

PUPIL TRANSPORTATION COOPERATIVE
Whittier, California

Operations

5001

Board Approved: 10-25-01

Eligibility of Pupil for Home to School Transportation

Operations Procedures

1.
 - 1.1 Any regular day school pupil enrolled in a participating district of the JPA who lives within the boundaries of the district and who boards a bus at a regularly established bus stop, is eligible for transportation to and from school. Minimum distances will be based on the participating district's policy.
 - 1.2 Pupils coming to school for the purpose of enrolling or going home after regular withdrawal from school may be transported. No one shall be transported merely for the purpose of visiting the school.
 - 1.3 Pupils shall be permitted to ride on regular home to school bus runs to and from school of attendance from the established bus stop nearest their residence.
2. Individual Requests for Non-Home to School Transportation
 - 2.1 No student is to ride any bus other than the one that is assigned except in an emergency or prearranged event.
 - 2.2 When such an emergency does arise, the signed permission by the parent, as well as the signed permission of the adult who is to receive the pupil must be in the hands of the principal in advance of the proposed trip. When such a situation exists, a signed permission slip by the parent must be delivered to the bus driver before boarding will be granted. The permission will be granted on a seat-available basis.
3. Eligibility of School Pupil Not Enrolled in Schools Maintained by the District for Home to School Transportation.

- 3.1 Pupils attending private school or public elementary school within the operating boundaries of the Agency may be transported by buses belonging to the Agency under the following conditions:
 - 3.1.1 There is a space available on the bus.
 - 3.1.2 Established bus routes are maintained.
 - 3.1.3 There is no additional expense incurred to the Agency. Pupils transported under this policy may be denied transportation when all bus facilities are needed for transporting member district students.

PUPIL TRANSPORTATION COOPERATIVE
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5003

Board Approved: 09-17-87

Student Discipline

A coordinated and cooperative student discipline program will be instituted in order to maintain good order on school buses.

Administrative Regulation

Board Approved: 09-17-87

(Old number 10010)

1. In accordance with Board Policy 5003, the following regulations are established to assure safe, efficient transportation to/from school as well as on extra/athletic trips. These regulations apply to students while riding the bus and while waiting at school bus stops.
 - A. Guide to Student Responsibilities While Riding School Buses:
 1. Abusive body contact with another student such as slapping, hitting, shoving, etc.
 2. Student's use of profane language or obscene gestures.
 3. Student's use of unauthorized exits, such as windows and emergency doors.
 4. Creating excessive noise.
 5. Lighting matches or smoking any substance.
 6. Throwing objects into, out of, or at the bus.

7. Standing up, walking around, moving from one seat to another, or facing to the rear while the bus is in motion.
8. Putting any part of the body outside the bus windows at any time.
9. Obstructing the aisle with legs, feet, or other objects.
10. Tampering with doors, windows or emergency exits.
11. Damaging or defacing any part of the bus, including lettering.
12. Transportation of live animals.
13. Tampering with bus or radio controls.
14. Improper behavior at bus stops, such as damaging property playing on the street, etc.
15. Using a bus stop other than student's regularly designated bus stop.
16. Eating or drinking on the bus.
17. Student's failure to show respect to, or follow directions issued by, bus driver.
18. Student's failure to provide proper identification when requested by the driver.
19. Student's failure to remain quiet at railroad crossing.
20. Actions which are hazardous to the safety of the student himself/herself or others.

B. Violations of student responsibilities shall result in the following:

1. The student shall receive a written "Notice of Unsatisfactory Conduct" from the driver. This notice must be signed by the parent/guardian and returned to the student's principal on the next school day following the infraction.
2. The student's principal shall receive a copy of the "Notice of Unsatisfactory Conduct" and shall counsel the student on improving his/her behavior. The principal will also advise the student of the penalties of further infractions.

3. The principal will return a signed copy of the "Notice of Unsatisfactory Conduct" to the Pupil Transportation Cooperative within 72 hours of the student's infraction along with notice of whatever action was taken regarding transportation privileges.
4. Penalties for infractions of established rules are listed below:
 - a) First Citation – Counseling
Student's bus riding privileges may be suspended for serious infraction endangering the safety of others.
 - b) Second Citation – Counseling
Student's bus riding privileges suspended for up to three days.
 - c) Third Citation – Counseling
Student's bus riding privileges suspended for up to two weeks.
 - d) Fourth Citation
Student's bus riding privileges suspended for the balance of the school year.

In the event of threatened or actual bodily harm to others, a student may be suspended immediately by an administrator of the school district or the Pupil Transportation Cooperative. In such an instance, the administrator shall make arrangements for the student's transportation home.

**PUPIL TRANSPORTATION COOPERATIVE
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5004

Board Approved: 10/16/86

Revised: 09/17/87

Field Trips

It is the philosophy of the Board of Directors that first priority for personnel and equipment be given to daily home to school to home transportation services.

It is also the philosophy of the Board of Directors that member districts are best served when extra trip service is provided by the Pupil Transportation Cooperative, rather than by charter contractors.

Therefore, schools are urged to schedule trip departures and returns so that they do not interfere with regularly scheduled home to school to home service.

Non-member public school districts are encouraged to utilize the services of the Pupil Transportation Cooperative in providing school bus transportation for their extra trips. Such requests will be scheduled provided they do not interfere with member districts' home to school to home, or extra trip schedules.

Priorities

First priority for both equipment and personnel scheduling is given to home to school service daily. Safety of students and "on time" pick up and delivery is to be given first priority by the Pupil Transportation Cooperative in assigning equipment and personnel.

**PUPIL TRANSPORTATION COOPERATIVE
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5006

Board Approved: 10-25-01

School Bus Drivers Driving in the Fog

Vehicle Code 34501.6 requires school districts to develop and adopt policies for the operation of school buses when atmospheric conditions reduce visibility to 200 feet or less.

School bus drivers have the discretionary authority to discontinue home to school, or any activity trips, if conditions become unsafe when visibility is reduced. The Director shall establish procedures when fog prohibits transportation.

Administrative Regulation

If the driver of the school bus on a route or on an activity is unsure that there is adequate visibility to drive the bus safely, the driver will complete the following evaluation and procedure:

- A. The driver shall reduce his or her speed to one that affords approximately 200 feet visibility.
- B. The driver shall increase his or her following distance.
- C. The driver shall call Dispatch to inform them of the concern and to notify the school that the route or trip will be delayed.
- D. If necessary, the driver will look for a location that he or she can go to approximately ten (10) feet off of the paved portion of the roadway.
- E. With headlights off and hazard lights on, the driver shall erect the warning reflectors and place them on the roadway in the appropriate fashion for added visibility.

- F. The driver will turn off the hazard lights when the reflectors are erected. The driver shall keep the clearance lights on for visibility.
- G. In poor visibility conditions, the students shall remain on the bus under the direction and supervision of the driver.
- H. When the visibility improves so the driver is able to see, the driver will notify Dispatch and follow instructions.

**PUPIL TRANSPORTATION COOPERATIVE
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5010

Board Approved: 10-25-01

Earthquake Preparedness Plan

The purpose of this plan is to provide details on instructions to staff in the event of an earthquake.

A. Minor Earthquakes

In minor earthquakes, stop and/or "take cover" procedures should be followed, vehicles driven to a safe point and halted. If there is no reported damage to roads and structures, normal operations should resume within 5 to 15 minutes. In the case of office or garage employees, normal operations should resume when electrical service is restored, if there are no fires or gas leaks, and no visible, serious damage to buildings.

B. Major Earthquakes

This plan is intended for implementation only in case of a major earthquake (usually 5.0 or above on the Richter scale) and/or where there is obvious damage to roads and structures.

1. Emergency Plan for Major Earthquakes

All public employees are civil defense workers when a major emergency is declared by the Governor of California.

The basic emergency plan assumes that damage will be widespread; roads will be difficult or impossible to use and schools will have to be closed. If damage is highly regional, buses may be rerouted to those schools which are still operating. In local emergencies, such as chemical spills, available buses are used to evacuate students to safety.

If a major earthquake occurs during non-school hours, employees should wait for instructions before coming to work. The instructions may be given by telephone contact, by radio over the Emergency Broadcast System (especially all news stations such as KFVB/980 AM and KNX/1070 AM, or local television stations.) Employees may be asked to work until the emergency ends. Employees returning to duty may be asked to bring sleeping bags, clothing, sturdy shoes and

toiletries with them. Employees may want to keep such items in their cars for use in emergencies.

(1) Bus Drivers

- (a) Keep students on the bus because they are safer there.
- (b) Students should be told to take cover by putting their heads down between their knees and remaining in their seats until an "all clear" is given.
- (c) When shaking stops, avoid areas of downed trees, building or power lines and park the vehicle safely.
- (d) Leave the door closed and go through the bus to check for student injuries.
- (e) Calm the students and render first aid if necessary.
- (f) Drive or walk the students (if vehicle is inoperable or streets are damaged) to the nearest school. Do not driver over downed power lines or over large cracks in street paving.
- (g) If there is no nearby school, park the bus in a safe place, keep the door closed and wait for assistance.
- (h) Monitor Agency radio for instructions.

(2) Other Employees

- (a) Office and garage based employees on duty when an earthquake strikes are to move away from windows, take cover under tables and desks and wait for the shaking to stop.
- (b) Garage employees should stay away from vehicles on hoists.
- (c) Fuel tanks are to be shut off.
- (d) Gas lines are to be shut off, if there is a smell of gas.
- (e) Electric power should shut down, if there is arcing.
- (f) Water should be shut down, if there is major leakage.
- (g) No smoking allowed in case there is some type of chemical or gas leak which could case an explosion.
- (h) Employees should not attempt to restore utility service once it has been shut down. This must be done by craft workers.
- (i) After evacuating the buildings, search and rescue teams should be formed to look for injured employees.
- (j) Roll should be taken to determine if staff members are missing and first aid provided as needed.
- (k) If there is serious visible damage, employees should not re-enter the building.
- (l) Avoid any unnecessary standing near vehicles since a vehicle could tip over in an aftershock and injure bystanders.

- (m) The buildings should be checked for structural damage before re-entry by structural engineers, building inspectors or Whittier Union High School District's Maintenance employees.
- (n) Employees are to remain on duty and not use telephones for personal or routine work calls.
- (o) Office staff will be assigned to parent concern lines to help trace students and reassure parents when telephone service is restored.

2. Plan for Transportation of Students

a. Early A.M. Emergencies

If the earthquake occurs during morning bus pickup hours, students not already picked up will be instructed as follows:

- (1) Special Education students with home pickup should remain at home.
- (2) Students waiting at a school pickup point should report to that school office for temporary shelter.
- (3) Students waiting at locations other than a school should be instructed (in advance) to return home, if an adult will be there, or to go to the nearest school if there is not an adult at home.

b. Mid-Day Emergencies

If the earthquake occurs during school hours, buses will not attempt to pick up and return students to their home schools/homes until Dispatch declares it is safe to do so, on a school-by-school basis. Drivers who are on a mid-day trip or who are not at a school site for another reason are to bring their buses to the nearest school, if possible, and wait for further instructions.

c. Late Afternoon Emergencies

If the earthquake occurs during the time students are on buses returning home, drivers are to bring their buses to the nearest school and wait for further information and instructions.

d. Out-Of-Area Trips

Drivers of buses on special trips outside of the districts will attempt to make radio contact with Dispatch and to return to the nearest district school and shelter students there until they can be returned safely to their sending schools/homes. If returning to the district and finding an open school is not

possible, drivers will ask for local law enforcement assistance to house and feed the students until they can return to the Whittier area. Drivers and adult escorts are to remain with the students until they are all able to return.

3. General

It is presumed that there will be no further routine trips to schools during the duration of the emergency and that most buses will be used by the districts, civilians or military authorities for emergency transportation purposes.

**PUPIL TRANSPORTATION COOPERATIVE
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5600

**Board Approved: 12/18/97
(Old Number 3022)**

Vehicle Accident Reporting

Vehicle accidents involving students as passengers, whether or not there were serious injuries, tend to create unique claim handling situations because of parent anxiety and news media involvement.

I. Accident Situations

The following procedures should be considered when handling these types of accident situations:

A. During School Hours

1. Pupil Transportation Cooperative will contact the school, the Agency's Board member for that district, and the current Board president for the Agency.
2. If students are transported to the school, the Pupil Transportation Cooperative will request that school staff meet the vehicle.
3. If the school staff cannot meet the vehicle, the driver will escort the students into the office.
4. The driver will complete a vehicle accident report form (Form 3022-B).
5. Students from the vehicle must not be left unattended.
6. The school will advise the school nurse of the accident. The school nurse and school officials will determine what course of action may be needed.
7. The school will notify the parent/guardian either by phone or in writing (in addition to notification by phone – see Form 3022-A) that their children has/have been involved in a vehicle accident and:
 - a. has/have been seen by the school nurse, and/or
 - b. he/she/they has/have been transported to a medical facility for treatment.

8. The school will answer the questions as to "what happened" with the following statement:

"The vehicle was in an accident and the accident is still under investigation at this time."

9. The school may send home a note advising the parent/guardian that the school vehicle in which the student was riding was involved in an accident (Form 3022-A).

B. After School or After Hours

1. The driver will notify the Pupil Transportation Cooperative of the accident/injury.
2. The school, the Agency's Board member for that district, and the current Board president for the Agency will be informed as soon as possible by the Pupil Transportation Cooperative.
3. The driver will complete a vehicle accident report form (Form 3022-B).
4. The school's adult representative or designee responsible for the school activity at the time of the accident will notify the school's administrator of the accident. The school will notify the parent/guardian that their child has been involved in a vehicle accident.
5. The school will notify the parent/guardian either by phone or in writing (in addition to notification by phone – see Form 3022-A) that their child(ren) has/have been involved in a vehicle accident and:
 1. has/have been sent by the school nurse, or aide and/or
 2. he/she/they has/have been transported to a medical facility for treatment.
6. The school will answer the questions as to "what happened" with the following statement:

"The vehicle was in an accident and the accident is still under investigation at this time."
7. The school may send home a note advising the parent/guardian that the school vehicle in which the student was riding was involved in an accident (Form 3022-A).

II. Communication/Media Responses – Transportation Emergencies

Form 3022-C contains a packet of information that was prepared by the California Association of County Office Communicators at the direction of the California Association of County Superintendents of Schools.

It is designed to provide information and “checklists” of what to do in the event of a significant transportation emergency, i.e., a bus accident. Also included is the National School Transportation Association’s position as to why there are no seat belts installed in school buses. In the event of an accident, consider making copies of this material to provide to those people – parents, news reporters, the public, etc., who may ask you about seat belts.