

VISTA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION NO. 3541

Business and Non-instructional Operations

TRANSPORTATION ROUTES AND SERVICES

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

1. The Superintendent or designee may authorize transportation services for students when special problems or hazards exist.
2. The Superintendent or designee shall design school routes and stops so as to enhance the safety of student pedestrians.
3. Bus Routes shall be along federal, state, city or county-maintained roads with not more than twelve percent (12%) grades and where safe turnarounds are located.
4. Administration will adopt reasonable bus riding rules of conduct for students using school bus transportation and include procedures for suspension or termination of bus riding privileges.
5. At least once each school year and prior to departure on school activity trips, students transported in a school bus will receive appropriate instruction on safe riding practices and emergency evacuation drills.
6. Inclement Weather/Limited Visibility:

Whenever visibility is reduced to 200 feet or less by inclement weather, smoke or blowing dust, bus services will be delayed until visibility has improved to more than 200 feet. Should inclement weather reduce visibility to a point that the driver determines it to be unsafe to continue school bus services; the driver has discretionary authority to discontinue services until it is safe to continue.

7. Transportation Safety Plan:
 - Vehicle Code 22112 requires the re-lights on the school bus to be activated at all times the school bus is stopped for the purpose of loading and unloading of students.

Loading of Student Passengers

- Pupils shall arrive at the bus stop approximately five minutes prior to the scheduled arrival time of the bus.
- Pupils shall maintain appropriate conduct at the bus stop, similar to classroom behavior. Pupils are not to be destructive of private property at the bus stop.
- Pupils are instructed stand no closer than twelve feet from where the bus will stop. Pupils shall wait until the bus has stopped and the door has opened before approaching the bus. The driver shall stop the bus no closer than twelve feet from the nearest person at the designated bus stop.
- After the door has opened, pupils shall proceed in an orderly manner to the bus and board single file.

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- There is to be no shoving or scuffling while boarding or waiting for the bus. One hand should be kept free to use the handrail.
 - Pupils shall be seated promptly and face the front of the bus. Pupils shall not leave their seats while the bus is in motion.
 - Pupils shall observe and follow the rules that are posted in the bus and comply with requests made by the bus driver.
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Unloading of Student Passengers

- Pupils shall remain seated until the bus stops, and the door of the bus has been opened.
 - The school bus crossing light system (red lights, and if the bus is so equipped, amber lights, stop sign, and crossing arm) shall be activated as required.
 - Pupils should keep one hand free to use the handrail while exiting the bus.
 - Pupils shall disembark the bus in an orderly fashion. Pupils are not to shove, push or cause any unnecessary commotion while exiting the bus.
 - Pupils are not to loiter around the bus. After exiting the bus, pupils are to go directly to their destination.
 - At no time shall a pupil be permitted to cross the street unless they are escorted by the bus driver.
 - At no time shall any pupils be permitted to cross behind the bus.
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Escorting of Student Passengers

- The law (section 22112 VC) requires that any school pupil, pre-kindergarten through the eighth grade, who must cross the street on which the bus is parked, be given an escort crossing by the driver of the bus.
 - The driver shall keep current on their route sheet stops that require an escorted crossing. Route sheets shall be maintained in the driver's assigned bus, as well as in the dispatch office.
 - Drivers shall also ask at each stop if any student must cross the street on which the bus is parked.
 - Pupils shall not get out of their seat until the bus has come to a complete stop.
 - Pupils should keep one hand free to use the handrail when exiting the bus.
 - Pupils shall exit the bus after the driver. Pupils shall stand at the curb until the driver has given the "all-clear" to cross the street.
 - The driver shall insure that the flashing red signal system is working. The driver shall insure that traffic is clear before giving the "all-clear" signal to the students.
 - Pupils who must cross the street shall cross to the front of the bus, between the bus and the bus driver, and walk directly to the curb.
 - After all pupils who require an escort have crossed, the driver shall insure the area directly in front of the bus and to the side of the bus are clear from pupils, pedestrians, vehicles and other objects before putting the bus into motion.
 - At no time shall any pupils be permitted to cross behind the bus.
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Safety Instructions, Drills and Presentations

In accordance with the Education Code 39831.5 and School Board Policy 3008 (paragraph C), the Transportation Services Department will provide the following:

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1. Prior to the departure on any school activity trip, the driver of the school bus shall give safety instructions, including but not limited to, the location of emergency exits and emergency equipment.
2. At least once each year, all pre-kindergarten through eighth grade pupils who receive home-to-school transportation shall receive safety instruction in proper loading and unloading procedures, including escort by the school bus driver, proper passenger conduct, bus evacuation, and location of emergency equipment.

The California Vehicle Code defines a School Bus Accident as:

A motor vehicle accident resulting in property damage in excess of seven hundred and fifty dollars (\$750) or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public para transit vehicle with a pupil on board; a collision between a vehicle and any pupil or the bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal (cross-over) lamps are required to be operated pursuant to Section 22112 VC; or injury of a pupil inside the bus as a result of acceleration, deceleration, or other movement of the bus. **All school bus accidents shall be investigated by the California Highway Patrol.**

Procedures for a School Bus Accident

- The driver shall notify dispatch of their location and inform them that they are involved in a school bus accident.
- Dispatch shall contact CHP and if any pupils are injured emergency medical personal shall be dispatched.
- In the event of a school bus accident the school site Principal, Superintendent, Assistant Superintendent of Business Services, and Director of Transportation shall be notified.
- Parents or guardians of special education students shall be notified if their child is involved in a school bus accident.
- The school site shall notify parents or guardians of any injured regular education student.
- Pupils shall be released by a CHP officer.
- If any pupils are injured they will be transported to the nearest hospital or the hospital determined to be most appropriate by Paramedics.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information.

Transportation Services

With the Board authorization, transportation services may be provided or arranged by the District for:

1. Students traveling to and from school during the regular school day (Education Code 39800)
2. Field trips and excursions (Education Code 35330)
3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)
4. District employees and parents/guardians traveling to and from educational activities authorized by the District (Education Code 39837.5)

5. Preschool or nursery school students (Education Code 39800)
6. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education Code 39807.5, 41850)
7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)
9. Private school students, in the same manner and on the same routes provided for District students (Education Code 39808)
10. Nonschool purposes as allowed by law, such as:
 - a. Community recreation (Education Code 39835)
 - b. Public transportation (Education Code 39841)
 - c. Transportation of government employees to and from their places of employment (Education Code 39840)

The District shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4)

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation.

Legal Reference:

EDUCATION CODE

10900.5 *Use of school buses for community recreation*

35330 *Excursions and field trips*

35350 *Authority to transport pupils*

39800-39809.5 *Transportation, general provisions, especially:*

39800 *Powers of governing board to provide transportation to and from school*

39801.5 *Transportation for adults*

39808 *Transportation for private school students*

39830-39842 *School buses, especially:*

39835 *Use of school buses for community recreation*

39837 *Transportation to summer employment program*

39837.5 *Transportation of employees and parents/guardians to school activities*

39860 *Transportation to school activities*

41850-41856 *Allowances for transportation*

41860-41863 *Supplementary allowances for transportation*

CODE OF REGULATIONS, TITLE 5

15240-15244 *Allowances for student transportation*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 42

11432 *McKinney-Vento Homeless Assistance Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 *Equal opportunity under the Rehabilitation Act of 1973, Section 504*

Administrative Regulation Reviewed – 1st Reading: August 19, 2010
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