

**TRANSPORTATION SAFETY AND EMERGENCIES**

**Safety Plan**

The Superintendent or designee shall develop a transportation safety plan to address student safety which includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades pre-kindergarten through 12 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112.

*(cf. 3542 – School Bus Drivers)*

2. Procedures for all students in grades pre-kindergarten through 12 to follow as they board and exit the bus at their bus stops.
3. Procedures for boarding and exiting a school bus at a school or other trip destination.

A copy of the safety plan shall be at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

**Reduced Visibility School Bus Operation**

1. Transportation will be suspended or delayed during periods of reduced visibility. Reduced visibility is defined as any condition, whether atmospheric or man-made, that limits a bus driver's visibility to 200' or less.
  - a) During periods of reduced visibility, a driver will not begin a school run or field trip or proceed if already en route.
  - b) If en route, the driver will take reasonable precautions to secure the bus in a safe area by parking the bus off of the roadway.
  - c) If a school run or trip is discontinued or delayed due to visibility conditions, the driver will contact the Transportation Office, Transportation Director or Transportation Supervisor as soon as possible, by either two-way radio or the telephone to advise of the situation. The driver will continue to contact the Transportation staff at intervals not to exceed 15 minutes to keep them advised of the conditions.
  - d) During periods of delay or suspension of busing due to visibility, the Transportation staff will notify affected school site personnel, as well as the Associate Superintendent, Support Services' office.

*(cf. 3542 - Schoolbus Drivers)*  
*(cf. 6118 - Weather-Related Schedules)*

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**Student Instruction**

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedure and passenger safety as follows:

1. At least once each year, all students in grades pre-kindergarten through eight who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver.
  - b. Proper passenger conduct.  
*(cf. 5131.1 - Bus Conduct)*
  - c. Bus evacuation.
  - d. 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:

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 instruction.
8. Amount of time taken for instruction.
9. Bus driver's name.

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10. Bus number.

11. Additional remarks.

This documentation shall be kept on file for one year and shall be available for inspection by the Department of the California Highway Patrol. (Education Code 39831.5)

1. Prior to departure on a school activity trip, all students riding on a school bus or school student activity bus shall receive safety instruction which 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. (Education Code 39831.5)

*Legal Reference:*

EDUCATION CODE

*34501.6 School buses; reduced visibility*

*39830-39841 Transportation, school buses*

*51202 Instruction in personal and public health and safety*

CODE OF REGULATIONS, TITLE 5

*14102 Bus evacuation instructions*

*14103 Authority of the driver*

Policy

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**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California