

Berkeley Unified School District



TRANSPORTATION SAFETY PLAN

*A School Site Manual
for Users of
BUSD Transportation Services*

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1. Mission Statement

It is the mission of the Transportation Department to support the academic achievement of our students by providing for the safe operation of a school transportation service. We believe that pupil transportation enhances the educational opportunities for all of our children.

We are also dedicated to providing courteous and professional service to our customers and to courteous and professional behavior while operating school buses on the road.

Students are our priority. The safety of our students is our primary concern.

2. Rules, Regulations, Policies

There are many laws, regulations, federal guidelines and policies that govern the operation of a pupil transportation program. The regulatory environment is very demanding, as it should be. Regulations address such things as the certification and ongoing training of school bus drivers, record keeping requirements, federally mandated alcohol and drug testing, fingerprint requirements in addition to those mandated by the California Education Code, vehicle maintenance and certification requirements, state and county reporting requirements, etc.

Most of the laws that govern us are found in the California Education Code, the California Code of Regulations, the California Vehicle Code, and the Code of Federal Regulations. Laws are revised and new guidelines are issued frequently.

Following are laws that may be of special interest to the school sites:

Transportation Safety Plan (Appendix A)

State law requires the District to have a Transportation Safety Plan. Schools have obligations under the Safety Plan. The intent of this plan is to ensure the safety of students while loading and unloading from the school bus. Implementation of the plan requires the cooperation between the Transportation Department, the school bus driver, the students who ride the bus, and personnel at the school sites.

Emergency Evacuation Drills

Once each school year the Transportation Department, in cooperation with school sites, conducts emergency school bus evacuation drills for all students at schools or programs for which we provide home to school transportation. These drills are conducted in accordance with State regulations. The safety of all bus riders is greatly served through the practice of these bus evacuation drills.

The Transportation Department will be conducting intensive additional training for all school bus drivers in additional safety subjects that include special needs evacuations and may schedule additional individual drills to practice these skills.

Red Light Law

This law requires actions by school bus drivers and motorists to protect students while loading, unloading and crossing with escort. This includes loading and unloading at school sites. We have included a copy of the actual language of Vehicle Code 22112. You will find it in the Transportation Safety Plan, Page 1, in Appendix A. If you have any questions about this, or any other law governing pupil transportation, please contact the Transportation Operations Supervisor.

3. Home to School

Home to school bus transportation is provided within attendance zones only to all elementary school children who live beyond the one and a half (1.5) mile walking distance. The Board has granted some additional eligibility based on decisions made about school assignments and available classroom space. Currently Washington, Berkeley Arts Magnet and Malcolm X have such additional eligibility. Transportation is also provided to certain special education students. In 2015 we will provide cross zone service to TWI kindergarten, first and second grade students at Le Conte Elementary who live beyond the 1.5 mile walk boundary. Parents who wish to enroll their children in a school outside of their attendance zone must provide their own transportation. Requests for out of zone service may be granted on a limited basis based on capacity and availability. The district does not provide regular home to school transportation for middle school students or Berkeley High School.

The Transportation department will make all assignments to school bus stops.

Bus Stop Assignment

The Transportation Department works very closely with the Admissions Office to ensure that the student data needed for bus assignment is current prior to the beginning of each school year.

Students who meet the eligibility criteria stated above receive a bus stop assignment by mail in the last week of August, before the beginning of the school year. The mailing includes required safety information and instructions for special bus stop requests.

Due to the complexity of implementing routes at the beginning of each school year, students who enroll late, or soon after the school year begins, and who meet the eligibility criteria, will not be able to ride the bus until an assignment is made and required notifications have taken place. Prior to the start of the school year, the data needed for these assignments will be sent electronically to Transportation from the Admissions Office. We will place these students in a high priority category for processing. Once the school year starts, the school secretaries will send PowerSchool data screens and hand-written information pertaining to a new student request for service.

In addition to these individual requests from the schools, throughout the school year, files of additions and deletions will be sent to Transportation from the Admissions Office. New students will be added to the database and, if eligible, assigned a school bus stop.

Bus Stop Change Request

To request a change of bus stop, the parent can complete the “Bus Stop Change Request Form” (Appendix B). Each August, Transportation will send these forms to the school sites. They are also available for copying in the “Transportation User Guide”. Schools can copy them as needed. Requests will be processed based on eligibility for transportation. Requests may also be made electronically at transportationdept@berkeley.net or by phone at 510-644-6182 or 6185.

Special One-Day Requests (Appendix C)

Parents can request a one-day student pass on a school bus, to an existing stop only, by sending a parent- signed note to the school. The school administrator can then fill out the “Pupil Transportation Authorization Form” (Appendix C). The student will then present the pass to the bus driver for one ride. We will provide these forms to schools each August. Schools can copy them as needed. This is a limited option to be used only occasionally. If the demand is too high we may discontinue this option to relieve the schools of the extra work required to process.

Changes of School, Changes of Address and/or Phone Numbers

Changes must be entered in POWERSCHOOL and reported directly to Admissions. They will be reported to the Transportation Department from the Admissions and Office via file download. In some individual cases, the school will communicate contact information or special cases with Transportation in order to facilitate service.

After School Child Care Programs

After school transportation may be provided on a limited basis to after school programs based on eligibility criteria. Assignments will be made when the attendance lists are sent to Transportation by the after school and/or childcare provider. Schools and parents concerned about this service should contact their after school program.

Loading Zone Safety

We are working hard to make the school loading zones as safe as possible. We all have a role to play in protecting students from harm. It is an area of potential danger and risk for students and presents difficult challenges for our school bus drivers. The Transportation Safety Plan (Appendix A) addresses the role that each of us must play in keeping the students safe while loading and unloading at your school. Please read it carefully.

4. Special Education

Bus Assignment

Transportation of students in the special education program is arranged between the Special Education department and Transportation. In order to ensure that we can provide the necessary service and support, the Special Education program consults with us regarding the need for service. They then send us documents with all of the relevant student data. We are working with Special Education to have all student data in POWERSCHOOL.

When we have the required Transportation Request Form (TRF) and IEP information regarding a student's abilities, medical information, and emergency contacts, and any relevant bus information, including special equipment needs, we place the student on a bus and route and make the appropriate contacts to begin the service.

Working With Parents and Teachers

It is important for us to have a close working relationship with teachers, parents and guardians in this program. We are sometimes in daily contact regarding issues that arise on the bus, medical information and discipline issues

Because of the need for detailed information before we can transport, we cannot start transportation based on a request by a parent or a teacher. We base it on receipt of the Transportation Request Form for Special Education students.

Ride Time

There are many special circumstances that affect the development of these routes. There are equipment considerations, geographic factors in program placements, etc. Each of these factors can affect ride time. There are no current laws addressing ride time for students. Whenever possible, we try to limit ride time for the students. The federal recommendation for home-school-home transportation should not exceed more than 90 minutes for every morning and afternoon school bus route. In some cases, we may have to adjust our schedules to accommodate for special medical needs.

5. Field Trips

Field Trips are a very important part of the educational program. It is our goal to support the educational program by providing safe, efficient service on field trips.

Procedures

To ensure compliance with state mandates and guidelines governing pupil transportation:

1. All transportation of Berkeley Unified School District students on school related trips must be arranged through the Transportation Department. The only exceptions currently granted are in limited circumstances at Berkeley High School by way of School Board action.
2. Berkeley Unified School Bus drivers provide transportation to the students of Berkeley. In the unusual event that a field trip must be contracted out to another carrier, a specific procedure must be followed to assure the safety of BUSD pupils. Transportation maintains a list of qualified outside vendors who meet or exceed the requirements of federal, state local and District laws and policies, including the California Education Code, CCR, Vehicle Code and requirements of DMV, CHP and CDE. In the event that an outside vendor must be used, the process remains the same (see below for details): submit a written trip request (10 days minimum in advance), to

Transportation, with pupil list attached, and signed by the Principal. If we determine that we cannot provide the transportation, the Transportation Department will provide the approved vendor information for the site administrator to schedule the bus. This file is updated frequently and generally, the information given is for one use of the contractor. Once such a trip is scheduled, you will inform Transportation of the approved trip date and vendor so that we can inspect the contractor's bus and driver certification on the day of the trip. For this important safety reason, no other department or individual in the District is authorized to arrange such transportation. Payment for a contracted field trip is the responsibility of the site requesting the transportation and must be pre-arranged through the Purchasing Department.

3. The school bus driver is obligated to provide a safe ride. The passengers are obligated to provide a minimum of distractions and to follow the bus rules. District school bus rules will be enforced at all times that students are on the buses.
4. The teacher in charge of the field trip is responsible for informing the students of the standard of conduct expected, for supervision of the students on the bus as well as at the field trip site, and for returning on time to the bus for the return trip.
5. Students are responsible for following the rules and the directions of teachers, supervisors and bus drivers.

How to Request a Field Trip

1. Coordinate with your Site Supervisor before you finalize the date of your trip. Transportation can provide you with an estimate for your trip. Please email chawnjackson@berkeley.net. They will respond with an estimate for the trip.
2. Fill out a "Special Trip Request & Driver Report" Form (Appendix D: Form I- 8850) with the date, times for departure/return to school, school site, student grade levels, exact number of students, adults and any special instructions. Please include the correct budget code or the appropriate funding source for all estimates and final billing to the Transportation Department. All request forms shall be signed by the requestor, and Site Administrator (School Principal). Request forms must be received by the Transportation Department at least 10 working days prior to the date of the scheduled trip. Transportation will check availability of buses. You will receive a confirmation notice. You can order Form I-8850 directly from the Print Shop for your school site.
3. Field Trip Drivers are assigned by seniority on a rotational basis. You may request a particular driver, but we will not always be able to honor your request.

4. Because a school bus driver must adhere to the scheduled times and destinations as approved on the trip request form, please be sure that all stops and possible scheduling deviations are included on this form. The requestor's phone number and address of your destination must be included. If there are additional instructions for travel, please attach an itinerary. The Emergency Plan for your destination must also be attached (Marine World, Ardenwood, etc.)
5. Some locations are inaccessible by school bus. Some trips may have to be changed or cancelled for this reason, or the drop off may include a walk to the destination.
6. One week before the scheduled trip, we recommend you verify with the Transportation Department that your trip is scheduled.
7. Please note that payment of all entrance fees, parking fees, public transportation charges, such as BART are the responsibility of the teacher in charge and/or the Site Administrator. All bridge tolls incurred by District buses will be paid at the tollbooth by the Transportation Department. This amount will be included in your bill.
8. On the day of the scheduled trip, the teacher in charge is responsible for giving a current class list to the driver of the trip.
9. The school bus driver will deliver a brief instruction in emergency procedures before departing on each field trip.
10. Upon completion of the field trip you will be billed for any remaining balance. All unpaid balances will be due upon receipt of the bill.
11. Requests for departure times will be honored whenever possible. In the event that your scheduled time conflicts with home to school transportation, we will work with you to adjust the times on your field trip. Occasionally there will be days that are not available for field trips due to minimum day releases or department in-service meetings. The only exception on these days will be for BHS Athletics and school trips that return after all home to school drop-offs are completed. When there are scheduling conflicts between programs, preferences will be given in the following order:
 1. Home to School
 2. BHS Athletic Field Trips
 3. Field Trips
 4. Community Trips
12. To assist you in your planning, a Field Trip checklist is located in Appendix E of this document. For further information please visit our Transportation webpage on the District's website.

6. Bus Conduct/Discipline

The safety of students on the school bus is our primary goal. Behaviors that might be acceptable off the bus could pose serious safety hazards on the bus. The need for order and discipline is at all times directly related to the safety of our students. Education, cooperation and good communication between Transportation staff, parents and the schools is the best way to achieve safety and order on the school bus.

The school bus driver is responsible for the conduct of the students on the bus. Students are responsible for following the rules.

Authority of the Driver

Students 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. The driver shall be held responsible for the orderly conduct of the students 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. 5 CCR 14103

Denial of Transportation

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be “denied transportation.”

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code 39842; 13 CCR 1256.5)

Procedure for Warnings of Unauthorized Entry

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 Management or designee will provide information to the school bus driver, school, parent or guardian to inform of against unauthorized entry.

The driver will notify the Transportation Supervisor or designee in writing should there be any incident that constitutes unauthorized entry.

File Under normal circumstances, if a bus conduct report is warranted, the Principal or school official designee will sign the report and mail the report or call the parent to notify them that their child has been issued a bus conduct report for unruly behavior, etc.. The parent notification should indicate the reason for the bus conduct report, if time off the bus is indicated and the length or duration of the suspension of school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification.

The driver should not take for granted that parent notification has occurred and should confirm with their immediate supervisor, school principal or school official designee before denying transportation services. Generally, students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday normally will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

Causes for Immediate Suspension from the Bus

- *A physical threat and action toward the driver or passengers.*
- *Destroying the driver's, students, or school property.*
- *Bringing a weapon such as knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.*
- *Throwing objects at the bus or other vehicles after getting off the bus.*

NOTE: THE DRIVER OF A BERKELEY UNIFIED SCHOOL DISTRICT SCHOOL BUS SHALL NOT EJECT ANY SCHOOL PUPIL UNLESS THE PUPIL IS GIVEN INTO THE CUSTODY OF A PARENT OR ANY PERSON DESIGNATED BY THE PARENT OR SCHOOL

Bus Rules

The rules of conduct are posted on each school bus. We have included a copy in Appendix G. Each year, before the school year begins, eligible students are mailed their bus stop assignments. Included in this mailing are information and instruction regarding safe riding practices. In School Year 2013-2014 we posted in each bus the Positive Behavioral Intervention Strategies (PBIS): Be Safe, Be Responsible, Be Respectful.

Discipline Process

1. Drivers will teach students the bus rules and other safe riding practices, including required emergency procedures instruction.
2. When discipline problems occur on the bus, drivers will discuss these issues with a Supervisor and when possible, attempts will be made to call the parent or guardian.
3. Drivers will then document unsafe behavior on the "Bus Conduct Form" (Appendix G).

4. The Transportation Operations Supervisor will review all Bus Conduct Forms, and we will send copies to the parents and schools. In some cases recommended actions will be noted on this form.
5. Three written reports in one school year may result in a suspension from bus riding privileges. The Transportation Operations Supervisor will determine the length of the suspension.
6. Certain serious offenses, including fighting, injury to others, serious disregard for safety, disrespect of bus driver, destruction of district property, etc. may result in an automatic suspension after one incident.

7. How to Contact Us

Berkeley Unified School District

TRANSPORTATION DEPARTMENT

1314 7th Street, Berkeley, CA 94710

PHONE: 510-644-6182 FAX: 510-644-4523

Sheila Collier

Manager

644-8953

Administrative Matters; Safety Concerns

Emergencies

Operations and Legal Issues

Operations Budgets; Vendor Accounts/Billing

Field Trips Final Billing

Collision/Worker's Comp Investigation

Communication, Complaints, Problems, Concerns

Non-Public Schools Transportation Provider; Issues/Safety Concerns

Driver Training

Amanda Espino

Operations Supervisor

644-8952

Bus Master Schedule and Routing of Bus Stops

Operational Concerns

School Bus Driver Complaints; Safety Issues

School Bus Driver Training; Field Response

Collision/Worker's Comp Investigation and Reporting

DOT Drug/Alcohol Testing Requirements

Driver Record Retention/State Compliance

DMV Employer Pull Notice Program

Employee Timesheets

Field Trip Estimates

Chawn Jackson
Dispatcher

644-6182

Daily Bus Schedule Daily
Driver Schedule
Coordination of School Bus Drivers
Communications with Customers
Late Buses
Special Education Scheduling
Field Trip Scheduling
Complaints

Erendira Sanchez
Transportation Router Scheduler

644-6185

Bus Master Schedule and Routing of Bus Stops
Assignment of Students to Buses
Develop School Bus Routes
Bus Stop Requests and Bus Stop Assignments
Communication with Parents Regarding Bus requests
Data Base Operation and Management
Interface with POWERSCHOOL Special
Requests and Processes Complaints and
Daily Bus Schedules

Sony Bhopal
Administrative Assistant I

644-6182

General Information
Vendor Payment Vendor
Tracking Record Keeping
Contact School/Parents Regarding Stops and Schedules
Communications with Schools, Parents, Outside Agencies, Vendors
Problem Solving
Bus Conduct Communications
Driver Communication Absence
Certificates

Steve Williams
Vehicle and Equipment Mechanic Supervisor

644-8951

Preventive Maintenance of School Bus Fleet
Preventive Maintenance of District Fleet Schedule
and Complete District Fleet Repairs Purchase Parts
Contact Vendors
Communicate with Departments
Compliance with State and Federal Regulations
Hazmat Compliance
Record Keeping for V&E Repair Shop
CHP Motor Carrier Compliance

Robert Castillo
Manny Ruiz
Yazid Kahil

Vehicle and Equipment Mechanics

644-8951

Maintain and Repair Vehicles and Equipment Road
Service; Pick up and Deliver Vehicles

8. Transportation Fleet Maintenance

We have a staff of professionals who service the Berkeley Unified fleet of vehicles. They are entrusted with the care, maintenance and safe operation of our school buses. They must meet all mandates regarding service, maintenance, repair and record keeping.

Each year the California Highway Patrol Motor Carrier Division for compliance and safety inspects our bus terminal. Our Shop Supervisor and Vehicle and Equipment Mechanics work very hard to keep the school buses running safely and to stay updated with all of the new vehicle technologies.

9. School Bus Drivers

We are proud of the job that Berkeley's School Bus Drivers perform on a daily basis. The training and certification requirements are very strict; the regulatory environment is heavy. They are finger-printed and drug tested. The CHP reviews, tests and rides with them each renewal period. They must learn new equipment technologies on an ongoing basis.

And when they drive our students, they have the most precious "cargo" imaginable, driving them through very difficult and crowded urban streets. They deal with road rage, traffic congestion, mechanical issues, difficult weather conditions, etc. And they deal with the students' behaviors and issues, sometimes driving 78 students at once! We are proud of their safety record.

Demba Agne
Armando Aguilar
Milagros Alizaga
Enrique Arechiga
Joseph Baca
Cynthia Bella
Gabe Brovedani
Wilbert Essex
Liz Espinoza
Tracy Fitzgerald
Kelsey Jones

Nadine Jones
Mary Kahil
Derrell Laird
Charles Nelson
Terry Norris
William Overton
Saul Perez
Ana Ramirez
Steven Thysell
Yiri Segura
Kimberly Wright

10. Appendix

- A. BUSD Transportation Safety Plan
- B. Bus Stop Change Request – Print Color: Goldenrod
- C. Pupil Transportation Permission – Print Color: Canary Yellow
- D. Special Trip Request and Driver Report
- E. Field Trip Check List/Outside Vendor's List
- F. School Bus Information & Safety Rules
- G. Bus Conduct Report

APPENDIX A

BUSD TRANSPORTATION SAFETY PLAN

Effective: January 1, 1998

Revised: August 1, 2019; December 11, 2019

AB1297 AB1573 California Education Code 39831.3, 39831.5 and California Vehicle Code 22112, with revisions through January 1, 2003. The following is language excerpted from the law:

EC39831.3: (a) 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 shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

(2) (a) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate schoolbus at each pupil's schoolbus stop.

(b) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard schoolbus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a schoolbus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a schoolbus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol. (Effective January 1, 2017)

Education Code 39831.5: All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, 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: 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 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.
- 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. 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.

THE LAW: DMV VC 22112 – School Signals and Schoolbus Stops

(a) On approach to a schoolbus stop where pupils are loading or unloading from a schoolbus, the schoolbus driver shall activate an approved amber warning light system, if the schoolbus is so equipped, beginning 200 feet before the schoolbus stop. The schoolbus driver shall deactivate the amber warning light system after reaching the schoolbus stop. The schoolbus driver shall operate the flashing red light signal system and stop signal arm, as required on the schoolbus, at all times when the schoolbus 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 schoolbus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The schoolbus driver shall stop to load or unload pupils only at a schoolbus stop designated for pupils **by the school district superintendent or the head or principal of a private school**, or authorized by any of those individuals for school activity trips.

(c) When a schoolbus 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, 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 schoolbus.

(d) When a schoolbus 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 schoolbus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the schoolbus 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 schoolbus 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 schoolbus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the schoolbus before setting the schoolbus in motion.

(e) Except at a location where pupils are loading or unloading from a schoolbus and must cross a highway or private road upon which the schoolbus is stopped, the schoolbus 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) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.

(2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus 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 authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus 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 schoolbus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the schoolbus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, 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 schoolbus is so equipped, or the flashing red light signal system and stop signal arm, as required on the schoolbus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a schoolbus.

STUDENTS WHO REQUIRES ESCORT ACROSS the ROADWAY

Students enrolled in the Berkeley Unified School District schools needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control device/signal.

Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted by the driver. Each student being escorted across the street is required to cross under authority & direction of the driver after unloading from the bus; and must cross in front of the bus only.

RED LIGHT CROSSING INSTRUCTIONS

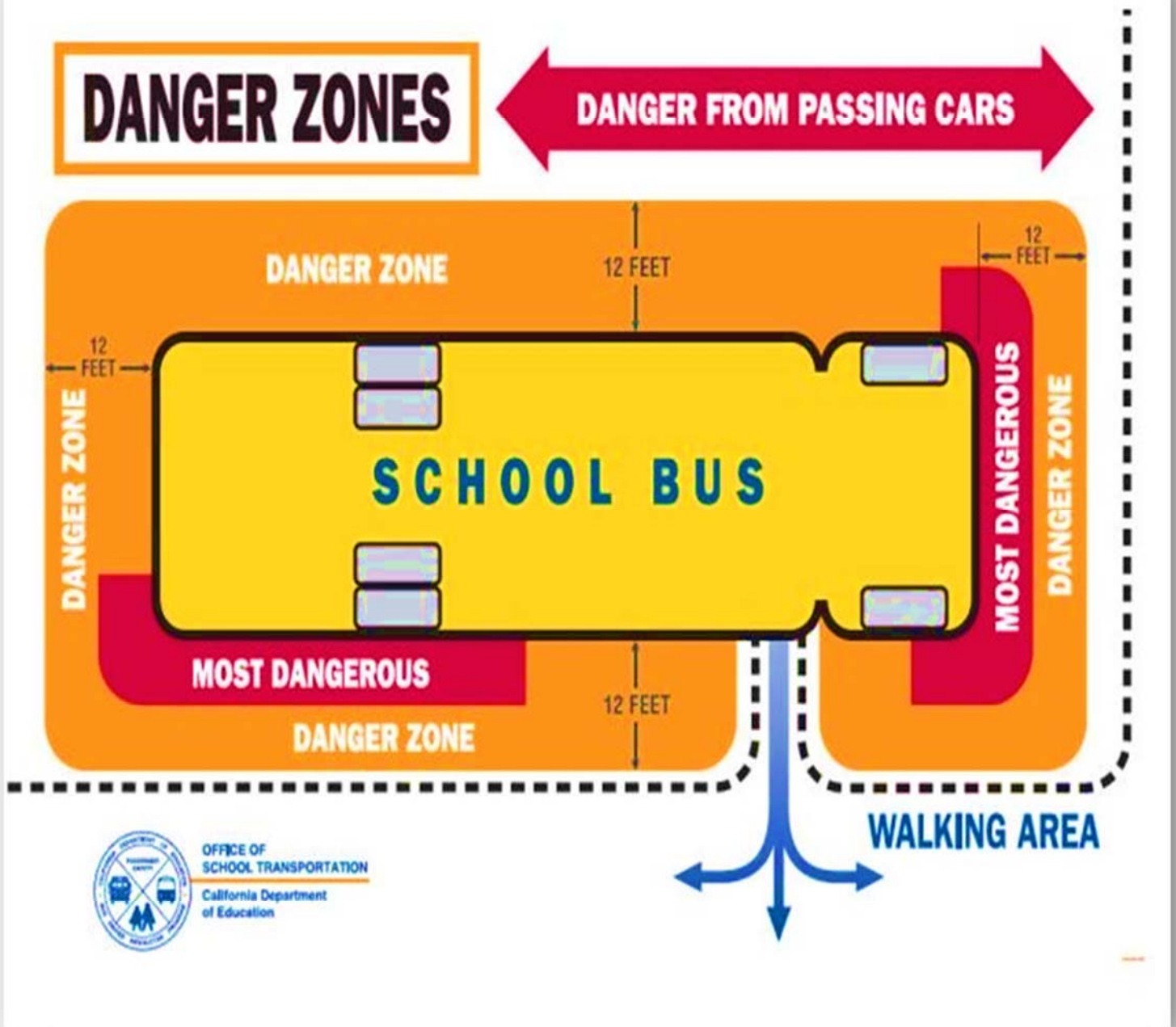
The school bus crossover light system (amber lights, red lights and crossing arm) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.

The crossover lights DO NOT allow students to cross the roadway or highway unless the driver has given the student direction that it is safe to cross. Students are to remain on the curb or sidewalk until the school bus driver gives direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic light. The length of time the driver must activate the red flashing light is directly related to the student's ability to arrive and depart their designated bus stops in a timely manner.

GENERAL PASSENGER SAFETY

Only authorized bus riders are permitted to ride the bus, and they will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop will not be permitted without permission from the school, parent or guardian.

“SCHOOL BUS “DANGER ZONES”



BUS EVACUATIONS & SAFETY INSTRUCTIONS

All pupils in pre-kindergarten thru twelfth grade, inclusive, in public or private schools that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. All pupils in pre-kindergarten to grade 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.
- Proper passenger conduct
- Bus evacuation, location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the school bus through the emergency exit doors. Students and the driver must know what to do and know where the bus emergency exits and equipment are and how to use them & participate in evacuation drills yearly. In an emergency it is up to the students and driver to stay calm. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, ONLY evacuate when told to do so by the driver; unless the driver is severely injured and unable to assist. Students must follow the driver's instructions! Do not crowd the aisle. Keep moving toward the exit. Secure loose clothing so it won't get caught on door or any other part of the bus. Leave ALL belongings on the bus. Students should duck their head and bend their knees if they must jump from an emergency exit. Everyone is to move to a safe location at least 100 ft. from the bus.

SCHOOL ACTIVITY TRIP SAFETY INSTRUCTIONS

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit.
- May include the use of the passenger restraint system (lap/shoulder belt)

The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

VEHICLE CODE 34501.6: SCHOOL BUSES REDUCED VISIBILITY

Reduced Visibility: 34501.6. The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

GENERAL LOADING/UNLOADING PROCEDURES of the SCHOOL BUS

Walking to and from school bus stops:

- Students are required to use crosswalks and/or intersections to cross streets that does not requires student escort by the bus driver. Students shall not cross in the middle of the street and/or intersection. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
- Use sidewalks where available. If no sidewalks are available, DO NOT WALK in the roadway. Stay close as possible to right edge of the roadway.
- Watch for vehicles that might be making a turn.
- Do not dart from between parked cars or shrubbery.
- Never accept a ride from a stranger.
- If possible, face traffic when walking on roads without sidewalks and always use caution.
- If the student/parent run late and need to cross the street they shall wait for the bus driver to escort the student & parent across the street. Leave home early enough so you don't have to rush.
- Go directly home from the bus stop. Plan the safest route with the fewest streets to cross.
- Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective). Procedures for Boarding the Bus (paraphrased from EC 39831.5)
- Students should learn the correct route identification for the route they are riding to school or home. Students should look for that sign, not the bus number or the bus driver. The signs will remain the same; buses and drivers may change.
- Students shall wait at designated bus stops and they shall arrive five minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location.

- 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.
- Students will wait in a line forming away from the edge of the curb or roadway.
- 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 walk to the nearest available seat and be seated or be directed to a seat by the driver of the bus.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well as the property of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

PROCEDURES for SCHOOL BUS ESCORTED STOPS

- Students will be given instructions to wait at an area designated by the driver.
- When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit 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, The driver will walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the students to "wait" 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!
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is stopped before verbally signaling the students to walk between the bus and the driver. The driver shall escort the students across the street in front of the bus, returning to the bus in making sure that all students are seated.
- 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. Do not play in the street. Go directly home.

GENERAL RULES AND REGULATIONS

Passenger Restraint Systems

- Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code shall use the passenger restraint system..."). Buses and Seatbelts (SB 20): Effective July 1, 2018, this law requires passengers in a bus equipped with seat belts to be properly restrained. Children between the ages of 8 and 15 traveling on a school bus must wear a seat belt or be in an appropriate restraint that meets federal safety standards.

Procedure for Use of Passenger Restraint System

- The driver shall ensure that all students who board the bus are properly restrained. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion. Prior to operation all drivers shall inspect as part of the pre-trip inspection the passenger restraint system currently available on each bus to ensure that all students are protected to the maximum extent. VC 27316 (c): "No person, school district, or organization with respect to a school bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted there under requiring a passenger to use a passenger restraint system, if a passenger on the school bus fails to use or improperly uses the passenger restraint system..." district or company policies and procedures should be developed to enforce disciplinary actions for non-use or improper use of the passenger restraint system. The driver, school district, or organization still may be charged civilly if reasonable care was not provided for the passenger(s).
1. Students shall find a seat as they board the bus (3-3 or 2-2 depending on grade). Students shall fasten the latch plate into the buckle, making sure they are securely fastened (may ask the school bus driver for assistance)
 2. School bus driver may demonstrate to students how to unfasten the buckle by pushing the release button.
 3. School bus driver may demonstrate proper placement of the restraint system; lap belt to fit low and secure across hips and pelvis, not the stomach. Shoulder belts snug across the chest and away from the neck. Never behind the back or under the arm.
 4. Students shall use the restraint system at all times if the bus is equipped and in motion.

General Emergency Situation

- The school bus driver is responsible for the safety of the pupils on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his/her pupils at all times.
- The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he/she has stopped the motor, removed the ignition key, set the brake and put the transmission in gear, "park or neutral" for an automatic transmission.
- A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus; smoke in the compartment
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of hazardous chemical or other highly combustible material and is unable to move away; or
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering pupils, or
 - (3) the stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 500 feet visibility of the bus, thus creating the danger of a collision.
- When a school bus is evacuated, pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
- Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made. The Transportation Department will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

Emergency Equipment

- Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. Each driver as a part of their required daily vehicle inspection (pre-trip) shall insure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/size and is in good working order. The fire extinguisher(s) are properly rated as required by law.

Specific Emergency Situations

- In the event of a collision or vehicle failure the following procedures will be implemented.
- The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils. Each pupil on a school bus involved in a school bus collision must be examined for possible injuries, whether or not the pupil appears to have been injured.
- If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- The driver will obtain the names and addresses of persons involved in the collision and, if possible, of witnesses.

Procedure for Reporting Incidents/Collisions on the School Bus

- The Transportation Operations Supervisor and/or designee(s) shall review all investigations of bus incidents and accidents to develop preventative measures. The Transportation Operations Supervisor and/or designee(s) shall be notified of all bus incidents and accidents as required.
- In the event of a bus incident/collision, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. In all cases, regardless of the qualifying criteria for determining a school bus collision, the driver will provide a collision report to facilitate the reporting requirements for the Transportation Manager and/or designee(s).

Mechanical Breakdown

- When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(d) states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

“A MESSAGE TO PARENTS ON SAFE SCHOOL BUS RIDING”

Parents are expected to have their children at the bus stop on time and to inform their children that they are to maintain good behavior at the bus stop as well as on the schoolbus. Please discuss the following tips for Safe School Bus Ridership with your child and ask them to learn the bus driver's name. Your child should understand school bus riding is a privilege and permission to continue riding can be refused if order and conduct is unruly:

1. Please leave early enough to arrive at your bus stop on time. Arrive approximately 3-5 minutes prior to the arrival of the school bus.
2. Child shall wait for the bus in a safe place and on the right side of the street.
3. The child shall enter the school bus in safe, orderly manner and take a seat.
4. Child shall follow the “bus rules” and instructions from the school bus driver.
5. Child shall remain in your seat at all times while the bus is in motion
6. Keep the aisle clear at all times
7. Speak in their normal speaking voice, no yelling or screaming and no “profanity”.
8. Be courteous to the school bus driver and fellow passengers.
9. Be aware to the traffic conditions when disembarking the school bus.
10. Please do not park personal vehicles at the designated bus stop. This will eliminate traffic situations at the bus stops. School bus can enter and exit from stop safely.
11. Child shall use the handrail when entering and exiting the bus.
12. Please remind your child of the “Passenger Restraint System” (seatbelt) on the school bus if applicable.

Remind Children Rules of Conduct in School Bus Loading Stops:

While waiting for the bus to arrive please stand in line. No “horseplay” behavior should be taking place at the school bus stop, in the street or on private property.

You are responsible for yours and your child's actions so please respect the property where the school bus stop is located.

Make sure you are on the right side of the street when the school bus arrives to the bus stop.

As the school bus approaches please wait until the school bus has stopped at a safe distance (12 feet) and the driver has open the door before approaching.

IMPLEMENTATION OF SAFETY PLAN

SCHOOL BUS DRIVERS

The driver shall be responsible for compliance with all laws, rules and regulations regarding loading and unloading of school pupils.

The driver shall stop to load or unload students at designated school bus stops. Change requests are reviewed and approved by the Transportation Supervisor or Dispatch. A student may not depart the bus at any stop other than their own unless they have a note authorized by a school district administrator.

Drivers will keep a list of stops and include on the route sheet locations at which students must be escorted across the highway. This list will be updated periodically, to reflect the names of the students and current stop locations. These route sheets will indicate whether the student must cross the street with a Y or N for yes or no. In addition, drivers shall verbally confirm with each student that they do, or do not cross the street on which the bus is parked.

Drivers shall release Pre-K, Kindergartners only to parents or other designated responsible adults unless otherwise requested by the parent and approved.

STUDENTS

Students shall observe safety rules and traffic laws while walking to and from their bus stops and/or to and from school.

Students shall be at their bus stop 5 minutes prior to the scheduled bus arrival time. If the student can see the bus approaching, the student shall never cross the street, but rather wait for the driver to come to a complete stop and escort them across the roadway.

Students must wait until the bus has come to a complete stop and the door is open before attempting to board a bus. They shall never rush or run onto the bus. If there is a group of students, they must wait in an orderly line and never crowd or push.

Upon boarding the bus, students shall quickly go to their seat, face forward with their backs against the seatback and remain seated until their destination has been reached, and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.

The same procedure will be followed when a student is discharged from the bus.

A student in pre-kindergarten through 8th grade shall be escorted as required by law while crossing in front of the bus.

At the school dismissal time, students shall wait in designated, safe areas until instructed to board the bus. Students must board in a safe manner.

Students shall wait for directions from the driver, and shall not cross the roadway until directed to do so. Students shall then cross between the driver and the bus. Students shall never cross a roadway behind a bus.

Students shall never run back to the bus, or cross back over the roadway unless escorted by the driver.

On activity trips, pupils shall board and exit in an orderly fashion and when outside the school bus shall stay clear of the danger zones around the bus.

ITEMS NOT PERMITTED ON SCHOOL BUS (California)

School bus drivers are required to adhere to the following guidelines regarding the safety and well-being of their students while riding on school buses:

Guidelines for Carry-On Student Personal Items:

- The school bus driver shall not allow any live animals, firearms, explosives, chemicals, or anything of a dangerous or objectionable nature on the bus.
- Musical instruments or any school project shall not be placed in the aisles or areas near the entrance/exit door. No instrument, large or small, should occupy any space in the aisle or a seat space.
- In general, any items not able to be held in the lap or between knees are prohibited on the school bus.

Instruments which can be held on the lap or between the knees would include violins, flutes, oboes, trombones, etc. These would be considered “lap” or “between the knees” instruments.

- Large cellos, saxophones, bass drums, all of which are “non-lap” should not be allowed on the school bus.
- Potentially dangerous items: Glass jars and other glass items will not be permitted on the school buses.

Broken glass could create an unsafe situation. Flammable materials, knives or other sharp objects, are prohibited. Ice skates are restricted unless in a zippered/closed kit bag. Skates are often razor sharp and when air-borne as a result of impact energy they can cause very serious injury.

The driver has the right to refuse students or any other person with any non-lap or potentially dangerous items. If transportation of the above items is necessary for

school, parents should make arrangements to transport the items. Exceptions may be prearranged, with approval from the Public Schools Branch office, for school sponsored activities that require some of the above items.

In California, school districts, private carriers want to ensure that students who are transported in school bus environments are as safe and as comfortable as possible. To allow the transportation of potential dangerous items which could become a projectile in the event of an accident on a school bus, whether or not fully loaded, could compromise both comfort and the safety of students.

General List of Items Not Permitted on the School Bus:

- footwear with cleats and/or spikes
- skateboards/scooters
- large instruments (other instruments must be able to fit safely on the students lap or alongside the student and not obstructing the aisle)
- hockey sticks, golf clubs
- large equipment bags
- skis/poles
- large school projects that will not rest easily next to or on the students lap
- pets, live animals, reptiles, bugs etc.
- plants, flowers
- water guns

Berkeley Unified School District Transportation Department has permission to amend the Transportation Safety Plan to include amended or new rules, regulations that govern student transportation.

SCHOOL SITES/ADMINISTRATORS

School sites will designate safe areas where students will wait for the purpose of boarding the bus in a safe and orderly manner.

At school sites, students will leave or board the bus when the driver designates that it is safe to do so.

Designated responsible adults at the school sites will supervise the students after they arrive at school and while they are waiting for the bus after dismissal.

On activity trips, pupils shall board and exit in an orderly fashion and when outside the school bus shall stay clear of the danger zones around the bus.

It is not the intent of this document to alter or change current Berkeley Unified School District School Board Policy, or school bus rules, but rather to enhance them to ensure the utmost in safety and efficiency for our students and to comply with the law.

BUSD Transportation procedures to ensure that a pupil is never left unattended on school bus:

California Department of Motor Vehicles: VC 28160

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b)(1) On or before the beginning of the 2018-19 school year, each schoolbus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) A “child safety alert system” is a device located at the interior rear of a vehicle that 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.

(d) For purposes of this section, the following definitions apply:

(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code.

Child Check Mate Systems Installed on all Berkeley Unified School District school buses:



Effective on or before the start of the 2019/2020 school year, all school buses shall be equipped with an operational Child Safety Alert System that will require the driver to walk to the rear of the bus in order to disarm the system or an alarm will sound. No students, passengers, adults, school official is permitted to disarm the system at any time.

Currently, all BUSD School Bus Drivers are required to walk to the back of the bus, walk to the front checking on and under all seats for pupils every time the last pupil exits the bus from a run. At the end of the morning and afternoon shifts, the bus driver places an "Empty Bus" sign on the dashboard. Transportation staff members will be alert for a parked bus without a sign on the dashboard and will check the bus for unattended pupils. At closing, prior to 6:00 p.m. the Dispatcher or designee walks the yard checking for buses without signs.

APPENDIX B

Berkeley Unified School District
TRANSPORTATION DEPARTMENT
BUS STOP CHANGE REQUEST FORM

Date _____

Student's Name _____ School _____ Grade _____

Home Address _____
Number Street City Zip Phone

Current Assigned Bus Stop _____

Request _____

Reason for Request _____

Requests will be considered within the eligibility standards set by the District, in special cases in which safety is a factor, and on a space available basis. Please deliver this request to the BUSD Transportation Department 1314 7th Street Berkeley, CA 94710. Phone: 510-644-6182.

APPENDIX C

Berkeley Unified School District PUPIL TRANSPORTATION PERMISSION

GOOD FOR ONE RIDE TO OR FROM SCHOOL – SUBJECT TO SCHOOL DISTRICT
REGULATIONS

STUDENT NAME _____ TO / FROM SCHOOL (Circle One)

School _____ Grade _____ Bus # _____

Stop Description _____ Reason _____

Special Instructions _____

The School Bus Driver must receive this permission slip from each student who may wish to take a bus other than her/his assigned bus, or go to any stop other than her/his official designated stop.

It is the responsibility of the Berkeley USD Transportation Department to authorize request for “one” day permission for bus ride. Parents can contact our office at 510-644-6182.
Thank you.

Date

Authorized by Berkeley USD Transportation Staff

APPENDIX D

SPECIAL TRIP REQUEST AND DRIVER REPORT

Berkeley Unified School District SPECIAL TRIP REQUEST AND DRIVER REPORT

DAY OF WEEK _____ DATE _____ 20____ TRIP # _____
 SCHOOL _____ GRADE _____
 DESTINATION _____ PURPOSE _____
 # OF STUDENTS _____ TEACHER IN CHARGE _____
 # OF ADULTS _____ SEND BILL TO _____ *Please Print*
 TELEPHONE _____ ADDRESS _____

NOTE

1. Request must be received by Transportation **10 days** prior to scheduled date of trip.
2. Class list must be attached.
3. Directions and itinerary must be attached.
4. Deposit or budget code must be included.
5. Board approval for requested overnight trips must be attached.

TIME SCHEDULE:

ACCOUNT CODE

Fund	Resource	Location	Year	Budget Manager	Object	Goal	Function	District Defined
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If using a budget code, make sure the code is correct and complete.

DEPART SCHOOL

TIME BACK AT SCHOOL

SOURCE OF FUNDS _____

Signature: Teacher in Charge

Signature: Program Approval or Principal

Special Instructions: _____

DONOTWRITEBELOWTHISLINE

DRIVER TIME REPORT:

DEPARTURE
Start _____

Finish _____

RETURN
Start _____

Finish _____

Total Hours _____

Bus# _____

Passenger Count _____

MILEAGE REPORT:

DEPARTURE
Finish _____

Start _____

Total Miles _____

RETURN
Finish _____

Start _____

Total Miles _____

GRAND TOTAL _____

Driver (print) _____

1. SAFETY/EMERGENCY REVIEW PERFORMED &
2. ACCURATE PASSENGER LIST ON BOARD

(Required Signatures Below confirming 1 and 2 above as per California Vehicle Code, Article 18, 28160)

Driver Signature: _____

Date: _____

Time: _____

Chaperone Signature: _____

Date: _____

Time: _____

Accounting:

Check# _____ Date _____ Amount \$ _____

Payee _____ Initial _____

COPY DISTRIBUTION

Transportation: White - Billing Canary - Trip Confirmation Pink - Driver Copy / Goldenrod - Retain at School Site

APPENDIX E

Field Trip Check List

- Meets instructional criteria for field trips
- Overnight field trips: board approval attached
- Date of trip verified with Transportation
- Completed Request Form submitted at least 10 days prior to trip
- Directions attached
- Itinerary attached
- Classroom roster attached
- Payment attached or budget code listed
- Confirmation notice received from Transportation
- Arrangement with Child Nutrition Services for Bag Lunches
- At least three (3) days prior to trip, please contact Transportation to confirm your trip (optional).

Adult/Chaperones on Field Trips:

At least one adult chaperone shall accompany pupils on each Field Trip and be responsible for having in their possession an accurate list of all pupils and additional adults who are on the bus.

Reserving a Bus from Outside Vendor List (SPAB):

School pupil activity buses (SPAB) & charter buses owned and operated by a private charter passenger-for-hire carrier that is used to transport a district school activity function with 10 or more passengers shall be transported in a school pupil activity bus (SPAB) or school bus. All school buses and school pupil activity buses shall be certified by a CHP Motor Carrier Inspector within the past 13 months and shall have the original vehicle inspection certificate on the bus that is signed and dated by the inspector. The bus driver must also have received special training and have in their possession a Class B license with passenger endorsement, special driver's certificate valid for operation of a SPAB bus.

All charter-passenger carrying companies are required maintain an active Department of Transportation (DOT) and California Public Utilities Commission (PSG) number. Please review the "Outside Vendor's List before reserving a bus. Transportation Department will conduct random checks during the school year on each company on the lists to ensure they are in compliance will federal and state regulations. If a company is not in compliant, they will be immediately removed from the list until further notice.

APPENDIX F

School Bus Safety Information:

Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. School bus drivers carry the most precious cargo that can be carried over the roadways. Drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a school bus. Riding in a school bus is:

- 172 times safer than your family automobile
- 8 times safer than passenger trains or commercial airlines
- 4 times safer than transit buses or intercity buses

Collisions are rare because school districts and the drivers themselves train and work hard at driving defensively to avoid collisions. In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training, to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few accidents that now occur.

Berkeley Unified School District Transportation Bus Guidelines:

1. Follow school bus driver instructions.
2. Be respectful to each other and to the driver
3. Enter and exit the bus in orderly fashion
4. Stay in your seat and keep the aisles clear at all times
5. Keep your hands to yourself at all time
6. No fighting or hurting others
7. No littering on the bus, at the bus or out of the bus window
8. Keep your arms, hands, head or any other part of your body inside the window
9. No eating or drinking on the bus
10. Keep the bus clean
11. Do not damage or tamper with bus equipment (i.e. seats, windows etc.)
12. Do not bring any animals on the bus

BUS CONDUCT REPORT

BUS CONDUCT REPORT BERKELEY UNIFIED SCHOOL DISTRICT Transportation Department	STUDENT'S NAME _____		CLASS-GRADE _____
	DATE OF INCIDENT _____	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE	
	BUS NO. _____	TRIP NO. _____	DRIVER'S NAME _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.

2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> DESTRUCTION OF PROPERTY <input type="checkbox"/> FIGHTING-PUSHING-TRIPPING <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 30%;"> <input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> WRITING <input type="checkbox"/> SMOKING </div> <div style="width: 30%;"> <input type="checkbox"/> EATING-DRINKING-LITTERING <input type="checkbox"/> RUDE-DISCOMFORTING-ANNOYING <input type="checkbox"/> UNACCEPTABLE LANGUAGE </div> </div>		
--	--	--

PRELIMINARY ACTION: <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	PRESENT ACTION AND RECOMMENDATIONS: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 35%;"> <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> SUSPENDED <input type="checkbox"/> REFERRED TO: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div>
--	---

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

☐ If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE OFFICE COPY - GOLDENROD TRANSPORTATION COPY - PINK DRIVER'S COPY - YELLOW

BERKELEY UNIFIED SCHOOL DISTRICT BUS CONDUCT AGREEMENT

I _____,

A pupil at _____ School and a passenger on BUSD Transportation
school bus # _____ understand that being safe is the most important thing while on the school
bus.

I agree to follow all the rules, especially those highlighted on the attached sheet and I understand
that failure to follow the rules may result in the loss of my bus privileges.

Date: _____

Pupil: _____

Supervisor: _____

Driver: _____