



# ALHAMBRA

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## UNIFIED SCHOOL DISTRICT

DATE: January 5, 2017

TO: All Elementary and High Schools

FROM: Nico Richardson, Transportation Director

SUBJECT: SCHOOL SITE TRANSPORTATION PLAN

This reference guide provides the information necessary for schools to comply with a State-mandated requirement that each school have a transportation safety plan.

### I. INTRODUCTION

The Education Code [Section 39831.3 (a)] requires the superintendent of a school district to prepare a transportation safety plan. This plan shall contain procedures for school personnel to follow to ensure the safe transport of students. This plan shall be revised as required.

### II. TRANSPORTATION SAFETY PLAN

The Transportation Department has developed the following Transportation Safety Plan to comply with the referenced Education Code requirements.

#### A. Bus Driver's Responsibilities:

1. The Bus Driver shall instruct the students in the proper procedures of school bus stop behavior. This will include the proper place to stand, conduct at the school bus stop, and the proper distance to remain away from the curb or roadway edge as their assigned school bus approaches.
2. The Bus Driver shall instruct the students to enter their assigned bus at the school bus stop in an orderly manner. This includes refraining from shoving, pushing, physical play, or rough contact while at the bus stop or boarding the bus.
3. The Bus Driver shall instruct the students to leave their assigned bus at the proper bus stop in an orderly manner and move away from the school bus danger zones as quickly as possible.

4. The Bus Driver shall escort all transported students who must cross the street on which the bus is stopped, where traffic is not controlled by a traffic officer or an official traffic signal.
5. The Bus Driver shall ask at each school bus stop if anyone must cross the street on which the bus is stopped in order to reach their destination.
6. The Bus Driver shall review student rosters to ascertain if students need to be escorted at their bus stops.
7. The Bus Driver has the responsibility to supervise students while they are on the bus and when the bus is present at the bus stops located away from the school site. The level of supervision required at the school site loading zone should be the same level at the students pick-up and drop-off address. For example, if a student requires a responsible party to meet him/her when the bus is at the bus stop it is reasonable to expect a responsible party to meet the student at the school site.

B. Principal's Responsibilities:

1. The Principal or their designee will provide supervision of school bus loading zones, when students need assistance in the morning getting from the bus to the classroom and assistance when returning to the bus at the end of the school day. Students with special needs must always be met by school staff.
2. The Principal or designee shall discuss transportation safety plan with school staff annually.
3. The Principal or designee shall have a current copy of this Reference guide placed in the "School Site Safety Plans" and be made available, upon request, to an officer of the Department of the California Highway Patrol. Following this procedure will ensure compliance with the state law.

For further information, please contact our office, at **626-943-3590**.

Approved by



Laura Tellez-Gagliano, Ed.D.  
Superintendent