



Transportation Safety Plan

The following Transportation Safety Plan has been developed at the direction of the Superintendents' Council of the East San Gabriel Valley Special Education Local Plan Area (ESGV SELPA) pursuant to California Education Code 39831.3. This document is maintained by the ESGV SELPA Transportation Department.

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Introduction

The East San Gabriel Valley Special Education Local Plan Area (ESGV SELPA) Transportation Department is operated by and for the benefit of the local education agencies (LEAs) of the ESGV SELPA to provide safe, professional, timely, and cost-effective transportation services. In partnership with Durham School Services, the ESGV SELPA Transportation Department coordinates the provision of transportation services for eligible students with disabilities in grades Preschool through 12+, for students of the LEAs located within the SELPA boundaries. The ESGV SELPA is made up of the following LEAs: Azusa USD, Baldwin Park USD, Bassett USD, Bonita USD, Charter Oak USD, Claremont USD, Covina-Valley USD, Glendora USD, Walnut Valley USD, West Covina USD, and San Jose Charter Academy.

Start of the School Year Procedures

Prior to the beginning of each new school year, the ESGV SELPA Transportation Department delivers home-to-school bus route schedules to school offices several weeks before the first day of school in August. Although every effort is made to ensure bus routes and stops remain stable, when changes are required, the ESGV SELPA Transportation Department will send notices to schools and verbally communicate route changes directly to parents/students. Any questions regarding revised bus schedules should be directed to the ESGV SELPA Transportation Department at 626-966-1670, option 2.

Students with disabilities are assigned a bus stop location when service is requested by the District of Service representative. ESGV SELPA schedulers will notify the family of the route number, bus stop location, and pickup and drop-off times before service begins. Route numbers are located next to the entrance door on each bus. Students who wish to be released without an adult present must have a self-release form on file with the District of Service. This form must be renewed annually and may be obtained from the District of Service. Students without a self-release form on file who don't have an authorized adult present at the time of drop-off will be returned to their school of attendance after attempts to contact the authorized adults are exhausted.

California Education Code 39831.3

This Transportation Safety Plan contains procedures for school personnel to follow to ensure the safe transport of pupils and complies with Education Code Section 39831.3. The Transportation

Safety Plan must be physically present at each site where school transportation is provided and available for inspection by the California Highway Patrol.

Determining if pupils require escort service pursuant to Vehicle Code § 22112

- 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 (but crossing is otherwise legal), the bus driver shall escort all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who need to cross the street on which the bus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils, require all pupils to walk in front of the bus as they cross, and ensure that all pupils who need to cross the street have crossed safely, and that all other pupils and pedestrians are a safe distance from the bus before setting the bus in motion.
- Bus drivers shall ask pupils at each stop if they must cross the street on which the bus is stopped to reach their destination.
- The ESGV SELPA Transportation Department shall review pupils’ addresses in relation to designated stops when assigning students on a space-available basis on existing routes.
- The ESGV SELPA Transportation Department will clearly mark every stop requiring an escort on the route sheet.

Boarding and exiting the appropriate school bus at each pupil’s school bus stop

Pupils shall be instructed to stand in an orderly manner at their school bus stop and remain back from the curb or roadway edge, at least 12 feet, as their assigned bus approaches.

- When boarding the school bus: The bus driver shall instruct pupils to enter their assigned bus at the school bus stop in an orderly manner. Pupils shall refrain from pushing, shoving, physical playing, or rough contact.
- When exiting the school bus: The bus driver shall instruct pupils to exit the school bus one at a time. The bus driver will ask if any student must cross the street (on which the school bus is stopped), and students must answer yes or no.
- If students must cross the street on which the school bus has stopped, the bus driver will escort the students utilizing the red-flashing lights and handheld stop sign.
- Students will follow the directions of the bus driver and cross the street between the bus driver and the front school bus.

- Pupils shall be instructed, by school site personnel and/or the bus driver to leave the school bus stop in an orderly manner and immediately move away from the bus and out of the danger zones (a 12-foot area surrounding the bus).
- Bus drivers shall ensure that all pupils and other pedestrians are a safe distance from the school bus, and it is safe to move before setting the school bus in motion.

Boarding or exiting a school bus at a school site or other trips destination

School site personnel and/or the bus driver shall instruct pupils to board or exit their school bus, at a school site or other trip destination, in an orderly manner. Students will refrain from pushing, shoving, physical playing, or rough contact.

- School site personnel are responsible for monitoring pupils boarding or exiting the school bus at their school site or activity trip destination.
- School site personnel shall deter pupils from standing or walking between buses, standing within arm's length of a bus, or attempting to pass items through open windows into or out of a school bus while at the school site.
- Bus drivers shall ensure that all pupils and other pedestrians are at a safe distance from the school bus, and it is safe to move the school bus before setting the school bus in motion.

Child Check - SB 1072 Paul Lee School Bus Safety Law

All school bus drivers shall at the conclusion of every route segment, field trip destination, and upon returning to the yard, ensure that no pupil is left unattended on a school bus, pursuant to Ed Code Sec. 39831.3.

All Durham School Services buses are equipped with child-safety alarm systems to prevent children from being left on the bus. Drivers are required to check the bus at the end of their routes to make sure all students are off the vehicle. The school bus driver shall walk to the rear of the bus, checking all seats and the surrounding floor area, checking for pupils, and again checking for pupils as they walk back to the front of the bus to ensure the bus is vacant. If a pupil is found during the child check procedure, the school bus driver **shall immediately** notify Durham Dispatch and wait for instructions. Bus drivers, upon renewal of their annual school bus certificate, are required to receive training in child safety check procedures.

Bus Rules and Regulations

The safety of students on the school bus is our primary goal. Behaviors that might be acceptable off the bus could pose serious safety hazards on the bus. The need for order and discipline is directly related to the safety of our students. Education, cooperation, and good communication between transportation staff, parents, students, and schools is the best way to achieve safety and order on the school bus. The school bus driver is responsible for the conduct of the students on the bus. Students are responsible for following the rules:

Student Bus Rules

1. Obey the instructions of the bus driver at all times.
2. Be courteous and refrain from using profane language.
3. **DO NOT** eat or drink on the bus unless required for medical reasons.
4. Remain seated and facing forward at all times.
5. Keep head, hands, and feet inside the bus at all times.
6. Be courteous to your peers; bullying is not acceptable.
7. Please do not throw any objects inside or outside the bus.
8. Use electronic devices muted or with headphones.
9. Taking pictures, recording videos, or recording sound inside the bus is prohibited.
10. No fighting or horseplay while you are inside the bus.

Authority of the Driver -Title 5 Section 14103

Students transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to the school bus driver. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation, according to rules and procedures adopted by the student's District of Service Governing Board relating to suspension of riding privileges.

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry (13 CCR 1256.5.) The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. Any person who enters a school 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 (Education Code 39842).

Procedure for Unauthorized Entry

- The driver will notify the ESGV SELPA Transportation Director or designee in writing, should there be any incident that constitutes an unauthorized entry.
- In the event of unauthorized entry, the ESGV SELPA Transportation Director will investigate and notify the school(s), district(s), parent(s), or guardian(s), as appropriate.

Emergency Evacuations and Safety Instruction

Instruction in school bus emergency procedure and passenger safety, CA Ed Code 39831.5

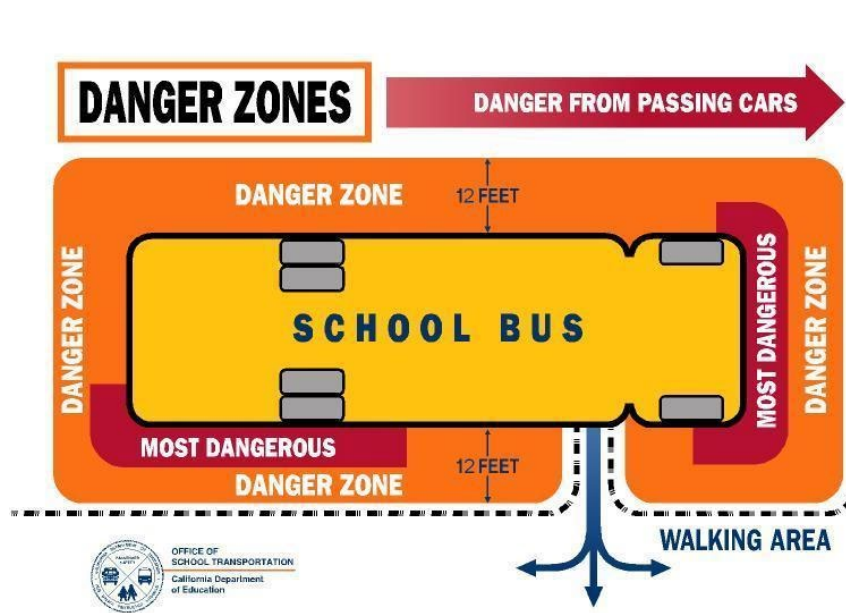
All pupils in grades pre-kindergarten through 12, inclusive, in public or private schools that are transported in a school bus, or school pupil activity bus, shall receive instruction in school bus emergency procedures and passenger safety. As part of the instruction, Kindergarten through 8th-grade pupils shall evacuate the bus through the emergency door. This safety instruction shall be documented and shall remain on file at school sites and the ESGV SELPA Transportation Department for a minimum of one year from the date of instruction. This information shall be made available to the CHP upon request.

Activity Trip Safety

Before departure on a school activity trip, all passengers on a school bus shall be given safety instructions which will include: the location of emergency exits, the location and use of emergency equipment, and special instructions by the driver for passengers seated next to emergency exits. Any time a Student Pupil Activity Bus (SPAB) is used for an activity trip, an accompanying chaperone other than the driver must ride on the bus.

The School Bus Danger Zone

Each pupil must be aware of the area surrounding the school bus called the “Danger Zone.” The Danger Zone is the area extending twelve feet in all directions from the school bus in which serious student injuries and deaths occur. When the pupil boards and leaves the school bus, they must follow the walking area shown in the Danger Zone illustration below. This places them within view of the school bus driver at all times.



Bus Safety

Getting Ready for School

- Have your children put everything they carry in a backpack or school bag so that they won't drop things along the way.
- Encourage them to wear bright, contrasting colors so they will be more easily seen by drivers.
- Make sure children leave home on time, so they can arrive at the bus stop before it is due, ideally at least five minutes early. Running after or in front of a bus is dangerous.

Walking to the Bus Stop

- Walk young children to the bus stop or encourage children to walk in groups. There is safety in numbers; groups are more accessible for drivers to see.
- Practice good pedestrian behavior: walk on the sidewalk, and if there is no sidewalk, stay out of the street. If you must walk in the street, walk single file, face traffic, and stay as close to the edge of the road as you can.
- Stop and look left, right, and then left again if you must cross the street. Do the same thing in driveways and alleys. Exaggerate your head turns and narrate your actions, so your child knows you are looking left, right, and left.

At the Bus Stop

- Have children wait in a location where the driver can see them while driving down the street. Try to avoid waiting in a house or car.
- Do not let children play in the street. Playing with balls or other toys that could roll into the road is also dangerous.

Getting On and Off the Bus

- Warn children that if they drop something getting on and off the bus, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions.
- Remind children to look to the right before they step off the bus.
- If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children can be so excited to see you after school that they dash across the street and forget the safety rules.

Mobile Devices

Cell phones and other electronic devices are permitted on the school bus as long as:

- They are in backpacks or other holders while boarding and departing the bus, keeping hands free to use handrails.
- Sound is muted, or headphones, earbuds, or similar devices are used.
- Content does not violate the law or school district policy and procedures.
- Use does not create a distraction for the driver.

Transportation of property

The following **ARE NOT** permitted to be carried aboard the bus: Animals (mammals, birds, reptiles, fish, insects, etc.), unprotected glass containers, helium balloons, skateboards, aerosol cans of any type, matches, lighters, laser lights, and dangerous objects such as knives, scissors, guns, alcoholic beverages, and drugs.

Inclement Weather

Should inclement weather reduce visibility to a point that a driver determines it to be unsafe to continue school bus service, the driver has the discretionary authority to discontinue service.

Frequently Asked Questions (FAQs)

What if my student will be absent?

Advance notice of absence is extremely helpful. When you do not intend to send your child to school or will be picking your child up early from school, please notify the ESGV SELPA Transportation Department at (626) 966-1670, option 2.

What if my student misses the bus?

You will need to transport your child to school that day if he or she misses the bus. If your child misses the bus more than three (3) days in a row without notification, transportation service will be discontinued until you call the transportation office to have the service reinstated. You must call (626) 966-1670, option 2 to start transportation service again.

How will the bus pick-up my student?

Please watch for your child's bus to arrive, preferably outside on the sidewalk in front of your home if weather permits. All children must be ready for pick-up at their scheduled time. Many children and classes are affected by transportation schedules; therefore, drivers will wait THREE (3) MINUTES after arriving for pick-up and then proceed on their route. Drivers will not walk to the door to pick children up or honk the bus horn.

How will the bus drop-off my student?

A parent or an authorized adult identified on the self-release form must be at home to receive the child when delivered by the driver. The driver must see this person so that the child can be discharged from the bus and the driver is able to proceed. The adult may be asked to show the bus driver a valid government-issued identification card to establish identity. Please note if you do not

have government-issued identification, the student will not be released and may be taken back to the school of attendance.

If you want your child dropped off at home without an adult there to receive the child, please call your home school district and fill out an authorized self-release form.

What if I need an alternate drop-off or pick-up location?

Children will not be dropped off anywhere other than the home address on file unless a different address is written on the Transportation Bus Service Request Form submitted to the ESGV SELPA Transportation Department by your home school district. If you need to change a drop-off or pick-up location, please contact your home school district to make this change. Please note route changes may take up to one school week to establish. You may be required to transport your child to and from school until a new route is established.

What if I move or change my phone number?

Please notify the ESGV SELPA Transportation Department at least five school days in advance, if possible, if you change your phone number.

If you are planning to move, you must notify the ESGV SELPA Transportation Department at least FIVE days in advance and submit a Transportation Bus Service Request Form with the new address to your district of service at least THREE WEEKS in advance. This will help ensure uninterrupted bus service. If you provide less than three weeks' notice, you may be required to transport your child to and from school until a new route is established.

How will I be notified if there is a route change?

Parents should be prepared for changes in buses, vans, routes, and times of pick-up throughout the school year due to additions or withdrawals of students in the program. Route travel time will vary from route to route depending on the student's home and school locations. The ESGV SELPA Transportation department will notify parent/guardian by phone whenever there is a change to their students transportation schedule.

How can I contact the Transportation Department?

ESGV SELPA Transportation Department

selpatransportation@esgvselpa.org

(626) 966-1670, option 2

Monday - Friday 6:30 A.M - 4:30 P.M

Durham Dispatch

(626) 593-1783

Monday - Friday 6:00 A.M - 6:00 P.M