

## **CARMEL UNIFIED SCHOOL DISTRICT**

### **SCHOOL BUS SAFETY / BUS EVACUATION GUIDELINES**

*The School District's foremost goal is to provide your child with a quality education in a safe learning environment. The safe environment applies to the school site as well as getting to and from school.*

*Since your child will be riding the District's school bus, we are providing you with a packet of information reviewing rules of safety on or about the school bus. The Carmel Unified School District has placed into effect the following Transportation Safety Plan to meet the requirements of Assembly Bill 1297 effective January 1, 1998, and Education Code 39813.3.*

#### **WALKING TO AND FROM THE BUS STOP**

- Enter and exit the bus only at your designated stop. Elementary and Middle School students must provide written permission by parent or guardian if unloading at a different bus stop.
- Observe safety procedures and be alert for traffic.
- Go directly home after exiting the bus. Do not talk to, or accept rides from strangers.
- Be sure to cross the street only at intersections inside a crosswalk if necessary. Only cross after making sure it is safe to do so.
- Talk with your parents or guardians about the safest route to take to and from the bus stop.
- Leave pets at home. No animals or insects are allowed onto the school bus.

#### **PROPER LOADING PROCEDURE**

- Arrive at your designated bus stop **5 minutes prior** to departure time noted on bus schedule.
- Assemble in an orderly line, making sure to stay at least 12 feet back from the school bus.
- Enter the bus in an orderly manner, going directly to an open seat, sitting safely, facing forward and not blocking the aisle.
- All bus riders must follow instructions and the directions given by the bus driver at all times.

#### **PROPER UNLOADING PROCEDURES**

- Only unload the bus at your assigned bus stop. Elementary and Middle School students must provide written permission by a parent or guardian if unloading bus at a different bus stop.
- Do not block the aisle or change seats while other students are loading or unloading the bus.
- It is your responsibility to make sure you've take all personal items when leaving the bus.
- Go directly home after exiting the bus. Do not speak to or accept rides from strangers.
- Always be alert to traffic and surrounding vehicles.
- The school bus driver will escort students requiring escort across the street safely.
- Follow all directions given by the bus driver.

## **PROPER PASSENGER CONDUCT**

- Students are to remain seated at all times while the bus is in motion. Students must stay seated until the bus comes to a full and complete stop.
- Students must remain courteous to the driver as well as peers and fellow students.
- At no time shall any part of the body, hands, arms or head be outside the window. Nor shall anything be thrown inside or outside the bus at anytime.
- Students shall keep the inside of the bus and the area around the bus stop clean.
- Students shall not damage or deface any part of the school bus or tamper with its equipment.
- Serious safety hazards can result from loud noises or unruly behavior that distracts the driver. Therefore restrain from yelling, whistling, scuffling, throwing objects, loud music, standing or changing seats while on the school bus. These actions are prohibited and may lead to suspension of bus riding privileges.

## **ESCORTING PROCEDURE**

- Prior to departing from the school bus, the bus driver shall ask for a show of hands of those students requiring escorting across the roadway.
- Whether loading or unloading from the bus, students are to wait safely on the curb out of the roadway until the driver is in the middle of the road and gives verbal direction to the students to cross.
- When crossing, always follow the driver's direction and cross between the front of the school bus and the escorting driver.

## **LOCATION AND OPERATION OF EMERGENCY EXITS**

As per Education Code Section 39831.5, at least once each school year, all pupils in district preschool, kindergarten and grades 1 through 8 inclusive, shall receive safety instruction which includes but is not limited to, proper loading and unloading procedures, including escorting by the driver, 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 an emergency exit door.

- Entrance Door: Air / Manual Operation / Emergency Operation
- Roof Exits (If Applicable)
- Side Door(s)
- Rear Emergency Door / Window
- Side Windows
- Kick-out Windows (Windshield and other windows with thick black rubber sealing.)

## **LOCATION OF EMERGENCY EQUIPMENT**

- First Aid Kit
- Fires Extinguisher (Simulate operation)
- Roadside Warning Reflectors
- Location and operation of Emergency Stopping System / Ignition Key

## BUS EVACUATION PROCEDURES

- Non-Emergency: Use of Front Entrance Door
- Emergency: Nearest Exit (Without placing students into danger)
- Fire: Nearest Exit, Rear Window or Roof Exits (Keep in mind the location of the engine)
- Students to assemble minimum of 100 feet away from the vehicle in a safe location.

## THE DANGER ZONE

As with any large moving vehicle, school buses have specific danger zones that are to be avoided at all times by students and pedestrians. Individuals are to avoid standing, walking or running at the immediate area in front, back or sides of school bus. These areas are always of great concern to all bus drivers because they pose limited visibility or what are know as blind spots. Another danger zone is the immediate area along the sides of the school bus. Students are to stay away from the sides of the bus due to the exposure to the wheels. When entering or exiting the school bus, passengers should always use the handrail to prevent slipping or tripping. Always stay at least 12 feet back when waiting to load or after unloading school bus.

