



Cupertino Union School District

TRANSPORTATION SAFETY PLAN

This Transportation Safety Plan must be kept on file at the district office as well as all sites served by our school buses. This plan must be produced by the district or school when requested by the California Highway Patrol. All of the provisions of this plan have been the practice of the Cupertino Union School District with the exception of Section D, Item 2, which is an addition based on current law.

A. MAJOR PROVISIONS

1. In order to ensure each student's safety, strict adherence to the "Child Check Procedure" outlined below is required to ensure that no student is left unattended on any vehicle after a Home-to-School run or Activity Trip. The driver will secure the vehicle and walk to the back of the bus thoroughly checking on, and under all seats for any students still on the bus in all of the following situations:
 - a. On a Home-to-School run upon unloading at a school, prior to leaving school property.
 - b. After each run (AM, Midday and PM) is complete, prior to leaving the last stop of the run.
 - c. During an activity trip after arriving to and unloading at the destination and prior to departing from the destination.
 - d. During an activity trip after returning to and unloading at the point of origin and prior to departing from the point origin.
 - e. At the completion of each activity trip or Home-to-School run (AM, Midday and PM) after thoroughly checking the bus, the driver shall radio dispatch that the "Child Check" is complete indicating that the bus has been thoroughly checked and there are no students aboard.
2. When atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service, all buses shall stop in a safe location and resume transportation when visibility is greater than 200 feet. On an activity trip, school bus drivers shall have discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.
3. The driver of a school bus shall operate flashing red light signal system and stop signal arm at all times when the school bus is stopped for the purpose of loading or unloading

students, regardless of whether the students must cross the highway or private road, except at the following locations; school bus loading zones on or adjacent to school grounds, or during an activity trip if the school bus is lawfully stopped or parked, or while loading or unloading students who require physical assistance to board or leave the school bus.

4. The school district in consultation with the California Highway Patrol may identify locations that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection, or where special education students are boarding or students may require assistance to board or unload the school bus at regular stops, or activity trip stops. Such stops may be exempted. Drivers shall escort all students who must cross a highway, roadway or private road. Route sheets will clearly state when an escort is required at a school bus stop.
5. Drivers shall stop to load or unload students only at a school bus stop designated for students by the Cupertino Union School District. Students may not depart the bus at any stop other than their own without prior permission.
6. School bus drivers will be trained and continually reminded to use extreme caution when escorting students since red lights will be used at all stops, and drivers of other vehicles may become complacent about bus drivers and students entering the roadway.

B. BUS STOP SAFETY RULES

1. Students shall follow the directions of the bus driver at all times.
2. Students should arrive at their bus stop five (5) minutes prior to the scheduled bus arrival.
3. Students should conduct themselves in an orderly fashion while waiting for the bus to arrive.
4. Prior to bus arrival, students must line up and wait until the bus has come to a complete stop and the driver has opened the door before approaching the bus.
5. Students shall board the bus in single file and go directly to their seats. Pushing and shoving at the bus stop, or while boarding or departing the bus will not be tolerated.
6. When departing the bus, students will wait until the bus has come to a complete stop and the door is opened before leaving their seats. Students shall go directly home.
7. If a crossover is required, students shall wait for direction from the driver and shall not cross the street until directed to do so. Students shall then cross between the driver and the bus.
8. Students shall never cross back over to the bus.
9. Students shall never cross behind the bus.

C. SAFETY RULES WHILE STUDENTS ARE ON THE BUS

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Keep head, hands, and feet inside the bus at all times.
4. Paper and other debris are not to be thrown or dropped on the floor or seats of the bus.
5. Students are to remain seated at all times while on the bus.
6. Avoid loud talking and rough play.
7. No eating or drinking will be permitted on the bus.
8. No object of any kind is to be thrown from the bus.

9. Students are not to shout or make offensive remarks or gestures to pedestrians or motorists.
10. Bats, balls, skateboards, and scooters will not be permitted on the bus.
11. Glass jars, animals, firearms, hazardous articles, and smoking on the bus are prohibited by law.
12. The bus driver is authorized to assign seats.

D. ACTIVITY TRIP SAFETY

1. Prior to departure on a school activity trip, all passengers on a school bus shall be given safety instructions which will include location of emergency exits, location and use of emergency equipment and special instructions by the driver for passengers seated next to emergency exits.
2. When a school pupil activity bus (SPAB) is used to transport pupils on an activity trip and the SPAB is not equipped with a child safety alert system, the pupils must be accompanied by at least one adult chaperone selected by a school official. If the adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the district.
 - a. The adult chaperone must have a list of every pupil and adult chaperone, including school employees, who are on the school pupil activity bus at the time of departure.
 - b. After the driver has reviewed all safety and emergency procedures before the initial departure the driver and adult chaperone must sign a form with the time and date acknowledging that the safety plan and procedures were reviewed.
 - c. Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

E. AUTHORITY OF DRIVER

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while on the bus or being escorted across a street or highway.

F. DENIAL OF TRANSPORTATION

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

NOTE: *To ensure the safety of students, and to comply with state law, this document is an addition to current Cupertino Union School District Transportation policies, rules, and practices in effect as of December 31, 1997. This plan is effective January 1, 1998, pursuant to California Education Code Section 39831.3 and Vehicle Code Section 22112 (Assembly Bill 1297) enacted in October 1997.*