Transportation Safety and Emergencies

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day’s work, the driver shall prepare and sign a written report on the condition of the equipment specified in 13CCR1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)
(cf. 3540 – Transportation)
(cf. 3541.1 – Transportation for School-Related Trips)
(cf. 3542 – School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions. (Vehicle Code 27316, 27316.5; 13 CCR 1201)

When a school bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with discipline policy and administrative regulations.
(cf. 5131.1 – Bus Conduct)
(cf. 5144 – Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver’s compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus shall be equipped with an operational
child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

**Electronic Communications Devices**

A bus driver is prohibited from driving a school bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that only requires a single swipe or tap of the driver’s finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

**Safe Bus Operations**

School buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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. Bus drivers for school activity trips discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

**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. (Education Code 39842; 13 CCR 1256.5)  
(cf. 3515.2 - Disruptions)

**Transportation Safety Plan for Boarding and Exiting Buses**

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades transitional kindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades transitional kindergarten through 8 to follow as they board and exit the bus at their bus stops

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

4. Procedures to ensure that a student is not left unattended on a school bus

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

A copy of the plan shall be kept at the school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades transitional kindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home

2. General rules of conduct at school bus loading zones

3. Red light crossing instructions

4. A description of the school bus danger zone

5. Instructions for safely walking to and from school bus stops
(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

2. At least once each school year, all students in grades transitional kindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
   a. Proper loading and unloading procedures, including escorting by the driver
   b. How to safely cross the street, highway, or private road
c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
d. Proper passenger conduct
e. Bus evacuation procedures
f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:
- School name and location
- Date of instruction
- Names of supervising adults
- Number of students participating
- Grade levels of students
- Subjects covered in instruction
- Amount of time taken for instruction
- Bus driver's name
- Bus number
- Additional remarks

This documentation shall be kept on file at the school office for one year and be available for inspection by the California Highway Patrol.
(cf. 3580 – District Records)

3. Before departing on a school activity trip, all students riding on a school bus shall receive safety instruction which includes, but is not limited to the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

**Bus Accidents**

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver’s employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident.
(13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.  
(cf. 4112.42/4212.42/4312.42 – Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:
EDUCATION CODE  
39830-39843 Transportation, school buses  
39860 Contract for transportation; requirement that student not be left unattended  
51202 Instruction in personal and public health and safety  

PENAL CODE  
241.3 Assault against school bus driver  
243.3 Battery against school bus driver  

VEHICLE CODE  
415 Definition of motor vehicles  
545-546 Definition of school bus and school pupil activity bus  
22112 Loading and unloading passengers  
23123.5 Use of wireless telephone or communications device while driving; exceptions  
23125 Use of wireless telephone prohibited while driving school bus  
27316-27316-5 Passenger restraint systems 28160 Child safety alert system  
34500 California Highway Patrol responsibility to regulate safe operation of school buses  
34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses  
34501.6 School buses; reduced visibility  
34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations  

CODE OF REGULATIONS, TITLE 5  
14100-14105 School Buses and Student Activity Buses  

CODE OF REGULATIONS, TITLE 13  
1200-129 Motor carrier safety  
2480 Airborne Toxic control measure; limitation on bus idling  

CODE OF REGULATIONS, TITLE 19  
574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49  
571.1-571.500 Motor vehicle standards, including school buses

Management Resources:  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Passenger Restraints Frequently Asked Questions  

WEB SITES  
American School Bus Council: http://www.americanschoolbuscouncil.org  
California Association of School Business Officials: http://www.casbo.org  
California Association of School Transportation Officials: http://www.castoways.org  
National Transportation Safety Board: http://www.ntsb.gov  

Board Approved: 09/26/22