



School Bus Safety HANDBOOK



2022-23

Transportation Staff

David Delk, Transportation Manager

Bus Drivers

Cynthia Galvan
Juan Carlos Acosta
Adrian Huerta
Richard Lawson
Boyce Orosco
Ramon Sanchez
David Schmidt
Thomas Solis
Charles VanVliet

James Weaver
Matthew Hawley
Dante Jones
Phil Lublin
John Quintero
Edwardo Samano
Jessica Smalling
Chris Thacker



BURTON SCHOOL DISTRICT TRANSPORTATION DEPARTMENT MISSION STATEMENT



The Burton School District Transportation Department is committed to meeting the needs of the Burton School District by effectively performing professional and efficient service to the students, parents, and district employees with respect and in a timely manner.

The Transportation Department will consistently maintain this support and at the same time, meet all of the legal requirements mandated by local, State, and Federal agencies with regards to safety, financial time lines, and contractual agreements.

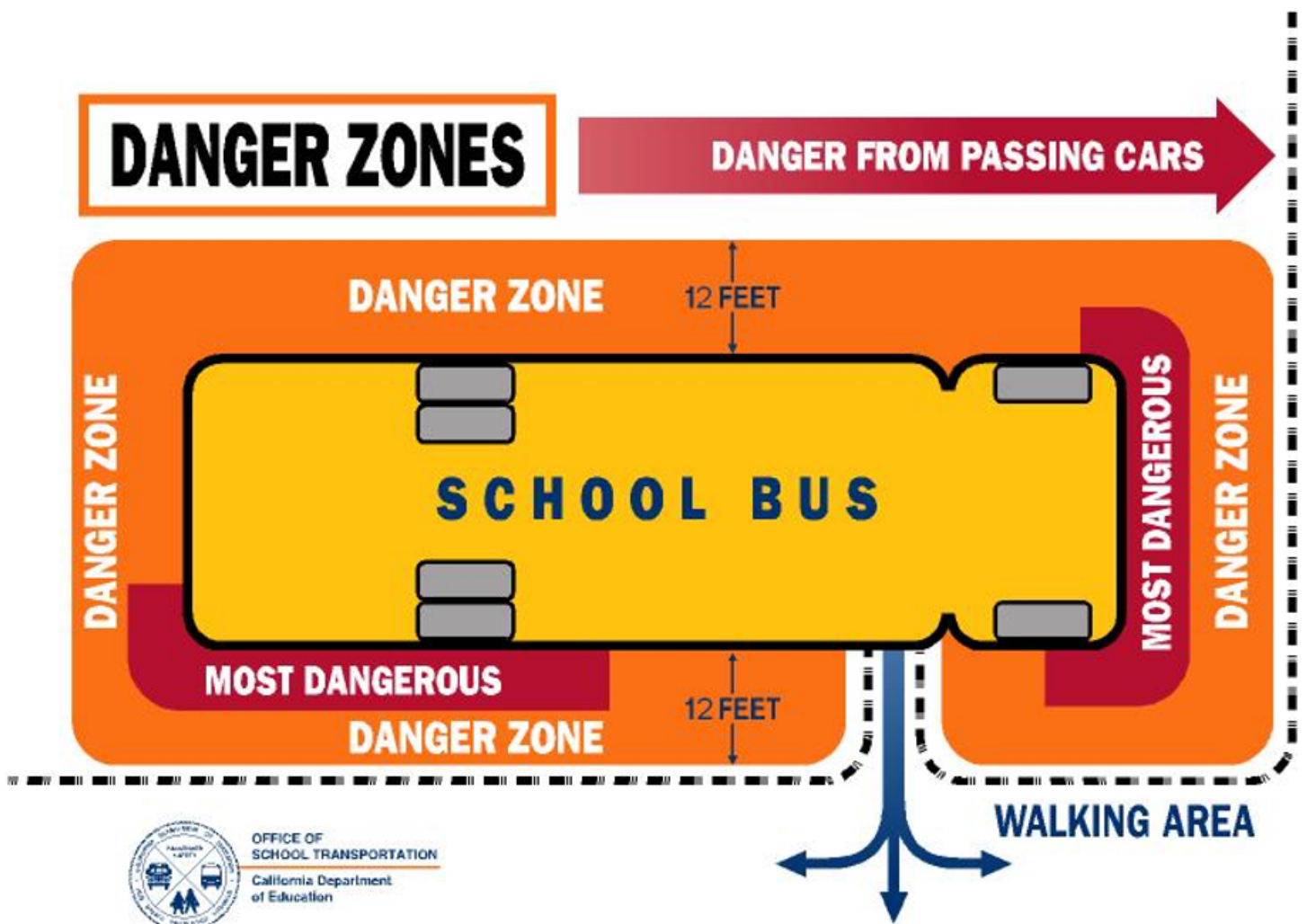
It is the policy of the Burton School District Transportation Department to provide safe and dependable transportation to all of the students who qualify for transportation services in the district.

Where is the School Bus Danger Zone?

Look at the picture below.

Help your child understand the Danger Zone.

Talk with your child and let them know that at no time is it safe to enter into these areas.



BUS RULES

Students transported in a school bus shall be under the authority of, and be responsible directly to, the driver of the bus. 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.** The bus driver shall not require any pupil to leave the bus en route between home and school or other destination (California Code of Regulation, Title, V, Section 14103).

All Passengers Must:

- 1) Remain seated while the bus is in motion.
- 2) Refrain from unnecessary noise. No singing, whistling or loud conversation or boisterous conduct.
- 3) Keep all parts of the body inside of the bus.
- 4) Be courteous to other passengers and follow the driver's instructions at all times.
- 5) Enter and depart only at assigned bus stops.
- 6) Students should sit properly in their seats facing the front of the bus.
- 7) Each student is responsible for his/her property.
- 8) Students who ride the bus regularly to and from school must load and unload at the same bus stop on the same bus unless special permission has been granted.
- 9.) If directed by the driver, students must move to their assigned seat.

Passengers May Not:

- 1) Eat or drink at any time while on the bus.
- 2) Use profanity.
- 3) Wear shoes with cleats or spikes.
- 4) Carry hazardous articles or weapons.
- 5) Bring animals or pets on the bus.
- 6) Carry glass or fragile items on the bus.
- 7) Students may not chew gum.
- 8) Students are not allowed to throw things in the bus or out bus windows.
- 9) Students are not to reach out or lean out of windows. The decision of the driver is FINAL if there is a question about the window placements.
- 10) Students are not allowed to continually adjust windows.
- 11) Students are not to swing, crowd or shove in seats while the bus turns.
- 12) Students are not to engage in horseplay with other students' property.
- 13) Students not regularly scheduled to ride the bus will not be allowed to ride to or from school unless prior arrangements are made between parents and a school administrator.
- 14) Industrial arts projects, inflated balloons, or musical instruments which are too large to carry on a student's lap will not be allowed on the bus.

Disciplinary Procedures:

- 1) Students violating the above could lose their bus privilege.
- 2) Bus violators will be warned by the driver. If the warning is not heeded, the driver will put the student on report to the principal.

- 3) A student may be temporarily suspended from riding the bus, and parents will be notified.
- 4) A student who continues to violate bus conduct may be suspended from riding the bus for an indefinite period of time.

Burton School District Transportation Routes & Services

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:

Kindergarten:	1/2 mile
Grades 1-3:	3/4 mile
Grades 4-8:	1 1/2 miles

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.

Walking to and Waiting at the Bus Stop:

- 1) Student conduct at the bus stop should be the same as required on the school grounds. This means the students should not destroy shrubbery or personal property in the immediate area and they should not litter the ground with trash or papers.
- 2) Students should be at the bus stop 5 minutes prior to the time the bus arrives and should be at least ten feet from where the bus will stop. Waiting passengers should not move toward the bus until it has come to a complete stop and the door has been opened.
- 3) There is to be no shoving or scuffling while boarding or waiting to board the bus. One hand should be free to use the handrail.
- 4) Waiting passengers should walk toward the bus in an orderly manner and board single file.
- 5) Passengers should be seated promptly and face the front of the bus. Passengers shall not leave their seats while the bus is in motion and should have no unnecessary conversation with the driver.
- 6) Passengers must board the bus at their designated bus stop only.
- 7) When walking to the bus stop use a designated safe walking route and always walk on the side-walk. If no side-walk is provided walk facing traffic (contact school site for safe walking route).

- 8) Never play while walking to or from the bus stop.
- 9) Never accept a ride to the bus stop from anyone you do not know.

Unloading and Red-Light Crossing:

One of the most dangerous times for a student and the school bus is during the time students are leaving the bus on the way home. These steps listed below should be followed at all times when leaving the bus.

- 1) Remain seated until the bus has come to a complete stop and the driver has set the parking brake and the door is opened.
- 2) There is to be no shoving or pushing. Students are not allowed to jump or skip steps when exiting the bus.
- 3) After leaving the bus, all students must move completely away from the bus and out of the danger zone (refer to page #3).
- 4) After the bus door is closed, do not return to get forgotten items.
- 5) Never cross the street behind the bus, only in front and only after the driver has given you the "OK".
- 6) If you must cross the street to get home, you must cross with the driver in front of the bus. Wait in front of the bus until the driver has stopped all traffic and has made sure that it is safe before you cross the street.
- 7) After you have crossed the street, NEVER return to the bus for items that were left on the bus or to walk with a friend.
- 8) If you drop something (lunchbox, books, or paper, etc.) and it falls under or near the bus, be sure to tell the driver. At no time shall a student attempt to retrieve any item from under the bus.

School Bus Signal and School Bus Stops

School bus stops light systems and procedures
California Vehicle Code section 22112

- a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the

bus is so equipped, beginning 200 feet before the bus stop. *The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system 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 light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning light system, and stop signal arm shall not be operated at any other time.

- b.) The school bus driver shall stop to load or 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.
- c.) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.
- d.) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:
 - 1.) Escort all pupils in pre-kindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils.
 - 2.) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.
 - 3.) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.
- e.) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:
 - 1.) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.
 - 2.) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and

stop signal arm.

- 3) Where a pupil requires physical assistance from the driver or authorize attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.
 - 4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.
 - 5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
 - 6) Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.
- f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Notice to Kindergarten Parents

It is the parents' responsibility to make sure someone is at home when your child is transported to his or her bus stop. We will transport your child as close to the front of the house as possible and will require someone to be at home or at the bus stop before we leave your child. If no one is available we will bring your child back to the school site and it will be your responsibility to come and pick him or her up at the school site. **If this occurs three times in a school year, your child will loose their bus riding privileges for the rest of the year.**

Burton School District Foggy Day Schedule

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. Parents can listen to KTIP 1450 AM radio for information regarding foggy day schedules.

Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility.

(Vehicle Code 34501.6)

Adverse Driving Conditions

The Superintendent or designee may consult with the California Highway Patrol or appropriate weather service for information about road conditions and visibility. He/she shall suspend home-to-school transportation service whenever precipitation or atmospheric conditions reduce visibility on the roadway to 200 feet or less.

(cf. 3542 - School bus Drivers)

(cf. 6118 - Weather-Related Schedules)

Unauthorized Entry on Bus *(Penalty; Notice)*

Any person who enters a school bus without prior authorization of the driver with intent to commit a crime and who refuses to disembark after being ordered to do so by the driver is guilty of a misdemeanor and is punishable by IMPRISONMENT in the county jail for not more than 6 months, by a fine of not more than \$1,000.00, or by both. (EC 39842 Transportation Services; School buses)

SCHOOL:

Bus Stop Information:

Burton School District

Board of Education

Dan Figueroa, President
Jay Rice, Vice President
Obdulia Guzman Alvarado, Clerk
Edward Patino Jr., Member
Eddie Hernandez, Member

Administration

Sergio Mendoza, Superintendent
David Shimer, Assistant Superintendent Educational Services
Julissa Leyva Ed.D. Assistant Superintendent of Student Services
Debbie Estrada, Executive Director of Human Resources
Chris Mano, Chief Business Official

