



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: School Site Transportation Plan

NUMBER: REF-4147.0

ISSUER: Michael A. Eugene, Business Manager
 Business Services Division

ROUTING
 Administrators
 Local District
 Administrators
 School Staff

DATE: April 15, 2008

PURPOSE: This Reference Guide provides the information necessary for schools to comply with State-mandated requirements that each school have a transportation safety plan.

MAJOR CHANGES: This revision replaces Reference Guide No. C-4, of the same title, dated September 14, 1998. Reference material has been updated to reflect current information.

INSTRUCTIONS: I. INTRODUCTION

The Education Code [Section 39831.3(a)] requires the Superintendent of a school district to prepare a transportation safety plan. This plan shall contain procedures for school personnel to follow to ensure the safe transport of students. This plan shall be revised as required.

II. TRANSPORTATION SAFETY PLAN

A. Bus Driver Responsibilities:

1. The Bus Driver shall instruct the students in the proper procedures of school bus stop behavior. This will include the proper place to stand, conduct at the school bus stop and the proper distance to remain away from the curb or roadway edge as their assigned school bus approaches.
2. The Bus Driver shall instruct the students to enter their assigned bus at the school bus stop in an orderly manner. This includes refraining from shoving, pushing, physical play or rough contact while at the bus stop or boarding the bus.
3. The Bus Driver shall instruct the students to leave their assigned bus at the proper bus stop in an orderly manner and move away from the school bus danger zones as quickly as possible.
4. The Bus Driver shall escort all transported students who must cross the street on which the bus is stopped, where traffic is not controlled by a traffic officer or official traffic control signal.



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5. The Bus Driver shall ask, at each bus stop, if anyone must cross the street on which the bus is stopped in order to reach their destination.
6. The Bus Driver shall review student rosters to ascertain if students need to be escorted at their bus stop.

B. Principal's Responsibilities:

1. When feasible, principal or designee will provide supervision of school bus loading zones.
2. Principal or designee shall discuss transportation safety plan with school staff annually.
3. Principal or designee shall have a current copy of this reference guide placed in the "School Site Safety Plan" and be made available, upon request, to an officer of the California Highway Patrol (CHP). Following this procedure will ensure compliance with the state law.

RELATED RESOURCES:

Bulletin No. BUL-910, "Bus Traffic In and Around School Sites," dated April 13, 2004.

Reference Guide No. 1 (Rev.), "Transportation Information for Pre-Kindergarten through Grade Six Students," dated February 9, 1996.

Reference Guide No. REF-3775.0, "Safe Riding Practices Program," dated July 1, 2007.

ASSISTANCE:

For further information please contact Enrique G. Boull't, Director, Transportation Branch, at (323) 342-1400.