

Transportation Safety Plan

(EC 39831.3)



“Putting Children First”

For route delays please call our TRANSPORTATION HOTLINE
(916) 643-7999

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Transportation Safety Plan

Transportation Services shall identify all stops requiring students to be escorted across the highway or road and the drivers shall identify the individual students requiring an escort at those stops before loading or unloading students.

Upon registration, the parents or guardian of all students not previously transported in a school bus shall be provided with written information on school bus safety by the administrator of the school of attendance. The information shall include all of the following:

- 1) General Rules of Conduct at school bus loading zones and red light crossing instructions.
- 2) A Sacramento City Unified School District Rider-Ship application for school bus rider-ship.
- 3) A list of school bus stops for each school near each eligible pupil's residence. A copy of the bus routes, stops and times may also be obtained from the school of attendance, district web site or the Transportation Services Department.
- 4) School Bus Danger Zone information.
- 5) Walking to and from school bus stops.

The plan shall be kept current and on file at each school site and made available, upon request, to any officer of the California Highway Patrol.

District Policy requires the following:

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

Students will do the following:

- Ride only those buses to which students are eligible and assigned to, and normally take to and from school.
- Listen and obey all directions from the driver.
- Arrive at their assigned bus stop a minimum of five (5) minutes before the scheduled pick up time.
- Respect the people and property at and around the bus stop and loading zones.
- Never throw objects at a bus or out of bus windows.
- Conduct themselves properly while waiting for their buses and after returning from school.
- Form a single line and remain a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- Board and exit buses in an orderly manner without pushing or crowding.
- Sit in seats and areas assigned by the bus driver.
- Identify himself or herself to the driver when requested to do so.
- Remain seated while the bus is in motion.
- Keep all portions of their body inside the bus at all times.
- Wear shoes, unless otherwise directed by the driver. Athletic shoes with metal cleats must be carried.
- Exit the bus through the front door only, unless otherwise directed by the driver.
- Cross roadways in front of the bus (all grades) and escorted by the driver (grades Pre-K -8 grades inclusive) (grades 9-12 escorting is permissive and may be required).

Students will not do the following:

- Threaten, harm or endanger the safety of the passengers and/or drivers.
- Possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices or weapons, pressurized containers (hair spray, perfume, paint, etc.).
- Engage in boisterous conduct, fighting or throwing of any object inside or outside of the bus.
- Use profane, vulgar/abusive language or gestures.
- Use tobacco, consume food or beverages or chew gum.
- Write on seats, walls or intentionally damage any portion of the bus.
- Tamper with emergency exits or bus controls.
- Throw substances on or at the bus.
- Cross divided highways to get onto the bus.

Loading at a Designated School Bus Stop:

- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop.
- Once stopped, the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle code.
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated before allowing students to enter the bus.
- In the event any pupils will need to cross the roadway upon which the bus is stopped (Pre-Kindergarten, Kindergarten and any grades 1-12 inclusive) the driver shall escort them across the roadway. The driver shall use an approved hand-held "STOP" sign when escorting students.
- The driver shall require all students to walk in front of the bus as they cross the roadway upon which the bus is stopped.
- If a student drops papers or other objects while boarding the bus, he/she should get the attention of the driver. The student shall never go under or near the school bus to retrieve objects since the driver cannot see the student.
- The drivers shall ensure that all students who need to cross the roadway/highway, upon which the bus has stopped, have crossed safely, and that all pedestrians are safe distance from the bus. The driver shall cancel the flashing red lights as soon as practicable and ensure it is safe before setting the bus in motion.

Unloading at a Designated School Bus Stop:

Drivers shall be familiar with the proper procedures and requirements for the use of flashing red lights and escorting students across the roadway. *The school bus driver shall escort student passengers who attend a pre-kindergarten or elementary school up to grade 8 across the highway. Grades 9 – 12 may be escorted.*

- This shall apply to a public or private school that does not offer instruction beyond grade eight. (13CAC 1227b)
- The driver shall use an approved hand-held "STOP" sign (18" Octagonal "stop" sign) while escorting all students.

Unloading at a Designated School Bus Stop (continued)

- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop.
- The school bus driver shall identify the students who must cross the roadway/highway and prepare the students to disembark the school bus.
- The driver shall ensure that the flashing red signal lights and stop arm. If so equipped, are activated and ensure it is safe to exit the bus.
- The driver shall require all students who are crossing the roadway to walk in front of and between the bus and driver.
- If a student drops papers or other objects while exiting the bus, he/she should get the attention of the driver. The student shall never go under or near the school bus to retrieve objects since the driver cannot see the student.
- The driver shall ensure that all students who need to cross the highway or private road, upon which the bus is stopped, have crossed safely and that all pedestrians are safe distance from the bus.
- The driver shall re-enter the school bus and immediately cancel the flashing red lights.

It is the intent of Transportation Services to have all buses at the school sites prior to the afternoon dismissal bell time. It is our goal to depart the school site no later than five (5) minutes after the dismissal bell.

Loading School Buses at a School Site:

- The school bus driver may not activate the flashing amber warning light system, the flashing red light signal system and stop signal arm at any school.
- The driver shall not activate the flashing red lights to unload the students at the school site.
- The driver will monitor the students at the school site to ensure orderly and safe exiting.
- When the students have disembarked, the driver will depart the school site when safe.
- This procedure will be the same for activity trips.

ACTIVITY TRIPS

Loading School Buses at a School Site:

- The driver shall not activate the flashing amber warning light system when loading/unloading.
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading.
- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.
- Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

Loading/Unloading at the Activity Destination Site:

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and loading/unloading students can be reasonably controlled.
- The driver will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus.

Loading/Unloading at the Activity Destination Site (continued)

- When it is clear and safe, the driver will have the students disembark the bus. (The flashing red signal lights will not be activated).
- When the group is accounted for and is ready to depart, the driver will depart when safe.

Instructions for Special Needs Students:

- Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school students.
- The driver shall not activate the flashing red light system where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus; providing the assistance extends the length of the time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance. (OST instructors Guide Unit VII pg. 67).
- Activate the flashing amber warning light system 200 feet before the designated stop, if so equipped. Pull up to the designated stop and secure the bus. Turn off the flashing amber lights.
- Once stopped, the driver shall, activate the flashing red signal light system, as defined in Section 22112 of the Vehicle code
- When loading/unloading a wheelchair student, the flashing red lights shall NOT be activated. The driver will assist with the loading process and depart the bus stop when safe.

Unassigned Bus Stop:

- No student shall be allowed to utilize any designated bus stop other than the student's primary designated stop without the written permission of the pupil's parent/guardian and approval and direction from the site administrator/principal. This permission shall include the full name of the parent/guardian, the home and or work phone number and a legal signature giving the department this permission. No pupil shall be allowed to disembark at a location other than a district approved designated bus stop. Disembarking at a stop other than the student's designated stop will be sufficient cause to suspend the student's riding privilege.

Mechanical Breakdown:

- When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(d) states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

Adverse Driving Conditions

Vehicle Code Section 34501.6 states that the governing board of a local educational agency providing for the transportation of students shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home to school transportation service. Operational policies for school activity trips shall give school bus drivers' discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

For purposes of this safety plan, the department procedures shall be as follows:

- The Supervisor on duty will notify the Director of Distribution Services that atmospheric conditions reduce visibility to 200 feet or less.
- The Director of Distribution Services or designee will contact the Superintendent's Office.

- Transportation Services will consult with the Superintendent or designee for a directive to suspend or delay transportation which, per the Superintendent or designee, may be delayed a minimum of one (1) hour for improved visibility or suspended indefinitely per the Superintendent or designee's discretion.



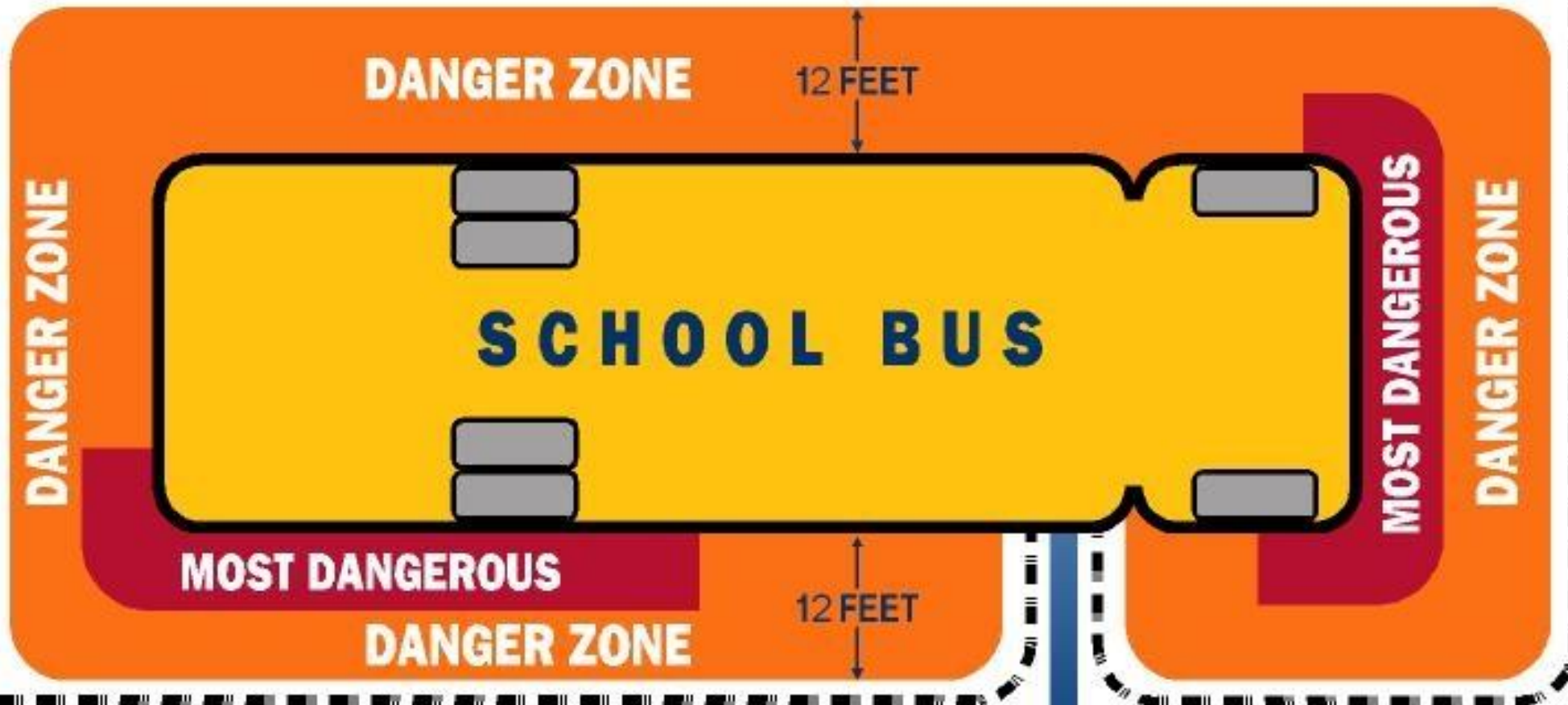
**2013-14 BUS ROUTES WILL
BE AVAILABLE
TO THE SITES ONE WEEK
PRIOR TO THE START OF THE
SCHOOL YEAR**

**TRANSPORTATION HOTLINE
(916) 643-7999**

Office: 916-277-6701

DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF
SCHOOL TRANSPORTATION
California Department
of Education

School Bus Safety Plan/Safe Walking



Walking to and from Bus Stops

1. Go directly between the bus stop and 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 might 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 light colored clothing or something reflective).
9. Leave home early enough so you do not have to run.
10. Be at the Bus Stop a minimum of 5 minutes before the scheduled pick-up time.

Safe Tips for Parents

The greatest risk is not while riding the bus, but approaching or leaving the bus. It is essential that automobile drivers know the rules:

1. When backing out of a driveway or leaving a garage, watch for children walking or bicycling to school.
2. When driving in neighborhoods with school zones, watch out for young people who may be focused on getting to school but may not be thinking about safety.
3. Slow down. Watch for children playing and gathering near bus stops or walking in the street, especially if there are no sidewalks.
4. Be alert. Children arriving late for the bus may dart into the street without looking for traffic.
5. Learn and obey the school bus laws in California.
6. Always STOP when a school bus has activated their Flashing Red Lights, do not proceed until they are completely off and then proceed with caution.
7. Always slow down when a bus has activated the flashing amber warning light system and prepare to stop once the flashing red signal lights are activated.



"Putting Children First"

Transportation Rules and Regulations



Transportation Services

Mailing Address: 3101 Redding Avenue, Sacramento, CA 95820
Phone: (916) 277-6700 – Fax: (916) 277-6630

Chuck Ernst, Director Distribution Services

Welcome to the Sacramento City Unified School District for the new School Year.

It is our pleasure to provide transportation for your school. We have provided an information packet that will explain our policies and procedures. The following guidelines are to help ensure the safest and most efficient form of student transportation. Communication is the key to a successful school year and an essential part of the education process. Many school districts in California charge for transportation, but Sacramento City Unified School District Transportation Services is a free service for district students and a privilege that is not mandated by the State of California for regular education students.

We encourage parents to refer any questions regarding bus stop schedules to the appropriate school site. The Transportation Services telephones will be extremely busy with phone calls the first few days of school, and it may take some time for you to receive the information you need. For information regarding bus delays, please call the Sacramento City Unified School District Transportation Services "Hotline" at (916) 643-7999 as information is updated throughout the day (between 6:45 A.M. and 3:30 P.M.), or as necessary.

In an effort to better serve your community, the following phone numbers will be helpful in obtaining information for your student's transportation:

Sacramento City Unified School District all schools K-12: (916) 277-6700
Main Dispatch or immediate live person: (916) 277-6701
HOTLINE: 916-643-7999

Most of the sites have already sent out packets regarding transportation policies and procedures. Attached please find a copy of the School Bus Rider-ship Application as well as a copy of policies and procedures for your review. After completion of the Rider-ship Application, please return it to the school bus driver or school site main/attendance office. You may also elect to mail the completed application to the following address:

Sacramento City Unified School District
Transportation Services
3101 Redding Avenue
Sacramento, CA 95820

If you have concerns regarding your child's transportation please call and speak to a supervisor at (916) 277-6700. This number is also a 24-hour voice-mail line should transportation be closed.

Sincerely,

Chuck Ernst, Director Distribution Services



Transportation Services

Mailing Address: 3101 Redding Avenue, Sacramento, CA 95820
(916) 277-6700 – Fax: (916) 277-6630

Rider-Ship Application

Route #

School of Attendance: _____ Grade: _____ Student ID# _____

Please return this form to the school bus driver or school site main attendance office. The form must be completed and signed by the parent or guardian. You may also elect to mail the completed application to the above listed mailing address. (PLEASE INCLUDE ROUTE NUMBER)

Please Print Legibly

Student Name: _____
(Last Name) (First Name)

(M.I.)

(Home Address) (City) (State) (Zip Code)

If you are a returning student to the above named school, indicate the location of your last bus stop.

What is the nearest major cross street to your home? _____

I have received the attached rules from Transportation Services and have shared them with my student.

(Parent/Guardian Printed Name) (Parent/Guardian Signature - required)

Home Phone: _____

Work Phone: _____

Pager/Cellular Number (optional): _____

In the event of an emergency please indicate person(s) (if parent/guardian cannot be reached) to contact.

Emergency Contact Person Primary (to be called first): _____

Primary Emergency Contact Number: _____

Emergency Contact Person Secondary (to be called second): _____

Primary Emergency Contact Number: _____

Kindergarten students must be received by a parent or guardian at the bus stop. The student will be taken back to the school site if no parent or guardian is at the stop to receive the student.

Transportation Use Only
Red Light Escort Yes No Approved: Denied: Walking Distance: Not Attendance Area:

~RULES AND REGULATIONS ON THE BUS~

The Sacramento City Unified School District Board of Trustees has adopted the following policy:

- 1) Students are to ride only those buses to which they are assigned and normally take to and from school.
- 2) Students are to be at their bus stop a minimum of five (5) minutes before the scheduled pick up time.
- 3) Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- 4) Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- 5) Students are to board and exit buses in an orderly manner without pushing or crowding.
- 6) Students are to sit in seats and areas assigned by the bus driver.
- 7) Students will remain seated facing forward in their seats at all times. Legs, feet or other objects are not to obstruct the aisle.
- 8) Students are to remain seated while the bus is in motion.
- 9) Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
- 10) Students will cross roadways in front of the bus (all grades) and escorted by the driver (Grades Pre-K - 8 inclusive).
- 11) Students will be respectful and courteous to the driver and other staff at all times.
- 12) Students will identify himself or herself to the driver when requested to do so.
- 13) Students will not smoke or light matches on the school bus at any time.
- 14) Students will not fight, create excessive noise, litter, tamper with equipment or deface property (cut seats, etc.).
- 15) Students are not permitted to eat or drink on the bus.
- 16) Students are not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, weapons or pressurized containers (hair spray, perfume, paint, etc.)
- 17) Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- 18) Students will not use abusive language or gestures on or near the bus.
- 19) Students will never extend any part of their body or any of their possessions out of the window of the school bus.

~MISCONDUCT CITATION~

This citation process is the driver's Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do his/her best to observe any student misconduct, rather than to just take the word of other students when issuing citations. This document is a three (3) part form with copies that are given or sent to:

1. WHITE: The Parent/Guardian
2. YELLOW: The Site Administrator/Principal
3. PINK: Driver/Transportation File

Under normal circumstances, if a citation is warranted, the Principal or designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate the reason for the citation, if time off the bus is indicated and the length or duration of the suspension of

school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification. The driver should not take for granted that parent notification has occurred and should confirm with the Principal or designee before denying transportation services. Generally, students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday normally will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

~STUDENT DISCIPLINE~

5 CAC 14103

AUTHORITY OF THE DRIVER: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a Sacramento City Unified School District bus stop.

DENIAL OF TRANSPORTATION: Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be "denied transportation." The Sacramento City Unified School District Board of Trustees has adopted rules and regulations to enforce this provision. (5 CAC 14103)

UNAUTHORIZED ENTRY:

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than 6 months, by a fine of not more than one thousand dollars (\$1000.00) or by both. (EC 39842)

POLICY ESTABLISHED BY THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES SUGGESTS SOME GUIDELINES TO HELP AVOID STUDENT MISCONDUCT.

Infraction:

- Consistently being late or arriving too early at a bus stop.
- Moving about or changing seats while the bus is in motion.
- Sitting backward in the seat.
- Failure to cross the street in front of the bus.
- Spitting on people or equipment.
- Failure to remain seated until the bus comes to a complete/full stop.
- Eating or drinking on the bus.
- Throwing objects in and out of the bus.
- Refusing to follow the directions of the driver.
- Tampering with the driver's seat, emergency door(s) or other equipment on bus.
- Smoking, lighting matches, or lighters, setting off fireworks or stink bombs on the bus.
- Crossing the street behind the bus.

Immediate Suspension:

- A physical threat and action toward the driver or passengers.
- Destroying the driver's, students, or school property.
- Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.
- Throwing objects at the bus or other vehicles after getting off the bus.

6.1. C

THE DRIVER OF A SACRAMENTO CITY UNIFIED SCHOOL DISTRICT SCHOOL BUS SHALL NOT EJECT ANY SCHOOL PUPIL UNLESS THE PUPIL IS GIVEN INTO THE CUSTODY OF A PARENT OR ANY PERSON DESIGNATED BY THE PARENT OR SCHOOL.