

NOVATO UNIFIED SCHOOL DISTRICT

Board Policy

Series 3000

BP 3543

BUSINESS SERVICES

TRANSPORTATION SAFETY AND EMERGENCIES

Transportation Safety Plan

The Superintendent or designee shall develop a transportation safety plan to address student safety that includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades pre-kindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112 (cf. 3542 – School Bus Drivers)
2. Procedures for all students in grades pre-kindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

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

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. (Vehicle Code 34501.6)

(cf. 3540 – Transportation)

(cf. 3541.1 – Transportation for School Related Trips)

(cf. 6118 – Weather Related Schedules)

School buses and school student activity buses also 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.

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

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TRANSPORTATION SAFETY AND EMERGENCIES (continued)

The Superintendent or designee may place a notice at bus entrances that warn against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime (13 CCR 1256.5)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment that meets the standards specified in law. (Education Code 38056)

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

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 38048)

1. Each school year, the Superintendent or designee shall provide appropriate instruction in 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. (5 CCR 14102)
2. At least once each school year, all students in grades pre-kindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. Proper passenger conduct (cf. 513.1 I – Bus 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 also may include responsibilities of passengers seated next to an emergency exit.

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TRANSPORATION SAFETY AND EMERGENCIES (continued)

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 and bus number
- j. Additional remarks

This documentation shall be kept on file for one year and shall be available for inspection by the California Highway Patrol.

3. 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:
(Education Code 38)
 - a. Location of emergency exits
 - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

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TRANSPORATION SAFETY AND EMERGENCIES (continued)

Notifications

The Superintendent or designees shall provide written safety information to the parents/guardians of all students in grades pre-kindergarten through 6 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include: (Education Code 38048)

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. School bus danger zones
5. Safety while walking to and from school bus stops

(cf. 5145.6 – Parental Notifications)

Legal Reference:

EDUCATION CODE

38045-38059 Transportation, school buses, especially:

38048 Student instruction in bus safety; notifications

38051 Excess of seating capacity

38056 Fire extinguisher on school buses

39831.3 Transportation safety plan

51202 Instruction in personal and public health and safety

VEHICLE CODE

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

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14102 Instruction in bus safety and evacuation 14103 Authority of the driver

CODE OF REGULATIONS, TITLE 13

1256.5 Notice of warning against unauthorized entry on school buses

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