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TRANSPORTATION SERVICES MISSION STATEMENT

The Galt Joint Union Elementary School District/Galt Joint Union High School District Schools Transportation is a team of highly trained professionals dedicated to providing children in San Joaquin/Sacramento County with the safest, highest quality transportation possible. Our most important asset is our children, whose safety and well being will always remain our top priority.

Galt Transportation drivers are the best in the business.... Professionals dedicated to providing the safest, most pleasant trip possible for our children. Our drivers not only satisfy the strictest California requirements, but also satisfy our own high standards, not only in driving competence, but also for courtesy and thoughtfulness toward our passengers.

Transportation Director

The School Board Policy for school transportation is, “To provide transportation for eligible students in accordance with state and federal law. Transportation services shall depend upon student’s needs and the distance from the student’s home to school.”

Galt Joint Union Elementary District Walk Distance Policy:

K-6 grade	1 Mile Radius
7-8 grade	2 Miles

Galt Joint Union High School District Walk Distance Policy:

9-12 grade	2 Miles
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CALIFORNIA EDUCATION CODE – 39831.3

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:

- Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop. (B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- Boarding and exiting a school bus at a school or other trip destination.

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.

CALIFORNIA EDUCATION CODE - 39831.5

All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

- (Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
 - (A) A list of school bus stops near each pupil's home. (Please call the Transportation Department for this information)
 - (B) General rules of conduct at school bus loading zones. (General Information Section)
 - (C) Red light crossing instructions. (General Information Section)
 - (D) School bus danger zone. (General Information Section)
 - (E) Walking to and from school bus stops. (General Information Section)

- At least once in each school year, all pupils in prekindergarten, 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, as described in paragraph (3), 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:
 - (A) Proper fastening and release of the passenger restraint system.
 - (B) Acceptable placement of passenger restraint systems on pupils.
 - (C) Times at which the passenger restraint systems should be fastened and released.
 - (D) Acceptable placement of the passenger restraint systems when not in use.
- Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. The following information shall be documented each time the instruction is given:
 - (1) Name of school district, county office of education, or private school.
 - (2) Name and location of school.
 - (3) Date of instruction.
 - (4) Names of supervising adults.
 - (5) Number of pupils participating.
 - (6) Grade levels of pupils.
 - (7) Subjects covered in instruction.
 - (8) Amount of time taken for instruction.
 - (9) Bus driver's name.
 - (10) Bus number.
 - (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

TRANSPORTATION SAFETY PLAN

WHO REQUIRES ESCORT ACROSS THE ROADWAY

Students enrolled in Galt Joint Union Elementary School District, grades pre-Kindergarten through the 8th grade, 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 signal.

Students enrolled in the Galt Joint Union High School District, grades 9th through 12th, will not be provided with escort service from the driver although the eight light systems shall be activated.

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. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.

RED LIGHT CROSSING INSTRUCTION

The school bus crossing light system (Amber lights, red lights, and crossing arm, if equipped) 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 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

Grades Pre-K, K-8

Only authorized bus riders are permitted to ride the bus, and they will be required to get on and off at their designated stop. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent/guardian and submit it to the school office to receive a bus pass.

Students that do not normally ride a bus to or from school may request a one-time bus pass to go home with a friend if approved at the school office. The school office will require a permission note signed by the student's parent/guardian and confirm arrangements with the parents/guardians of the delivery address.

Grades 9-12

Only authorized bus riders are permitted to ride the bus, and they will be required to get on and off at their designated stop. An authorized bus rider who desires to get off at a stop other than the normal stop is required to have a note dated and signed by his or her parent/guardian specifying the date of the change and bus stop. The student will present the note to the driver before boarding. The note must contain a phone number of the authorizing parent/guardian. The driver may choose to confirm the transportation change with the parent/guardian at his or her discretion.

SPECIAL NEEDS STUDENTS

Galt Joint Union Elementary/High School Districts, Transportation Department will route special needs buses to pick and drop off on the right side only. Therefore, no student will have to be escorted across the street. In the event an unforeseen circumstance should require a student to be escorted across the street, the driver shall comply with provisions of Vehicle Code 22112 (a), (b), (c),(d).

The Red crossover lights shall be activated at all times students are loading or unloading the bus except:

Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

All special needs students and their parents/guardians will be given verbal and written instructions pertaining to the location of the student's bus stop, bus rules, time of pick-up, time of return, loading and unloading procedures.

Parents/guardians shall be required to provide pertinent information to the transportation department concerning the student's medical and physical condition. This information shall be handled as confidential under the Federal Educational Rights and Privacy Act of 1974.

Galt Joint Union Elementary/High Schools District Transportation drivers shall receive training to safely transport each student. This training shall include, although is not limited to, first aid procedures and the operation of any and all necessary specialized equipment. (Wheelchairs, lifts, tie-downs, vest, etc.) Title 13 1229

SCHOOL BUS RULES

The State of California and the Galt Joint Union Elementary/Galt Joint Union High School Districts have established rules and regulations for students riding school buses. The Transportation Department for the District needs your help to ensure that each student rider is transported safely and efficiently. You can begin by reading these rules and regulations and discussing them with your student. The Transportation Procedure Committee developed the following rules and regulations regarding pupil-passenger conduct. The California Code of Regulations Title 5, Section 14103 states: *“Pupils 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, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations.”*

1. Students will arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. If applicable, have your bus pass ready to show to the driver upon boarding the bus.
3. Buses are not allowed to stop at any place other than a designated school bus stop. Parents should not flag down or drive in front of a bus in order to stop it.
4. When necessary to cross the street, always cross in front of the bus. Wait for the driver’s instructions.
5. Respect the rights and property of others while at the bus stop and on the bus. Students defacing property at the bus stop or on the bus will be required to pay for damages and may lose bus riding privileges.
6. Students are to follow the instructions of the driver; no insolence or disrespect will be tolerated and will be subject to suspension of riding privileges. Do not use profane language, obscene gestures, or create distractions that may affect the driver’s ability to operate the bus safely.
7. Help keep the bus free of litter by not eating or drinking on the bus unless authorized by the driver.
8. For all **Elementary Students**, if you are not a regular rider, you must have written permission from parent or guardian and approved in advance by the school site administration in order to ride the bus. If any Elementary student is in need of departing the bus at a different bus stop other than your own, give the driver a bus pass issued by the school office. Written permission, signed and dated by parent or guardian, must be provided to the school’s office staff to receive a bus pass.
9. For all **High School Students**, if departing the bus at a different bus stop other than your own, give the driver written permission, signed by parent or guardian upon entering the bus.
10. Remain seated, facing forward with legs, feet and other objects clear of the aisle while the bus is in motion.
11. Keep all parts of the body inside the bus at all times.

12. Avoid all abusive body contact while at the bus stop and while on the bus. Fighting at the bus stop or on the bus is an automatic and immediate suspension of riding privileges.
13. Remain quiet at railroad crossings.
14. Littering public roadways is an unlawful offense, punishable by fines. Do not throw anything out of the bus windows.
15. No tampering with the controls, emergency exits or other equipment on the bus or in any way endangers the safety of others.
16. Pets, rodents, bugs or snakes of any kind may not be transported on the bus.
17. Hazardous or destructive objects of any kind (i.e. firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, lighters or matches) will not be accepted for transportation.
18. Any sporting equipment must be enclosed in a bag before boarding the bus. Emergency exits and aisles must be kept clear in case of emergency.

DISCIPLINE PROCESS

Any student who breaks the rules and/or regulations of the Transportation Department will receive a “Bus Conduct Report” and may be denied transportation. It is important to remember that pupils have responsibilities which they must meet if they are to retain the privilege of riding a school bus.

First Citation - Warning and notification of parent or guardian

Second Citation - 3-5 day suspension of transportation privileges and notification of parent or guardian

Third Citation - 10 day suspension of transportation privileges and notification of parents or guardian

Fourth Citation - Transportation privileges denied for remainder of the school year and notification of parent and guardian

* For cases of severe misconduct, students may be assigned more severe penalties than provided in the normal process.

GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES

Each student on a school bus must behave in a satisfactory manner in order for the driver to remain alert to the many hazards of driving. The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be denied transportation. Student’s conduct at school bus loading zones and school bus stops must be satisfactory (no horseplay allowed) to allow for the safe loading and unloading at these locations. Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

RULES OF CONDUCT AT THE BUS STOP

Horseplay is not permitted at the bus stop. Respect other people's property. Don't run across or play in people's yards, or climb on their trees, fences, or walls. Stay on the sidewalk at the bus stop.

Wait completely off the road for the bus. Stand twelve (12) feet to the front of the bus as it pulls toward the curb. **DO NOT** approach the bus until the door has opened.

Bus riders are encouraged to arrive at their bus stops, no earlier than five minutes before the scheduled time of pick-up. Students who arrive at their bus stops too early and get bored while waiting cause most behavior problems. Bus drivers will not depart pick up stops before the scheduled time. The clocks are set in our Transportation Department by satellite signal. Parents can set their clocks by accessing the internet ([www. U.S.time.Org](http://www.U.S.time.Org))

The bus driver will make every effort to arrive at the bus stop at the schedule time for pick up. If the bus arrives early, the driver will wait until the schedule time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the schedule pick up time. Take home times are considered more flexible than pick up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing bus stops of absent students.

Bus routes are written to allow students **seven** minutes to load the bus after school dismisses. In order to stay on schedule, the buses must depart the school on time.

The bus driver has the authority to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to home routes or other trip destinations. Please do not ask or expect a driver to stop at a location other than the student's assigned bus stop.

Many special education students must be met by a responsible adult. If no one is available to meet the student, the bus driver completes the route and returns to the stop, takes the student back to school, or if necessary will take the student to the Galt Police Department.

High School, Middle and Junior High Students do not have to be met at their bus stops. However, if a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will then be returned to their school and every attempt will be made to notify parent.

WALKING TO AND FROM SCHOOL BUS STOPS

It is the responsibility of parents/guardians to insure their students arrive safely at the assigned bus stop and are ready to load the bus 5 minutes prior to the scheduled pick-up time of the route. It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day. Parents/guardians and students are encouraged to develop a back-up plan to ensure their student/s arrives safely home at the end of the day.

1. Go directly to and from the bus stop.
2. Plan the safest route with the fewest streets to cross.
3. If possible cross streets at corners, using crosswalks if available. Look in all directions before crossing, and when safe, walk across the street. Always obey traffic signals.
4. Do not run out in the street from between parked cars or shrubbery.
5. Walk to and from school bus stops out of the roadway facing traffic.
6. Never accept a ride from a stranger.
7. Leave home early enough so you do not have to run to catch your bus.

SEATING CAPACITY

California regulation requires that the number of passengers (excluding infants in arm) shall not exceed the number of safe and adequate seating spaces, or for school buses, the number of passengers specified by the seating capacity rating set forth in the California Highway Patrol Vehicle Inspection Approval Certificate. (13CCR 1217)

Any Board member, employee or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, Education Code 39834 authorizes the Board to adopt policy that allows seating capacities to be exceeded in cases of emergency (Education Code 39834)

School buses purchased or leased for use in California must be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 bus manufactured on or after July 1, 2004, or a Type 1 bus manufactured on or after July 1, 2005. (Definitions of Type 1 and Type 2 buses are provided in 13 CCR 1201).

The State Board of Education is to adopt regulations requiring passengers to use passenger restraint systems when such systems are available on buses. (Education Code 38047.6)

All passengers in a school bus that is equipped with a passenger restraint system shall use the passenger restraint system. All pupils shall be instructed in an age-appropriate manner in the use of passenger restraints systems.

The instruction shall include, but not be limited to, the following information:

Proper fastening and release of the passenger restraint system:

- Fastening: The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.
- Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle.

Acceptable placement of passenger restraint systems on pupils:

- Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area
- Place the shoulder belt snug across the chest, away from the neck
- Never place the shoulder belt behind the back or under the arm.
- Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder.
- Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.

Times at which the passenger restraint systems should be fastened and release:

- Passenger restraint systems shall be used at all times the school bus is in motion except when exempted as listed below.

Acceptable placement of the passenger restraint systems when not in use:

- When not in use, passenger restraint systems shall be fully retracted into the retractors so there is no loose webbing, or stored in a safe manner per the school bus manufacturer's instructions.

This does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.

This also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, "emergency" means a natural disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

The school bus shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion.

While passengers are aboard, a vehicle shall not be put in motion until the doors are closed. The doors shall not be opened until the vehicle is stopped. The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers in the school bus.

Passengers shall not be permitted in the front step well of any bus while the vehicle is in motion.

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. This is a requirement, even though some groups may have heard the safety instructions before.

BUS EVACUATIONS & SAFETY INSTRUCTIONS

All pupils in pre-kindergarten to grade 12, inclusive, in public or private schools who 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 restraints systems, proper passenger conduct, bus evacuation, locations of emergency equipment, railroad crossing and 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.

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. 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 100 ft. from the bus.

SAFE BUS OPERATIONS

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric condition reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe.

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 shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

These delays will be announced on the local radio & T.V. stations:

EMERGENCY CONTACT INFORMATION

Transportation Department Office Hours: 6:00 a.m. – 5:00 p.m., Monday – Friday
Early dismissal days the office will close at 4:00 p.m.
Closed for lunch 12:15 p.m.–1:00 p.m.

- Transportation Office: (209) 745-1059
- Transportation Fax: (209) 745-0422

In case of emergency:

- Director of Transportation: Bruce W. Becker
- Instructor: Dawn Pinasco
- Dispatcher: Sandy Lindquist

District office:

- Galt Elementary Superintendent, Karen Schauer (209) 744-4545
- Galt High School Superintendent, Daisy Lee (209) 745-3061

Emergency Telephone Directory, 911 or

- California Highway Patrol 916-445-2211
- Galt Police Department 209-366-7000
- Galt Fire Department 209-745-3022
- Sacramento County Sherriff 916-874-5115
- San Joaquin County Sherriff 209-468-4400
- Galt Community resource officer 209-366-7000

ADDITIONAL INFORMATION

In order to ensure the continued high level of safety provided to our pupils and expected by the public, Transportation will continue to educate school bus drivers, pupils and the public in regards to the laws and dangers associated with loading and unloading of students.

If there are any questions about the information contained in this document, please call the Galt Elementary/Galt High Schools Transportation Department, 209-745-1059.

Legal Reference:

Education Code:

39831.3 Thomas Edward Lanni School bus Safety Act of 1997

39831.5 Pupil Instruction of School bus Safety

Vehicle Code:

22112 School Bus Signal & School bus Stop

34501.6 Reduced Visibility

California Code of Regulations, Title 5:

14103 Authority of the Driver

California Code of Regulations, Title 13:

1238 School Bus Stops

1229 Driver Proficiency