

TRANSPORTATION SAFETY AND EMERGENCIES

The Board of Education and Superintendent require that each pupil who is transported in a school bus receives appropriate classroom instruction on school bus evacuation, and participates in emergency school bus evacuations at least once a school year.

The Superintendent or designee shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

Accident Reporting

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and if the bus is operated under the contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary.

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

Electronic Communications Devices

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions:

1. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
2. For work-related purposes and then only if the phone is specifically designed and configured to allow hands-free listening and talking

For example, a bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purposes of making or receiving a telephone call.

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in

emergency situations which require that individuals be transported immediately to ensure their safety.

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol.

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain:

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety while walking to and from school bus stops

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows:

1. At least once each school year, all students in grades prekindergarten through eight who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a) Proper loading and unloading procedures, including escorting by the driver
 - b) How to safely cross the street, highway, or private road
 - c) In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times

at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

- d) Proper passenger conduct
- e) Bus evacuation procedures
- f) Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a) District name
- b) School name and location
- c) Date of instruction
- d) Names of supervising adults
- e) Number of students participating
- f) Grade levels of students
- g) Subjects covered in instruction
- h) Amount of time taken for instruction
- i) Bus driver's name
- j) Bus number
- k) Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

2. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Legal reference:

EDUCATION CODE

39830 Description of school bus

39831.3 Thomas Edward Lanni Schoolbus Safety Act of 1997

*51202 Instruction in personal and public health and safety**PENAL CODE*

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14102 Instruction in bus safety and evacuation

14103 Authority of the driver

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Policy

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HUMBOLDT COUNTY OFFICE OF EDUCATION

Eureka, California