

Transportation Safety Plan 2018

Lafayette, Moraga and Orinda Union School Districts

The Transportation Safety Plan (TSP) is intended to comply with AB 1297 which requires all K-8 school districts in California to prepare a TSP containing procedures for school personnel to follow to ensure the safe transport of pupils and to comply with SB 1072, the "Paul Lee School Bus Safety Law," which applies to K-12 school districts.

SECTION I: Determining if Pupils Require Escort

- a. Determining red light crossings

SECTION II: Procedures for Boarding and Exiting the Appropriate School Bus at Each School Bus Stop

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- b. Boarding the appropriate bus and school bus stop
- c. Exiting the appropriate bus at the school bus stop
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SECTION III: Procedures for Boarding and Exiting a School Bus at a School or Other Trip Destination

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This Plan is effective in the school districts listed below as of the dates listed:

Moraga School District

Date

Lafayette School District

Date

Carolyn Seaton, Ed. D.

Orinda Union School District

February 13, 2018

Date

Section I: Determining if Pupils Require Escort.

- a. If a pre-k to 8th grade student needs to cross the street at a designated bus stop not controlled by a traffic control signal, the driver will cross the student according to the procedures outlined in Section 22112(d) of the California Vehicle Code. Drivers should report the necessary red light crossings to a supervisor who will then incorporate the red light crossings into the route sheet. Each driver will keep a copy of the route sheet on the bus at all times. Substitute drivers should refer to the route sheet when covering the route.
- b. The bus contractor will maintain an updated record of all designated school bus stops. This record will include stops requiring red light escorts.

Section II: Procedures for Boarding and Exiting the Appropriate School Bus at Each School Bus Stop

From CVC 22112(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils.

- a. Waiting for the bus at the school bus stop

It is recommended that students arrive at the school bus stop five minutes before the scheduled pick up time. Students should stand at least twelve feet from the bus and not approach the bus until it has come to a final halt and the doors have opened. If a pre-k to 8th grade student arrives at the bus stop in the morning from the opposite side of the street at a designated bus stop not controlled by a traffic signal the student should wait to be escorted by the driver.

- b. Boarding the appropriate bus and school bus stop

The flashing red lights will be activated upon loading as required by law. Each student will be assigned a school bus stop. The bus stop will be listed on the student's bus pass. Drivers will carry a student roster on the bus which includes the student's name and assigned bus stop.

If a student does not present a bus pass, the driver should check the student roster. If the student's name is on the roster, the driver will allow the student to board, but should give a verbal warning to the student that a bus pass is required. Subsequent violations may result in written citations. If the student's name is not on the roster and the driver is picking up in the morning, the student will be allowed to board the bus (so students are not left unattended). The driver should then contact a supervisor who will report the student to the Transportation Manager who will follow up with the parent.

- c. Exiting the appropriate bus at the school bus stop

The flashing red lights will be activated upon approach unloading as required by law. Students will be dropped off only at their assigned school bus stops. The driver should check the student's pass upon exiting to make sure the student is exiting at the appropriate stop.

Students may only exit at a different stop if parental permission has been granted in writing. Students should present a bus pass and a signed and dated note to the driver upon boarding. If parents wish to have students utilize two different bus stops on a permanent basis, they should contact the LSBP office. The request may be denied if the alternate bus stop requires the driver to perform an additional red light escort.

d. One Trip Passes

Students who have not purchased an annual pass may ride the bus with the use of a One Trip Pass. All passes must be signed by a parent or guardian and dated. The student should present a One Trip Pass to the driver upon boarding the bus in the morning or the afternoon.

Section III: Procedures for Boarding and Exiting a School Bus at a School or Other Trip Destination

a. Boarding a school bus at the school site or other location

It is recommended that students line up at least twelve feet from the bus loading zone. The red lights will flash at all times while the door is open and students are boarding. When all students have boarded the bus and the door has closed, the driver may turn off the flashing red lights and vehicles may pass the school bus.

As students are boarding, drivers should check bus passes to make sure students are boarding the correct bus. Drivers will not transport students home on a different route unless directed to by a supervisor, LSBP staff, or with written permission from a parent. If a student does not have a bus pass, the driver should check the student roster. If the student is not listed, the driver should call dispatch for further direction. Students may be left at school if the student does not present a bus pass and does not appear on the student roster in the dispatch office or the LSBP office.

b. Exiting a school bus at the school site or other location

Students should wait for permission to exit the bus and depart the bus in an efficient and orderly fashion. The red lights will flash prior to the door opening and will remain flashing until the door closes. Students should not attempt to retrieve items left on the bus or items that fell under the bus.

Section IV: Procedures to Ensure a Pupil is Not Left Unattended on the School Bus in accordance with Education Code 39831.3(a) (4)

a. Walking the inside of the bus

The driver shall walk the inside of the bus to the last seat, searching on and under each seat for students or passengers asleep or hiding on the bus in all of the following situations:

- During a “Home-to-School” route after unloading at any school and before leaving the school property
- During a “School-to-Home” route when any tier is complete and prior to leaving the final stop of that tier
- During an “Activity Trip” after arriving to and unloading at the destination point and prior to departing from the destination point
- During an “Activity Trip” after returning to and unloading at the point of origin and prior to departing from the point of origin

b. When the driver disembarks the bus

When the driver disembarks the bus for any reason pursuant to subsection a. above, the driver shall:

- Take the “Bus Empty” sign from its storage place and walk to the back of the vehicle
- Hang the sign in the rear of the vehicle, attached in an upper window or rear door, easily viewed from outside
- Depress the Child Check-Mate reset button

Section V: Emergency Procedures

a. Late buses, mechanical breakdowns

The Contractor will notify the LSBP office and each affected school whenever a bus is running ten minutes late. The Contractor may send another bus to help deliver students. Students may be transferred to another bus for delivery home. If students must disembark at a bus stop that is not their regular stop, they should be released ONLY to parents or authorized persons listed on the student roster. Drivers should utilize the student roster and check off names of students and authorized persons to whom they were released. Drivers should call dispatch to report any students remaining on the bus and await further instruction.

b. Bus accidents

Any event which damages a part of the bus is considered a school bus accident. School bus accidents must be investigated by the California Highway Patrol (CHP). The CHP usually requires students to stay on board until an officer arrives. Parents desiring to pick up students must wait until the CHP releases them. The contractor may send another bus to help deliver students home. If students must disembark at a bus stop that is NOT their regular stop, they should be released only to parents or authorized persons listed on the student roster. Drivers should utilize the student roster and check off names of students and authorized persons to whom they were released. Drivers should call dispatch to report any students remaining on the bus and await further instruction.

c. Major earthquake or natural disaster

1. If an empty bus, partially loaded bus or a full bus is on the way to school in the AM and a major earthquake or natural disaster strikes:

Drivers should call dispatch for direction. If dispatch cannot be reached, the bus should continue its usual route and stop schedule (as long as the roads are open and safe for travel) and deliver all students to school. If it is not safe to deliver students to their home school, students should be delivered to the next closest school within the district.

Drivers should utilize the student roster and check off names of students as they board the bus in order to keep track of who is on the bus. If no one is at the school site once the bus arrives, drivers should shelter in place on the bus until district or emergency personnel arrives.

Drivers should communicate to school staff which students rode the bus to school, which students, if any, could not be picked up and which bus stops were not accessible. If possible, drivers should have the student roster copied in the school office. The original should be retained and returned to a supervisor at the dispatch office.

2. If an empty bus in on the way to school in the PM and a major earthquake or natural disaster strikes:

The students will shelter in place at school. Drivers should call dispatch for further direction. If dispatch cannot be reached, the bus should continue to school and await further instruction.

3. If a fully loaded bus or a partially unloaded bus is on the way home in the PM and a major earthquake or natural disaster strikes:

Drivers should call dispatch for direction. If dispatch cannot be reached, the bus should continue its usual route and stop schedule (as long as the roads are open and safe for travel). If students cannot be delivered home safely, students should be delivered back to school.

If students must disembark at a bus stop that is not their regular stop, they should be released only to parents or authorized persons listed on the student roster. Drivers should utilize the student roster and check off names of students and authorized persons to whom they were released. Drivers should call dispatch to report any students remaining on the bus. If dispatch cannot be reached, remaining students should be returned to school. Drivers should utilize the student roster and check off names of students in order to keep track of who was delivered

back to school. If no one is at the school site, drivers should shelter in place on the bus until district or emergency personnel arrive.

Section VI Inclement Weather

Should inclement weather reduce visibility to a point that a driver determines it is unsafe to continue or to less than 200 feet during regular home-to-school transportation or a school activity trip, service shall be suspended until the driver determines there is clear visibility beyond 200 feet and it is safe to proceed. (VC 34501.6)

Section VII Activity Trip Safety

Prior to departure on a school activity trip, all passengers on a school bus shall be given safety instructions which will include: location of emergency exits, location and use of emergency equipment and special instructions by the driver for passengers seated next to emergency exits.

Any time a Student Pupil Activity Bus (SPAB) or Youth Bus is used for an activity trip an accompanying chaperone other than the driver must ride on the bus. Per EC 39831.3 (4) School districts shall establish procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

Section VIII Passenger restraint system

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.

Procedure for Use of Passenger Restraint System

The driver shall ensure that all students who board the bus are properly restrained based upon the particular equipment for each bus. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion.

Each year, prior to the beginning of school, all drivers will review the proper use of the passenger restraint system currently available on each bus to ensure that all students are protected to the maximum extent possible.

Section XI Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

Section X Providing Copies of the Transportation Safety Plan

Location of Copies

Copies of the approved Transportation Safety Plan will be available at each school site, district office, the Lamorinda School Bus Program office and the bus contractor's office. The Transportation Manager will provide updated copies to all parties as necessary.