

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2008-2009

| DAY/DATE | INSTRUCTOR #1 | INSTRUCTOR #2 | INSTRUCTOR #3 | INSTRUCTOR #4 | INSTRUCTOR #5 |
|------------|---------------|---------------|---------------|---------------|---------------|
| T 01/06/08 | CHESTERTON | CHESTERTON | FIELD | FIELD | |
| W 01/07/08 | DINGMAN | DINGMAN | DINGMAN | KUMEYAAY | KUMEYAAY |
| X 01/08/08 | | | ⊗ | ⊗ | ⊗ |
| F 01/09/09 | FOSTER | FOSTER | MARVIN | MARVIN | |

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|------------|---------|--------|--------|-------|------|
| T 01/13/09 | BARNARD | HEARST | HEARST | ROSS | ROSS |
| W 01/14/09 | GRANT | GRANT | | | |
| X 01/15/09 | | | ⊗ | ⊗ | ⊗ |
| F 01/16/09 | GAGE | GAGE | GREEN | GREEN | |

| | | | | | |
|------------|--------------------------------|--------------------------------|-----|-------------------------------|---|
| T 01/20/09 | ⊗ | ⊗ | ⊗ | ⊗ | ⊗ |
| W 01/21/09 | LEE | LEE | LEE | ELLEN BROWNING/ SCRIPPS | |
| X 01/22/09 | PACIFIC BEACH ELEMENTARY | PACIFIC BEACH ELEMENTARY | | | |
| F 01/23/09 | | | ⊗ | ⊗ | ⊗ |

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|------------|----------|----------|-----------|-----------|------------------------|
| T 01/27/09 | HOLMES | HOLMES | JEFFERSON | JEFFERSON | |
| W 01/28/09 | MASON | MASON | MASON | MASON | A.L.B.A. ELEMENTARY |
| X 01/29/09 | | | ⊗ | ⊗ | ⊗ |
| F 01/30/09 | OAK PARK | OAK PARK | OAK PARK | WHITMAN | WHITMAN |

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|------------|---------------------|---------------------|---------------------|--------------|--------------|
| T 02/03/09 | BAYVIEW TERRACE | BAYVIEW TERRACE | HICKMAN | HICKMAN | HICKMAN |
| W 02/04/09 | LANGUAGE ACADEMY | LANGUAGE ACADEMY | LANGUAGE ACADEMY | VISTA GRANDE | VISTA GRANDE |
| X 02/05/09 | | | ⊗ | ⊗ | ⊗ |
| F 02/06/09 | HERBERT IBARRA | HERBERT IBARRA | HERBERT IBARRA | | |

BUS EVACUATION MASTER SCHEDULE
2008-2009

| DAY/DATE | INSTRUCTOR #1 | INSTRUCTOR #2 | INSTRUCTOR #3 | INSTRUCTOR #4 | INSTRUCTOR #5 |
|------------|---------------|---------------|---------------|---------------|---------------|
| T 02/10/09 | ⊗ | ⊗ | ⊗ | ⊗ | ⊗ |
| W 02/11/09 | DANA | DANA | DANA | DANA | |
| X 02/12/09 | DAILARD | DAILARD | PENN | PENN | PENN |
| F 02/13/09 | | | ⊗ | ⊗ | ⊗ |

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|------------|-------------|-------------|---------------|---------------|---------------|
| T 02/17/09 | ⊗ | ⊗ | ⊗ | ⊗ | ⊗ |
| W 02/18/09 | SUNSET VIEW | SUNSET VIEW | VALENCIA PARK | VALENCIA PARK | VALENCIA PARK |
| X 02/19/09 | NYE | NYE | NYE | PERRY | PERRY |
| F 02/20/09 | | | ⊗ | ⊗ | ⊗ |

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|------------|--------------------------|--------------------------|--------------------------|-----------|-----------|
| T 02/24/09 | CHEROKEE POINT | CHEROKEE POINT | SPRECKLES | SPRECKLES | SPRECKLES |
| W 02/25/09 | BOONE | BOONE | BOONE | | |
| X 02/26/09 | | | ⊗ | ⊗ | ⊗ |
| F 02/27/09 | LINDBERGH/ SCHWEITZER | LINDBERGH/ SCHWEITZER | LINDBERGH/ SCHWEITZER | | |

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|------------|------------|------------|---------------------|---------------------|---------------------|
| T 03/03/09 | FRANKLIN | FRANKLIN | MARSHALL ELEMENTARY | MARSHALL ELEMENTARY | MARSHALL ELEMENTARY |
| W 03/04/09 | | | | | |
| X 03/05/09 | | | ⊗ | ⊗ | ⊗ |
| F 03/06/09 | LONGFELLOW | LONGFELLOW | LONGFELLOW | | |

| | | | | | |
|------------|-------|-------|-------|---|---|
| T 03/10/09 | DOYLE | DOYLE | DOYLE | | |
| W 03/11/09 | | | | | |
| X 03/12/09 | | | ⊗ | ⊗ | ⊗ |
| F 03/13/09 | | | | | |

Dear Parent/Guardian:

RE: BUS SAFETY EDUCATION PROGRAM

California state law requires schools to instruct students in safe riding practices while aboard a school bus. This instruction includes an annual drill in exiting a bus quickly. Your child's Bus Safety Education Program is scheduled for: _____.

As part of this program, every student will take part in a practice jump from a parked bus. The drill will be instructed by a specially trained school bus driver. The jump is from the emergency exit door of the school bus onto a padded mat. If your child is unable to jump because of illness, physical condition, or other valid reason, please indicate so by completing and **returning** the form below:

Sincerely,

-



RETURN THIS PORTION (TO THE SCHOOL) ONLY IF YOUR CHILD CANNOT TAKE PART IN JUMP INSTRUCTION:

| | |
|--------------|--|
| SCHOOL | |
| CHILD'S NAME | |

*My child is **unable** to jump in the Bus Safety Education Program because:*

SIGNATURE OF PARENT OR GUARDIAN

DATE

Estimados Padres o Tutores:

La ley estatal requiere que los alumnos que usan el servicio de transporte escolar reciban instrucción respecto al las prácticas de seguridad al viajar en estos vehículos. Esta instrucción incluye un ejercicio de práctica una vez al año en el cual se ilustra la manera de salir del autobús con rapidez en caso de emergencia. Nuestro programa de instrucción sobre seguridad está para la siguiente fecha:

_____.

Como parte de éste programa, cada alumno participará en la práctica para saltar desde un autobús estacionado. Estas prácticas se llevarán a cabo bajo la dirección de un conductor del autobús especialmente capacitado para éste propósito. La práctica de salto se hará por la puerta de salida de emergencia del autobús. Los alumnos saltarán del autobús y caerán sobre una superficie acolchonada.

Si su hijo/hija no puede participar en dicha práctica debido a enfermedad, condición física, u otra razón, por favor indíquelo y sírvase devolvernos este formulario.

Atentamente,



-
DEVOLVER ESTA PORCIÓN DE LA HOJA (A LA ESCUELA) SÓLO SI SU HIJO/HIJA NO PUEDE TOMAR PARTE EN EL EJERCICIO DEL SALTO DE EMERGENCIA:

| | |
|---------------------------------|--|
| NOMBRE DE LA ESCUELA | |
| NOMBRE DEL ALUMNO/ALUMNA | |

Mi hijo/hija está incapacitado para realizar la práctica de salto del Programa de Instrucción para Emergencias del Autobús porque:

FIRMA DE PADRES O TUTOR

FECHE

SCHOOL BUS SAFETY INSTRUCTION & EMERGENCY BUS EVACUATION REPORT

Section 38048 of the California Education Code requires all pupils at the pre-kindergarten, kindergarten, elementary and secondary levels in public and private schools, transported by school bus, to receive training in emergency procedures and passenger safety. All pupils, pre-K through 6, who receive home-to-transportation shall also receive training including, but not limited to proper loading and unloading, including escorting by the driver, proper passenger conduct, bus evacuation and emergency equipment locations.

SCHOOL: _____ COORDINATOR: _____ TITLE: _____

DATE OF DRILL: ____/____/____ START TIME: ____:____ STOP TIME: ____:____

of PUPILS PARTICIPATING: _____ GRADES PARTICIPATING: ____ thru ____ # of Pre-K, K, CLASSES: _____

DID PARTICIPATING STUDENTS HAVE CONSENT FORMS: YES _____ NO _____

DID DRILL BEGIN AND END ON TIME? YES _____ NO _____

PRESENTORS AND BUS NUMBERS:

DRIVER: _____ BUS # _____ DRIVER: _____ BUS # _____

DRIVER: _____ BUS # _____ DRIVER: _____ BUS # _____

DRIVER: _____ BUS # _____ DRIVER: _____ BUS # _____

PLEASE SUBMIT COMMENTS/SUGGESTIONS TO IMPROVE THIS DRILL (Use reverse side if necessary.):

COORDINATOR'S TIME TO COMPLETE THIS REPORT (Circle): 10 Min 15 Min 20 Min 25 Min Other _____

TIME SPENT TO FILE/RETAIN THIS REPORT (Circle): 10 Min 15 Min 20 Min 25 Min Other _____

COORDINATOR'S SIGNATURE AND DATE ON THIS FORM CERTIFIES PARTICIPATION IN THIS ACTIVITY AND THAT ACTUAL TIME HAS BEEN REPORTED:

COORDINATOR'S SIGNATURE: _____ DATE: _____

COORDINATOR'S NAME: _____

PLEASE RETURN THIS SIGNED COMPLETED FORM TO:
MR. AL LAMAR, TRANSPORTATION SERVICES SUPERVISOR
TRANSPORTATION CENTER (858) 496-8755