

Northern Humboldt Union High School District Transportation Safety Plan

The Transportation Department for NHUHSD has developed this Transportation Safety Plan in order to ensure the safe transportation of each of our students who is transported to or from school or school events on a school bus.

School Bus routes shall be sent out to parents in a newsletter before the start of a new school year. Students riding a school bus to and from school during the first week of the new school year shall receive a copy of the NHUHSD ***"Parent Handbook for Student Transportation"***. This handbook shall be taken home to the parent/guardian for review with the student. The parent/guardian and student shall sign the form provided, indicating that they have reviewed the book with their children, and return the signed form to the school.

Procedures for adding a new student to a School Bus route

Upon registering a new student in the NHUHSD, the school Secretary (or admissions clerk) shall check with the Transportation Department to determine if the student lives in an area that qualifies for school bus transportation. If it is determined that the student lives in an area that qualifies for transportation, the school Secretary (or admissions clerk) shall provide the parent/guardian with a copy of the NHUHSD ***"Parent Handbook for Student Transportation"*** and a copy of the school bus route for the area the student lives in. This handbook shall include a copy of the rules for students waiting at the school bus stop, school bus conduct rules and loading & unloading procedures.

Parent/Guardians and students must sign & return the form, ensuring the school that they have reviewed the safety rules with their children prior to transportation services beginning for the student. The Transportation Dispatcher shall notify the school bus driver of the name(s) of any new student(s) added to the school bus route as soon as notification of the new student's address is received.

PARENT/STUDENT HANDBOOK NORTHERN HUMBOLDT UNION HIGH SCHOOL

Northern Humboldt Union High School students, who qualify for school bus transportation, are transported to their assigned school through a coordinated transportation system.

The information in this booklet is provided for your information. Your cooperation will aid considerably in transporting our students with maximum service, courtesy, and safety.

QUESTIONS: Regarding Pupil Transportation should be forwarded to:

Northern Humboldt Union High School
Transportation Department
3701 Boyd Rd.
Arcata, CA 95521

Telephone: (707) 825-2434
Sarah Goodwin, Transportation Director

SCHOOL BUS DRIVER TRAINING

To help assure safe drivers for your children, Northern Humboldt Union High School requires all drivers to attend regularly scheduled training sessions to improve their skill's with both special needs students and regular education students. In addition to our training sessions, California state law requires each applicant for a School Bus Driver Certificate to attend a minimum of 20 hours of behind the wheel training. This training ensures that the applicant is proficient in the safe operation of a school bus prior to testing with the California Highway Patrol. After training the applicant must pass a behind the wheel drive test administered to them by the California Highway Patrol. In addition, School Bus Drivers must also receive first aid training and must have a valid Commercial Drivers License. Northern Humboldt Union High School has a policy of testing all School Bus Drivers for alcohol and controlled substances prior to employment, and on a random basis, and any time the supervisor has reason to suspect that a driver may be using alcohol or a controlled substance. School bus drivers who test positive for either test are immediately terminated.

SCHOOL BUS EQUIPMENT

To assure us of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by our qualified mechanics, and annually by the California Highway Patrol.

PERSONAL ARTICLES ON THE BUS

For safety reasons, glass items, insects, animals (except dogs to assist the disabled) or any other article which may cause injury to a bus passenger will not be allowed on the bus. Unclaimed items left on the buses will be turned in to the Transportation Dispatcher at 825-2434.

ALTERNATE TRANSPORTATION

Transportation using district vans, shall also be regulated for the safety of the students. Drivers using vans for athletic, or fieldtrips shall be 25 years of age with a copy of their drivers license on file with the transportation department. Any use of personal vehicles to transport students must be approved and inspected prior to date of trip.

LOADING & UNLOADING

At a School Bus Stop.....

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the District Superintendent. Drivers shall operate the school bus amber/red warning lights and stop arm (if equipped) as required by state law at each bus stop.

STUDENTS THAT MUST CROSS THE ROADWAY SHALL NOTIFY THE DRIVER THAT THEY ARE CROSSING, PRIOR TO DISEMBARKING FROM THE SCHOOL BUS.

At the stop, required supervision will be applied while student cross's the roadway. A driver shall not allow a student to cross until traffic has stopped, or cleared. Students shall not return to the school bus after exiting the school bus or crossing the roadway, nor shall a student re-cross the roadway after the school bus has departed. Drivers shall note on their route sheet, all stops that require student crossing and shall turn in updated route sheets highlighting added or deleted stops to the Transportation Dispatcher within 24 hours. The dispatcher shall, within 24 hours, enter the update information to the drivers bus route and shall indicate each stop where the school bus driver must supervise students crossing the roadway.

NO STUDENT SHALL DISEMBARK FROM THE BUS AT A STOP OTHER THAN THEIR REGULAR BUS STOP WITHOUT A BUS PASS FROM THE ATTENDANCE OFFICE. No hand written notes will be accepted by the driver.

At a School or other trip destination:

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will load or unload the bus only at safe bus loading and unloading zones. When driving special trips, the school bus driver shall make the final determination as to the safety of a loading or unloading zone. Drivers shall not operate the school bus amber/red warning lights and stop arm at any school loading zone or at any stop while on a special trip where students are not crossing the roadway.

SAFE CONDUCT AT A SCHOOL BUS STOP

Students shall practice safe pedestrian rules when walking to and waiting at a school bus stop. Students shall not damage private or public property and shall respect the rights of others while walking to and waiting at the school bus stop. They should not litter, engage in rowdy conduct, or walk in the streets. They shall line up in a single line at least 10 feet from the edge of the roadway where the bus will stop to load. Students shall unload the bus in a single line, one at a time without pushing the students in front of them. They shall immediately remove themselves from the danger areas around the school bus (at least ten feet in all directions) until the school bus has safely pulled away from the bus stop. Students should use sidewalks and crosswalks, whenever they are provided, while walking home.

BUS RULES

1. Follow the instructions of your driver for your safety.
2. When the bus is moving remain seated and keep body inside.
3. Must cross the street in front of the bus.
4. Enter and Exit through front door.
5. Avoid loud, distracting noises and actions.
6. Help keep the bus clean-NO eating on the bus.
7. Defiance or disrespect to the driver is unacceptable.
8. Habitual Profanity, vulgar language or gestures will not be tolerated.
9. Throwing objects is prohibited.
10. Use or possession of tobacco, alcohol, or illegal drugs is prohibited.
11. Threats to harm, or the physical assault of another person will not be tolerated.
12. Violations may result in suspension of bus riding privileges.

SCHOOL BUS DISCIPLINE PROCEDURE

Northern Humboldt Union High School District has developed the following guidelines for reporting and correcting unsatisfactory behavior of students on the school bus. These guidelines will be followed in dealing with the day to day behavior problems of students on the school bus. Any student that physically attacks another student, or the driver, shall be reported to the Principal and Transportation Director as soon as possible after the attack so corrective action can take place. Here is a sample of our disciplinary form that the drivers fill out at the time of the offense, before the students are allowed on the bus the following day they must return the unsatisfactory form with a parent/guardian signature.

The following is in accordance with Education Code section 48900, Title V, section 14103, Northern Humboldt Union High School District board policy, and/or approved administrative regulation.

The Governing board of the District appreciates the good behavior of most of the students who use District Transportation. Not all students, however, realize the close relationship of their behavior to the safety of all who are transported. These rules are designed to correct the misbehavior of students and to make riding in district vehicles as safe as possible.

This is notice that the conduct of _____ Warning Only _____ Referred to Assist Principal/Dean of students
on _____, 20____ on bus # _____
has been unsatisfactory for the reasons indicated below:

Category 1
To be handled by the bus driver until the misbehavior is determined to be persistent by the supervisor of Transportation.

Category 2
To be referred to the assistant Principal, or Dean of students by way of bus citation

Category 3
To be referred to the Assistant Principal or Dean of students by way of bus citation

When persistent, the violation is referred to the Assistant Principal, or Dean of student to be processed as category 2

Range: Conference with student denial of transportation, suspension of riding privileges

Range: Denial of transportation, suspension or expulsion of riding privileges

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| <input type="checkbox"/> Does not follow the instruction of the | <input type="checkbox"/> Is insubordinate to the bus driver | <input type="checkbox"/> Involved in physical assault of Driver or other while on the bus or at a bus stop |
| <input type="checkbox"/> Behaves in such a manner as to distract the driver attention from their primary responsibilities | <input type="checkbox"/> Threatens to harm the bus driver or others | <input type="checkbox"/> Directs profanity or makes an obscene gesture at the driver |
| <input type="checkbox"/> Throws non-injurious objects | <input type="checkbox"/> Is involved in physical assault of a | <input type="checkbox"/> Is involved in major vandalism |
| <input type="checkbox"/> Does not remain in his/her seat, or does not keep all parts of the body within bus when bus is moving | <input type="checkbox"/> Uses vulgar language, obscene beverages, or illegal drugs | <input type="checkbox"/> Uses or possesses alcoholic gestures or other inappropriate language while under the supervision of the driver |
| <input type="checkbox"/> Eats/drinks on the bus | <input type="checkbox"/> Leaves the bus through a window or emergency exit | |
| <input type="checkbox"/> Failure to wear passenger restraint System according to law | | <input type="checkbox"/> Uses or possesses tobacco while under the supervision of Driver |

Note: This notice must be signed by the parent/guardian and returned to the driver before the pupil may resume riding the bus

EARTHQUAKE EMERGENCY PROCEDURES

If a major earthquake occurs while students are on board the bus:

1. If possible, drive bus to a secure location use duck and cover command.

When initial shaking stops **Evaluate the scene.**

- A. Student injuries-Treat to the best of your ability
- B. Damage to Vehicle-safe to drive?
- C. Damage to roadway-keep away from edges
- D. Evaluate surrounding area-power lines, structure damage, etc.

Radio District A.S.A.P for instructions. Log names of all students on bus, and to the best of your recollection who may have departed bus, where/when prior to earthquake.

Continue the bus run if safe to do so and only release those students who have parents, or close relatives at home, however do not continue until all students names have been logged.