

# Transportation Safety Plan

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## Marin Transit managing pupil transportation service on behalf of the Ross Valley School District and Ross Valley Charter School

The Transportation Safety Plan is intended to comply with Education Code Section 39831.3 which requires all K-8 school districts in California to prepare a Transportation Safety Plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

Marin Transit is not a school district, but operates a yellow bus program for students attending schools in the Ross Valley School District and at the Ross Valley Charter School. Marin Transit as the program administrator is adopting this Transportation Safety Plan and has worked with the School Districts to develop the policies and procedures.

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This Plan is adopted by Marin Transit as of the dates listed:

\_\_\_\_\_  
Marin County Transit District

\_\_\_\_\_  
Date

This Plan has been delivered to the contractor, Michael's Transportation, as of the dates listed:

\_\_\_\_\_  
Michael's Transportation

\_\_\_\_\_  
Date

This Plan has been provided to the school districts where the yellow bus program operates as of the dates listed:

\_\_\_\_\_  
Ross Valley School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ross Valley Charter

\_\_\_\_\_  
Date

## **Section I: Transportation Safety and Emergencies**

Each day, prior to driving a school bus, the Contractor will require each school bus driver to inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus or, if no defect or deficiency was discovered or reported, shall so indicate. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus.

## **Section II: Passenger Restraint Systems**

The Contractor shall ensure that any school bus, or student activity bus which is purchased or leased by the Contractor, is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions of that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

- a. Is a Type 1 school bus manufactured or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
- b. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
  - Is designed for carrying 16 or fewer passengers and the driver
  - Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver.

Bus drivers shall be instructed regarding proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with program policy and administrative regulations.

## **Section III: Fire Extinguishers**

The Contractor shall equip each school bus with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

## **Section IV: Electronic Communications Devices**

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's

finger provided the device is mounted on the windshield, dashboard, or center of the console of the bus. (Vehicle Code 23123.5, 23125)

### **Section V: Safe Bus Operations**

The Contractor will ensure that school buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

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 may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

### **Section VI: Unauthorized Entry**

The Contractor may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

### **Section VII: Determining if pupils require escort**

When stopping at a designated stop, drivers should ask the students disembarking if anyone needs to cross the street. If a student needs to cross, drivers will then cross the student according to the procedures outlined in Section 22112 of the California Vehicle Code. Drivers should report the necessary red light crossings to a supervisor who will then incorporate the red light crossings into the route sheet. Each driver will keep a copy of the route sheet on the bus at all times. Substitute drivers should refer to the route sheet when covering the route.

The bus contractor will maintain an updated record of all designated school bus stops. This record will include stops requiring red light escorts.

### **Section VIII: Procedures for boarding and exiting the appropriate school bus at each school bus stop**

#### **a. Waiting for the bus at the school bus stop**

It is recommended that students arrive at the school bus stop five minutes before the scheduled pick up time. Students should stand at least six feet from the bus and not approach the bus until it has come to a final halt and the doors have opened.

#### **b. Boarding the appropriate bus and school bus stop**

The flashing red lights will be activated upon loading as required by law. Each student will be assigned a school bus stop. The bus stop will be listed on the student's bus pass. Drivers should check bus passes as students board the bus.

If a student does not present a bus pass, the driver will allow the student to board, but should give a verbal warning to the student that a bus pass is required. Subsequent violations may result in written citations. The driver should then contact a supervisor who will check the student roster and report the student to the School Operations Analyst at Marin Transit who will follow up with school staff and request that they contact the parent.

c. Exiting the appropriate bus at the school bus stop

The flashing red lights will be activated upon unloading as required by law. Students may be dropped off at any stop along their assigned route. Kindergarten and 1<sup>st</sup> grade students must be met by a parent in order to be released from the bus. If a Kindergarten or 1<sup>st</sup> grade student is not met by a parent, then the driver will contact their Supervisor who will call the parent to coordinate pick up from White Hill Middle School. If the parent cannot be contacted, the Supervisor will contact the School Operations Analyst at Marin Transit who will also attempt to reach the parent. The driver will keep the student on board and release them to a staff member at White Hill Middle School.

d. One Trip Passes

Students who have not purchased an annual pass may ride the bus with the use of a one trip pass on routes where capacity allows. All passes must be signed and dated. The student should present a one trip pass to the driver upon boarding the bus in the morning or the afternoon.

**Section IX: Procedures for boarding and exiting a school bus at a school or other trip destination**

a. Boarding a school bus at the school site or other location

It is recommended that students line up at least 10 feet from the bus loading zone. The red lights will flash at all times while the door is open and students are boarding. When all students have boarded the bus and the door has closed, the driver may turn off the flashing red lights and vehicles may pass the school bus.

As students are boarding, drivers should check bus passes to make sure students are boarding the correct bus. Drivers will not transport students home on a different route unless directed to by a supervisor, Marin Transit staff, or with written permission from a parent. If the student does not have a bus pass, the driver should call dispatch for further direction. Students may be left at school if the student does not present a bus pass and does not appear on the student roster in the dispatch office or the Marin Transit office.

b. Exiting a school bus at the school site or other location

Students should depart the bus in an efficient and orderly fashion. The red lights will flash prior to the door opening and will remain flashing until the door closes.

**Section X: No child left unattended on the bus**

In accordance with Education Code 39831.3(a) (4), California school districts are required to include procedures for drivers to check for unattended pupils.

The Contractor will ensure that after each route/run (this means at each school site in the morning and after the last stop for each school in the AM, mid-day and the PM) all drivers shall physically walk to the rear of the bus while checking each row of seats to ensure that there are NO STUDENTS remaining on the bus. This bus check shall include looking under each bus seat.

Upon returning to the parking facility drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.

No driver shall leave students unattended on the bus. Drivers shall ensure that all students have been delivered to their assigned destination before leaving their bus.

### **Section XI: Child Safety Alert System**

On or before the beginning of the 2018-2019 school year, each school bus, school pupil activity bus, youth bus, and child care motor vehicle, with a few specified exceptions, shall be equipped with an operational child safety alert system. Section 28160(c) of the Vehicle Code defines a child safety alert system is a device located at the interior rear of the vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

The Contractor will install the required device and train all school bus drivers to know all procedures, laws and regulations pertaining to student safety including but not limited to: the “child check” procedure.

### **Section XII: Parental Notifications**

Marin Transit shall provide written safety information to the parents/guardians of all students in grades kindergarten through 8 each year. This information shall be provided upon purchase of the bus pass on the yellow bus program website and shall contain: (Education Code 39831.5)

- a. A list of school bus stops near each student’s home
- b. General rules of conduct at school bus loading zones
- c. Red light crossing instructions
- d. A description of the school bus danger zone
- e. Instructions for safely walking to and from school bus stops

This information is available on the yellow bus program website at [store.marintransit.org](http://store.marintransit.org) under the headings: “How it Works – Bus Rules” and “FAQ.”

### **Section XIII: Student Instruction**

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows. These instructions will be performed by the driver. Training curriculum will be designed by the Contractor and comply with the requirements below: (Education Code 39831.5; 5 CCR 14102)

- a. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
- b. At least once each school year, all students in grades kindergarten through 8 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. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, 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 release, 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 provided by the Contractor, 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 Contractor provides the above instruction, the following information shall be documented:

- a. District name
- b. School name
- c. Date of instruction
- d. Names of supervising adults
- e. Numbers 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 documentation shall be kept on file at the Contractor's office for one year and shall be available for inspection by the CHP.

#### **Section XIV: Emergency Procedures**

##### **a. Guidelines for Parents**

Parents should have a back up plan in case the bus is late. Parents are advised to call the Marin Transit office regarding late buses. Live dispatch is available from 6:00am – 4:00pm. Parents are also advised to have a family emergency plan in case of a major earthquake or natural disaster.

##### **b. Late Buses, Mechanical Breakdowns**

The Contractor will notify Marin Transit and each affected school whenever a bus is running ten minutes late. The Contractor may send another bus to help deliver students. Students may be transferred to another bus for delivery home (driver must walk students over to the other bus).

c. Bus Accidents

Any event which damages a part of the bus is considered a school bus accident. School bus accidents must be investigated by the California Highway Patrol (CHP). The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Contractor shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Contractor shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Contractor will notify Marin Transit immediately in the event of a bus accident (immediately following notification to CHP).

The CHP usually requires students to stay on board until an officer arrives. Parents desiring to pick up students must wait until the CHP releases them. The contractor may send another bus to help deliver students home (drivers must walk students over to the other bus).

**Section XV: Providing Copies of the Transportation Safety Plan**

Location of Copies

Copies of the approved Transportation Safety Plan will be available on the yellow bus program website, at the school district offices, the Marin Transit office, and the bus contractor's office. The School Operations Analyst will provide updated copies to all parties as necessary.