

## Yreka Union School District School Bus Information and Safety Plan

1. Yreka Union School District provides transportation privileges for pupils residing beyond walking distance through a contract with Evans Transportation. Students who are eligible to receive home to school transportation are those students in grades Kindergarten through 8 who live at least two miles from the school of their enrollment.
2. Kindergarten students must have parents/guardians or designee meet them at their assigned stop. Each kindergarten student will be required to have on file in the transportation office or bus contractor, along with the school, a form which contains the following: bus stop, school of attendance, student name, parent/guardian signature, and date.
3. Each school site will have a complete list of bus routes and stops for their school. Parents should review the bus schedule with their children and indicate which stop is to be used as assigned by the school. Each school will have a computer record of the students' bus stops. For students in grades 1-8, notes MUST be sent to the school if parents wish to change their child's bus or bus stop. Students in grades 1-8, going home with other students, must have notes from all involved parents/guardians. Prior to the afternoon departures, the loading area school staff will assist in loading the children to make sure they are on the correct bus.
4. Although school buses are the safest form of highway transportation in the United States, there are specific steps that you and your children can take to improve their safety. The following material will provide you with the information you need to help your children learn the rules.

Observe and discuss with your child the school bus "Danger Zones."

The danger zone is the space all around the school bus. It goes out 12 feet. The school bus driver cannot see the children in this zone, especially around the wheels. It is very dangerous to be in this area.

Here are some important rules for your child that must be followed for "danger zone" avoidance:

- Do not cross between two or more parked buses.
  - Never try to get anything that is dropped around the bus. Tell the driver or teacher.
  - Tell the bus driver if you have to cross the street after being dropped off. California has special laws concerning this issue.
5. Have your child schedule appropriate time to get to his/her bus stop. Encourage him/her to:
    - Plan to leave home at the same time every day and get to the bus stop with five minutes to spare without hurrying. When your child rushes to catch the bus, he/she may be careless when crossing the street or approaching the bus.
    - Wait for the school bus in a safe place. Playing around the bus stop is not safe.
    - If any streets must be crossed between home and the bus Stop, remember to stop, listen, look left, right, and left again before crossing.
    - Form lines facing the direction from which the bus will approach.
    - Wait back at least 12 feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.
    - Get on the bus in single file. Do not push or shove.
    - Bus drivers are properly trained and buses are properly equipped to deal with late arriving students.

6. Help your child understand and follow these rules when disembarking from the bus:

- Stay seated until the bus comes to a complete stop. The driver will tell you when you may leave or will escort the group from the bus.
- Let the closest to the front off first.
- Always use the handrail going up and down the steps.
- Watch your step. Don't jump off the bus.
- Move away from the door quickly. Stay clear of the wheels. Don't go after anything that rolls or falls under or in front of the bus. Tell the driver about it. Never reach back into the bus through the windows. Observe safety procedures and be alert for traffic after leaving the bus.
- **Go directly home.** Do not talk to strangers and do not accept rides from strangers.

7. Stress the importance of following these rules while the bus is moving:

- **California law requires each pupil to remain seated while the bus is in motion.**
- Students must take their seat, face forward, and remain seated at all times on the bus.
- Be courteous to your school bus driver and fellow passengers.
- Direct your child to respect and follow the directions of the bus driver. It is for their safety. Drivers need to give as much attention as possible to the task of driving. A discipline problem could distract them.

8. If your student's bus stop necessitates a red light escort and/or crossing, the following procedures are to be followed:

- The driver must do several preliminary procedures prior to the student exiting the bus.
- The students will line up to exit the bus.
- The driver is to ask students if they need to be crossed.
- The driver, when ready to disembark the bus, will be the first to exit.
- Disembarking student(s) who do not need to cross the roadway will move quickly from the bus after exiting.
- Student(s) who need to cross the roadway will wait in front and to the right of the bus where they can see the driver and where the driver can see them.
- Students are not to cross the roadway until the driver gives them a verbal command to do so.
- When safe to cross, the student will walk, not run, completely across the street/roadway and continue moving away from the street/roadway.
- If students are currently in grades 1 through 8, they are to be escorted by the driver across the street/roadway.
- If the student has forgotten anything on the bus or dropped anything in the roadway, he or she is to tell the driver.
- Students are not to run back into the roadway once they have crossed the roadway.
- Parents are asked not to park across the street from the bus stop as routes are designed to assure optimal student safety. Please do not compromise our intent by making student cross over any roads or highways.
- Drivers will report in the form of a district approved incident report whenever a parent compromises the safety of a student by parking on the opposite side of a road or highway, necessitating a student crossover.

## 9. EMERGENCY SITUATIONS

A school bus is actually safer to ride in than a family Car, but accidents can still happen. If there is an accident, instruct your child to:

- Stop talking.
- Stay calm.
- Not touch emergency equipment unless told to do so.
- Wait for the driver's instructions. In most cases, your child will be told to stay in his/her seat until help arrives.

Evacuation procedures will be practiced at each school site through the 8<sup>th</sup> grade once per school year. Evacuation orientation will be given to all passengers prior to departure of every field trip.

The driver will tell your child to evacuate if:

- There is a fire (or danger of a fire)
- The bus is in an unsafe position.

If evacuation is ordered, remind your child to:

- Avoid crowding the aisles.
- Keep moving toward an exit. Don't stop to watch what friends are doing.
- Wrap all loose clothing around him/her so that it won't get caught on the door hinges or other parts of the bus.
- Keep hands free. Leave belongings behind.
- Duck head and bend knees if she/he has to jump from the exit.
- A few older students could help the younger ones get down to the ground. Everyone else should move well away from the exit to give them room.

## 10. STUDENTS' RESPONSIBILITY

**Riding the school bus is a privilege. This privilege can be, and will be, revoked when serious misconduct occurs or when minor infractions occur repeatedly.** Refusal of the District to provide transportation under these conditions does not excuse parents from their responsibility of having their children in school.

*Title 5 Cal. Section 14203 of the State law reads:*

*Pupils transported in a school bus shall be under the authority of, and responsible to the driver of the bus. The driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued misconduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with the regulations of the governing Board of Education.*

### Rules of Conduct

Students will be picked up and let off only at designated stops, and must ride the assigned bus. In order to assure orderly and safe transportation of all passengers on a school bus, the following guidelines/rules have been established.

## **Evans Transportation / Yreka Union School District Bus Rules**

The following rules are based upon the fact that we want all students to be safe on the bus and for the bus to be a safe experience.

1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall not talk unnecessarily to the bus driver while the bus is in operation.
3. Pupils shall be on time for the bus both before school and after.
4. Pupils shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.
5. Pupils shall remain seated and facing front, keeping aisle clear while the bus is in motion.
6. The driver may assign pupils seats.
7. The bus driver shall instruct or escort pupils on crossing the road as prescribed by law.
8. Pupils shall keep hands to themselves (no hitting, pushing, kicking, etc.)
9. Pupils shall not extend their hands, arms, head or any other body part through the windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils should converse in normal tones. Loud or vulgar language is prohibited.
12. Pupils shall not open or close bus windows without permission of the bus driver.
13. Pupils shall not litter the bus, and must refrain from damaging the bus.
14. Pupils shall refrain from throwing paper or other objects in/from the bus.
15. Pupils shall be courteous to the driver, to fellow riders and passers-by.
16. Drugs, alcohol, lighters, matches or any tobacco products are absolutely forbidden on the bus.
17. Firearms, animals and glass containers are prohibited on the school bus.
18. Eating, drinking and chewing gum are prohibited on the school bus.
19. Pupils, who refuse to promptly obey the directions of the driver; or refuse to obey regulations, forfeit their right to ride the school bus.

**Notice of Unsatisfactory conduct:** When infractions occur, Evans Transportation office staff will notify the parent and submit a school bus referral to the home school of the student. It shall include: student's name, date of occurrence, nature of misconduct, bus and route number, and the driver's signature.

### 11. WHOM TO TALK TO

When your child has any problems on a bus, first contact your child's principal. If the issue is not resolved by the school, or you have questions regarding bus routing, etc. contact Evans Transportation, telephone number: (530) 842-5424.

