Valley Christian Academy

VALLEY CHRISTIAN

Transportation Safety Plan

Pursuant To

Section 39831.3 EC & Section 22112 VC

Revised 11/17/22

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Introduction

"Our mission in Transportation is:

- *to provide outstanding customer service to all of our students, parents, and schools:*
- *provide safe, efficient and most cost - effective transportation service:*
- *to improve self through personal and professional growth opportunities:*
- *and to continually develop a work environment that is conducive to our mission."*

Welcome Aboard Parents, Students, and Staff,

Welcome aboard to Valley Christian Academy's Transportation Program. Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. Our school bus drivers carry the most precious cargo that can be carried over the roadways. School bus drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a school bus. The Orcutt Union School District is committed to the safety of the Children.

Section *39831.1* of the Education Code requires the superintendent of a school district, and or charter 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 transportation of pupils. The plan shall also be revised as required.

The law requires that a copy of the plan be retained at each school site subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

It is the District's intent to educate the staff, students, and our community of the changes and requirements of this safety plan. It is important that each school site administrator takes the time to familiarize themselves with this plan and that they educate their staff, students, and communities on the specifics of this plan and its requirements.

If you or any of your staff, students, or community has questions or need additional information, please do not hesitate to contact the Transportation Department Office at (805)938-8981.

School Staff Procedures for Safe Transportation

School staff members should whenever possible be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus. School Staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Transportation Department at 805-938-8981 for assistance.

The following items should be considered while supervising student(s) in the bus loading zone:

- Students, while on school sites, or other trip locations, and before actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their orderly conduct.
- Students are not to nm, horseplay or deviate from the walking pathways or sidewalks at loading zones.
- Students shall wait at least three feet from the curb or outside of the painted yellow line ensuring safety as the buses' approach and depart from the curb.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

- School site members shall have students wait in a safe area and in an orderly line or group.
- Students must remain back at least twelve feet from the school bus as the bus approaches the students.
- Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
- Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
- Staff members are to observe the students for violations of these procedures and if needed, in accordance with the District policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during the loading and unloading process.

Bus Stop Eligibility and Assignment

In accordance with Valley Christian Academy's Policy 3540, safe and efficient home to school transportation services are provided to ensure student access to the educational program, promote regular attendance and reduce tardiness. In determining the extent to which the district provides transportation services the Governing Board shall weigh student and community needs against the cost of providing such services.

The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

School Bus Danger Zone

Student Procedures while waiting for the school bus at the bus stop

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line with no pushing or shoving.
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.

Student Loading/ Unloading and Escort Requirements

California Vehicle Code 22112 states that the school bus driver shall activate the amber warning light system on approach to the school bus stop, and immediately activate the flashing red light signal system and stop signal arm at all times for the purpose of loading or unloading pupils. Therefore, students must be outside as the designated pickup location ready to board the bus 10 minutes prior to the scheduled departure time.

If a student's home address is located on the opposite side of the street from the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the driver across the street 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 driver with the crossover lights and signs being activated.

Prior to opening the door at the bus stop to drop off students, the bus driver will verbally ask students if anyone will be crossing the street when the bus is stopped. If any student(s) indicate they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop. Students must indicate to the driver they cross either verbally or by a show of hand signal.

Boarding and Disembarking Procedures

Boarding

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop or field trip destination.
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 or field trip destination.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop or field trip destination.** 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 alert the bus driver and 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, and stay on the sidewalks when possible.

Student Crossing Procedures- Driver Escort

Boarding

1. Students shall arrive at their assigned bus stop ten minutes prior to the scheduled arrival time of the school bus.
2. A student arriving after the bus has arrived and living on the opposite side of the street that the bus is stopped and must wait for the bus driver to assist them in crossing the street. Bus Drivers will physically get out of the bus to assist the student in crossing.

Exiting

1. As the bus approaches the bus stop where the students need to cross the street that the bus is stopped on, the school bus driver will activate the amber warning light system 200 feet before the school bus stop. Students are to remain seated until the bus comes to a complete stop.
2. The school bus driver will immediately activate the red light signal system and stop signal arm at all times when the school bus is stopped.
3. The school bus driver will open the door, once he or she determines that it is safe for students to exit the bus. The open door shall be a signal to the students that it is time to unload.
4. The driver will be the first to exit the bus. As the driver exits the bus, the students are instructed to wait on the bus, which is the safest place.
5. The school bus driver will walk out into the street, in front of the bus, while holding up a hand-held "STOP" sign.
6. After the students exit the bus, the bus driver will verbally instruct the students to cross the street when the driver determines that it is safe to cross.
7. **Students that cross the street that the bus is stopped on SHALL ONLY cross the street in front of the bus and under the bus driver's direction and supervision.**
8. **Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.**
9. Students are to cross between the bus driver and the bus just like a crosswalk.
10. Students are to cross the road completely to the other side and out of the way of any traffic hazards.
11. Once across, students should use sidewalks if available or use the side of the roadway. Students are to avoid other people's property and walk directly home.

Bus Conduct

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/guardians and students . The Superintendent or designee may deny a student the privilege

of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (Code of Regulations, Title 5, Section 14103)

Riders who fail to comply with the rules shall be reported to the school principal using a Notice of Unsatisfactory Conduct on a School Bus for, (Bus Ticket). The school bus driver will complete the form and turn it into the Director of Transportation or designee which he/she will review then forward to the student's school site as soon as practicable following the offense(s). The school site will contact the student's parents/guardians and provide the details of the offense(s) to include the consequences. A coordinated effort between the parents/guardians, the school site and Transportation Department will be made to effectively resolve the issue.

The notice of Unsatisfactory Conduct on School Bus form allows for four offenses. The first offense will cause a formal warning to be sent home to the student's parents/guardians for their notification; the second offense causing removal from the school bus for three to five school days, the third offense, removal from the school bus for ten to fourteen school days, and the fourth offense, removal from the school bus for the remainder of the school year. In the case of a severe violation, i.e., assault, smoking, fighting, arson, illegal drugs/alcohol and/or any type of weapon, cause will be made to revoke the student's riding privileges for the remainder of the school year, if not indefinitely. A severe violation such as the above will normally require law enforcement intervention on the school bus.

A student who commits an act of vandalism or graffiti on school grounds, including buses, shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding the school bus, including school activity trips.

Video Camera Surveillance

Video surveillance may be used on school buses to monitor student behavior while traveling to and from school and school activities. The board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in. according to the district policy and regulations. At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop 5 minutes before the scheduled bus arrival and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders shall not carry weapons or any item deemed dangerous on the bus. l 0. Riders shall not be in possession of any illegal substances.
11. Riders may bring electronic devices onto the bus only if such devices are permitted at school. Electronic devices cannot be used while on the bus. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to turn off the device and/or shall confiscate it. If the driver finds it necessary to confiscate the device, he/she shall return it at the student's stop or keep it and give it to the principal or designee who will contact the student's parents.
12. Riders shall not put any part of the body out of the window nor throw any item from the bus.
13. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
14. Service animals are permitted on school transportation services; all other animals are prohibited.
15. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
16. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the Director of Transportation, principal or designee. The Director of Transportation principal, designee or driver shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the Director of Transportation, principal or designee. Bus drivers shall not deny transportation services except as directed by the Director of Transportation, principal or designee.

No Student Left Unattended Procedures, SB 1072

Each school bus driver is required to check their bus after each run/route/trip once finished. This means they will get out of the driver's seat, walk the entire length of the bus checking the entirety of the interior for sleeping students and articles that may have been left behind before exiting the vehicle. Drivers will physically walk to the back of the bus and press the "child check" button after transporting each group during their tour of duty. This is pursuant to Senate Bill 1072 which amends Education Code 39831.3 (a) which requires the preparation of this Transportation Safety Plan.

Procedures and Standards for a School Pupil Activity Bus (SPAB)

If the District uses an outside contractor/school pupil activity bus (SPAB) to drive a field/sport/activity trip, the SPAB bus is not required to be equipped with an operational child safety alert system if the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district.

One adult chaperone shall have a list of every pupil and adult chaperone, including a school employee, who is on the SPAB bus at the time of departure. The driver must review all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for. After the pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant. The driver shall sign a form with the time and date verifying that all required procedures have been followed. The information required above may be recorded in a single form. These forms shall be retained by the school district, outside contract/SPAB Company for a minimum of two years.

An adult chaperone must be 18 years old or older and may be a parent or school volunteer. No student of the school district may act as a chaperone. The group leader, (Band Director or Football Coach, etc.) at the school site is responsible for ensuring there is an adult chaperone on each bus utilized for their group/trip. In addition to the: district using outside contractors (SPAB Buses/Drivers), the district bus drivers will not depart on a trip without an adult chaperone. The bus drivers have been instructed to call a dispatcher when there is no adult chaperone to accompany the students on field trips, sport trips, or activity trips. This does not include home to school routes.

Limited Visibility

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Statutes

Pursuant to Statute and Regulation, the Following Codes can be used to reference for definitions pertaining to this Transportation Safety Plan

- Vehicle Codes 22112 and 34501.6
- Education Code 39831.3
- Education Code 35160
- Education Code 39800
- Education Code 44808
- CCR Title 5 14103
- S.B. 1072
- CCR Title 13 1200-1228
- Board Policy 3540, 3541.2
- Administrative Regulation 3541.1, 3542, 3543, 5131.1