

ANAHEIM UNION HIGH SCHOOL DISTRICT

Transportation Safety Plan

The following Anaheim Union High School District **Transportation Safety Plan** has been developed at the direction of the Superintendent pursuant to the California Education Code 39831.3 and is maintained by the Director of Transportation. A copy of this document can be found at each school site within the Anaheim Union High School District in addition to the Transportation Department.

Administrative Regulations, California Code of Regulations (CCR), California Vehicle Code and the Law

School Bus Drivers – Authority of: Students transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103).

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 bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (California Vehicle Code 34501.6)

School bus drivers – Responsibilities: The school bus driver’s primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district’s transportation safety plan. The driver shall not require any student to leave the bus in route between home and school or other destinations. (5 CCR 14103)

Pursuant to section 22112 of the California Vehicle Code, School Bus Drivers employed by the Anaheim Union High School District shall obey and follow:

California Vehicle Code 22112 – School bus Signal and School bus stops

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. 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 school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

The Superintendent of the Anaheim Union High School District designates all school bus stops to be used as specified in Section 22112 (b) of the California Vehicle Code as follows:

(b) The school bus driver shall stop to load or unload pupils only at a school bus 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.

In using the red light signal system and the stop signal arm, Anaheim Union High School District drivers will follow Section 22112 (c) of the California Vehicle Code as follows:

(c) When a school bus 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 school bus.

Whenever a student needs to cross the roadway, Anaheim Union High School District drivers will adhere to the provisions of Section 22112 (d) of the California Vehicle Code as follows:

(d) When a school bus 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 school bus 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 school bus 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 school bus 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 school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

Anaheim Union High School District recognizes that there are exceptions to using the amber warning light system, the flashing red light signal system and stop signal arm as contained in Section 22112 (e) of the California Vehicle Code which reads:

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus 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) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus 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 school bus and providing the assistance extends the length of time the school bus 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 school 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 school bus motor carrier.

(5) 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.

(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 school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Amended Ch. 831, Stats. 1994. Effective September 27, 1994.

Amended Sec. 3, Ch. 739, Stats. 1997. Effective January 1, 1998.

Amended Sec. 2, Ch. 647, Stats. 1999. Effective October 10, 1999.

Amended Sec. 1, Ch. 397, Stats. 2002. Effective January 1, 2003.

Procedures are in place, as outlined below, which requires all students in grades pre-k, kindergarten through 8, inclusive, who must cross a private road or highway at a bus stop, to be escorted by the driver.

General Loading/Unloading of the School Bus

- Students shall wait at designated bus stops and they shall arrive at least 5 minutes (no more than 10 minutes) before the bus is scheduled to arrive.
- Students waiting for the bus shall do so quietly and safely.
- Students will not run towards the bus when the bus is approaching (do not move toward the bus until it has completely stopped and/or the driver has motioned to do so and the door is opened).
- Students will wait at least 12 feet back from the street or roadway (law states that a school bus driver must stop 12 feet back from the 1st student in line).
- Students will wait for the bus in a line forming away from where the bus will stop.
- Students will quickly take a seat (or be directed to a seat by the driver depending on the driver's preference of the loading procedure).
- Students shall talk quietly to their neighbor on the bus, not stand up nor turn around in the seat, respect others and their property as well as the property of the school bus. There is no eating, drinking or gum chewing allowed while riding on the bus.

Procedures for Boarding the School Bus at Escorted Stops

- Students will be given instructions to wait at an area designated by the driver.
- When escorting student, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated and it is safe to exit the bus.
- The driver will exit the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the students to "wait" for his/her verbal signal.
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is stopped before verbally signaling the students to walk between the bus driver and the bus. The driver shall escort the student across the street in front of the bus and follow the last students on to the bus, making sure that all students are seated.

Procedures for Unloading the Bus at School or at a Bus Stop

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Students will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students are to walk away from the bus and not touch or lean against the bus. Students are not to return to the bus or run after the bus. There will be no "horseplay" on or at or near the bus or bus stops.
- Kindergarten students must be met at their bus stop by a parent or legal guardian. If there is no one to meet the student they will be returned to school.
- PLEASE NOTE: IF A STUDENT IS MET AT THE BUS STOP BY A PARENT OR GUARDIAN THAT NEEDS TO CROSS IN FRONT OF THE BUS THE BUS DRIVER MUST ESCORT THE CHILD AND THE PARENT ACROSS THE STREET.

Procedures for Unloading the Bus at Escorted Stops

- Students will remain seated until the bus comes to a complete stop.
- Students crossing the street will be instructed to come to the front of the bus and wait for further instruction from the driver.
- The driver shall, before opening the door ensure the flashing red light signal system and stop signal arm are activated and that it is safe to open the door and exit the bus.
- The driver will instruct the students to follow him/her and to "wait" until they are verbally signaled by the driver that it is safe to walk across the street. Students shall not move towards the street until the driver verbally instructs them to do so.
- The driver will walk approximately 10 feet in front of the bus before turning to enter the roadway. The driver will stop and check for traffic and then proceed to the center of the street.
- The driver will assure all traffic is stopped and verbally signal the students to cross when safe. Students shall cross the street to the front of the bus. Students are not to return back to the bus. If they forgot something/left something on the bus they are to get the drivers attention and the driver can bring the item to the student.
- Students remaining on the bus while the driver is crossing other students are to remain in their seats.

Procedures for Field Trips/Athletic Trips

Boarding:

- Students shall use the same boarding procedures used for regular home to school.
- Teachers and drivers shall count the students each time they board the bus.

- Drivers shall make every effort to pick-up in a location so that students do not require escort to board.
- Prior to departure, the driver shall instruct all passengers on safety and emergency procedures. (39831.5 Education Code)

Exiting

- Students shall unload in bus loading zones and parking areas whenever possible.
- Every effort will be made to unload passengers at locations that do not require students to be escorted across the street.
- Students become the responsibility of teachers and chaperones after they exit the bus.
- Students will move safely away from the bus and not return to the bus until they are directed to do so.

Safe Bus Operations

- 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 bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (California Vehicle Code 34501.6)

Procedures for Discontinuance of Service due to Reduced Visibility

- In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Director of Transportation or his designee of the fact and a decision will be made as to the next course of action.
- If the conditions warrant, whether or not students are aboard, the driver will remain parked and secure until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible.
- If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed on the route. School sites and the Superintendent will be notified as soon as possible and notifications to parents will be made as appropriate (as soon as possible).
- The following steps shall be taken when the driver makes the decision to discontinue service:
 1. Find a safe location to pull the bus completely off the roadway and park.
 2. Shut off ALL lighting systems.
 3. Contact dispatch.
 4. Once conditions clear up, proceed on the route with caution.

Bus Seating Capacity

- School buses and School Pupil Activity Buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

Procedures for Students Loading Under Emergency Conditions/Situations

- Drivers are required by law to load students on each bus according to the rated seating capacity listed on the Vehicle Inspection Certificate (CHP 292) located in the front of the bus near the driver's compartment. In the event that an emergency situation, as described below occurs, the driver will first make contact with the Director of Transportation or the Director of Transportation's designee for direction. Should the driver be unable to make contact with the Director of Transportation or the Director of Transportation's designee, the driver will use all reasonable means to ensure the safety of the students on board to remove them from the immediate emergency situation.
- It must be understood that any officer, agent or employee of a school district, office of the county superintendent of schools, or joint powers agency, or any other person, knowingly operating, or permitting or directing the operation of a school bus, when it is loaded with schoolchildren in excess of the limits of its seating capacity, is guilty of a misdemeanor.
- The only event in which the above shall not apply is for the evacuation of pupils in case of any emergency that may provide, where necessary, for the loading of schoolchildren on a school bus in excess of the limits of the seating capacity. As used in this section, "emergency" means a natural disaster or hazard that requires pupils to be moved immediately in order to ensure their safety.

Passenger Restraint Systems

- When a School Bus or School Pupil Activity Bus is equipped with a passenger restraint system, all students 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 notify students of the requirement to buckle their seatbelt. (5 CCR 14105)
- Each year, at the beginning of the school year, all drivers will review the proper use of the passenger restraint system (if bus is equipped) to ensure that all students are protected to the maximum extent possible. (5 CCR 14105 and Ed Code 39831.5)

Warning against Unauthorized Entry

- Unauthorized persons are not allowed on School Buses. The driver of the bus or another school official may order any person off the bus if that person enters the bus without proper authorization and/or has intent to commit a crime. (Education Code 29842; 13 CCR 1256.5)

Fire Extinguishers

- Each School Bus is required by law to be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in the law. (Education Code 39838; 12 CCR 1242)
- Each bus driver as part of their required daily vehicle inspection (pre-trip), shall insure that the bus they are going to operate is properly equipped with the required fire extinguisher(s) based upon bus type/size and are properly rated as required by law.

Reporting bus incidents/accidents

- The Superintendent or the Superintendent's designee shall review all investigations of School Bus incidents and accidents to develop preventative measures. The Superintendent or the Superintendent's designee shall be notified of all School Bus incidents and accidents as required.

Procedures for Reporting School Bus Incidents/Accidents

- In the event of a School Bus incident or accident, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. In all cases, regardless of the qualifying criteria for determining a School Bus accident, the driver will provide a written report to facilitate the reporting requirements for the Superintendent or the Superintendent's designee.

Bus Safety and Evacuation Instruction

- In accordance with Education Code 39831.5 all students who are transported in a School Bus to school and/or from school shall receive instruction once per year in School Bus emergency and evacuation procedures and passenger safety.
- Prior to departure on any field trip/activity trip/athletic event the bus driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment and two-way radio.

Bus Driver Responsibility to Check Bus after each Route/Trip

- AUHSD bus drivers are required to check their bus after each run/route/trip once finished. This means they will get out of the driver seat, walk the entire length of the bus checking the entirety of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. Drivers will scan the yellow tag in the far rear of the bus (near rear window) with their handheld ZONAR electronic pre-trip inspection tablet. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3(a) which requires the preparation of this Transportation Safety Plan.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their proper destinations before leaving their bus. Remember to do the “Child Check”.

Education Code Section 39843(a) requires the county superintendent of schools, the superintendent of a school district, a charter school, or owner or operator of a private school that provides transportation to or from a school or school activity, to notify the Department of Motor Vehicles, in a form and manner, that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the drivers’ employer to do the following:

- 1. Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus, who is found to have left the immediate vicinity of the vehicle to which the driver has been assigned with an unsupervised pupil onboard.***
- 2. Made a finding that the driver’s actions constituted gross negligence.***

Education Code section 39843(b) states that escorting pupils shall not be considered leaving the immediate vicinity of the vehicle. Section 39843(c) defines gross negligence as the want of even scant care or an extreme departure from the ordinary standard of conduct.

Education Code section 39860 states that the governing board of a school district shall require that any contract for the transportation of pupils shall include the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus.

Vehicle Code section 28160 states that on or before January 1, 2018 the Department of Motor Vehicles shall adopt regulations governing the specification, installation, and use of child safety alert systems. On or before the beginning of the 2018-2019 school year, each school bus, school pupil activity bus, youth bus, and child care motor vehicle, with a few specified exception, shall be equipped with an operational child safety alert system. Section 28160(c) defines a child safety alert system is a device located at the interior rear of the vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

The Anaheim Union High School District trains all School Bus Drivers to know all procedures, laws and regulations pertaining to student safety including but not limited to: the “child check” procedure. Drivers have been made aware of these new laws under the California Vehicle Code and California Education Code listed above.

Drivers will be disciplined accordingly and the Education Code 39843(a) will be followed should any instance of gross negligence take place regarding leaving any student unattended in a school bus.

Procedures for Designating an adult Chaperone, other than a driver, to accompany pupils on a school pupil activity bus.

- If Anaheim Union High School District uses an outside contractor to drive a trip for us they are required to have an adult chaperone on board each bus. At least one bus shall have a “certificated” school district employee on board. In the case of more than one bus, the first bus will have a certificated employee and each additional bus will have an adult chaperone 18 or older such as a parent, but NO STUDENT of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to us using outside contractors, AUHSD bus drivers will not depart on a trip without an adult chaperone. AUHSD bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany them on a field trip/sports trip/band trip etc. This does not include home to school routes.

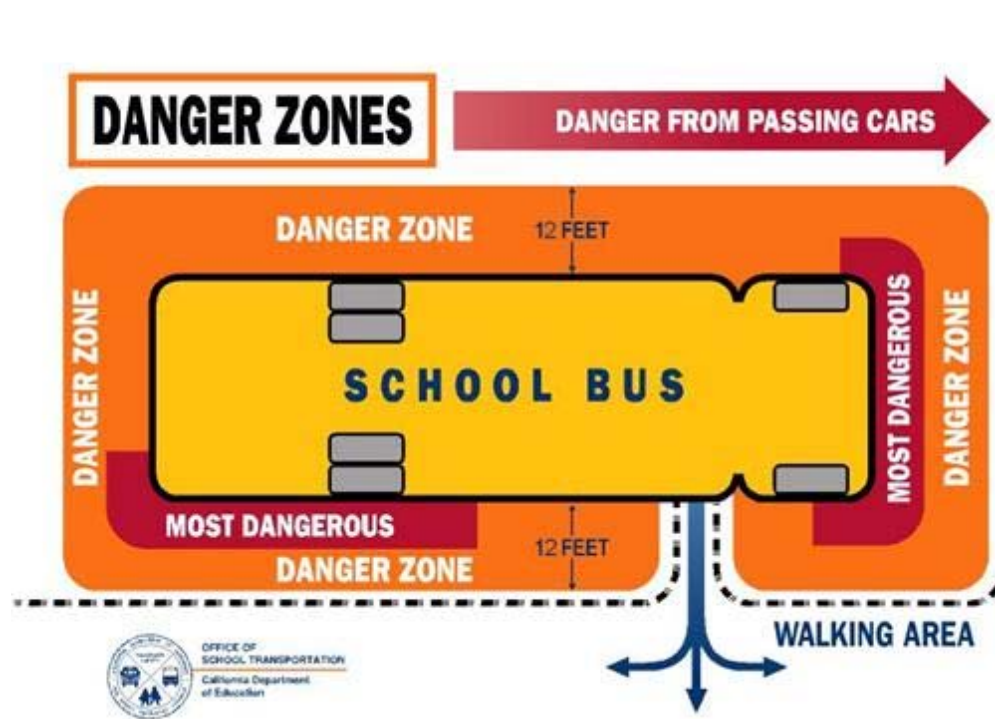
Safety Tips

Walking to and from Bus Stops

1. Go directly to or from the bus stop-no stopping in between (example: friend's home, store, neighbor's home).
2. Plan the safest route with the fewest streets to cross.
3. If possible, cross streets and corners, using crosswalks, if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
4. Watch for vehicles that may be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. NEVER accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white or light color clothing or something reflective).
9. Leave home early enough so you don't have to run to the bus stop.

Conduct at School Bus Loading Zones & Bus Stops

1. Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. DO NOT approach the bus until the driver opens the bus door (SEE DANGER ZONE DIAGRAM BELOW).
2. When loading at school, follow the directions of the driver and/or the teacher/aide on bus duty. Remember, there may be several buses to watch out for, not just your own bus.
3. NEVER go under any bus to retrieve something you have dropped. Ask the driver to assist you.
4. NEVER run to a bus, ALWAYS walk.
5. Destroying property, playing in or running across the street or any type of horseplay at any bus stop is strictly prohibited and dangerous to all.
6. Do not bring pets/animals to any bus stop.
7. When the bus is stopped to load or unload, the students are the direct responsibility of the School Bus driver and the driver's directions must be followed.
8. School Buses can only stop at designated school bus stops. If you miss the bus (or the bus has already closed the bus door and started to pull away from the stop) have mom or dad take you to another bus stop or directly to school and remember to NEVER run after the bus once it has begun to leave the stop.
9. When waiting for the bus in a car, be sure the car you are waiting in is not parked in the bus loading or unloading zone. Make sure that you are out of the car, waiting at the bus stop prior to the bus arriving.



When Crossing the Streets

1. Anaheim Union High School District bus drivers cross all students, kindergarten through 8th grade, who need to go across the street as they depart the bus.
2. Always let your bus driver be the first person off the bus. The driver needs to activate the “Flashing Red Lights” that flash on the outside of the bus to warn cars to stop for children crossing the street.
3. Once your driver is off the bus, you can walk down the bus steps and wait by the bus door for your driver to direct you to cross the street. NEVER go out into the street without the bus driver telling you to do so!
4. ALWAYS walk between the bus and the driver as you cross the street.
5. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.

Rules and Regulations

All students, regular education and special education are required to:

1. Arrive at the bus stop five (5) minutes (not more than 10 minutes) before the bus is scheduled to arrive.
2. Only use your appropriate bus stop.
3. Refrain from transporting hazardous or destructive objects of any kind such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, or ball bats. Also, no animals of any kind are allowed on School Buses.

4. Respect the rights and property of others on the bus and at the bus stop.
5. Avoid all rough play and fighting while at the bus stop or on the bus, or when getting on or off the bus.
6. Always enter and leave the bus through the front entrance door (unless instructed differently by your bus driver).
7. Remain quiet at railroad crossings.
8. Keep all parts of the body inside the bus at all times.
9. Keep windows closed (unless instructed differently by your bus driver).
10. Not use profane language, obscene gestures, create excessive, or unnecessary noise.
11. Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
12. Help keep the bus safe and free from litter by not eating, drinking, or gum chewing on the bus.
13. Be courteous and respectful to the bus driver, other students, and passers-by.
14. Obey the request of the bus driver, give proper identification when requested.
15. Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
16. Always cross the street in front of the bus and only when it is necessary to cross the street.

SCHOOL BUS SAFETY GUIDE

Riding on a School Bus is one of the safest, if not the safest form of transportation in the nation. It has to be. School Bus drivers carry the most precious cargo that can be carried on the roadways. School Bus driver's training never ends throughout their career. They are the most "tested" driver on the road in the state of California. Every five years they must take "renewal" written tests on rules and regulations of the road/School Bus industry and First Aid practices as well as a drive test. They are tested every five years by the California Highway Patrol. California has the strictest rules/regulations for becoming a School Bus Driver as well as maintaining the required licensing/credentials.

The following are some of the statistics from the National School Transportation Association. Riding in a School Bus is:

- **32 times safer than your family automobile**
- **8 times safer than passenger trains or commercial airlines**
- **4 times safer than transit buses or intercity buses**

From the statistics above you can see that accidents are rare because School Districts, and the drivers themselves, train and work hard at driving defensively to avoid accidents.

In addition, the School Buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training to help children learn how to get on and off the School Bus safely, parents, drivers and teachers can help prevent the remaining few accidents that now occur.

Unfortunately, the reality of School Bus safety is that more children are hurt outside of the School Bus than inside. The child who bends over to retrieve a dropped school paper that goes under the bus or who walks too close to the bus while crossing the street needs to be made aware that every yellow School Bus is surrounded by a DANGER ZONE (pictured on page 9 above).

A copy of this Transportation Safety Plan shall be kept at each school site and made available upon the request of the California Highway Patrol. (Education Code 39831.3)

References:

California Code of Regulations Title 5 (5 CCR)
California Code of Regulations Title 13 (13 CCR)
California Vehicle Code (CVC)
California Department of Education Bus Driver's Manual
California Education Code [EC]
California Highway Patrol Handbook (HPH 82.7)

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