

**CLOVIS UNIFIED SCHOOL DISTRICT**  
**David Cash, Ed.D., Superintendent**

# **TRANSPORTATION SAFETY PLAN 2009-2010**

PURSUANT TO  
Section 39831.3 EC & Section 22112 VC



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## **Introduction**

Assembly Bill 1297 was authored by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district 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 transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

Section 22112 CVC requires a school bus driver to activate the red lights at all times when a school bus is stopped for the purpose of loading or unloading students, this would include locations where traffic is controlled by an official traffic signal. However, Section 22112 CVC does not permit a school bus to activate the red lights at the following locations:

- Any place where traffic is controlled by a traffic officer.
- School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- Where the school bus is disabled due to mechanical breakdown.
- Where students require assistance to board or leave the school bus.
- Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice.
- On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
- Any location determined by the school district, with approval of the CHP, to present a traffic or safety hazard.

It is the District's intent to educate the staff, students and our community of the changes and requirements of this law. It is

imperative that each school site administrator takes time to familiarize themselves with this law and that they educate their staff, students and communities on the specifics of this law and its requirements.

If you or any of your staff, students or community has questions or need additional information, please do not hesitate to contact the Transportation office at 559-327-9700 extension #4.

**Procedures for school staff to follow to help ensure the safe transportation of students.**

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan.

School staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Transportation Department at 559-327-9700 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

- Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their own orderly conduct.
- Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.

4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with District policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

### **Procedures in determining eligibility and assigning a bus stop for each rider.**

The general policy of the District is to make a transportation program available for students who live in excess of an established radius zones and for those meeting the eligibility criteria for ridership as outlined below.

*The established radius zone distance for students shall be as follows:*

For grades K-6, radius zone will be drawn at a distance of 1 mile from the school site.

For grades 7-12, radius zone will be drawn at a distance of 2.5 miles from the school site.

The radius zone will be measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary. Students living in excess of the defined radius zone and not in "special pockets" will be provided home-to-school transportation as defined. Students living within these radius zones or "special pockets" will not be eligible for home-to-school transportation. "Special pockets" will be defined as areas of a neighborhood that are outside the radius zones but with similar walking conditions of

students not receiving transportation. These students who live within these radius zones or “special pockets” will not be provided transportation regardless of the distance to school.

**Students are automatically assigned to the bus stop that is located closest to their home location. Students shall utilize the bus assigned to this bus stop only.**

Only in limited circumstances will students be permitted to utilize another bus stop location other than their normally assigned bus stop for loading or unloading. If a student is required to utilize a stop other than their normally assigned stop, it is the responsibility of the student’s parent or guardian to request this change in writing and submit this request to the bus driver prior to utilizing another bus stop. In most cases and whenever possible, the student should first take this request to the school site administrator for review. The school site administrator must sign and date the request and include the administrator’s title. Only then will a student be authorized to utilize a bus stop other than their normally assigned bus stop.

**Parents and/or students are encouraged to contact the bus driver, school site administrator, teacher, or the transportation department with any questions concerns, or problems at 559-327-9700.**

**Procedures for all students to follow while waiting for the school bus at their bus stop.**

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line.
2. Students are not to play in or be in the street or on private property.

3. Respect the property of others and the property where the bus stop is located.
4. Students are responsible for their own actions.
5. Students shall be on the proper side of the street before the bus arrives at their bus stop.
6. Students should arrive at their bus stop **five minutes** prior to the scheduled leave time.
7. If the student is late to the bus and needs to cross the street that the bus is stopped on, they must wait for the bus driver to escort them across the street.
8. As the bus approaches the bus stop, students are to stand in place. They are not to move towards the bus. Students must remain back at least twelve feet from the school bus as the bus approaches the students. Once the bus comes to a complete stop and the bus driver opens the door, then they may proceed toward the bus for loading.
9. Students must stay in an orderly line with no pushing or shoving.

**Procedures for all students to follow as they board and exit the school bus at their assigned bus stop.**

**BOARDING:**

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seat as quickly as possible and sit down facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level which will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.

7. Students are responsible to follow all rules and regulations.

**EXITING:**

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opened the door, 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. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop.** Exceptions will only be allowed when the student presents the bus driver with a note as described in the “Eligibility and Assigning a Bus Stop” section.
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper or some other article. The student should always tell the bus driver & have the bus driver get the article for them.
7. Students are to walk directly home. Students should always use crosswalks and controlled intersections when available, and should not cross in the middle of the block.
8. Students must avoid trespassing on other people’s property, stay on sidewalks when possible.

**Recommendations for parents of students who are utilizing transportation for the first time & attending kindergarten to third grade.**

The Clovis Unified School District strives to provide the safest possible transportation for our students and staff as outlined in Board Policy 8301. It is important for the District to provide these students and staff with the proper information and procedures to help in making transportation a positive and enjoyable experience.

Occasionally a student may come to the school bus unprepared and without the proper information or knowledge of procedures to get to or from school in a safe manner. A student also may board the bus at their home bus stop location without knowing what stop they are to use or what bus to ride in the afternoon. We have developed the following information to help in reducing or eliminating this experience for the student and driver.

*What parents shall do during the child's first few weeks of school:*

Parents should attach a written or typed form or note securely to the students backpack, jacket or other clothing item with the following information:

1. Student's name
2. Student's home address
3. Student's home phone number
4. Student's assigned bus stop and bus number
5. Student's teacher (if known)
6. Student's room number

***Forms are available to assist the child with this information.  
Contact the Transportation Department at 559-327-9677***

This information form will help to identify a new student to transportation that may need assistance. It will also alert the driver and school staff that this student may need assistance in determining their assigned bus, bus stop, or that the student may not be familiar with loading/unloading or red light crossover procedures.

Parents must communicate with the bus driver, school staff, and/or the transportation department when they enroll a new student who will utilize transportation. Bus drivers will place new "K" to third grade students in the front of the bus for the first three days of their new school year. New students will not get off of the bus until they check

with the bus driver to verify the stop location and if the student crosses the street that the bus is stopped on.

**How to determine if a student requires an escort pursuant to section 22112 CVC.**

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street. District Policy requires ALL students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at each K-12 take-home bus stop, the bus driver will verbally ask students if anyone will be crossing the street that the bus is stopped. If any student(s) indicate that they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop. Students must indicate to the driver they cross either verbally or by a show of a hand signal.

**Procedures for all students to follow for crossing a street or highway that the bus is stopped and for students requiring driver escorts across a street or highway prior to boarding the bus.**

**BOARDING:**

1. Students should arrive at their assigned bus stop five minutes prior to the scheduled arrival time of the school bus.
2. A student arriving after the bus has arrived and living on the opposite side of the street that the bus is stopped on must wait for the bus driver to assist them in crossing the street.

Bus drivers will activate the bus red crossover lights and physically get out of the bus to assist the student in crossing.

**EXITING:**

1. As the bus approaches the bus stop where students need to cross the street that the bus is stopped on, students are to remain seated until the bus comes to a complete stop.
2. Once the bus driver determines that it is safe for students to exit the bus, the driver will activate the red flashing crossover lights and stop arm if so equipped.
3. The driver will open the door, which will be a signal to the students that it is time to unload.
4. The driver will be the first to exit the bus. As the driver exits the bus, the students are instructed to wait on the bus, which is the safest place.
5. After the students exit the bus, the bus driver will verbally instruct the students to cross the street when the driver determines that it is safe to cross.
6. **Students that cross the street that the bus is stopped on SHALL ONLY cross the street in front of the bus and under the bus drivers direction and supervision.**
7. **Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.**
8. Students are to cross between the bus driver and the bus just like a crosswalk.
9. Students are to cross the road completely to the other side and out of the way of any traffic or hazards.
10. Once across, students should use sidewalks if available or use the side of the roadway. Students are to avoid other people's property and walk straight home.

**Procedures for all students to follow as they board or exit a school bus at a school site or other trip location.**

1. Arrive at your bus stop five minutes before the scheduled leave time.
2. Wait for your bus in a safe place – well off the road and on the same side of the road the bus picks you up.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students attending grades 7-12 shall have in their possession a valid school site ID card when utilizing school bus transportation.
6. All students shall board or exit the school bus only at the students’ “authorized” bus stop. “Authorized” bus stop is defined as the bus stop closest to the student’s residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent’s signature, and signed by a school administrator. The written statement shall be forwarded to the bus driver. *(The Administrator’s signature should include the administrative title, the time and date signed. If there are any questions administrators should contact the parents.)*  
NOTE: Students that have paid a fee and are authorized by the group can utilize a community funded bus run. Friends and other students may not ride on a community funded bus.

**Posted Rules of conduct for students while aboard the  
school bus as outlined in CUSD  
Governing Board Policy #8301**

**Rules of Conduct at Bus Loading Zones:**

1. While waiting for the bus to arrive, stand in line. Do not play in the street or on private property.
2. You are responsible for your actions, so please respect the property where the bus stop is located.

3. Make sure that you are on the correct side of the street when the bus arrives at your bus stop.
4. As the bus approaches the bus stop, stand still. Do not move toward the bus until it is stopped and the driver opens the door.
5. Stay in line when you get on the bus. Do not push or shove.
6. Use the handrails as you enter the bus.
7. Find a seat as quickly as possible.
8. If a student needs to go home with a friend they will need a note signed by the parent, Learning Director or Principal and given to the driver as the student boards the bus.

*ALL SCHOOL AND CUSD REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!*

- a. Fighting (physical contact)\*\*\*, fighting (verbal altercation)\*\*, threatening behavior and/or harassment\*\*\* of any kind is prohibited.
- b. Weapons, smoking, laser pens, drugs or alcohol is forbidden on or near a school bus.\*\*
- c. Cross the street in front of the bus and only under the supervision of your bus driver.\*\*\*
- d. Follow the instructions of your bus driver at all times.\*\*
- e. Students are to remain seated and facing the front of the bus while the bus is in motion.\*\*
- f. Keep your arms and head inside the bus at all times.\*\*
- g. Profanity, indecent language, and/or obscene gestures is prohibited.\*\*
- h. Any property defaced or destroyed on the school bus will be paid by the student and/or the parent/guardian.\*\*
- i. Eating, drinking, and chewing gum are prohibited.\*
- j. Spitting or throwing objects on the bus or out the windows are prohibited.\*
- k. Loud or boisterous noises, singing or whistling will not be permitted.\*

- l. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, or skateboards will not be permitted.\*  
(headphone equipment OK)
- m. Animals or insects (dead or alive) are not allowed on the bus.\*

*Failure to comply with these rules will result in the following:*

- \*\*\* Zero Tolerance – 10 day suspension from bus
- \*\* Level One – 5 day suspension from bus
- \* Level Two – 2 day suspension from bus

Failure to abide by one or more of these rules shall result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.