

RIVER DELTA UNIFIED SCHOOL DISTRICT

**SCHOOL BUS
SAFETY PLAN
&
RULES**



“Proud to serve our community”

**RIVER DELTA UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

TRANSPORTATION SAFETY PLAN

Ed. Code 398313.3 (a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, shall prepare a “**Transportation Safety Plan**” containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. A copy of that plan is to be retained by each school subject to the plan and made available upon request to an officer of the California Highway Patrol. The plan shall address all of the following:

- (1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code. See Paragraph (d) of subdivision (1) (2) (3) of Section 22112 of the Vehicle Code (attached).

River Delta Unified School District bus drivers shall determine daily, at each bus stop, who requires an escort. The driver escort-procedure will include Pre-K to 12 grade students (this is done by the driver verbally requesting/asking all bus riders, at each bus stop daily, who crosses the street at the specific bus stop).

- (2) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil’s school bus stop.
- (3) Boarding and exiting a school bus at a school or other trip destination.

River Delta Unified School District Transportation Department has prepared procedures for boarding and exiting of students at school bus stops. The procedures are in the “**School Bus Safety Rules**” (attached) and are available at all River Delta Unified School sites servicing Pre-K to 8 grades.

Ed. Code 39831.5 (a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus 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 school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not limited to all of the following:

- (A) A list of school bus stops near each pupil's home
- (B) General rules of conduct at school bus loading zones
- (C) Red light crossing instructions
- (D) School danger zones
- (E) Walking to and from school bus stops

River Delta Unified School District Transportation Department has prepared procedures, including instructions in school bus emergency procedures and passenger safety. These procedures are in the "**School Bus Safety Rules**" (attached) and are available at all River Delta School Sites servicing K to 8th grades.

- (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 instructions which includes, but 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 school bus through emergency exit doors.

River Delta Unified School District Transportation Department provides safety instruction and physical bus evacuation drills once per school year for K to 8th grade students. Appropriate documentation is completed and kept on file at the transportation department for one year from the date of the instruction and is available for inspection of the California Highway Patrol

- (3) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but not limited to, location of emergency exits, location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

River Delta Unified School District bus drivers shall, prior to the departure of all activity trips, offer verbal safety instructions on the location of all emergency exits and location of all emergency equipment. This process is documented on the Trip Request Form by the bus driver giving the instructions and kept on file in the transportation department for one year from the date of the trip.

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.

RIVER DELTA UNIFIED SCHOOL DISTRICT

“School Bus Safety Rules”

WALKING TO AND FROM BUS STOPS:

1. Go directly to and from bus stop.
2. Plan the safest route with the fewest streets to cross.
3. If possible cross streets and corners using crosswalks. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn.
5. **DO NOT** dart from between parked cars or shrubbery.
6. **NEVER** accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks, and **ALWAYS** use caution.
8. Be extra careful during times of sunrise and sunset, bad weather, and during darkness (wear white or lighter clothing or something reflective).
9. Leave home early enough so you don't have to run.

CONDUCT AT SCHOOL BUS LOADING ZONES AND BUS STOPS:

1. Stand in lines or in a group facing traffic so you can see the bus approaching. Stand back 8 feet from where the bus will stop. **DO NOT** approach the bus until the driver opens the bus door.
2. When loading at a school, follow the directions of driver and/or teacher on bus duty. Stand back the required 8 feet until the bus driver opens the bus door. Remember there may be several buses to watch out for, not just your bus.
3. **NEVER** go under any bus to retrieve something you have dropped. Ask the driver or teacher to assist.
4. **NEVER** run to a bus, always walk.
5. Destroying property, playing in or running across the street or any type of horseplay at a bus stop or bus loading zone is **VERY** dangerous and prohibited.
6. **DO NOT** bring pets to a bus stop.
7. 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.

8. School buses can only stop at designated bus stops. If you miss the bus, have a parent take you to another bus stop or directly to school. Remember **NEVER** run after your bus once it leaves.
9. When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone.

WHEN CROSSING THE STREETS:

1. River Delta Unified School District bus drivers cross all students, Prekindergarten through 12 grade students, who need to go across the street as they depart the bus. Be sure to tell your bus driver that you cross the street so he or she can safely prepare the bus for the crossing procedure.
2. Always let your driver be the first person off the bus. Once your driver is off the bus, you can walk down the bus steps and wait on sidewalk or next to 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.
3. Always walk between the bus and the bus driver as you cross the street.
4. 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.**

RULES AND REGULATIONS:

Students are required to:

1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Use only your appropriate bus stop.
3. Arrange for transport of live animals, insects or reptiles to or from school by a means other than the bus.
4. Refrain from transporting hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards, and ball bats or anything that can be used to harm someone else on the bus.
5. Respect the rights and property of others on the bus and at the bus stop. Including the driver and the bus.
6. Avoid all fighting and rough play while at the bus stop, on the bus, or when loading and unloading the bus.
7. Always enter and leave the bus through the entrance door except in emergencies.

8. Remain quiet at railroad crossings.
9. Keep all parts of the body inside the bus.
10. **DO NOT** use profane languages, obscene gestures, create excessive or unnecessary noise. **DO NOT** yell to your friends who may be walking.
11. **DO NOT** damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment. **DO NOT** throw any object inside or outside of the bus windows. **DO NOT** in any way endanger the safety of others.
12. Help keep the bus safe and free from litter by throwing it in garbage bins as you enter or exit the bus. **DO NOT** throw garbage on the floor of the bus.
13. Be courteous and respectful to the bus operator, other students and passersby either inside or outside the bus.
14. Obey the request of all other bus operators. Give proper identification when requested.
15. Give the bus operator a written request when riding a different bus or leaving the bus at a stop that is **NOT** the appropriate bus stop. The request **MUST** be signed by the parent or guardian and approved by the site administrator and/or his/hers designee. Always cross in front of the bus when it is necessary to cross the street.
16. **ALWAYS** have a safe bus ride.

DISCIPLINE PROCESS:

1. Violations:

Students who violate any of the rules and regulations will receive a negative Bus Conduct Report and will be subject to a normal progression of penalties. In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process.

All other school district rules and regulations, together with other penalties, shall apply to conduct on buses and shall be administered by the Principal or other appropriate school authorities.

The Principal or his/her designee is responsible for notifying the parent of all violations. The normal progression of penalties for violations of the rules and regulations on the bus are:

(A) First violation – warning by Principal, notification of parent.

(B) Second violation – One (1) day suspension from riding bus, notification of parent.

- (C) Third violation – Five (5) day suspension from riding bus, notification of parent.
- (D) Fourth violation – Ten (10) days suspension from riding bus, notification of parent.
- (E) Fifth violation – suspension from riding bus for the remainder of the school year, notification of parent.

2. Appeals:

If a parent requests an appeal on the bus suspension, the following people should be present:

- (A) The Principal or his/her designee.
- (B) Director of Maintenance, Operations & Transportation or his/her designee.
- (C) The school bus operator who issued Bus Conduct Reports.
- (D) The parent/guardian of the suspended student.
- (E) Student (if requested).

3. Appeal Levels:

Should the parent/guardian not be satisfied with a decision at any level, they may appeal as follows:

- (A) The Principal
- (B) Director of Maintenance, Operations & Transportation
- (C) Chief Business Officer

BUS SURVEILLANCE SYSTEMS:

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers and prevent vandalism. Therefore, as available funding permits, surveillance systems may be installed and used on school buses to monitor student behavior while travelling to and from school and school activities.

(cf. 3515 – Campus Security)

When the District is able to install surveillance systems, the Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

(cf. 3515.4 – Recovery for property Loss or damage)

(cf. 5131.5 – Vandalism, Theft and Graffiti)

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

(cf. 5125 – Student Records)

(cf. 5125.1 – Release of Directory Information)

VC 22112: School Bus Signal and School Bus Stops

- d) When a school bus 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 school bus driver shall do all of the following:
 - (1) Escort all pupils in prekindergarten, kindergarten, or any of the grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus 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 school bus 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 school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

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.