

ROCKLIN UNIFIED SCHOOL DISTRICT  
Transportation Department

**TRANSPORTATION SAFETY PLAN**

*Education Code 39831.3* requires the County Superintendent of Schools, the Superintendent of a School District, or the owner or operator of a private school that provides transportation to or from a school or school activity to develop a "transportation safety plan" for school personnel to follow to ensure the safe transport of pupils. This plan is current as required. A copy of this plan is available by each school subject to the plan, and made available upon request to an officer of the California Highway Patrol. Our Transportation Plan is as follows:

**1. Determining if pupils require escort across the roadway.**

*School Bus Drivers in the Rocklin Unified School District shall escort all students who must cross the street on which the bus is stopped for the purpose of loading and unloading students where a traffic officer or official traffic signal does not control traffic.*

*Rocklin Unified School District school bus drivers shall determine daily, at each bus stop, who requires an escort. The driver will verbally question all bus riders, at each bus stop daily, who crosses the street at the specific bus stop.*

**2. Procedures for all pupils, pre-kindergarten, kindergarten, and grades 1-8 inclusive, to follow as they board and exit appropriate school buses at each pupil's school bus stop.**

*The school bus driver will monitor pupils as they exit and board each bus stop and trip destination to ensure the pupil is boarding the appropriate school bus and exiting at the appropriate bus stop.*

**3. Boarding and exiting a school bus at a school or other trip destination.**

*The school bus driver along with assigned school site staff will monitor pupils exiting the school bus before school and will monitor pupils boarding the school bus after school to ensure an orderly and safe process. The school bus driver will have the same responsibility on activity trips.*

*The Rocklin Unified School District, Transportation Department, has prepared procedures for boarding and exiting of students at school bus stops. These procedures are included in the **School Bus Safety Rules/Information**, which is provided to all students when they sign up for bus service, and are available at all school sites.*

*Education Code 39831.5 (a)* requires that all pupils in pre-kindergarten, kindergarten, and grades 1 through 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 pre-kindergarten, kindergarten, and grades 1-6 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 list of school bus stops near each pupil's home; General rules of conduct at school bus loading zones; Red light crossing instruction; School bus danger zone area; Walking to and from school bus stops*

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*The Rocklin Unified School District, Transportation Department, has prepared procedures, to insure passenger safety. These procedures are in the **School Bus Safety Rules/Information**, given to all students / guardians when they sign up for bus service, and available at all school sites.*

- 2. At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8 inclusive, who receive home to school transportation shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, how to use the passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction may also 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.**

*The Rocklin Unified School District, Transportation Department, provides safety instruction and physical bus evacuation drills once per school year for pre-kindergarten through 8<sup>th</sup> grade students. Appropriate documentation is completed and kept on file with the Transportation Department for one year from the date of instruction and is available for inspection by the California Highway Patrol.*

- 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:**

*Proper fastening and release of the passenger restraint system  
Acceptable placement of passenger restraint systems on pupils  
Times at which the passenger restraint systems should be fastened and released  
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 which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.**

*Rocklin Unified School District bus riders shall, prior to the departure of all activity bus trips, receive safety instruction on the location of all emergency exits and location of all emergency equipment. This process is documented on the Field Trip Request Form, by the bus driver giving the instruction and kept on file in the Transportation Department for one year from the date of the trip.*

*All school bus drivers shall inspect buses at the completion of each route to determine if there may be students remaining on the school bus and make certain that no student is left unattended on a school bus. If transportation services are contracted, the charter company shall also comply with procedures to assure no student is left unattended on a school bus.*

***This document is to be kept on file at each Rocklin Unified School Site and shown upon request to an inspector of the California Highway Patrol.***