



TRANSPORTATION SAFETY PLAN



Per California Education Code 39831.3, a current copy of this plan shall be retained by each school site and made available upon request to an officer of the Department of the California Highway Patrol.

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The following sections are from the
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.

39831.5.

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a schoolbus or school pupil activity bus shall receive instruction in schoolbus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a schoolbus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on schoolbus safety. The information shall include, but not be limited to, all of the following:

(A) A list of schoolbus stops near each pupil's home.

(B) General rules of conduct at schoolbus loading zones.

(C) Red light crossing instructions.

(D) Schoolbus danger zone.

(E) Walking to and from schoolbus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus

evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the schoolbus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

(A) Proper fastening and release of the passenger restraint system.

(B) Acceptable placement of passenger restraint systems on pupils.

(C) Times at which the passenger restraint systems should be fastened and released.

(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a schoolbus or school pupil activity bus shall receive safety instruction that 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.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

(1) Name of school district, county office of education, or private school.

(2) Name and location of school.

(3) Date of instruction.

(4) Names of supervising adults.

(5) Number of pupils participating.

(6) Grade levels of pupils.

(7) Subjects covered in instruction.

(8) Amount of time taken for instruction.

(9) Bus driver's name.

(10) Bus number.

(11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

**The following sections are from the
Senate Bill No. 1072
CHAPTER 721**

An act to amend Sections 39831.3, 39860, and 40085 of, and to add Section 39843 to, the Education Code, and to amend Section 13370 of, and to add Article 18 (commencing with Section 28160) to Chapter 5 of Division 12 of, the Vehicle Code, relating to schoolbus safety.

[Approved by Governor September 27, 2016. Filed with Secretary of State September 27, 2016.]

SB 1072, Mendoza. Schoolbus safety: child safety alert system.

Existing law requires 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 to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils, as prescribed.

This bill would require that plan to include procedures to ensure that a pupil is not left unattended on a schoolbus, school pupil activity bus, or youth bus, and procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus. The bill would additionally require a charter school to prepare this plan.

Existing law authorizes the governing board of a school district to contract for the transportation of pupils attending schools within the district, as specified.

This bill would require the governing board of a school district to require that any contract for the transportation of pupils includes the requirement that a pupil shall not be left unattended on a schoolbus, school pupil activity bus, or youth bus, as provided.

Existing law requires applicants seeking to renew a certificate to drive a schoolbus or a school pupil activity bus to complete classroom instruction and training, as specified.

This bill would require that classroom instruction to also cover the inspection procedures to ensure pupils are not left unattended on a schoolbus or school pupil activity bus.

Existing law authorizes the Department of Motor Vehicles to refuse to issue or renew, and to revoke or suspend, a schoolbus, school pupil activity bus, or youth bus driver certificate under certain, listed conditions.

This bill would require certain school officials to notify the department when a driver of such a bus has left a pupil unattended onboard after a specified school entity or the driver's employer has ordered and upheld disciplinary action against the driver for the driver's actions and has made a finding that the driver's actions constituted gross negligence, as defined. The bill would authorize the department to refuse to issue or renew, and to revoke or suspend, a bus driver certificate on these grounds. The bill would permit a former applicant or holder of a certificate whose certificate was revoked pursuant to these provisions to reapply for a certificate if the certificate revocation is reversed or dismissed by the department.

Existing law requires all schoolbuses to be equipped with certain safety features, as specified.

This bill would require, on or before the beginning of the 2018–19 school year, schoolbuses, school pupil activity buses, except as provided, youth buses, and child care motor vehicles to be equipped with a “child safety alert system,” which is a device located at the interior rear of a 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.

Because a violation of the above requirement would be a Vehicle Code infraction, the bill would impose a state-mandated local program by creating new crimes.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. This act shall be known, and may be cited, as the Paul Lee School Bus Safety Law.

SEC. 2. Section 39831.3 of the Education Code is amended to read:

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.

SEC. 3. Section 39843 is added to the Education Code, to read:

39843. (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 notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver's employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a schoolbus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.

(2) Made a finding that the driver's actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, "gross negligence" means the want of even scant care or an extreme departure from the ordinary standard of conduct.

SEC. 4. Section 39860 of the Education Code is amended to read:

39860. (a) The governing board of a school district may contract for the transportation of pupils attending schools within the district to and from any exposition or fair, school activities, or other activities that the governing board of the school district determines to be for the benefit of the pupils, in this state, and may pay for the transportation out of any funds of the school district available for the purpose.

(b) The governing board of a school district shall require that any contract for the transportation of pupils under this section shall include the requirement that a pupil shall not be left unattended on a schoolbus, school pupil activity bus, or youth bus in accordance with paragraph (4) of subdivision (a) of Section 39831.3.

SEC. 5. Section 40085 of the Education Code is amended to read:

40085. Applicants seeking to renew a certificate to drive a schoolbus as defined in Section 545 of the Vehicle Code or a school pupil activity bus as defined in Section 546 of the Vehicle Code shall have successfully completed at least 10 hours of original or renewal classroom instruction, or behind-the-wheel or in-service training, during each 12 months of certificate validity. In-service training credit may be given by a state-certified driver instructor of the appropriate class to an applicant for attending or participating in appropriate driver training workshops, driver safety meetings, driver safety conferences, and other activities directly related to passenger safety and driver training. During the last 12 months of the special driver certificate validity, the 10 hours required shall consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency procedures, passenger loading and unloading, and the inspection procedures pursuant to paragraph (4) of subdivision (a) of Section 39831.3. Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the Department of Motor Vehicles to cancel the bus driver certificate. All training required by Section 40089 may be accepted in lieu of the requirements of this section.

SEC. 6. Section 13370 of the Vehicle Code is amended to read:

13370. (a) The department shall refuse to issue or shall revoke a schoolbus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons, if any of the following causes apply to the applicant or certificate holder:

- (1) Has been convicted of a sex offense as defined in Section 44010 of the Education Code.
- (2) Has been convicted, within two years, of an offense specified in Section 11361.5 of the Health and Safety Code.
- (3) Has failed to meet prescribed training requirements for certificate issuance.
- (4) Has failed to meet prescribed testing requirements for certificate issuance.
- (5) Has been convicted of a violent felony listed in subdivision (c) of Section 667.5 of the Penal Code, or a serious felony listed in subdivision (c) of Section 1192.7 of the Penal Code. This paragraph shall not be applied to revoke a license that was valid on January 1, 2005, unless the certificate holder is convicted for an offense that is committed on or after that date.

(b) The department may refuse to issue or renew, or may suspend or revoke a schoolbus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons, if any of the following causes apply to the applicant or certificate holder:

- (1) Has been convicted of a crime specified in Section 44424 of the Education Code within seven years. This paragraph does not apply if denial is mandatory.
- (2) Has committed an act involving moral turpitude.
- (3) Has been convicted of an offense, not specified in this section and other than a sex offense, that is punishable as a felony, within seven years.
- (4) Has been dismissed as a driver for a cause relating to pupil transportation safety.
- (5) Has been convicted, within seven years, of an offense relating to the use, sale, possession, or transportation of narcotics, habit-forming drugs, or dangerous drugs, except as provided in paragraph (3) of subdivision (a).
- (6) Has been reported to the Department of Motor Vehicles, pursuant to Section 39843 of the Education Code, for leaving a pupil unattended on a schoolbus, school pupil activity bus, or youth bus.

(c) (1) Reapplication following refusal or revocation under paragraph (1), (2), or (3) of subdivision (a) or any paragraph of subdivision (b) may be made after a period of not less than one year after the effective date of refusal or revocation.

(2) Reapplication following refusal or revocation under paragraph (4) of subdivision (a) may be made after a period of not less than 45 days after the date of the applicant's third testing failure.

(3) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.

(4) A former applicant or holder of a certificate whose certificate was revoked pursuant to paragraph (6) of subdivision (b) may reapply for a certificate if the certificate revocation is reversed or dismissed by the department.

SEC. 7. Article 18 (commencing with Section 28160) is added to Chapter 5 of Division 12 of the Vehicle Code, to read:

Article 18. Child Safety Alert System

28160. (a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018–19 school year, each schoolbus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil 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.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) A “child safety alert system” is a device located at the interior rear of a 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.

(d) For purposes of this section, the following definitions apply:

(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code.

SEC. 8. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

Transportation Safety Plan Requirements

The La Habra City School District is required to create and maintain a Transportation Safety plan that includes: (Education Code 39831.3, Vehicle Code 22112 & SB 1072.)

- Procedures for determining if students in grades pre-kindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- Procedures for all students in grades pre-kindergarten through 8 to follow as they board and exit the bus at their stops
- Procedures for boarding and exiting a school bus at a school or other trip destination
- Procedures to ensure that a pupil is not left unattended on a school bus (SB-1072 Schoolbus safety: child safety alert system)
- Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3 & SB 1072)

Who Requires Escort Across the Roadway

Students enrolled in La Habra City School District, needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control signal.

The bus driver shall stop to load or unload students only at a designated bus stop. Route sheets will clearly state when an escort is required at a school bus stop. Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.

Prior to any student leaving his/her seat, the bus driver will bring the bus to a complete stop, set the parking brake, deactivate amber lights (if equipped), activate the red light signal system and stop signal arm, and ensure that it is safe to exit the schoolbus before opening the door.



General Rules of Conduct at School Bus Loading Zones

At the school site, students are expected to act appropriately and observe the following procedures when buses are in the loading zone.

LOADING

1. Students should line up in an orderly manner at the spot designated by the site.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Present their bus pass indicating name, assigned route and assigned bus stop.
4. When the driver is present, the students may proceed to enter the bus.
5. Students should walk directly to their seat; sit down facing the front of the bus.
6. Students are to maintain a noise level which allows the bus driver to hear approaching traffic.
7. Students must NEVER enter the school bus “danger zone” without first receiving permission from the bus driver.
8. Students are to follow the directions of the bus driver.
9. Students are responsible to follow all rules and regulations.

UNLOADING

1. Students must remain seated until the bus comes to a complete stop at the student’s destination, the parking brake is set, the flashing red light signal system and stop signal arm are activated, and the entrance door is opened.
2. Students should exit the bus in an orderly manner, using the handrails, students are to unload seat by seat starting with the front of the bus and continuing seat by seat until the bus is empty.
3. Once off the bus, students must exit the “danger zone” immediately.
4. Students must NEVER enter the school bus “danger zone” without first receiving permission from the bus driver.
5. Students needing to cross the road must be escorted by the bus driver and cross in front of the bus.

Each student on a school bus must behave in a satisfactory manner in order for the driver to remain alert. The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be subject to disciplinary action. Student’s conduct at school bus loading zones and school bus stops must be satisfactory to allow for the safe loading and unloading at these locations. 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 student.

Rules of Conduct at the Bus Stop

The school bus driver must follow the procedures outlined in the California Department of Education Instructors Manual for School Bus Drivers Training Course at every bus stop.

The driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school District Superintendent or authorized by the Superintendent.

School bus stops light systems and procedures (California Vehicle Code Section 22112):

- 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 bus 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.

LOADING

1. Students must arrive at the bus stop on the designated side of the street five minutes before the scheduled pick-up time. If a student is on the wrong side of the road when they see the school bus approaching, they must wait for the driver to physically escort them across the street.
2. Students shall board the bus **ONLY** at their assigned bus stop.
3. Present their bus pass indicating name, assigned route and assigned bus stop.
4. While waiting for the bus, students must respect the property rights of others. Vandalism, dangerous play, excessive noise or obscene language may result in disciplinary action.
5. 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.
6. The students should remain in a single file line and not approach the bus until the bus driver has come to a complete stop, set the parking brake, activated the flashing red light signal system and stop signal arm and opened the entrance door.
7. Students should enter the bus in an orderly fashion, use the handrail with no pushing or shoving and find a seat quickly.
8. Students are to place their backpacks in their laps and use quiet voices on the bus.
9. Students must **NEVER** enter the school bus “danger zone” without first receiving permission from the bus driver.

UNLOADING

1. Students must remain seated until the bus comes to a complete stop at the student's destination, the parking brake is set, the flashing red light signal system and stop signal arm are activated, and the entrance door is opened.
2. Students shall exit the bus only at their assigned bus stop.
3. Students should exit the bus in an orderly manner without pushing or shoving.
4. Once off the bus students must exit the "danger zone" immediately.
5. Students must NEVER re-enter the school bus "danger zone" without first receiving permission from the bus driver.
6. Students needing to cross the road must be escorted by the bus driver and cross in front of the bus.

Students are subject to the general rules of conduct while at the bus stop as well as when on the bus.

- Listen to and promptly obey the bus driver
- Remain seated at all times when the bus is in motion
- Sit in their seat with their backs against the seat, facing forward, backpacks on laps, keeping the aisle of the bus clear of all obstacles. *The bus driver may assign designated seats to the students*
- Be courteous to everyone
- Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or others
- Identify themselves upon request of the bus driver
- Never cross the street on which a bus is stopped unless escorted by the bus driver. Students must cross in front of the bus and between it and the driver
- Items left or lost on the bus are not the responsibility of the Driver, School or the District

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instructions which includes, but is not limited to: (Education Code 39831.5)

- 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.

This is a requirement, even though some groups may have heard the safety instructions before. A safety instruction must be given at the beginning of the school year for home-to-school routes.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

When atmospheric conditions reduce visibility on the roadway to 200 feet or less before a school bus driver is scheduled to leave the transportation yard, dispatchers shall notify drivers whether to begin routes or not.

During home-to-school transportation service when atmospheric conditions reduce visibility to 200 feet or less, school bus drivers shall stop the bus in a safe location, notify dispatch, and wait for a dispatcher's instruction. Should visibility clear, drivers will notify dispatch and proceed on the route.

School buses and school student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

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.

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)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242) The Superintendent or designee shall review all investigation of bus incidents and accidents to develop preventative measures.

Each school bus shall be equipped with an operational child safety alert system. A "child safety alert system" is a device located at the interior rear of a 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.

Each school bus driver is required to check their bus after each run/route/trip once finished. This means they will get out of the driver seat, walk the entire length of the bus checking the entirety

of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. Drivers will scan the yellow tag in the rear of the bus with their handheld ZONAR electronic pre-trip inspection tablet along with disarming the Child Check system button. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3(a) which requires the preparation of this Transportation Safety Plan.

If the District uses an outside contractor/school pupil activity bus (SPAB) to drive a field/sport/activity trip, they are not required to be equipped with an operational child safety alert system if the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district. One adult chaperone shall have a list of every pupil and adult chaperone, including a school employee, who is on the SPAB bus at the time of departure. The driver must review all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed. Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for. After pupils have exited a school pupil 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. The driver shall sign a form with the time and date verifying that all required procedures have been followed. The information required above may be recorded on a single form. These forms shall be retained by the school district, outside contractor/SPAB Company for a minimum of two years.

An adult chaperone must be 18 or older such as a parent, school volunteer, but NO STUDENT of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors/SPAB buses, district bus drivers will not depart on a trip without an adult chaperone. The bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field/sports/activity trip etc. This does not include home-to-school routes.

Bus Evacuations & Safety Instructions

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

The instruction shall include the following:

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR 14102)

2. At least once each school year, all students in grades pre-kindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)
 1. Proper loading and unloading procedures, including escorting by the driver
 2. How to safely cross the street, highway or private road
 3. When passenger restraint systems are installed in school buses, instruction in the use of such systems, including but not limited to the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 4. Proper passenger conduct
 5. Bus evacuation
 6. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

3. 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: (Education Code 39831.5)
 - a. Location of emergency exits
 - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

TRANSPORTING STUDENTS IN WHEELCHAIRS LOADING /UNLOADING PROCEDURES

LOADING

PULL UP TO THE DESTINATION, POSITIONING THE BUS SO YOU MAY SAFELY DEPLOY THE WHEELCHAIR RAMP. (ZONE SHOULD BE LEVEL, FLAT, AND CLEAR OF ANY OBSTRUCTIONS AND/OR PROBLEM OBJECTS).

1. SET THE PARKING BRAKE, PLACE THE BUS IN PARK POSITION (OR NEUTRAL).
2. TURN OFF THE ENGINE, TAKE THE KEYS WITH YOU.
3. REMOVE THE WHEELCHAIR LIFT COVER
4. EXIT THE BUS, CHECK YOUR SURROUNDINGS FOR SAFETY BEFORE LOWERING THE W/C LIFT
5. CHECK THE STUDENTS W/C FOR ANY DEFECTS WITH THE BRAKES, CRACKS IN THE FRAME, SEAT BELT, WHEELS AND (BATTERIES IF APPLICABLE).
6. MANUALLY BACK THE W/C ONTO THE LIFT SO THE STUDENT FACES OUTWARD. LOCK THE W/C BRAKES. (IF W/C IS ELECTRIC TURN OFF THE POWER BEFORE PLACING ON THE LIFT).
7. (IF APPLICABLE) SECURE THE LIFT SAFETY BELT.
8. INSTRUCT THE STUDENT TO KEEP HIS/HER HANDS ON THE LAP, AND AWAY FROM THE LIFT FOR THEIR SAFETY.
9. MAKE SURE THAT THE LIFTS TOE GUARD IS OPERATING PROPERLY
10. STAND ON THE LIFT BEHIND THE W/C, WITH ONE HAND SOLIDLY HOLDING THE W/C, AND THE OTHER HAND OPERATING THE CONTROLS, WHILE YOU ARE RAISING THE LIFT.
11. ONCE YOU ARE AT FLOOR LEVEL, RELEASE THE BRAKE, CHECK FOR HEAD CLEARANCE, AND MANUALLY (THIS INCLUDES POWERED W/C'S) MOVE THE W/C TO THE PROPER FORWARD-FACING POSITION.
12. SECURE THE W/C AND THE STUDENT USING **THE 7 POINT SECUREMENT SYSTEM, (4 POINTS TO SECURE THE W/C AND 3 POINTS TO SECURE THE STUDENT).**
13. TRY MOVING THE WHEELCHAIR, TO BE SURE IT IS SECURE.
14. STOW AND COVER THE LIFT, CLOSE THE DOOR.
15. ENTER THE BUS AND FOLLOW REGULAR PROCEDURES FOR LEAVING THE BUS STOP.

UNLOADING

PULL UP TO THE DESTINATION, POSITIONING THE BUS SO YOU MAY SAFELY DEPLOY THE WHEELCHAIR RAMP. (ZONE SHOULD BE LEVEL, FLAT, AND CLEAR OF ANY OBSTRUCTIONS AND/OR PROBLEM OBJECTS).

- 1. SET THE PARKING BRAKE, PLACE THE BUS IN PARK POSITION (OR NEUTRAL)**
- 2. TURN OFF THE ENGINE, TAKE THE KEYS WITH YOU.**
- 3. EXIT THE BUS, CHECK YOUR SURROUNDINGS FOR SAFETY BEFORE OPENING AND SECURING THE W/C LIFT DOOR**
- 4. POSITION THE LIFT AT BUS FLOOR LEVEL, MAKING SURE THE TOE GUARD IS OPERATING PROPERLY, REENTER THE BUS.**
- 5. REMOVE THE WHEELCHAIR LIFT COVER.**
- 6. REMOVE THE 7 POINT SECUREMENT SYSTEM FROM THE W/C AND THE STUDENT.**
- 7. UNLOCK THE W/C BRAKES, CHECK FOR HEAD CLEARANCE AND MANUALLY (THIS INCLUDES POWERED W/C'S) POSITION THE W/C ON THE LIFT SO THE STUDENT IS FACING OUTWARD.**
- 8. LOCK THE W/C BRAKES. (ON ALL W/C'S) AND MAKE SURE THAT ALL POWER IS OFF (IF W/C IS ELECTRIC).**
- 9. SECURE THE LIFT SAFETY BELT, (IF APPLICABLE).**
- 10. INSTRUCT THE STUDENT TO KEEP HIS/HER HANDS-ON LAP, AND AWAY FROM THE LIFT FOR THEIR SAFETY.**
- 11. STAND ON THE LIFT BEHIND THE W/C, WITH ONE HAND SOLIDLY HOLDING THE W/C AND THE OTHER HAND OPERATING THE CONTROLS, WHILE YOU ARE LOWERING THE LIFT.**
- 12. ONCE ON THE GROUND, RELEASE THE BRAKES, RELEASE THE LIFT SAFETY BELT (IF APPLICABLE)**
- 13. MOVE THE W/C OFF THE RAMP AND SET THE W/C BRAKE, SECURE THE W/C.**
- 14. RELEASE THE STUDENT(S) ONLY TO THE DOCUMENTED PARENT OR GUARDIAN.**
- 15. STOW THE W/C LIFT, SHUT AND SECURE THE W/C LIFT DOOR.**
- 16. REENTER THE BUS, SHUT THE ENTRANCE DOOR.**
- 17. STORE THE 7 POINT SECUREMENT EQUIPMENT SECURELY IN THE PROPER CONTAINERS.**
- 18. COVER THE LIFT.**
- 19. FOLLOW REGULAR PROCEDURES FOR LEAVING THE BUS STOP.**

NOTE OF EXEMPTIONS: 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.

THE DRIVER IS *NOT* REQUIRED TO USE THE AMBER WARNING LIGHT SYSTEM, THE FLASHING RED LIGHT SIGNAL SYSTEM AND THE STOP SIGNAL ARM.

STUDENT CORRECTIVE ACTION

1.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. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a La Habra City School District bus stop.

2.DENIAL OF TRANSPORTATION: Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be “denied transportation.” The La Habra City School District Governing Board has adopted rules and regulations to enforce this provision.

3.UNAUTHORIZED ENTRY: Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than 6 months, by a fine of not more than one thousand dollars (\$1000.00) or by both. (EC 39842)

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Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades pre-kindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall include: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Walking to and from school bus stops

Emergency Contact Information

David Richardson	Supervisor of Transportation Operation	562-690-2328
Randall Bostic	Dispatcher	562-690-2329