

# Jefferson School District Transportation Safety Plan



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1. TO ASSURE THE SAFETY OF STUDENTS ATTENDING ALL  
JEFFERSON SCHOOL DISTRICT  
SCHOOLS  
THIS TRANSPORTATION SAFETY PLAN HAS BEEN COMPLIED FOR  
ALL SCHOOLS

California Education Code section 39831.5 requires that all pupils in pre-kindergarten and grades 1 through 12 who are transported in a school bus or school pupil activity bus receive instruction in school bus emergency procedures and passenger safety as follows:

1. Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus who are in pre-kindergarten, kindergarten, and grades 1 through 6 shall be provided with written information on the following

- a. A list of school bus stops near a pupil's home.
- b. General rules of conduct at school bus loading zones.
- c. Red Light (escort) crossing instructions.
- d. School bus danger zone
- e. Walking to and from school bus stops

2. At least in each school year, all pupils in pre-kindergarten , kindergarten and grades 1 through 8 who receive home to school bus transportation shall receive safety instructions which includes but is not limited to:

- a. Proper loading and unloading procedures, including escort by the driver.
- b. Proper passenger procedures
- c. Bus evacuations
- d. Location of emergency equipment

3. Instructions on the use of proper restraints systems,when a passenger restraint is installed, shall include, but not limited to all of the following:

- a. Proper fastening and release of the passenger restraint system
- b. Acceptable placement of passenger restraint system on pupils
- c. Times at which the passenger restraint system should be fastened and released.

4. Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive, but is not limited to, location or emergency exits and location and use of emergency equipment. As part of this instruction, pupils shall participate in a bus evacuation drill and exit the bus through the emergency exit door.

In addition AB-1297 also known as the “Thomas Edward Lanni School Bus -Safety Act of 1997” requires the following specific information to be included in the Transportation Safety Plan at each school site:

1. Determining if pupils require escort (to be escorted across the street during loading or unloading pursuant to paragraph (3) of subdivision (c) of section 22112 of the Vehicle code.
2. Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 through 8 to follow as they board and exit the appropriate school bus at each pupil’s school bus stop.
3. Boarding and exiting the school bus at a school or other trip destination.

The procedures, policies, laws and information contained in this Transportation Safety Plan will be given to the parents of all new students upon enrollment and will be reinforced by bus drivers and teachers with all students in an effort to make each student’s trip to and from school and approved activities as safe as possible. The Transportation Safety Plan will also be available at the Jefferson School District website [www.jeffersonschooldistrict.com](http://www.jeffersonschooldistrict.com)

## 2. GENERAL RULES OF CONDUCT AND DISCIPLINE

Students will behave appropriately as school bus passengers in order to assure safe travel. Pupils transported in a school bus are under the authority of, and directly responsible to the bus driver.

### 3. GUIDE TO STUDENT RESPONSIBILITIES

1. Be at their scheduled bus stops 15 minutes before departure time. The bus driver cannot wait for late students.
2. When waiting for the bus, stand back ten (10) feet from the curb in a single file line.
3. Form an orderly line at the bus stop. Do not move or walk towards the bus until the bus has made a full stop.
4. Ride their regularly assigned bus only, unless they have written permission from their school authority to ride another bus.
5. Remain properly seated, facing forward with feet and legs out of the aisle at all times while the bus is in motion.
6. Follow the directions of the driver and observe the rules.
7. When a student must cross (red light escort), that student must cross between the driver and the bus.

The Jefferson School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding the buses of the School District. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at the bus stops. The following list of student actions constitutes violation of the established rules and regulations:

- **NO ROLLING BACKPACKS!**
- Intentionally causing injury to another student or the driver.
- Displaying or using any weapon in or around the bus
- Possession or use of any illegal drugs
- Any terrorist threat towards a student or driver
- Sexual Battery Assault
- Throwing any object inside OR outside the bus hitting a student, the bus driver, a vehicle or person outside the bus
- Sexual comment to anyone in or around the bus
- Racial comments to anyone in or around the bus
- Bullying of another student or driver
- Abusive body contact while entering or exiting the bus or at a bus stop
- Unauthorized exits from any emergency door or window
- Riding any bus after receiving a no ride citation
- Opening, closing or tampering with the bus doors or emergency exits unless authorized by the driver
- Any damage or defacing of the bus

- Lighting matches having igniting objects, lighters, or lighter fluid, or hazardous material
- Smoking on the bus or at the bus stop
- Tampering with any driver controls, sitting in driver's seat
- Using profane language or displaying obscene gestures
- Putting head or arms outside of windows
- Failure to remain seated while bus is motion
- Throwing any objects inside to out of the bus
- Transporting live animals, reptiles or insects on the bus.
- Transporting glass containers or any glass.
- Using aerosol of any kind or spraying cologne or perfume on the bus.
- Defiance of bus drivers including, but not limited to refusing to give proper identification when requested, failure to obey the driver, displaying disrespect.
- Spitting on the bus or on another student.
- Using a bus stop that is not authorized by the parent or school district.
- All riders must be silent during railroad crossing.
- Eating or drinking on the bus, including but not limited to gum and sunflower seeds, balloons, skate boards, bats, balls, skates, scooters
- Littering on the bus or bus stop.
- Any improper conduct at the bus stops (not lining up, throwing rocks, playing in the street or property damage.)
- Creating excessive noise.
- Legs, feet, body, books, backpacks, etc. blocking the aisle, unnecessary movement.
- Not following dress code policy or cell phone policy.



## 5. RED LIGHT CROSSING INSTRUCTIONS

Under CVC 22454 California law requires you remain stopped as long as the red lights on the school bus are flashing.

The school bus crossing light system (amber lights, red lights and crossing arm) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the school bus 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 given the student direction that it is safe to cross. Students are to remain on the curb or sidewalk until the school bus driver gives directions that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart their designated bus stops in a timely manner.

## 6. STUDENT LOADING AND UNLOADING AT SCHOOL SITES AND ACTIVITY TRIP DESTINATIONS

Students, particularly at the primary grade levels, are at the risk of injury when they are in the bus loading zone and the buses are present. The buses block the vision of the motorist and pedestrians. In order to prevent students from possible, leaving no space for a pupil to squeeze through.

Buses may be required to have the flashing red light activated when loading or unloading. This means the traffic in both directions must stop when the red lights are activated.

At the school site students are expected to act appropriately and observe the following procedures when buses are in the loading zone.

## LOADING

1. Students should line up in an orderly manner at the spot designated by the site.
2. When the driver is present and flashing red lights are activated if needed the students may proceed to enter the bus.
3. Students should walk directly to their seats as directed by the driver without pushing or shoving.
4. Students must NEVER enter the school bus “danger zone” without first receiving permission from the bus driver.

## UNLOADING

1. Students must remain seated until the bus comes to a complete stop at the student’s destination, the parking brake is set, the flashing red lights are activated if needed, and the entrance door is opened.
2. Students should exit the bus in an orderly manner without pushing or shoving.
3. Once off the bus, students must exit the “danger zone” immediately.
4. Students must NEVER re-enter the school bus “danger zone” without first receiving permission from the bus driver.
5. Students must never cross the road unless escorted by the bus driver, when required to be escorted by the driver.

## 7. STUDENT LOADING AND UNLOADING AT SCHOOL BUS STOPS

### LOADING

1. Students should be at the bus stop at least 10 minutes before the scheduled bus **departure** time
2. The driver will stop at least 12 feet from the nearest pupil.
3. Students should line up in an orderly manner at the designated stop by the site.
4. Students must not approach the bus until the driver has come to a complete stop.
5. When the driver is present and flashing red lights are activated the students may proceed to enter the bus.
6. Students should walk directly to their seats as directed by the driver without pushing or shoving.

7. Students must **NEVER** enter the school bus “danger zone” without first receiving permission from the bus driver.

### UNLOADING

1. Students must remain seated until the bus comes to a complete stop at the student’s destination, the parking brake is set, the flashing red lights are activated and the entrance door is opened.
2. Students should exit the bus in an orderly manner without pushing or shoving.
3. Once off the bus students must exit the “danger zone” immediately.
4. Students must **NEVER** re-enter the school bus “danger zone” without first receiving permission from the bus driver.
5. Students must never cross the road at a designated bus stop unless escorted by the driver.

Students are subject to the general rules of conduct while at the bus stop as well as when on the bus.

### **8. PROCEDURES FOR STUDENTS BEING ESCORTED**

Upon registration, the parents or guardians of pupils shall be provided with instruction on school bus safety. Before the student is assigned to a specific school bus stop the determination will be made as to whether or not the student will require escort by the driver. It is the obligation of the parent to review this information with the student before the student rides a school bus.

1. When approaching an escort stop all students who are disembarking must have all their personal belongings in order and be prepared to exit the bus.
2. Students must remain seated until the bus comes to a complete stop, the brake is set, the engine is off, the flashing red lights are activated and the entrance door is opened.
3. The driver must exit the bus first. When the driver has determined that it is safe for the students to exit the bus, the driver will tell the students it is safe to cross. No hands signals will be used by the driver.
4. Students will always cross in front between the bus and driver.

5. After crossing the road the students will never cross back to the bus without first asking the driver's permission and being escorted.
6. Students are never to cross the roadway or highway behind the school bus.

## 9. RAILROAD CROSSING

Stop where you have the best view of the tracks, no closer than 15 feet and no farther than 50 feet from the nearest rail. Check beyond the tracks for traffic congestion, a signal or stop sign. Be certain the containment area across the tracks is large enough to hold the entire bus, plus 15 feet.

## 10. BUS EVACUATIONS AND EMERGENCY EQUIPMENT

Education Code Section 39831- All pre-K through 8th grade pupils who receive home-to-school transportation shall receive safety instruction, at least once each school year, which includes proper loading and unloading procedures, How to safely cross the street including escorting by the driver, Use of passenger restraint systems proper passenger conduct, bus evacuation, location of emergency equipment and evacuation of the bus through one emergency exit (not the front door).

As part of the instruction, pupils shall evacuate the school bus through emergency exit doors. Students and drivers must know what to do. Know where all the bus emergency exits and equipment are and how to use them and participate in evacuation drills. In an emergency it is up to the students and driver to stay calm. Students must listen to the bus driver and follow instructions carefully. If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver. Students must follow the driver's instructions. Do not crowd the aisle. Keep moving toward the exit. Secure loose clothing so it won't be caught on the door or any other part of the bus. Leave ALL belongings on the bus. Students should duck their head and bend their knees if they must jump from an emergency exit. Everyone is to move to a safe location 100 ft. from the bus.

## 11. PROCEDURES FOR STUDENTS WALKING TO OR FROM STOPS

1. Students are expected to conduct themselves appropriately when at the bus stop or while walking to or from the bus stop. Students may not:
  - a. Litter or damage any private property
  - b. Cut across private property when walking to or from the stop.
  - c. Flight, scuffle or rough-house
  - d. Throw any objects at anyone or anything
2. Students walking to the bus stop should walk facing traffic and use caution.
3. Students should use the buddy system when walking to or from the bus stop whenever possible.
4. Students should not talk to strangers or accept a ride from any stranger.
5. Students should be at the bus stop at least 10 minutes before the scheduled bus time. If a student is late and must cross the road to board the bus they must wait for the driver to give instructions and/or escort the student across the road.

## 12. BUS PASS RULES

All Students must have a bus pass to ride the bus to and/or from school. Students must complete proper paperwork and procedures to procure a bus pass. There is a fee to purchase a bus pass and to reissue a lost or misplaced bus pass. The consequences for not having a bus pass include but are not limited to:

**1st infraction:** Warning from Administrator

**2nd infraction:** Student placed on probation and warned next time would result in loss of bus riding privileges for a minimum of five (5) days.

**3rd infraction:** Student loses bus riding privileges for 5 days or more.

Additional reports may result in more than 5 days of loss of bus riding privileges.