

**Sierra Foothill Charter School
Mindy Bolar, Principal/Superintendent**

**TRANSPORTATION SAFETY PLAN
2018-2019**

**PURSUANT TO
Section 39831.3 EC & Section 22112 VC**

**Initial plan prepared by
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Introduction

Assembly Bill 1297 was authorized by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district that provides transportation to or from a school or school activity to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of California Highway Patrol.

Section 22112 CVC requires a school bus driver to activate the red lights at all times when a school bus is stopped for the purpose of loading or unloading students, this would include locations where traffic is controlled by an official traffic signal. However, Section 22112 CVC does not permit a school bus to activate the red lights at the following locations:

- Any place where traffic is controlled by a traffic officer.
- School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- Where the school bus is disabled due to mechanical breakdown.
- Where students require assistance to board or leave the school bus.
- Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice.
- On a state highway with a posted speed limit of 55 mph or higher where the school bus is completely off the main traveled portion of the highway.
- Any location determined by the school district, with approval of the CHP, to present a traffic or safety hazard.

Sierra Foothill Charter School is a Single School District Site. As such, the Principal also acts as the Superintendent.

It is SFCS's intent to educate the staff, students and our community of the changes and requirements of this law. It is imperative that the school site administrator takes time to familiarize herself with this law and that she educates her staff, students and communities on the specifics of this law and its requirements.

If staff, students or community have questions or need additional information, please contact the school office at 209-742-6222.

Procedures for school staff to follow to help ensure the safe transportation of students.

School staff members should always 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 the school staff members to ensure that students, during the loading and unloading procedures, follow all safety rules and regulations as outlined in the safety plan.

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 school office at 209-742-6222 for assistance.

School staff members shall supervise the loading and unloading of all students. 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.

- Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- Students shall be accountable for their own orderly conduct.
- Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.

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:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve (12) feet from the school bus as the bus approaches the students.
3. 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.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with 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 loading and unloading.

Procedures in determining eligibility and assigning a bus stop for each rider.

The general policy of SFCS is to make a transportation program available for students in Mariposa County who are not living in the community of Catheys Valley. Transportation is provided for students living in or near Mariposa proper, Bootjack, and Mount Bullion.

Students are automatically assigned to the bus stop that is located closest to their home location. Students shall utilize the bus assigned to this stop only.

With notice from parents/guardians and approval from staff, students are permitted to utilize another stop location other than their normally assigned bus stop for loading or unloading. The school office manager or his/her designee shall provide this information to the driver when a student is authorized to utilize a bus stop other than their normally assigned bus stop.

Parents and/or students are encouraged to contact the school office with any questions, concerns, or problems at 209-742-6222.

Procedures for all students to follow while waiting for the school bus at their bus stop.

1. While waiting for the school bus to arrive, students must stand single file in an orderly and well-behaved line.
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 (5) 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 (12) 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.
9. Students must stay in an orderly line with no pushing or shoving.

**Procedures for all students to follow as they board and
exit the bus at their assigned bus stop.**

BOARDING:

1. Students shall board or exit the school bus **ONLY** at their assigned bus stop.
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 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.
4. Students will unload in an orderly manner using the handrails.
5. **Students shall exit the bus only at their assigned bus stop.** Exceptions will only be allowed when the Office Manager or designee has received the parent/guardian request as described in the "Eligibility and Assigning a Bus Stop" section.
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 tell the bus driver & have the bus driver get the article for them.
7. Students are to be released to parents/guardians or, with prior permission, 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, staying on sidewalks when possible.

How to determine if a student requires an escort
pursuant to section 22112 CVC.

If a student needs to be picked up or walk home from the opposite side of the street of the actual bus stop, then the student is required by State Law and District Policy to be physically escorted by the bus driver across that street and 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 for all TK-8th grade students.

Procedures for all students to follow for crossing a street or highway that the
bus is stopped and for students requiring driver escorts across a street or
highway prior to boarding the bus.

BOARDING:

1. Students should arrive at their bus stop five (5) 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 on must wait for the bus driver to assist them in crossing the street. Bus drivers will activate the bus red crossover lights and physically get out of the bus to assist the student in the crossing.

EXITING:

1. As the bus approaches the bus stop where students need to cross the street that the bus is stopped on, students are to remain seated until the bus comes to a complete stop.
2. The driver will activate the red flashing crossover lights and stop arm if so equipped and then determine when it is safe for students to exit the bus.
3. The driver will open the door, which will 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. 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.
6. **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.**
7. **Students are NEVER to cross the street behind the bus or wait to cross the street after the bus leaves the area.**
8. Students are to cross between the bus driver and the bus just like a crosswalk.
9. Students are to cross the road completely to the other side and out of the way of any traffic or hazards.

10. 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 straight home.

Procedures for all students to follow as they board or exit a school bus at a school site or other trip location.

1. Arrive at your bus stop 5 (five) minutes before the scheduled leave time.
2. Wait for your bus in a safe place – well off the road and on the same side of the road the bus picks you up.
3. Wait until the bus is completely stopped, enter your bus in an orderly manner and take your seat immediately.
4. Be courteous to your school bus driver and fellow passengers.
5. All students shall board or exit the school bus only at the student's designated bus stop. A designated bus stop is defined as the bus stop closest to the student's residence. These designations are made by the School Office. Exceptions to this regulation will be permitted on a daily basis when the parent/guardian has made the request by contacting the office. This information shall be forwarded to the bus driver by the Office Manager or designee.

Procedures for bus driver to follow as he/she exits the school bus at the destination.

1. When parking the bus at the destination, the bus driver must ensure the bus is secured and that no student is left unattended on the school bus. After all students exit the bus, the bus driver must inspect the entirety of the interior of the vehicle.
2. After the bus driver ensures all students have exited the bus, he/she manually contacts the child safety alert device located at the interior rear of a vehicle before exiting the vehicle. Leaving a student unattended onboard a bus with the driver or other supervising adult not in the immediate vicinity of the vehicle constitutes gross negligence and is grounds for revocation of the driver's certificate.
3. The bus driver is to lock the bus after exiting the vehicle when it is parked and unsupervised.

Posted Rules of Conduct for students while aboard the school bus as outlined in Parent/Guardian/Student Handbook.

The following rules are for the safety of all students and should be noted that students transported in a school bus shall be under the authority of, and responsible directly to the

driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway.

Furthermore, the bus is considered to be a schoolwide activity and all on-campus rules and regulations apply as well as consequences, including but not limited to, suspension and expulsion. Students who fail to follow the rules may receive a referral to the Principal/Superintendent. Any Bus Referral will be dealt with according to SFCS's Schoolwide Discipline Policy. The bus rules are:

1. Follow bus driver's instructions.
2. Respect the bus driver and fellow students.
3. Use of tobacco and/or any drugs or alcohol are forbidden.
4. Fighting, scuffling and playing are forbidden.
5. Eating, drinking or littering is prohibited on the bus.
6. Loud and boisterous noises (whistling, yelling, etc.) are prohibited.
7. Profanity or indecent language or gestures are prohibited.
8. Remain seated when bus is in motion.
9. Do not block the aisles with any part of your body.
10. Keep all body parts inside the bus at all times.
11. Possession of any type of weapon is prohibited.
12. Personal items and electronics shall not be used while riding the bus (such as cell phones, radios, hairspray, etc) unless given special permission.
13. All sports equipment shall be concealed in a sports/duffel bag for transport for sporting events.
14. Students will abide by all bus rules and any other rules set forth in the SFCS Parent/Guardian/Student Handbook while riding on the bus and at bus stops.

Disorderly conduct or persistent refusal to submit to the authority of the driver shall be subject to the discipline policy of the school.

Each driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.

School Bus Danger Zones

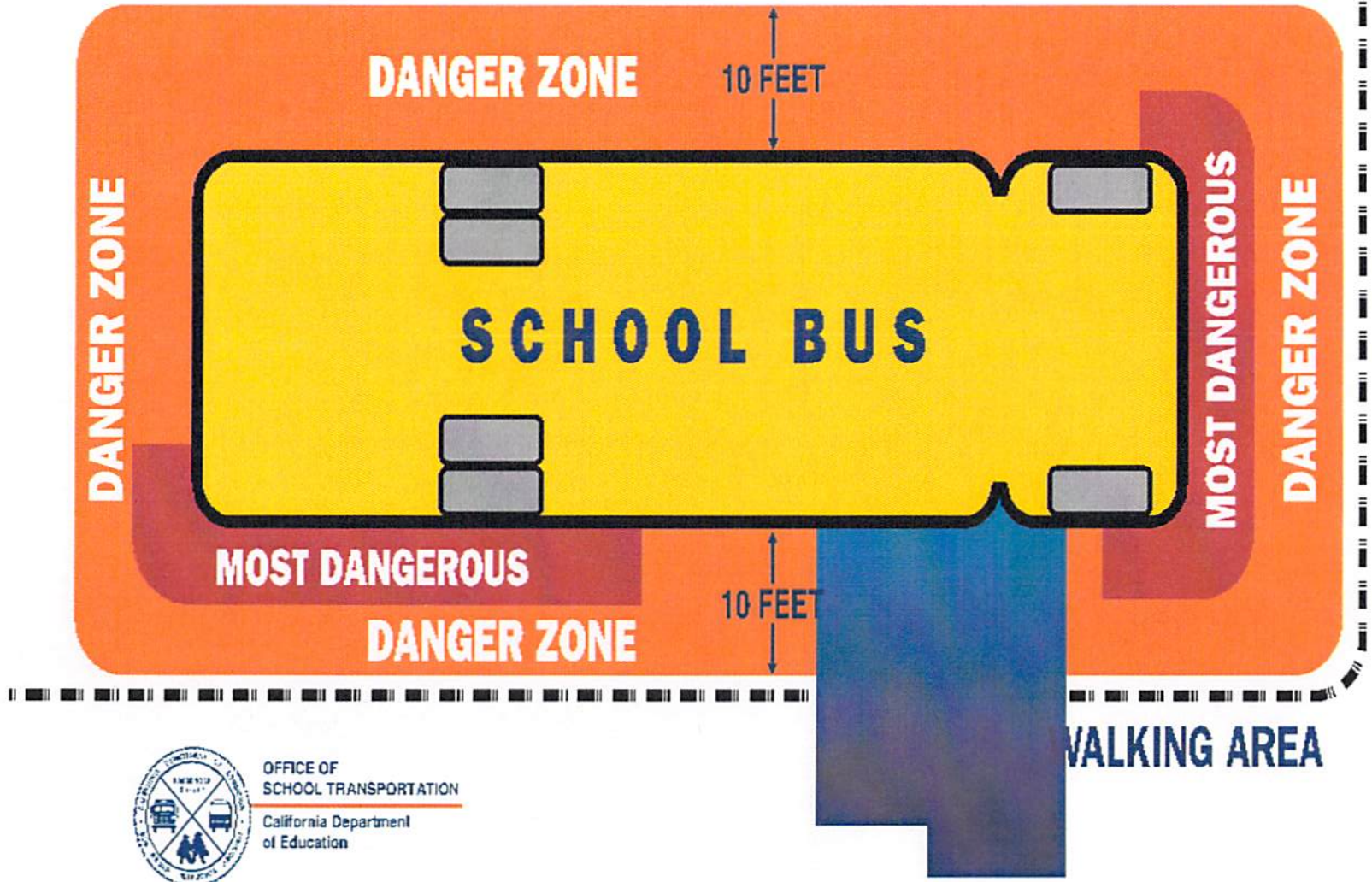
According to The National Standard, the entire 12 feet surrounding the vehicle is considered the Danger Zone.

Drivers, school administrators, parents and students must be aware of the many dangers associated with the areas outside the vehicles referred to as the danger zones. Drivers must check all mirrors for any pupils, pedestrians, or other problem objects in the danger zones prior to moving the vehicle. It is critical that proper mirror procedures be used before and during any movement of the vehicle.

Danger Zones

- The area in front of a school bus has long been known as generally the most hazardous "danger zone". An increasingly sophisticated array of mirror systems has been developed to enable school bus drivers to see children who may otherwise have been obscured from view in what was long a "blind spot." Crossing gates (also called crossing arms) were developed to encourage those children crossing in front of a bus to move away from the bumper area and into an area with a better view of drivers. Additionally, there has also been a trend toward bus designs with less inherent blind spots at the front. Larger windshields have also contributed to a better view forward.
- The second most dangerous zone is the area on the right side and at the right rear wheels. For this reason, all schools and parents must provide safety instruction urging students:
 - When boarding, stay well away from the bus until it is fully stopped. Never approach a moving bus. Do not approach the school bus until the driver has opened the door.
 - When leaving the bus, if not crossing the street or road, move away from the bus immediately after getting off, rather than walking closely along the side of it.
- The third area of hazards is the loading doors. A drawstring or loose clothing may catch on something as a student gets off. If the driver isn't aware, the student may still be attached to the outside of the bus as it begins to pull away. To reduce the risk of this happening, school bus manufacturers have reduced the types of handles and equipment near the step well area, and parents and students are urged to consider this risk factor when selecting clothing and accessories.

DANGER ZONE **DANGER FROM PASSING CARS**



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