

**Business and Non-Instructional Operations**

**Transportation Safety And Emergencies**

Safety Equipment

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating position if that bus:

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and is manufactured on or after July 1, 2005;
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004.
3. Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law.

Required School Bus Emergency Procedures

Pursuant to the California State Education Code 39831.5, at least once each school year, all pupils in pre-kindergarten and grades 1 through 8, inclusive, who receive home-to-school transportation, shall receive safety instruction.

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety.

1. Each school year, the Director of Transportation or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction.
2. At least once each school year, all students in grades pre-kindergarten through grade 8 who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway or private road

- c. The use of passenger restraint systems, including but not limited to the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This document shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction that includes, but is not limited to:
  - a. Location of emergency exits
  - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

Notifications

The Director of Transportation or designee shall provide written safety information

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to the parents / guardians of all students in grades pre-kindergarten through 12 who have not previously been transported in a school bus or school activity bus.

This information shall be provided upon registration and shall include:

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Safety while walking to and from bus stops

Rule

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