

WILLIAMS UNIFIED SCHOOL DISTRICT
TRANSPORTATION SAFETY PLAN
Board approved: April 21, 2016

School Bus transportation provided by school districts in California is not mandated by State Law or the California Education Code. It is a privilege for pupils to ride the school bus. The following rules and information contained in this safety plan were developed to insure all students receive safe and dependable transportation.

Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible 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 the 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 allow any pupil to leave the bus in route between home and school or other destination unless the pupil is given to the custody of a parent or any person designated by the parent or school. **(CCR, Title 5, Section 14103) (CCR, Title 13, Section 1217)**

STUDENT INSTRUCTION

All Students who are transported in a school bus or activity bus shall receive instruction in school bus emergency procedures and passenger safety.

1. Each school year, the superintendent or designee shall provide appropriate instruction to 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. **(CCR, Title 5, Section 14102).**
2. At least once each school year, all students in grades pre-kindergarten through 8th grade who receive home to school transportation shall receive safety instruction which includes, but is not limited to:
 - A. Proper loading and unloading procedures, including being escorted by the bus driver.
 - B. Proper passenger conduct.
 - C. Bus evacuation.

D. Location of emergency equipment.

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction may include responsibilities of passengers seated next to an emergency exit. Each time this instruction is given, the following information shall be documented:

- A. District Name
- B. School Name and Location
- C. Date
- D. Names of Supervisors
- E. Number of Students Participating
- F. Grade Levels of Students
- G. Subjects Covered
- H. Amount of time used
- I. Bus Driver's Name
- J. Bus Number

This document shall be kept on file at the District Office or the school for one year, and be available for inspection by the California Highway Patrol. **(Ed.Code 38048)**

BUS ROUTES

Regular home to school bus route schedules are delivered to school offices prior to the first day of school in August. Any questions regarding bus stops or changes in the schedule should be directed to the Director of Transportation at 473-2550 ext. 11501. Each bus route schedule includes the name of the route, bus stops, time of arrival, driver's name and bus number. Students shall have a designated school bus stop. Any student who wishes to ride another bus, or travel to a different stop must have a signed permission note from a parent. If there is not a bus stop located in close proximity to a student's home, one may be established by calling the Director of Transportation at 473-2550 ext. 11501. Students are urged to get to the bus stop at least 5 minutes prior to the posted stop time. Bus stop times may change depending on ridership changes will be made in the first couple of weeks of school. The school site will try to notify students and parents of any changes to the schedule.

WALKING DISTANCE

For a student to be eligible for bus transportation, a minimum distance between home and school must be met in order to qualify. The walking distance for pre-kindergarten through 8th grade is 1 mile. For 9th -12th grade the distance is 2 miles. If a student lives further than these distances from the school they attend, they may be eligible for bus transportation. Priority is given to students who are youngest and live furthest away from the school. Special Education students would qualify for bus transportation regardless of the distance they live from school.



Image: One Mile Radius from Williams Unified School District.

WALKING TO AND FROM SCHOOL BUS STOPS

Students should be very careful when walking to and from school bus stops. Parents should accompany young children to the bus stop and assist in keeping order while waiting for the bus. Students should walk directly to and from the bus stop, using the safest route possible. Students are instructed to stay on sidewalks or on the road shoulder as far from the main traveled portion of the road as possible. Children need to pay close attention to traffic and weather conditions especially during reduced visibility. Students should never accept a ride

from a stranger. Students need to leave home early enough to be at the bus stop 5 minutes before the bus is scheduled to arrive. Students should always walk to and from bus stops facing traffic and out of the roadway. Crosswalks should always be used to cross a road when available. Children should remain orderly at all times and refrain from any horseplay while walking to and from the bus stop.

RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES

Students should stand in line facing traffic so the bus can be seen approaching. Students should be at least six feet back from where the bus will stop. Students should not approach the bus until the bus comes to a full stop and the driver opens the door. Students should never go under the bus to retrieve papers or other objects they have dropped. They should always ask the driver for assistance. Destroying property, playing on the street, or any kind of horseplay at a bus stop is dangerous and prohibited. When waiting to load or unload the bus, students are the responsibility of the driver. They must follow the driver's directions. Students should never run after a bus they have missed. They need to inform a parent or guardian they missed the bus and obtain other means of transportation. Students need to plan on being at the bus stop at least 5 minutes before the designated time. In the afternoon, students should wait for the bus in an orderly manner at the designated area at school. Teachers or aides on duty at the bus loading zone shall maintain order over students waiting for the bus. Students must maintain safe distances from the buses until they come to a full stop and the door is open.

RULES AND REGULATIONS FOR SCHOOL BUS PASSENGERS-SAFE RIDING PRACTICES

1. Pupils are encouraged to arrive at their bus stop 5 minutes early.
2. Pupils shall use only their designated bus stop.
3. Pupils pre-kindergarten through 8th grade shall leave the bus only at their regular stop unless they have a note from a parent or guardian authorizing them to use a different bus stop. Bus notes (requests to ride a bus other than the pupil's regular bus or to exit at a bus stop other than the pupil's regular stop) will be processed in the main office of the school of attendance.
4. Fighting, pushing or horseplay of any kind is prohibited on the bus at all times.

5. The use of profane language, obscene gestures, or excessive and unnecessary noise is prohibited at all times.
6. Pupils shall not throw any objects inside or out of the bus.
7. Pupils shall sit up in their seats, facing forward, with their feet on the floor and not obstructing the aisle.
8. Pupils shall not change seats while bus is in motion, or stand up and leave their seats until the bus has come to a full stop and the door is open.
9. Pupils shall keep all parts of their body, head, arms, hands, etc. inside the bus windows and emergency exits at all times.
10. Pupils shall not damage, deface or tamper with any equipment, radios, controls or emergency exits while on the bus.
11. Pupils are not allowed to eat, drink or use any type of tobacco products on the bus. On student activity trips only, the bus driver may allow students to eat and/or drink.
12. Pupils are not allowed to bring live animals, except service dogs on the bus.
13. Pupils shall obey the instructions of the driver at all times.

RED LIGHT CROSSINGS

Williams Unified School District bus drivers escort all students pre-kindergarten through the 12th grade who need to cross the street after departing the bus. Pupils shall inform the bus driver whenever they plan to cross the street so the bus driver can safely prepare the bus for crossing procedure. At this point, the driver sets the parking brake, secures the bus, checks traffic, turns on the red lights, takes the key, opens the door, and exits the bus first with a hand held stop sign. The students must remain in position next to the bus until the driver signals to them it is safe to cross. The driver then escorts them across the street. This crossing maneuver is considered dangerous and students must be aware, alert and follow the directions of the driver.

DETERMINING IF A PUPIL REQUIRES ESCORT

The bus driver, in conjunction with the district administration, the school, and the input of the student and/or parent or guardian shall determine if an escort is required to cross a street at

a particular bus stop. Every stop requiring an escort will be clearly marked on the route sheet.
(CVC 22112)

SCHOOL BUS DANGER ZONES

The areas within 12 feet to the perimeter of the bus are called the danger zones. Students are directed to be no closer than 12 feet to the bus except when loading and unloading. The vast majority of school bus accidents and injury to students occur outside the bus in this danger zone. Students should never go under or near the bus to retrieve papers, lunch boxes, or other objects, as the driver may not be able to see a student in one of these locations.

FIELD TRIPS

When planning a field trip, the school district has several options. Transportation may be provided by a school bus, a school pupil activity bus (SPAB) operated by a charter bus company, school owned automobiles or vans, public transit or parent owned vehicles.

SCHOOL BUSES

School buses are the most highly regulated vehicles used for student transportation and school bus drivers are the most highly trained commercial drivers in California. School buses utilized for field trips are the safest means of transportation for the school district. School buses must be inspected and serviced by the district every 45 days or 3000 miles, whichever comes first. This inspection covers all mechanical, electrical and drive train equipment. Also, each bus must be inspected and re-certified by a California Highway Patrol Motor Carrier Inspector every 12 months.

SPAB BUSES

School pupil activity buses are buses that are operated by a charter company. SPAB buses need to be certified by a CHP Motor Carrier Inspector every 12 months. A certificate must be on the bus signed and dated by the CHP Inspector. The driver must also have a special driving certificate and a Class B license. If a SPAB bus is used for a field trip, a Williams Unified School District official shall inspect the bus certification and driver certification upon arrival at the school prior to picking up the group.

PUBLIC TRANSIT

If the school district intends to use public transit for their trip, the school shall call the transit agency prior to the trip to insure they are prepared for the group, and to inquire about any special requirements to accommodate them.

SCHOOL VEHICLES

If school vehicles are to be used for pupil transportation, the law requires that each vehicle may not seat more than 10 people including the driver. **(Ed. Code 39830)** The driver must be a properly licensed driver and be registered with the district for such purposes. All passengers must be seat belted while in the vehicle. Each vehicle used for pupil transportation shall be part of a comprehensive 90 day preventative maintenance program.

PARENT VEHICLES

The use of parent vehicles for field trips shall strictly adhere to district policy. All parents must show proof of appropriate insurance, be properly licensed and be registered with the district for such purposes. In no case shall a vehicle be used that seats more than 10 passengers including the driver. All passengers must be seat belted while in the vehicle.

BUS SAFETY

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

(CVC 34501.6)

School buses and other vehicles used for pupil transportation shall not be operated whenever the number of passengers exceeds the seating capacity, except when necessary in emergency situations which require that students be moved immediately to insure their safety.

Each school bus shall be equipped with at least one fire extinguisher and appropriate first aid kit which meets the standards specified by law.

The superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

NOTIFICATIONS

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 pre-kindergarten through 6th grade, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

1. A list of school bus stops near each pupil's home.
2. General rules of conduct at school bus loading zones.
3. Red light crossing instructions.
4. School bus danger zones.
5. Walking to and from school bus stops. **(Ed. Code 38048)**

SPECIAL SITUATIONS

If you encounter a student transportation safety situation that is not covered under this plan, please call the District Office at 473-2550 or the School Bus Safety Officer of the California Highway Patrol at 473-2821 for direction. This Safety Plan shall remain on file at the District Office and each school site, and be made available for inspection by the California Highway Patrol.