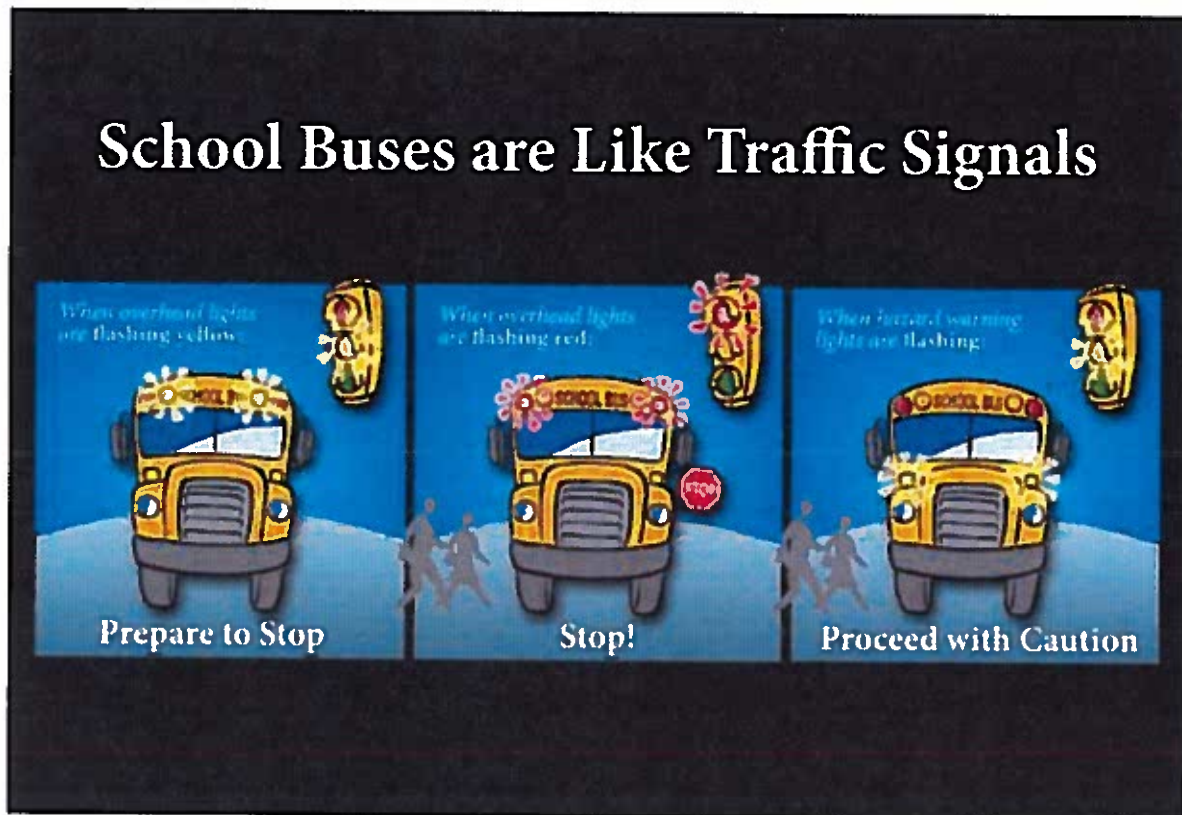


LAKEPORT UNIFIED SCHOOL DISTRICT

TRANSPORTATION SAFETY PLAN

Revised February 2019



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THE TRANSPORTATION SAFETY PLAN (EC 39831.3)

This Transportation Safety Plan has been compiled in a continuing effort to ensure the safe transportation of students attending the Lakeport Unified School District. The transportation safety plan was generated by AB-1297, also known as the "Thomas Edward Lanni School Bus Safety Act of 1997", named after the seven-year student who lost his life after disembarking from a school bus into traffic. This bill requires all schools that provide transportation to or from school or school activities to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

This Transportation Safety Plan will be given to the parents of all new students upon enrollment and will be enforced by bus drivers, teachers and coaches with all students in an effort to make each student's trip to and from school, and school activities as safe as possible.

If you encounter a student transportation safety situation that is not covered in this plan or seems unique, please contact the Transportation Department at 262-3022 or the School Pupil Safety Officer of the California Highway Patrol at 279-0103. Our goal is to provide a safe transportation system for all who ride our buses.

CALIFORNIA EDUCATION CODE SECTION 39831.5

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

SCHOOL BUS SAFETY LAW

School Bus Safety: Child Alert Safety System (SB 1072, Mendoza):

This law requires all school buses, school pupil activity buses, youth buses, and child care motor vehicles used to transport school-age children to be equipped with a "child safety alert system." Every school is required to have a transportation safety plan with procedures to ensure that a pupil is not left unattended in a vehicle.

S.B. 1072 - The Paul Lee School Bus Safety Law

In accordance with Education Code § 39831.3(a)(4), the Lakeport Unified School District Transportation Department deploys the following departmental policy and procedures to ensure students are not left unattended on a school bus:

After each run all drivers will 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.

Upon returning to the transportation facility all 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.

On or before the beginning of the 2018-2019 school year, each school bus in the LUSD fleet shall be equipped with an operational child safety alert system. This device, located at the interior rear of a vehicle, 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.

All drivers will receive classroom instruction covering these inspection procedures to ensure pupils are not left unattended on a school bus.

WALKING DISTANCES

Note: Schools are not required by the state to offer transportation to regular education students. However, Lakeport Unified School District continues to offer the best service possible while staying within the confines of our limited transportation budget.

Students who live beyond the walking distance will be eligible for bus riding privileges.

Grades k – 6: 2 miles walking distance.

Grades 7 - 12 – 2.25 mile walking distance.

The 2-mile boundary lines are as follows:

- Lakeport Blvd. to the south.
- Hwy 29 to the west.
- Park Way to the north.

Students living within these boundaries are in the non-service area. Limited morning bus stops are available to all students.

SIGNING UP FOR BUS SERVICE

Upon registration, the parents or guardians of all students must complete and submit a **School Bus Stop Assignment and Change Form** to the school office. Before your student(s) rides the bus, it is important to review the bus schedule. These markings (**) indicate a bus stop where the driver will escort ALL students, grades K-12, across the street. If you have any questions regarding your particular bus stop please call the transportation office at (707) 262-3022. Also, please take a moment to review the **General Rules of Conduct** and **Student Discipline Procedures** with your student(s). It is the obligation of the parents/guardians to review this information with their student before the student rides a school bus.

INCLEMENT WEATHER

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.

CAN PARENTS RIDE THE BUS WITH THEIR CHILD?

For safety, security, and insurance purposes, unauthorized persons are NOT allowed to board or ride a school bus at any time. This includes parents/guardians, daycare providers, siblings, etc.

Exceptions may be made on a case-by-case basis for preschoolers and special needs students and require prior approval from the Lakeport Unified School District Transportation Department.

This does not include approved chaperones assisting with athletic or field trips.

WHAT IF I NEED TO TALK TO MY CHILD'S BUS DRIVER?

Due to safety and efficiency reasons, this is strongly discouraged. If you need to *briefly* discuss an issue with your child's bus driver, **DO NOT BOARD THE BUS**. Unauthorized persons are NOT allowed to board a school bus at any time. Under most circumstances, it is appropriate to contact the LUSD Transportation Department with any questions or concerns you may have. Please be prepared to provide the route number, bus number, and the driver's name, if possible.

EC 39842 – 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.

School Bus Stop Assignment and Change Form

Lakeport Unified School District Transportation Department
 2503 Howard Ave.
 Lakeport, CA 95453
 (707) 262-3022 - Fax (707) 262-3034

Education Code 49558 makes all information provided confidential and unavailable for any other purpose.

Parents/Guardians:

The purpose of the School Bus Stop Assignment and Change Form is to serve as an official communication between the parent/guardian and the bus driver in an effort to successfully and safely transport your child to their correct bus stop.

Please note the following:

The parent/guardian shall complete this form and submit it to the school office.

- Students will be allowed to ride the bus only if they have a School Bus Stop Assignment and Change Form on file.
- If you want your child to get off at a bus stop other than the stops you designate below, you must send a note to the school office giving your approval for the change. It will be signed by office staff and then given to the bus driver when your child boards the bus.
- Exception: High school students may ride any bus after school when they provide the driver with a note that has their name and the departing bus stop. Blank note forms are available in the high school office.

Student Information:

Last Name:	First Name:	MI:
Home Address:		Today's Date:
Phone #	Grade Level: (circle one) K 1 2 3 4 5 6 7 8 9 10 11 12	
Emergency contact: Name: Phone#:		
Check One: <input type="checkbox"/> Permanent Change <input type="checkbox"/> Occasional Basis <input type="checkbox"/> Temporary Change for Date(s) _____		
<p>Important: When reviewing the bus schedule to determine the correct bus stop, look for the symbols ** next to the bus stop, these symbols indicate the only stops where students will be escorted across the roadway. All other stops are right hand deliveries only and no crossings will be allowed. If you have any questions regarding bus stops, call the Transportation Department at (707) 262-3022.</p>		
Regular Bus Stop: AM _____		Bus Route #: _____
Regular Bus Stop: PM _____		Bus Route #: _____
Alternate Bus Stop: _____		Bus Route #: _____
<p><input type="checkbox"/> I authorize the Lakeport Unified School District Transportation Department to release my kindergarten child at the bus stop.</p> <p><input type="checkbox"/> My kindergarten child is not to disembark the school bus unless a caretaker is present.</p> <p><input type="checkbox"/> I authorize the LUSD Transportation Department to release my <u>student</u> at the bus stop.</p>		

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Trans/Form – Updated 10/20/17-tw/bp

PROCEDURES FOR STUDENTS WALKING TO AND FROM BUS STOPS

Students are expected to conduct themselves appropriately while at the bus stop or walking to and from the bus stop.

1. Students should be at the bus stop at least **(5) five minutes** before the bus is scheduled to arrive. If a student is late and needs to cross the road to board the bus, they must wait for the driver to give instructions and escort the student across the road.
 2. Students who must walk to the bus stop should walk facing traffic and use caution. Students should use sidewalks and crosswalks whenever possible. Look both ways and listen before crossing any street (do not run out into the street).
 3. Students will wait in a line forming away from the edge of the curb or roadway; keep your hands to yourself.
 4. Students should not talk to strangers or accept a ride from any stranger.
 5. Students must not litter or damage private property (plants, mailboxes, fences, etc.).
 6. Students must not cut across private property when walking to or from the bus stop.
 7. When boarding or exiting the bus, students must always use the handrails.
 8. Students must go directly to the nearest seat without pushing or shoving.
-

GENERAL LOADING/UNLOADING PROCEDURES

All school bus drivers are required to activate the flashing red lights at all times when loading or unloading students. Therefore, students are expected to follow these procedures to maximize their safety and minimize traffic delay and confusion:

1. On approach to a school bus stop, where students will be loading, the driver of the school bus will activate an approved flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop. The driver will operate the flashing red lights and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red lights, amber warning lights, and stop signal arm system will not be operated at any place where traffic is controlled by a traffic officer. The school bus flashing red lights, amber warning lights, and stop signal arm system will not be operated at any other time.
2. The driver will stop to load pupils only at a school bus stop designated for pupils by the school district superintendent.
3. Students should be at the bus stop at least **(5) five minutes** before the bus is scheduled to arrive.
4. Form an orderly line as the bus approaches. Students will wait at least **twelve (12) feet** back from the edge of the curb or roadway; **NEVER** move toward the bus until it has come to a complete stop, the door has opened, and the flashing red lights have been activated.
5. Students must use the handrail when boarding and go directly to the nearest seat without pushing or shoving. Seatbelts should be fastened immediately if the bus is so equipped.
6. When disembarking, students **MUST** remain seated until the bus comes to a complete stop, the parking brake is set, the flashing red lights are activated, the stop signal arm activated (if equipped), and the door is opened. At this time students may unfasten their seatbelts if so equipped.
7. Students must walk to the front of the bus in an orderly manner and use the handrail while exiting the bus. Walk **(12) twelve feet** away from the bus, out of the "**danger zone**" and walk directly home.

PROCEDURES FOR STUDENTS AT DRIVER ESCORTED STOPS

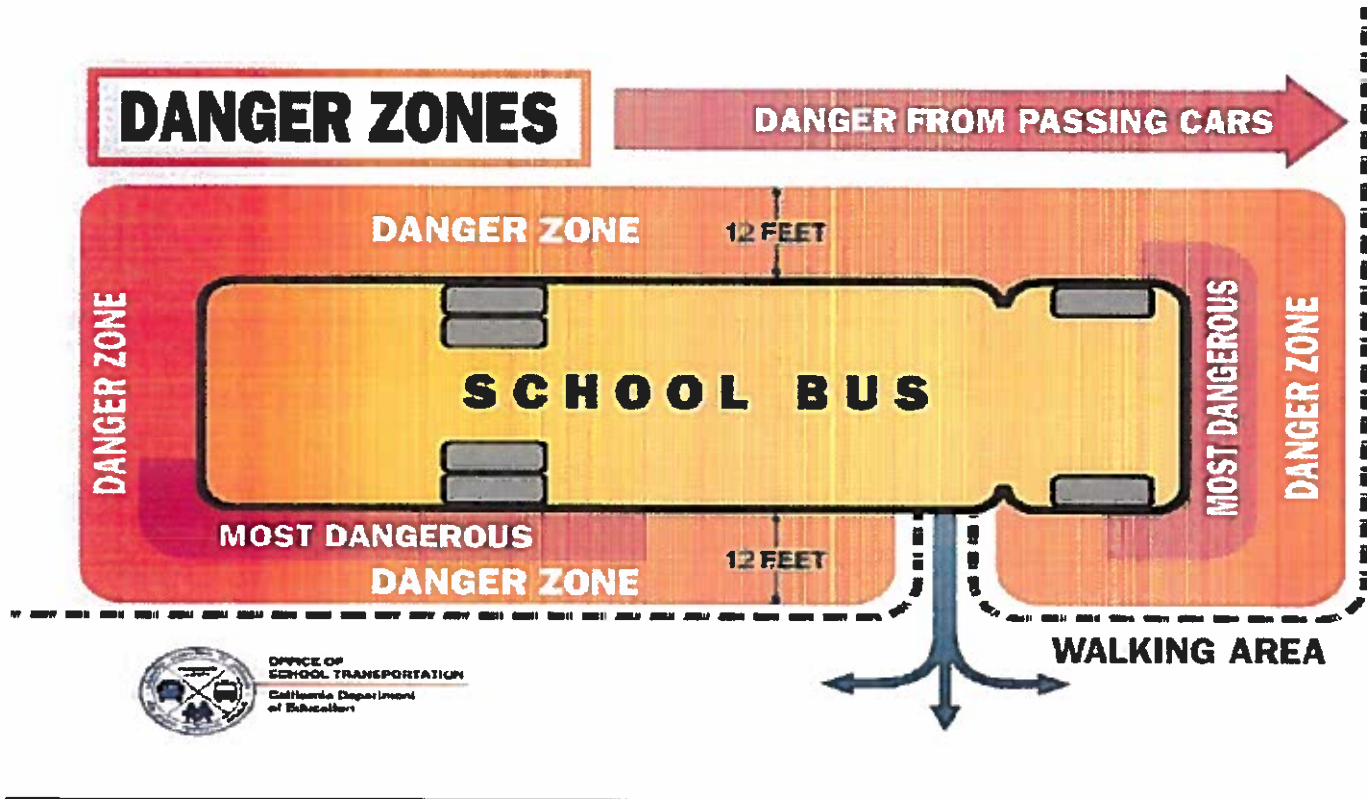
1. The driver shall stop to unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.
 2. When approaching an escort stop all students who are disembarking must have all their personal belongings in order and be prepared to exit the bus.
 3. Students **MUST** remain seated until the bus comes to a complete stop, the engine is shut off, the ignition key removed, the parking brake set, the flashing red lights are activated, the stop signal arm activated (if equipped), and the door is opened. At this time students may unfasten their seatbelts if so equipped.
 4. The driver must exit the bus first; students shall exit the bus behind the bus driver in an orderly manner. Students will then stand to the right side of the bus, near the front (**NOT IN FRONT OF THE BUS**) and wait for the driver to tell them it is safe to cross. The driver will use no hand signals. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
 5. All pupils shall walk in front of the bus, **BETWEEN THE BUS AND THE DRIVER**, as they cross the road way.
 6. After crossing the road a student will never cross back to the bus without first asking the driver's permission and will then wait to be escorted.
-

NON-ESCORTED STOPS - RIGHT HAND DELIVERY ONLY

1. The driver shall stop to unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.
2. When approaching a non-escort stop, all students who are disembarking must have their personal belongings in order and be prepared to exit the bus.
3. Students **MUST** remain seated until the bus comes to a complete stop; the parking brake set, the flashing red lights activated, the stop signal arm activated, and the door is opened. At this time students may unfasten their seatbelts if so equipped.
4. Students must walk to the front of the bus in an orderly manner and use the handrail while exiting the bus. Walk **(12) twelve feet** away from the bus, out of the "**danger zone**" and walk directly home.

SCHOOL BUS DANGER ZONE

Most school bus incidents occur when children disembark from the bus and disappear from the driver's view. The most dangerous area for children is the School Bus Danger Zone that extends (12) twelve feet from the bus in all directions. When leaving the bus, children should walk (12) twelve feet, or as far as possible before turning. Once clear of the "danger zone", students should NEVER re-enter this dangerous area without first getting permission from the driver. Children should never approach the right rear of the bus. The driver sometimes cannot see small or stooping children.



Safety Tips for Parents

The greatest risk is not while riding the bus, but approaching or leaving the bus. It is essential that automobile drivers know the rules:

1. When backing out of a driveway or leaving a garage, watch for children walking or bicycling to school.
2. When driving in neighborhoods with school zones, watch out for young people who may be focused on getting to school and may not be thinking about safety.
3. **Slow down.** Watch for children playing and gathering near bus stops or walking in the street, especially if there are no sidewalks.
4. **Be alert.** Children arriving late for the bus may dart into the street without looking for traffic.
5. **Learn and obey the school bus laws in California.**
6. Always slow down and prepare to stop once a bus has activated the **FLASHING AMBER WARNING LIGHTS.**
7. Always **STOP** when a school bus has activated their **FLASHING RED SIGNAL LIGHTS**; do not proceed until after flashing red signal lights have been completely deactivated.

STUDENT LOADING AT SCHOOL SITES AND ACTIVITY TRIP DESTINATIONS

Students, particularly at the primary grade levels, are at the greatest risk of injury when they are in the bus-loading zone and the buses are present. The buses block the vision of both the motorists and pedestrians. In order to prevent students from running out into traffic between buses, the drivers are required to pull up very close to the bus in front of them, leaving the pupils little or no space to squeeze through whenever possible.

All school bus drivers are required to activate the flashing red signal lights at all times when loading or unloading students, with the exception of school bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked. When loading or unloading at a destination other than a school parking facility, drivers must activate flashing red signal lights.

At the school site, students are expected to act appropriately and observe the following procedures when buses are in the loading zone:

1. Students must line up behind the line in an orderly manner at the spot designated for their bus.
2. Students must load the buses only at the school-loading zone servicing the school they attend.
3. Students must stay behind the line until the driver opens the door, and then walk slowly to board.
4. Students must go directly to the first available seats and immediately fasten their seatbelt if so equipped.
5. Students must remove their backpacks so they can sit with their back against the seat.
6. Students must **NEVER** enter the school bus "**danger zone**" without first receiving permission from the driver.

UNLOADING PROCEDURES AT SCHOOL SITES & ACTIVITY TRIP DESTINATIONS

1. All school bus drivers are required to activate the flashing red signal lights at all times when loading or unloading students, with the exception of school bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked. When loading or unloading at a destination other than a school facility, drivers must activate flashing red signal lights.
2. Students **MUST** remain seated until the bus comes to a complete stop at the student's destination, the engine is shut off, the ignition key is removed, the parking brake set, the flashing red signal lights and stop signal arm are activated (if required) and the door is opened. At this time students may unfasten their seatbelts if so equipped.
3. Students should exit the bus in an orderly manner without pushing or shoving.
4. Once off the bus, students must exit the "**danger zone**" immediately.
5. Students must never re-enter the "**danger zone**" without first getting the driver's permission.
6. Students must never cross the road unless escorted by the driver.
7. Extreme caution must be taken when students disembark from the school bus while on school activity trips. Drivers, teachers, and coaches shall instruct students of the following proper unloading procedures:
 - No running in parking lots.
 - Use sidewalks and crosswalks.
8. These unfamiliar areas pose a possibility of danger. Students **MUST** follow these procedures or they will be subject to disciplinary action. Teachers and coaches must plan field trips carefully and identify planned stops in advance so the safety of the stop can be ascertained prior to the trip.

GENERAL RULES OF CONDUCT

The transportation services that are provided to your child are a privilege and are not mandated by the State. Students will behave appropriately in order to assure safe travel. *Students will be held accountable for their behavior*; therefore it is very important for you to review the rules of conduct with your child.

NOTICE: § 14103. 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 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.
5 CCR § 14103, 5 CA ADC § 14103

All students must comply with the following school bus rules:

1. Students must respect and obey the bus driver at all times.
 2. No abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.)
 3. Profane language, vulgar subject matter, obscene gestures, or suggestive behavior will not be tolerated.
 4. Students shall not put any body part out of bus windows, use unauthorized exits, or move out of seats while bus is in motion. Seatbelts must be properly fastened if the bus is so equipped.
 5. Students shall not ride any bus after receiving a suspension of riding privileges *see **STUDENT DISCIPLINE PROCEDURES**.
 6. Students shall refrain from excessive noise. Students need to be quiet while the bus is stopped at or crossing railroad tracks.
 7. Students must follow proper bus stop procedures (wait in a safe place, line-up, no horseplay, and respect the property of those that live or work near the bus stop.)
Misbehavior at the bus stop may result in suspension of riding privileges.
 8. No unauthorized opening, closing, or tampering of any kind with bus doors, controls, windows or emergency exits.
 9. Students shall not damage or deface the bus.
 10. No use or possession of matches, lighters, cigarettes, e-cigarettes, etc. Smoking, 'vaping' or 'juuling' of any substance, or use of any drugs, alcohol, or tobacco products on the school bus will not be tolerated.
 11. No throwing any object in, out of, or at the bus.
 12. Students will not be allowed possession or consumption of food and/or beverage on the bus without prior approval of the driver.
 13. Students must use a regular designated bus stop/route unless they have written authorization from a parent/guardian, verified by school office staff, and received by transportation to use a different bus stop/route. High school students may write their own note to use a different bus stop/route. The note must be given to the driver prior to departure from the campus.
 14. Weapons, replicas of weapons, animals, breakable items, laser pointers, skateboards, or scooters are not allowed on the bus.
 15. Use of cell phones or other electronic devices is permitted as long as they are used quietly and respectfully. Students may listen to personal music provided they are listening through personal headphones/earbuds and the volume is low enough that others cannot hear the music. Taking pictures or video on the school bus is strictly prohibited.
- ***Fighting, harassment, intimidation, or possession of weapons or other potentially dangerous items may result in permanent loss of a student's riding privileges.***

USE OF VIDEO CAMERAS

In the interest of student and driver safety, all LUSD school buses are equipped with video cameras. These cameras are used to ensure the safety of the students as it relates to student management issues. The cameras discourage negative conduct, reduce disciplinary problems and vandalism on the buses and may be used in student disciplinary proceedings. Access is limited to the Transportation Manager, Transportation Specialist, bus driver, principal(s), and the Student Resource Officer and shall not be made viewable to the general public.

STUDENT DISCIPLINE PROCEDURES

PROCEDURES

- a. The driver will ensure that student-passenger rules are properly posted, clearly understood, and effectively enforced. Verbal explanation of the required conduct will be given on the bus by the driver at the beginning of each school year and reviewed as necessary.
- b. Drivers will communicate with disruptive students and attempt to modify their behavior. If the problem continues, a **citation of unsatisfactory conduct** will be sent home to the parents or guardians and to the school principal.
- c. Reports of misconduct shall be issued to students according to the following procedure:

1st Offense

The bus driver notifies parents of the incident. Student is warned and a written notice is sent to his/her parents. This notice **MUST** be returned to the bus driver, signed by the parent or guardian, within 5 days.

2nd Offense

The bus driver or principal notifies parents of the incident. A written citation will be sent home and student's riding privileges will be suspended for (3) three days. This notice **MUST** be returned to the bus driver, signed by the parent or guardian within (5) five days.

3rd Offense

The bus driver or principal notifies parents of the incident. A written citation will be sent home and the student's riding privileges will be suspended for (2) two weeks.

4th Offense

The bus driver or principal notifies parents of the incident. A written citation will be sent home and the student's riding privileges may be removed permanently.

***Any serious offense may result in the suspension of the student's riding privileges regardless of number of offenses. Students shall not ride any bus after receiving a riding suspension.**

BUS PASS FOR HIGH SCHOOL STUDENTS

Student: Complete this form and give to the Bus Driver when riding to a bus stop other than your designated stop.

DATE: _____

STUDENTS NAME: _____

ROUTE #: _____

BUS STOP: _____

The bus driver shall retain this copy for one day.

EVACUATION TRAINING & SAFE RIDING PRACTICES

All students in pre-kindergarten, kindergarten, and grades 1 through 8 who are transported in a school who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR 14102)

California Education Code section 39831.5 requires that all pupils in pre-kindergarten, kindergarten, and grades 1 through 8 who are transported in a school bus or school pupil activity bus receive instruction in school bus emergency procedures and passenger safety as follows:

Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus that are in pre-kindergarten, kindergarten, and grades 1 through 8 shall be provided with written information on the following:

1.
 - a. A list of school bus stops near each pupil's home.
 - b. General rules of conduct at school bus loading zones.
 - c. Red light (escort) crossing instructions.
 - d. School bus danger zone.
 - e. Walking to and from school bus stops.
2. At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 through 8 who receive home to school bus transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escort by the driver.
 - b. Proper use of the passenger restraint systems.
 - c. Proper passenger conduct.
 - d. Bus evacuation procedures.
 - e. Location of emergency equipment.

As part of this instruction, pupils shall participate in a bus evacuation drill and exit the bus through the emergency exit door. Information shall also include instruction for seat belt use, if school bus is so equipped.
3. All pupils in kindergarten and grades 1 through 8 will not be allowed to leave the bus at a stop other than their own destination unless they provide the bus driver with written permission from their parent, guardian or school authority. Students in grades 9 through 12 will be allowed to ride any bus providing there are seats available. In addition the student must fill out a bus pass in the High School office and hand it to the driver when boarding the bus.
4. Prior to departure on a school activity trip, all pupils will receive safety instruction that includes, but is not limited to, location of emergency exits and location and use of emergency equipment.

Passenger Restraint Systems

All passengers transported in a school bus that is equipped with passenger restraint systems shall use the passenger restraint system. All pupils shall be instructed in an age-appropriate manner in the use of passenger restraint systems.

Proper fastening and release of the passenger restraint system:

- **Fastening:** The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.
- **Unfastening:** To unfasten, push the buckle release button and remove the latch plate from the buckle.

Acceptable placement of passenger restraint systems on pupils:

- Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area.
- Place the shoulder belt snug across the chest, away from the neck.
- Never place the shoulder belt behind the back or under the arm.
- Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder.
- Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.

Times at which the passenger restraint systems should be fastened and released:

- Passenger restraint systems shall be used at all times the school bus is in motion except when exempted as listed below.

Acceptable placement of the passenger restraint systems when not in use:

- When not in use, passenger restraint systems shall be fully retracted into the retractors so there is no loose webbing, or stored in a safe manner per the school bus manufacturer's instructions. This does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate. This also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, "emergency" means a natural disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

SPECIAL EDUCATION TRANSPORTATION SERVICES

A student's IEP team determines if a child is eligible for specialized transportation services. When transportation is identified in the IEP as a *related service*, school bus transportation is provided. Once transportation has been identified as a related service, the LUSD Special Education Department submits transportation request forms. Upon receiving a transportation request, the LUSD Transportation Department will add the student to a route as soon as reasonably possible; the transportation department will contact the parents/guardians in regard to pick-up and drop-off times. Transportation services cannot be provided until transportation has been approved through the LUSD Special Education Department.

As a parent/guardian, you have the responsibility to:

- Understand the transportation policy
- Communicate safety concerns to the driver, transportation department, and school administration.
- Have children ready for transportation.
- Inform the transportation department of any changes in the student's drop-off or pick-up time and/or location.
- Provide emergency phone numbers/addresses AND immediately notify the bus driver and transportation department of any changes.
- Maintain wheelchairs and other adaptive devices.
- Inform the transportation department and the bus driver of medical health considerations, changes in health status, or changes in medication which might affect your child's behavior or ability to be transported safely on the bus.

Confidentiality Requirements

The IDEA (34 CFR 300.560) and the Education Code (EC 56347) require that information in the IEP (even if confidential) shall be made available to related service providers to transport students safely. School bus drivers are school officials who perform the IEP- mandated transportation-related service. Information on the handicapping condition, medical/health issues, and other personal characteristics is provided to transportation staff to assist in the orderly and safe transportation of a student protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Transportation staff shall be trained regarding confidentiality requirements.

Bus drivers need to know about confidentiality requirements because they will have information about the students who ride the school bus. Having the students' emergency, medical, and behavioral information may affect the driver's ability to make informed decisions about transportation service.

Parents/guardians shall be required to provide pertinent information to the transportation department concerning the student's medical and physical condition. This information shall be handled as confidential under the Federal Educational Rights and Privacy Act of 1974.

The Lakeport Unified School District Transportation drivers shall receive training to safely transport each student. This training shall include, although is not limited to, first aid procedures and the operation of any and all necessary specialized equipment.



LAKEPORT UNIFIED SCHOOL DISTRICT

Building successful futures

Lakeport Unified School District appreciates and acknowledges the importance of volunteer drivers and understands that without the support of responsible and generous individuals, numerous school activities would not exist.

However, over the past few years, we have received several complaints regarding district vehicles traveling at excessive speeds and/or driving aggressively.

These complaints underscored the need to re-evaluate our policies regarding District and Personal Vehicle Use to ensure the safety of our students and volunteers, limit district liability, and reduce maintenance costs to our fleet vehicles.

After researching the policies of several neighboring school districts, Lakeport Unified School District's policy on District and Personal Vehicle Use has been revised to include the following requirements:

- All volunteer drivers must renew their registration forms annually
- All volunteer drivers must submit a DMV Driver Record annually
- Volunteer drivers using their personal vehicles to transport students will be required to meet the minimum insurance requirements of 100/300/50.

*100/300/50 coverage means that you have coverage of \$100,000 bodily injury liability insurance per person, \$300,000 total bodily injury liability insurance per accident, and \$50,000 property damage liability insurance per accident.

Although it may seem like an inconvenience, these additional requirements are the least intrusive method of verifying the safe driving records of individuals entrusted with transporting our students. Please be advised that all information obtained during the approval process will be kept confidential.

DISTRICT & PERSONAL VEHICLE USE INSTRUCTIONS

TRIP REQUESTS AND APPROVAL

1. Requests for district vehicles are initiated by submitting a Transportation Athletic/Field Trip Request Form to your school principal at least two weeks in advance. Upon approval the request will be sent to the Transportation Department.
2. Reservations will be made in the order they are received.
3. Use only the vehicle(s) you have been assigned.
4. If your trip is canceled, please call 262-3022 or 262-3023 to notify the Transportation Department so that vehicles may be reassigned.
5. Short notice requests may be considered. Please contact the Transportation Department with your request. If a district vehicle is available, an approved Transportation Athletic/Field Trip Request Form must be submitted prior to or at the time of departure.
6. District vehicles are located in the bus yard at 2503 Howard Ave., and must be picked up between the hours of 6:45 a.m. and 4:00 p.m. weekdays. For early morning or Saturday departures the vehicle or keys may be picked up by 4:00 p.m. the day before your trip.
7. Gate keys are located on all district vehicle key rings. Upon returning, please drop keys in the red drop box located below the window and to the left of the door to the Driver's Room.
8. If the length of your trip requires additional fuel, you may obtain a fuel card from the District Office. If you use personal funds to fuel a district vehicle, keep all receipts for reimbursement.
9. Fastrak toll tags are available for district vehicles and must be signed out. Any toll fees incurred will be added to your invoice. Please contact the M.O.T. Department if you wish to use a toll tag for your trip. Fastrak toll tags can be used on all Bay Area toll bridges, express lanes, and at parking facilities at the San Francisco International Airport. In Southern California, Fastrak can be used on toll roads and express lanes.

DRIVER REQUIREMENTS AND RESPONSIBILITIES

1. All drivers must possess a valid California Driver License, be at least 21 years of age, and have been continuously licensed for a minimum of 3 years. Board policy prohibits students from driving vehicles.
2. All drivers must submit a School Driver Registration Form for District and Private Vehicles and must be approved by a designee of the Transportation Department or the Superintendent. **This form must be renewed annually OR if your insurance policy changes.** Drivers will not be allowed to transport students without a current form on file. **This includes coaches and staff.**
3. In addition, all drivers must submit a current California Department of Motor Vehicles Driver Record annually. Your application will not be processed without a current copy of your DMV Driver Record issued within the last 30 days. You may purchase a copy of your Driving Record online at: <https://www.dmv.ca.gov/portal/dmv/detail/online/dr>
This includes coaches and staff.
****A DMV Driver Record is not required for volunteer drivers participating in parades, i.e., Homecoming****
4. Drivers must be free of any medical condition that may affect his/her ability to operate a vehicle.
5. The number of people transported is not to exceed the capacity for which the vehicle was manufactured and in no instance is a vehicle to carry more than 9 passengers and the driver.
6. Drivers using their private vehicles are required to submit an Acknowledgment by Registered Owner form and provide proof of insurance. As proof of insurance, a copy of your Auto Insurance Declaration page showing limits of liability AND the policy expiration date is **REQUIRED**. Policies stating "continuous until canceled" **will not be accepted**. The minimum acceptable liability limit for privately owned vehicles is 100/300/50. These documents must be submitted with the School Driver Registration Form for District and Private Vehicles.
7. All passengers and drivers are **required** to use seat belts.
8. Pursuant to California Vehicle Code Sections 27360 & 27363, drivers shall ensure that children under the age of 8 are secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt.
9. Motor vehicle laws and speed limits must be observed at all times when transporting students.
10. The use of cell phones or other electronic devices while transporting students and/or in a district vehicle is prohibited.
11. The use of alcohol, drugs, or tobacco products of any kind, including electronic cigarettes, when transporting students and/or in district vehicles is strictly prohibited.
12. Be sure to release the parking brake before placing the vehicle in gear.
13. Use low gears when descending steep grades. This will help you maintain a safe and consistent speed and prevent overuse of the braking system.
14. Prior to departure, drivers are required to check the safety of the vehicle: tires, brakes, lights, horn, seat belts, etc.
15. Please document beginning and ending mileage on the log sheet located in each district vehicle.
16. Report any previous vehicle damage or damage that may have occurred during your trip on the defect form (see Vehicle Handbook & Emergency Procedures located in the glove box or center console)
17. Report any accidents on the form located in the glove box or center console. Follow the instructions given in the event of an accident.

18. District vehicles will be issued clean and free of litter. **PLEASE RETURN VEHICLES IN THE SAME CONDITION.** Remove all trash from the vehicle at the end of your trip.
19. **THERE IS NO EATING OR DRINKING ALLOWED IN DISTRICT VEHICLES.** Please arrange your schedule to allow for meal breaks.
20. **You must notify the superintendent or site administrator if you receive a traffic violation while transporting school pupils.**
21. **Drivers must carry permission and medical treatment forms in the vehicle for all students being transported.**

REASONS DRIVERS MAY BE DENIED

Minor Violations (within past 3 Years) include any moving violation that is not a major/serious violation as shown in this Table. <i>(Examples of minor violations include, but are not limited to speeding, failure to yield, illegal passing, stop sign/light violation, improper turn, following too close, any other moving violation where DMV points are assessed).</i>				
Number of Minor Violations Within Last 3 Years	Number of At-Fault Accidents Within Last 3 Years			
	0	1	2	3 or more
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3 or more	Unacceptable	Unacceptable	Unacceptable	Unacceptable
License Suspension or Revocation (within past 3 Years)				Unacceptable
Major/Serious Violations (within past 5 Years)				Unacceptable
<ul style="list-style-type: none"> • Failure to stop in the event of an accident (Hit and Run) • Driving under the influence of alcohol or drugs or with open container • Refusing to take a substance/chemical test • More than one dismissal of a conviction relating to controlled substances • Reckless/Careless Driving • Homicide or Manslaughter or using vehicle in connection with a felony • Evading a Peace Officer or resisting arrest • Driving the wrong way or in the incorrect lane on a divided highway • Driving in excess of 100 mph • Racing/Speed contests • Passing a stopped school bus 				

**When submitting your paperwork, please allow *at least 10 days* for approval.
Last minute submissions will not be accepted.**

- School Driver Registration Form for District and Private Vehicles / Acknowledgment of Registered Owner (if using private vehicle) / Driver Statement
- DMV Driving Record issued within the last 30 days (may be purchased online)
- Proof of Insurance -copy of Auto Insurance Declaration Page (if using private vehicle)

EMERGENCY PROCEDURES

In case of a breakdown, **activate your 4-way flashers (hazard lights).**

In the event of an accident call 911.

You will also be required to fill out an accident report for the district and list the names of all students riding in the vehicle. You may exchange the following information with the driver of the other vehicle:

1. Name, address, and phone numbers.
2. Driver's license and vehicle license numbers.
3. School district name and phone number.

Do not leave the scene until an officer arrives.

Discuss the accident only with law enforcement, or school officials.

Do not speak to the media.

**LAKEPORT UNIFIED SCHOOL DISTRICT
SCHOOL DRIVER REGISTRATION FORM FOR
DISTRICT AND PRIVATE VEHICLES**

This form must be renewed annually OR if your insurance changes

DRIVER INFORMATION (check one): EMPLOYEE PARENT/GUARDIAN VOLUNTEER

Name: _____ Date of Birth: _____

Street Address: _____

Mailing Address (if different): _____

Telephone: _____ Cell: _____

Driver License No. _____ Expiration Date: _____

(Attach copy of driver license and DMV Driving Record)

ONLY ONE DRIVER PER FORM

VEHICLE INFORMATION (for private vehicle use)

Registered Owner Name: _____

Address: _____

Make/Model: _____ Year: _____

License Plate No. _____

Registration Expiration Date: _____

Seating capacity: _____ Number of seatbelts: _____

Number of Booster/Child Restraint Seats, if applicable: _____

INSURANCE INFORMATION (must be in automobile)

Insurance Company: _____

Policy No. _____ Liability Limit of Policy: _____

Expiration Date: _____ Phone number: _____

(Attach copy of insurance policy declaration page)

The minimum acceptable liability limit for privately owned vehicles is:

- **\$100,000 bodily injury per person**
- **\$300,000 per accident**
- **\$50,000 property damage**

ACKNOWLEDGMENT BY REGISTERED OWNER

As the registered owner, I certify that the above information is correct. I understand I must have liability insurance coverage in force and agree to advise Lakeport Unified School District of any changes in the above information. I further certify that my vehicle is current in its maintenance according to the manufacturer's guidelines, that the vehicle is in safe working condition, and that all safety related features of the vehicle are operable. I understand that if an accident occurs, my insurance coverage shall bear the primary responsibility for any losses or claims for damages. Lakeport Unified School District does not cover, nor is it responsible for, comprehensive and collision (physical damage) coverage to my vehicle.

Print Registered Owner Name: _____

Owner's or Authorized Representative Signature: _____

Authorized Driver's Name

(if different from registered owner): _____

Date: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving, driving under the influence of drugs or alcohol, or had my driver license suspended during the last five years. (Please attach DMV Driver Record)

Signature: _____ Date: _____

Approved by:

_____ Date: _____

Transportation Department Designee or Superintendent

TRANSPORTATION ATHLETIC/FIELD TRIP REQUEST FORM

E6153(a)

LUSD TRANSPORTATION DEPARTMENT
(707)262-3023 or (707)262-3022 FAX (707)262-3034

Person Requesting Trip: _____ School Site: _____ Today's Date: _____

Destination/Address: _____

Description of Trip: _____

***ALL STOPS require preapproval for ease of access and student safety. Unscheduled stops (except in emergencies) are not allowed.**

LUNCH STOP: YES NO (If yes, provide location / address) _____

DINNER STOP: YES NO (If yes, provide location / address) _____

RESTROOM STOP: YES NO (If yes, provide location / address) _____

Date of Trip: _____ Boarding Time: _____ Return Time: _____

Number of Students: _____ Number of Adults: _____ Total: _____

Requesting drop off only?: YES

REQUESTING PARTY IS RESPONSIBLE FOR NOTIFYING SCHOOL NURSE & DIRECTOR OF FOOD SERVICES

Requesting party notified School Nurse regarding trip:

Date: _____

Requesting party notified Director of Food Services if students will not be eating lunch at school on day of trip:

Date: _____

Type and Quantity of Transportation requested:

Type (check)	Quantity (circle)	Seating Capacity	Vehicle Costs
<input type="checkbox"/> Bus	1, 2	78 - 84 passengers	\$40 per hr driving time / \$20 per hr standby time
<input type="checkbox"/> Van	1, 2, 3	9 passengers + driver	.65¢ per mile
<input type="checkbox"/> Car	1	4 passengers + driver	.545¢ per mile

Administrator's Signature: _____

FOR TRANSPORTATION DEPARTMENT USE ONLY

Vehicle # _____
Ending odometer reading: _____
Beginning odometer reading: _____
Total miles: _____
Total Cost: _____

Vehicle # _____
Ending odometer reading: _____
Beginning odometer reading: _____
Total miles: _____
Total Cost: _____

Vehicle # _____
Ending odometer reading: _____
Beginning odometer reading: _____
Total miles: _____
Total Cost: _____

Bus # _____
Total driving time: _____ Cost: _____
Total stand-by time: _____ Cost: _____
Total Cost: _____

Bus # _____
Total driving time: _____ Cost: _____
Total stand-by time: _____ Cost: _____
Total Cost: _____

TOTAL COST: \$ _____

CR: _____
DR: _____

YOU WILL BE NOTIFIED VIA EMAIL ONCE YOUR REQUEST HAS BEEN PROCESSED