

**MOTHER LODE UNION SCHOOL DISTRICT  
TRANSPORTATION SAFETY PLAN  
AB 1297 – California Education Code 39831.3**

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**PURPOSE**

Student safety has always been held in the highest regard in every aspect of the educational environment of the Mother Lode Union School District. It is the intent of this plan to meet the requirements of AB 1297 & California Education Code 39831.3 as well as ensure the parents of this district that the concern for safety is extended beyond school campuses to include the safe transport of district pupils.

**BUS ROUTES**

Procedure for Determining Bus Routes

- The District Superintendent or designee will determine bus routes. All routes are reviewed annually and are subject to change as district needs might determine or funding dictates.
- Buses will be routed on roadways which have been determined to be safe, have a paved surface in good condition and are properly maintained.
- Buses may be routed on private roads, which are subject to all provisions of the Vehicle Code providing written authorization for use by the district has been granted.
- Bus turnarounds shall have adequate sight clearance and sufficient road surfacing to permit all weather usage.

**BUS STOPS**

Procedure for Determining Bus Stops

- School bus stops within the district for receiving and discharging pupils shall be designated by the district Superintendent or designee. All stops are subject to review annually and may change as needs or funding determine.
  - (1) Designation of bus stops pursuant to: Vehicle Code Section 22504 - Title 13 CCR 1238 - Ed Code 39831 - MLUSD AR3541
  - (2) When possible, school bus stops which require escorting of pupils across roadways will be eliminated.

**PUPIL LOADING / UNLOADING**

Procedures for Pupil Boarding and Exiting of Buses

- Driver shall load or unload students only at school bus stops or school activity trip destinations designated by the Superintendent or designee. (Vehicle Code Section 22112)
- Pupils will board and exit the school bus only at their assigned bus stop unless the district is otherwise directed in writing by the pupil's parent or legal guardian to allow a pupil to board or exit the school bus at a different bus stop.
  - (1) Parents shall determine their choice of bus stops at the time of registration.
  - (2) Requests for bus stop changes must be submitted on the proper "Student Bus Stop Assignment" form and have approval of the school site administrator.
- Pupils will board and exit the school bus at their school of attendance as determined by their parent or legal guardian unless the district is otherwise directed in writing by the pupil's parent or legal guardian to allow a pupil to board or exit the school bus at another school or trip destination.
  - (1) School personnel are responsible for monitoring the boarding and exiting of school buses at each school site or trip destination.
  - (2) Pupils shall board or exit their bus at a school or other trip destination in an orderly manner refraining from pushing, shoving, physical playing or other rough contact.
  - (3) School personnel shall deter pupils from standing or walking between buses, standing within arms length of a bus or attempting to pass items through open windows into or out of a bus.
- Pupils shall obey the bus rules and will follow the directions of the school bus driver at all times while on board the bus, at a bus stop or waiting at any pupil loading area.
  - (1) After exiting the bus, pupils shall walk directly away from the bus.

## **BUS OPERATOR'S RESPONSIBILITY**

### Pupil and Parent Identification

- It is the responsibility of the bus driver to identify each passenger that is on board the bus at all times. Only those pupils assigned to the driver's designated route shall be permitted to board the bus unless an approved "Student Bus Stop Assignment" form is on file at the school office and a copy accompanies the student.
- Kindergarten students may only exit the bus at a bus stop when an authorized person, parent or guardian is present. The driver is responsible for the identification of any unknown persons requesting the release of a student and for verifying the legal status of all such requesting persons.

### Pupil Escort Procedure

- The driver of a school bus shall be responsible for ascertaining the direction a pupil must walk once they have exited the school bus to determine if the pupil should be escorted across any public or private roadway.

- The driver of a school bus shall, at a location where traffic is not controlled by a traffic officer or official traffic signal, escort all pupils in kindergarten through grade 8, who must cross the highway or private road upon which the school bus is stopped.
  - (1) Bus drivers shall require students to gather belongings and approach the front of the bus quickly and orderly. Doors shall remain closed and until pupils are prepared to exit the bus.
  - (2) Following activation of the flashing red light signal system and after properly securing the bus, the driver shall use an approved hand-held “STOP” sign while escorting pupils.
  - (3) Pupils will carefully exit the bus and stand at the right front corner of the bus.
  - (4) When the driver has determined it safe to do so, the driver shall verbally instruct the students when to cross the roadway. The students must cross between the driver and the school bus and never behind the driver or the bus.
  - (5) The driver is responsible for ensuring that all pupils who need to cross the highway or private road have crossed safely, and that all other unloaded pupils and other pedestrians are a safe distance from the bus and it is safe to move before setting the bus into motion.
  - (6) When students have safely exited the school bus and any necessary student escort crossover has been completed, the bus driver shall close the entrance door and cancel the flashing red light signal system, check all mirrors for approaching traffic and allow traffic to clear before re-entering the roadway.
  
- The bus driver shall keep a current route sheet and bus stop assignment sheets on board the bus which lists all student names, their assigned bus stop and indicate those student that require escort across the highway or private road.

### Bus Operation Procedure

- The driver shall operate the flashing red light signal system, amber warning light system (if equipped), and stop signal arm, as required on the schoolbus in accordance with Vehicle Code Section 22112.
  - (1) During loading and unloading activities, the bus shall be parked parallel to the curb and within 18 inches or off the roadway not bounded by adjacent curbs as far as is practicable leaving an unobstructed width of the highway on the left for the free passage of other vehicles.

## **STUDENT / DRIVER SAFETY TRAINING**

### Procedure for Training of Bus Drivers

- District bus drivers have and will continue to receive ongoing procedural training and instructions in regards to proper and safe loading and unloading of students.
  - (1) All safety in-service training will be provided annually by a State of California Certified School Bus Instructor.

## Procedure for Training Students

- District students will receive safety instructions in regards to proper boarding and exiting buses at least once each school year.
  - (1) Kindergarten students will receive proper boarding and exiting safety instructions during the annual Kindergarten Roundup prior to beginning classes.
  - (2) Proper boarding and exiting practices shall be included in each school's annual Bus Evacuation Drill scheduled within twenty days of the first day of school each year.
  - (3) New students registering for classes after the scheduled Bus Evacuation Drill for their school will receive proper boarding and exiting safety instructions from their assigned bus driver.
  
- On school activity trips, prior to departure, the bus driver shall provide proper safety instructions to all passengers which includes but not limited to:
  - (1) Loading and unloading instructions.
  - (2) Location of emergency exits.
  - (3) Responsibilities of passengers seated next to an emergency exit.
  - (4) Location of all emergency equipment.
  
- A record of student safety instructions shall be maintained on file at the school site and shall include the following information (Education Code 39831.5):
  - (1) District Name
  - (2) School Name and Location
  - (3) Date of Instruction
  - (4) Names of Supervising Adults
  - (5) Number of Students Participating
  - (6) Grade Levels of Students
  - (7) Subjects Covered in Instructions
  - (8) Amount of Time Taken by Instruction
  - (9) Name of Driver
  - (10) Bus Number

## **ADVERSE DRIVING CONDITIONS**

### Procedure for Determining Unsafe Driving Conditions

- 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)  
*(cf. 3516.5 - Emergency Schedules)*  
*(cf. 3540 - Transportation)*  
*(cf. 3541.1 - Transportation for School-Related Trips)*