

**CYPRESS SCHOOL DISTRICT**

9470 Moody Street, Cypress, California

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# **Transportation Safety Plan**



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Transportation Services Safety Plan  
PURSUANT TO  
Section 39831.3 ED & Section 22112 VC



The Cypress School District will provide transportation for pupils under provisions of state law, regulations, and board policy. It is the intent of the Cypress School District to use reasonable care and exercise appropriate safety measures in all aspects of pupil transportation.

Assembly Bill 1297 was authored by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district that provides transportation to or from a school or school activity to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

This Transportation Safety Plan includes procedures for the loading and unloading of pupil passengers, the use of the red light signal system by the school buses, and the procedures that the Transportation Department will follow in order to insure the safe transportation of school pupils in the Cypress School District.

*The following sections are from the*  
**CALIFORNIA EDUCATION CODE**

**39831.3.** (a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

- (1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) Of Section 22112 of the Vehicle Code.
- (2) (A) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- (3) Boarding and exiting a school bus at a school or other trip destination.
- (4) A current copy of a plan prepared pursuant to subdivision (a) ***Shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.***

**39831.5.** (a) All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(2) At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

## Transportation Safety Plan

1. Only authorized bus riders are permitted to ride the bus, and they will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent and endorsed by the school principal.
2. Cypress School District has elected to identify bus stops with different colored bus passes. Students at bus stops with more than 6 regular education students will be given a permanent Plexiglas bus pass with a cable tie to fasten to their backpack, etc. These bus passes will be given to the students by the Transportation Department. Bus students not receiving bus passes will be listed by name on the route sheets. Schools affected by this procedure will be made available bus passes.
3. The bus drivers will not depart pick up stops before the schedule time.
4. The bus driver will make every effort to arrive at the bus stop at the schedule time for pick up and drop offs. If the bus arrives early, the driver will wait until the schedule time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the schedule pick up or drop off time.
5. The bus driver has the authority to separate students and to assign students to specific seats as deemed necessary.
6. Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes. If a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will either be returned to school or taken to the district office. **Please do not ask or expect a driver to stop at a location other than your child's assigned bus stop.**
7. Many special education and all Pre-kindergarten and Kindergarten students must be met by parent, guardian or authorized adult. When authorized parties are not available to meet the child as required, the bus driver completes the route and takes the child back to school or to the district office.
8. Students needing to cross the street, on which the bus is stopped, shall be provided escort service.
  - a. The crossing light system (Ambers and Reds) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the vehicle is parked on a highway or private road, unless under the direction of a traffic officer. The lights **DO NOT** allow students to cross the roadway or highway unless the driver has exited the school bus and given the student direction that it is safe to cross. Students are to remain on the roadside until the driver gives the direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic controlled signal.
  - b. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.

Section 22112 CVC requires a school bus driver to activate the red lights at all times when a school bus is stopped for the purpose of loading or unloading students, this would include locations where traffic is controlled by an official traffic signal. However, Section 22112 CVC does not permit a school bus to activate the red lights at the following locations:

- Any place where traffic is controlled by a traffic officer.
  - School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
  - Where the school bus is disabled due to mechanical breakdown.
  - Where students require assistance to board or leave the school bus.
  - Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice.
  - On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
  - Any location determined by the school district, with approval of the CHP, to present a traffic or safety hazard.
9. In order to ensure the continued high level of safety provided to our pupils and expected by the public. Transportation will continue to educate school bus drivers, pupils and the public about the laws and dangers associated with loading and unloading of students.
10. Each student on a school bus must behave in a satisfactory manner in order for the driver to remain alert to the many hazards of driving. The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be denied transportation. Student's conduct at school bus loading zones and school bus stops must be satisfactory to allow for the safe loading and unloading at these locations. Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

### ***How to determine if a student requires an escort pursuant to section 22112 California Vehicle Code***

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street. District Policy requires ALL students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

### ***Procedures for all students to follow while waiting for the school bus at their stop***

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line.
2. Students are not to play in or be in the street or on private property.
3. Respect the property of others and the property where the bus stop is located.
4. Students are responsible for their own actions.
5. Students shall be on the proper side of the street before the bus arrives at their bus stop.
6. Students should arrive at their bus stop **five minutes** prior to the scheduled leave time.
7. If the student is late to the bus and needs to cross the street that the bus is stopped on, they must wait for the bus driver to escort them across the street.

8. As the bus approaches the bus stop, students are to stand in place. They are not to move towards the bus. Students must remain back at least twelve feet from the school bus as the bus approaches the students. Once the bus comes to a complete stop and the bus driver opens the door, then they may proceed toward the bus for loading.
9. Students must stay in an orderly line with no pushing or shoving.

## ***Boarding and Disembarking Procedures***

### **BOARDING:**

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop.
2. Students shall board in an orderly manner and utilize the handrails for their safety while loading and unloading.
3. Students are to find their seat as quickly as possible and sit down facing the front of the bus.
4. Students are to remain seated at all times while the bus is in motion.
5. Students are to maintain a noise level which will allow the bus driver to hear approaching traffic.
6. Students are to follow the directions of the bus driver while they are aboard the bus.
7. Students are responsible to follow all rules and regulations.

### **EXITING:**

1. Students shall stay seated until the bus comes to a complete stop.
2. Once the driver has stopped the bus completely and opened the door, students are to unload seat by seat starting with the front of the bus and continuing seat by seat until the bus is empty.
3. Students remaining on the bus are to remain seated until the bus stops at their assigned bus stop.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop.** Exceptions will only be allowed when the student presents the bus driver with a note signed by his/her parent and endorsed by the School Administrator.
6. Students are to move away from the bus as they unload. Students shall not get underneath the bus to retrieve a book, paper or some other article. The student should always tell the bus driver & have the bus driver get the article for them.
7. Students are to walk directly home. Students should always use crosswalks and controlled intersections when available, and should not cross in the middle of the block.
8. Students must avoid trespassing on other people's property, stay on sidewalks when possible.

### ***BUS RIDERS ARE REQUIRED TO:***

- Listen to and promptly obey the bus driver
- Remain seated at all times when the bus is in motion
- Sit in their seat with their backs against the seat, facing forward, backpacks on laps, keeping the aisle of the bus clear of all obstacles. *The bus driver may assign designated seats to the students*
- Be courteous to everyone
- Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or others
- Identify themselves upon request of the bus driver
- Be at the bus stop five minutes before the bus is scheduled to arrive
- When waiting to board the bus, the student stay twelve (12) feet away from the bus until it comes to a complete stop and the door opens to permit entry
- Never cross the street on which a bus is stopped unless escorted by the bus driver. Students must cross in front of the bus and between it and the driver
- Promptly leave the bus stop upon exiting the bus
- Items left or lost on the bus are not the responsibility of the Driver, School or the District

***BUS RIDERS MAY NOT:***

- Distract the bus driver
- Create loud noise
- Deface or tamper with the bus or the property of others
- Put their hands, arms, or head out of the bus window
- Use language or gestures that others might find offensive
- Eat, drink, chew gum, litter, spit, throw or toss any item inside of or out of the bus
- Behave in any way which is illegal or dangerous

***THE FOLLOWING ITEMS ARE NOT ALLOWED ON A SCHOOL BUS AT ANYTIME:***

- Animals, except for those allowed by law, insects, plants, skateboards, scooters, baseball bats, basket balls, toys of any kind, electronic game device, or any object or substance which might be dangerous or illegal

***BUS DRIVERS MAY ISSUE CITATIONS FOR FAILURE TO ABIDE BY THESE RULES:***

- A student's bus riding privilege may be suspended for serious offences or multiple citations

This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger. If there are any questions about the information contained in this document, please call the Transportation Department at 714-220-6950.