



TRANSPORTATION SAFETY PLAN

Education Code Section 39831.3 School Bus Regulations

It is the mission of the Cajon Valley Union School District Transportation Department to provide a safe and positive riding environment for all students.

Revised June, 2021

Cajon Valley Union School District (CVUSD) provides transportation for eligible Special Education students, non Special Education students and extracurricular activities for students in the Pre-School through 8th grades.

Authority of District Boards – Title 13 CCR 1202 (b)

(b) Authority of District Boards. The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.

Transportation Safety Plan – California Education Code 39831.3

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.

Bus Stop Rules

- When waiting for the bus, wait in a safe area.
- Never wait or play in the street.
- Students should arrive at the bus and be ready to board the bus 5 minutes before the scheduled arrival time.
- Vehicles must be parked on the same side of the street as the student's pick-up and drop-off stop.
- Vehicles must not park in the bus zone or where the bus parks.
- When walking to and from the bus stop, always walk in a safe area, preferably the sidewalk. If crossing the street, use the crosswalk.
- If the bus is at the stop before the student arrives, ensure that the driver sees the student before approaching the bus. The driver will signal the student when it is safe to proceed. If student is on the opposite side of the street, wait for the driver to indicate that it is safe to cross, and then cross in front of the bus.

- All student escorts or crossings must be done in front of the bus.
- No pushing or shoving is allowed at the bus stop, when entering or exiting the bus, or when on the bus.
- Students should wait 12 feet from where the bus is located.
- If students exhibit inappropriate behavior at the bus stop, the driver may issue a referral, citation and/or a suspension.
- Crossover stops are marked on the route sheets. **ALL** drivers will remind the students who must cross the roadway upon which the schoolbus is stopped – 22112 (d)(1)(2) to wait for driver instructions.

Designated bus stops

- All designated school bus stops will be posted on the web and updated as needed. The web address is: www.cajonvalley.net and search for departments / transportation / routes. Further, designated stops are attached to the safety plan.
- When completing the bus pass application for a bus pass, the parent/guardian **MUST** indicate if the student crosses the roadway where the stop is located.

Bus Riding Rules (Home to school and extra-curricular activity trips)

- It is mandatory that all student(s) carry a bus pass. They must show the pass upon boarding the bus and when requested by the driver to do so.
- Enter and exit the bus in an orderly manner or as directed by the driver or teacher.
- Driver may assign seats.
- Students are expected to remain seated. Students must face forward with their backs against the back rest, legs/feet/arms/hands and other objects are to remain outside of the aisle of the bus and inside the bus.
- Students are to wear seatbelts (if the bus is equipped with them).
- Students can only enter and exit the bus through the entrance/exit (front) door unless otherwise directed by the driver.
- Smoking, lighting matches, fighting, pushing, shoving, abusive language, inappropriate words/gestures, and excessive noises are not permitted on the bus.

Adult Chaperones

Pursuant to Administrative Regulation 6145, All extra-curricular activities conducted under the name and auspices of a school district for any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

School Buses Reduced Visibility – Vehicle Code Section 34501.6

The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

Adverse Driving Conditions

- The Dispatcher will notify the Director of Transportation when atmospheric conditions cause transportation services to be unsafe.
- The Director of Transportation or designee will contact the Assistant Superintendent of Business Services whenever transportation is postponed or cancelled.
- Transportation Services will consult with District staff for a directive to suspend or delay transportation.

Airborne Toxic Control Measure To Limit School Bus Idling and Idling At Schools – Title 13 CCR 2480

A statewide regulation limits school bus idling and other idling at or near public and private schools engaged in the education of pupils at or below the 12th grade level, regardless of fuel type and whether or not children are present or school is in session (13 CCR 2480).

When at School, school bus, transit bus, and commercial motor vehicles drivers are required to turn off the engine upon arriving at a school, and restart it no more than 30 seconds before departing.

When Within 100 Feet of a School, school bus drivers are required to turn off the engine when within 100 feet of a school, and restart it no more than 30 seconds before departing. Transit buses and commercial motor vehicles are prohibited from idling for more than 5 minutes.

Other Locations Beyond 100 Feet of a School, school bus drivers are prohibited from idling more than 5 minutes at locations beyond schools, such as school bus stops, or school activity destinations. In addition, another regulation that applies to commercial diesel vehicles prohibits idling a vehicle's engine for more than 5 minutes at any location (13 CCR 2485).

Students left aboard the school bus

All school bus drivers must ensure, before leaving the general vicinity of the bus, that there are no students aboard. For purposes of this section, general vicinity is defined as leaving the bus except for the purposes of loading/unloading as defined in CVC 22112 paragraph (1) subdivision (d).

All school bus drivers will check the bus after each route/run to ensure no student is left aboard.

All school bus drivers will be required to perform a student check utilizing installed systems after each route/run, which is an electronic verification that the school bus driver has completed a student/child check as required by California Education Code. This includes but is not limited to all morning, mid-day, afternoon, evening routes/runs/weekend trips.

Failure by a driver to complete the requirements as stated above will result in disciplinary action and possibly termination along with notification to the California Department of Motor Vehicles within 5 days of the above taking place.

California Education Code Section 39831.5

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 school bus 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

School Bus Signal and School Bus Stops – Vehicle Code Section 22112

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 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.) (AB 2679) Effective January 1, 2013.

SCHOOL BUS DANGER ZONE

The Cajon Valley Union School District Transportation Department is highly concerned about the safety of our students. We encourage all parents to remind their students about safety and the dangers that can be encountered by entering the Danger Zone, which is the area around and within twelve feet of the bus. Students need to follow the directions of the bus driver and to stay away from the danger zone areas. Students exiting the bus should remain in the clear view of the bus driver after they exit.

