



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Teacher - Bus Driver Cooperation On School Journey

NUMBER: BUL-6276.0

ISSUER: Donald Wilkes, Director
Transportation Services Division

Enrique G. Boull't, Chief Operating Officer
Office of the Chief Operating Officer

DATE: April 15, 2014

POLICY: To ensure the safety of all bus passengers, the teacher/coach shall work together with the school bus driver to maintain orderly conduct on the school bus.

MAJOR CHANGES: This revision replaces BUL-1335.1, of the same subject, dated January 15, 2010. Updated information is provided for school personnel on school journey trips.

GUIDELINES: I. INTRODUCTION

This Bulletin explains the responsibilities of school personnel in maintaining the safe and orderly conduct of students while on the school bus. Although the students are under the authority of the school bus driver when riding the school bus, the assistance of teacher/coaches is imperative to maintain order on the school bus.

II. STATUTORY AND BOARD REQUIREMENTS REGARDING SCHOOL BUS TRIPS

The California Code of Regulations, Title 5, Section 14103(a), sets forth the authority of school bus drivers as follows:

“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 pupils while they are on the bus...”

In accordance with Section 39831.5 of the Education Code:

“Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction from the driver which 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.”

Further, Board Rule 2379c.7 specifies that school journey trips “must have adequate supervision provided by certificated personnel.”

ROUTING
Educational Service
Centers
Administrators of
Operations
Principals



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

III. RELATIONSHIP BETWEEN SCHOOL BUS DRIVER AND TEACHER OR COACH WHILE ON THE SCHOOL BUS

It is imperative that the bus driver and teacher/coach work together as a team to ensure that students observe all of the rules regarding safe bus riding. Although the bus driver has the prime responsibility for maintaining order and insuring the safety of students while they are on the bus and while loading and unloading, the school bus driver must have the full cooperation and assistance of the teachers accompanying the students on the trip.

IV. IMPORTANCE OF FOLLOWING BUS SAFETY RULES

There are many examples of serious situations that could develop if safety rules such as remaining seated, quiet conversation, keeping arms and body inside the school bus, etc., are not observed. To ensure that the school trip is as safe as possible, both school bus driver and teachers must strictly enforce these school bus safety rules. The consequences of not doing so could result in a serious accident and/or injury.

V. DUTIES OF TEACHER OR COACH ON TRIPS ABOARD SCHOOL BUSES

- A. Before the trip, the teacher/coach must ensure that a "School Bus Passenger List" with each student's name, home address, telephone numbers, parents' names and work telephone numbers is available to the school bus driver before departure (Attachment A). A school roster is sufficient, provided all required information is included. This list may be used to notify parents in the event of an accident, or other emergency.
- B. Assist the school bus driver in loading and unloading the school bus in an orderly manner. Rotational unloading will be explained to the students by the driver prior to departure and should be utilized at every destination. Rotational unloading instructions include:
 1. Students are to remain seated until directed to stand.
 2. Upon direction of the school bus driver, the passengers in the right front seat will stand and leave the school bus. As soon as the passengers from the right seat have cleared the aisle, passengers from the left front seat will stand and leave directly behind them.
 3. Continue unloading by alternating right and left sides until all students have exited the school bus.
 4. After all students are off the school bus, the school bus driver will check the school bus for damage, lost articles, etc.
 5. School bus drivers are expected to explain the procedure to the students and supervise the process so that compliance becomes an automatic action.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- C. Teacher/coaches should occupy seats nearest the school bus exits. If only one teacher/coach is aboard, they should occupy the right front seat on the aisle. If there is a second teacher/coach, that teacher/coach should be seated in the seat closest to the side or rear emergency door as requested by the school bus driver. This seating arrangement will allow teachers/coaches to assist in maintaining order on the school bus and to assist, under the school bus driver's direction, in evacuation of the school bus if necessary.
- D. Support the school bus driver in enforcing school bus rules that are posted and announced by the school bus driver, such as remaining in seats, refraining from throwing objects, quiet conversation, etc.
- E. Report incidents of misbehavior to the school bus driver so appropriate action can be taken to ensure the safety of the students.
- F. Assist the school bus driver in listening for and spotting emergency vehicle sirens and red lights.
- G. Return curricular trip evaluation to the Transportation Services Division to verify that pre-trip safety instructions were provide and to indicate satisfaction with services rendered.

AUTHORITY: This is a policy of the Chief Operating Officer.

RELATED RESOURCES: For additional information on school bus safety practices, please refer to Reference Guide, REF-6142.0 *Safe Bus Riding Practices Program*, August 19, 2013 from the Office of the Chief Operating Officer.

ASSISTANCE: For assistance or further information, please contact Transportation Safety Center at 1-800-LABUSES (1-800-522-8737) or (213) 580-2903.

LOS ANGELES UNIFIED SCHOOL DISTRICT
 TRANSPORTATION SERVICES DIVISION

BUL-6276.0
 ATTACHMENT A

SCHOOL BUS PASSENGER LIST

Please print clearly or type information.

DATE OF TRIP _____ / _____ / 20_____

SCHOOL _____ LC _____ PRINCIPAL _____ TELEPHONE NUMBER (____) _____ - _____

ACTIVITY _____ DESTINATION _____

SCHOOL STAFF (first and last name) _____

NO	STUDENT'S NAME	HOME ADDRESS	CELL OR HOME TELEPHONE NO.	PARENT'S NAME	PARENT'S WORK TELEPHONE NO.
1			() -		() -
2			() -		() -
3			() -		() -
4			() -		() -
5			() -		() -
6			() -		() -
7			() -		() -
8			() -		() -
9			() -		() -
10			() -		() -
11			() -		() -
12			() -		() -
13			() -		() -
14			() -		() -
15			() -		() -

SCHOOL BUS PASSENGER LIST

NO	STUDENT'S NAME	HOME ADDRESS	CELL OR HOME TELEPHONE NO.	PARENT'S NAME	PARENT'S WORK TELEPHONE NO.
16			() -		() -
17			() -		() -
18			() -		() -
19			() -		() -
20			() -		() -
21			() -		() -
22			() -		() -
23			() -		() -
24			() -		() -
25			() -		() -
26			() -		() -
27			() -		() -
28			() -		() -
29			() -		() -
30			() -		() -
31			() -		() -
32			() -		() -
33			() -		() -
34			() -		() -
35			() -		() -