

## TRANSPORTATION REGULATIONS

### Rules and Regulations

California Code of Regulation, Title 5 Section 14103, Authority of the Driver:

#### Authority of the Driver

(a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and be responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

*Note: Authority cited: Section 39831, Education Code. Reference: Sections 39830 and 39831, Education Code. Cross-reference: Section 1217(h) of Title 13, California Administrative Code.*

*This database is current through 9/28/18 Register 2018, No. 39  
5 CCR § 14103, 5 CA ADC § 14103*

#### Authorized Entry

At the driver's discretion: Staff and parents may enter the bus to assist in loading and unloading. Arrangements must be made in advance for any passengers.

#### Unauthorized Entry

(a) Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both.

(b) A school district or county superintendent of schools may place a notice at the entrance of a school bus or school pupil activity bus that complies with the requirements of paragraph (3) of subdivision (c) of Section 1256.5 of Title 13 of the California Code of Regulations and that warns against unauthorized entry.

*Section 39842. (Added by Stats. 1999, Ch. 646, Sec. 14.)  
Cite as: Cal. Educ. Code §39842.*

By law the driver is responsible for the safety of all students while aboard his/her bus. In an effort to assist with that duty the Transportation Manager or designee will provide information to the school bus driver, school, parent or guardian to inform of against unauthorized entry.

## **Safety Rules & Tips**

### Conduct at School Bus Loading Zone & Bus Stops

- Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
- When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 12 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
- Never go under any bus to retrieve something you've dropped. Ask the driver to assist.
- Never run to a bus, always walk.
- Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets or animals to a bus stop.
- When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
- School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
- When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.

### School Bus Rules

All students (regular education and special education) are required to:

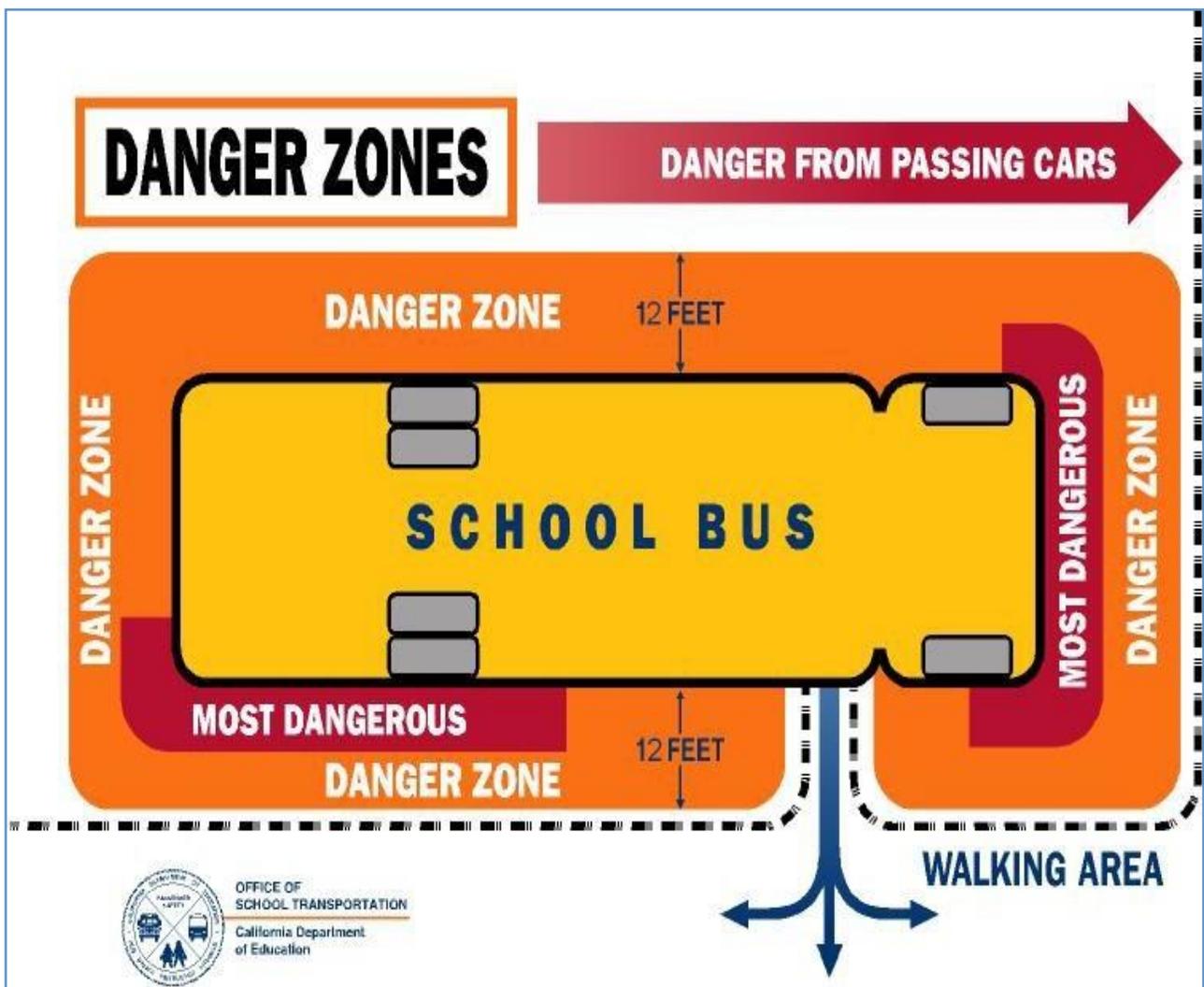
- Arrive at the bus stop ten (10) minutes before the bus is scheduled to arrive.
- Use only his/her designated bus stop.

- Give the bus driver a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent or guardian and approved by the site administrator and/or his/her designee.
- Arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
- Refrain from transporting hazardous or destructive objects of any kinds such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards, razor scooters or ball bats.
- Respect the rights and property of others on the bus and at the bus stop.
- Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain seated and buckled-up at all time during the ride.
- Keep all parts of the body inside the bus.
- Keep windows closed unless otherwise instructed by the bus operator.
- Not use profane languages, obscene gestures, create excessive, or unnecessary noise.
- Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
- Help keep the bus safe & free from litter by not eating, drinking or gum chewing on the bus.
- Be courteous and respectful to the bus driver, other students, and passersby.
- Obey the request of the bus driver and give proper identification when requested.
- Always cross in front of the bus when it is necessary to cross the street.
- If the parent or guardian is not able to meet the bus at the stop, they must notify the school ([admin@sdfrenchschool.org](mailto:admin@sdfrenchschool.org) or 858-456-2807 Ext. 301) before noon and the student will remain in daycare to be picked up. Any notification received after noon cannot be guaranteed.

## Pick-up & Drop-off Procedures

Each student must be aware of the area surrounding the school bus called **The Danger Zone**. The Danger Zone is the area extending twelve feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes shown in blue on the Danger Zone illustration. This places them within view of the school bus driver at all times.

### THE SCHOOL BUS DANGER ZONE



### Procedures for Boarding the Bus

- Students shall wait at designated bus stops and they shall arrive ten minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location. Parents or authorized guardians must stay with the students until the arrival of the bus at the stop.
- Students will not run towards the bus when the bus is approaching.
- Students will wait at least twelve (12) feet back from the edge of the curb or roadway or designated area where the bus stops.
- Students will wait in a line forming away from the edge of the curb or roadway or designated area where the bus stops.
- Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened.
- Students will be directed to seat by the driver then must lock tightly their seatbelt. The driver will assist the students who are requiring assistance. Students must be strapped at all time during the ride.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the integrity of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

### Protocol for Unloading the Bus at School

- Upon arrival in the morning the bus will stop and park alongside the fence separating the parking lot from the elementary/middle school playground, in the back “Preschool” parking lot, stopping right by the “red gate door” at the rear of the fence by the rear of the playground.
- The bus will drop off ALL children, elementary-middle school and pre-elementary students at the “red gate door”, which will be opened by a second school staff person who will systematically meet the bus upon arrival each morning.
- The students are instructed to stay seated and remain on the bus until the bus driver has descended to assist students as they descend the stairs, in position to catch any one who slips, trips or falls getting down off the bus.
- Older students are instructed never to unlatch or unstrap the younger students who must wait patiently on the bus until the older students have descended and been released to go on their way to class by entering the elementary/middle school playground through the red gate.

- Before older students are released to the playground through the red gate, they are instructed to line up upon descending from the bus, alongside the fence, so that the bus driver can take attendance and make sure that all older students are accounted for. The second staff member assists in helping students off the bus and lining them up for attendance roll check, and to keep an eye on them all to ensure that everyone follows instructions.
- Once the older students have been accounted for and released, the bus driver turns his attention to the younger students, unstrapping each one and then assisting them off the bus the same way as was done for the older students, with assistance from the second staff member. Once descended from the bus, the younger (preschool) students are line up along the fence with assistant from the second staff member and wait for the bus driver to take attendance roll and account for all of them being present. At that point, the second staff member, using a walking rope “train”, walks the preschool students through the red gate onto the elementary/middle school playground and walks them across the playground and around to the preschool entrance where the second staff person checks-in each student on the iPad in the Kinderlime system using each student’s four-digit code. Students are then escorted to the preschool playground area for supervised play until the 8:45 am bell rings to go to the classrooms.
- Back at the bus, the bus driver walks to the back of the bus, checking under the seats and ensuring that no students or backpacks or bags or other items were left on the bus. The bus driver descends the bus and walks around the bus to check that no students or student belongings are left anywhere around any side of the bus. This ends the bus driver’s morning protocol.

#### Protocol for Unloading the Bus at Bus Stop

- Upon arrival the bus will stop and park in a designated area.
- The students are instructed to stay seated and remain on the bus until the bus driver has descended to assist students as they descend the stairs, in position to catch any one who slips, trips or falls getting down off the bus.
- Older students are instructed never to unlatch or unstrap the younger students who must wait patiently on the bus until the older students have descended and been released to go on their way to their parents or authorized guardians.
- When older students are released to exit the bus, the bus driver takes attendance and makes sure that all older students are accounted for.
- Once the older students have been accounted for and released, the bus driver turns his attention to the younger students, unstrapping each one and then assisting them off the bus. The driver releases younger student one by one to the parents or authorized guardian then complete his attendance sheet.

→ Back at the bus, the bus driver walks to the back of the bus, checking under the seats and ensuring that no students or backpacks or bags or other items were left on the bus. The bus driver descends the bus and walks around the bus to check that no students or student belongings are left anywhere around any side of the bus. The driver is going back to the school site.

### When Crossing the Roadway

→ SDFAS requires all school bus drivers to escort all students, kindergarten through 8th grade, who need to go across the street as they depart the bus.

→ Always let your bus driver be the first person off the bus. The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.

→ Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!

→ Always walk between the bus and the bus driver, as you cross the street. Once you are on the other side of the street, stay on that side of the street.

→ At a traffic light, all students must comply with the directions of the official traffic controlled signal on the street.

### Recommendations to Drivers

SDFAS Procedures strongly recommends to all drivers to follow as they board and exit the school bus at schools, school bus stops, or trip destinations:

- Activate warning flasher system at least 100 feet prior to making a stop.
- Approach the loading zone slowly and carefully.
- Stop the vehicle 15 feet if space is available, from students before loading.
- Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload.
- Ensure that traffic is stopped in both directions before allowing the students to approach or exit the bus.
- Unload the students that cross the street prior to those who do not cross.
- Count students to know how many are loading on or unloading from the bus. If count is lost, do not move the bus. If necessary, shut off the bus, secure it, and check underneath before moving the bus.

- Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
- Instruct students to look to the driver for a signal and check for traffic before continuing across the roadway. All drivers should utilize the same signal – confusion could lead to tragedy.
- Establish a pre-arranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal; for instance, “Go back to the side of the road you started from”.
- Load and unload at designated pick-up and drop-off points.
- Back only at approved turn-around if backing is necessary near a bus stop.
- Do not unload children at corners immediately before making a right turn. Discharge children after making the turn.
- Pick up and drop off pupils on their own side of the street if possible.
- Instruct students never to cross behind the school bus.
- Double-check all crossover and side mirrors for students and traffic before leaving the bus stop.
- Do not put the bus in motion until all students outside are at a safe distance from the bus and all students inside are properly seated.
- Before moving the bus after loading or unloading students, look and listen for any last second warnings from others nearby that a child might be near the bus. A parent, teacher, motorist, or students on the bus might see a child near or even under the bus. Turn off noisy equipment and silence passengers so warnings can be heard.
- Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year (field trip).
- Be cautious when students are carrying loose papers or books which they might drop near the bus – encourage students to use a book bag.
- Be aware of the dangers of clothing, book bag, backpack, and jacket strings/straps that could become entangled in the doorway of the school bus.
- Upon completion of the route, walk through the bus to check for sleeping students, vandalism, and forgotten items.
- Examine stops regularly and report unsafe conditions to the school management.