

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT  
TRANSPORTATION SAFETY PLAN**

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\_\_\_\_\_  
Student's Name (please print)

I have received the Northern Humboldt Union High School District's Transportation Safety Plan, and I have read the Parent/Student Handbook.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Please keep the attached copy of the Handbook and Safety Plan for future reference, and **return** this signature page to the attendance office .

## **Northern Humboldt Union High School District Transportation Safety Plan**

The Transportation Department for NHUHSD has developed this Transportation Safety Plan in order to ensure the safe transportation of each of our students who is transported to or from school or school events on a school bus.

School Bus routes shall be sent out to parents in a newsletter before the start of a new school year. Students riding a school bus to and from school during the first week of the new school year shall receive a copy of the NHUHSD "*Parent Handbook for Student Transportation*". This handbook shall be taken home to the parent/guardian for review with the student. The parent/guardian and student shall sign the form provided, indicating that they have reviewed the book with their children, and return the signed form to the school.

### **Procedures for adding a new student to a School Bus route**

Upon registering a new student in the NHUHSD, the school Secretary (or admissions clerk) shall check with the Transportation Department to determine if the student lives in an area that qualifies for school bus transportation. If it is determined that the student lives in an area that qualifies for transportation, the school Secretary (or admissions clerk) shall provide the parent/guardian with a copy of the NHUHSD "*Parent Handbook for Student Transportation*" and a copy of the school bus route for the area the student lives in. This handbook shall include a copy of the rules for students waiting at the school bus stop, school bus conduct rules and loading & unloading procedures. Parent/Guardians and students must sign & return the form, ensuring the school that they have reviewed the safety rules with their children prior to transportation services beginning for the student. The Transportation Dispatcher shall notify the school bus driver of the name(s) of any new student(s) added to the school bus route as soon as notification of the new student's address is received.

## **PARENT/STUDENT HANDBOOK NORTHERN HUMBOLDT UNION HIGH SCHOOL**

Northern Humboldt Union High School students, who qualify for school bus transportation, are transported to their assigned school through a coordinated transportation system.

The information in this booklet is provided for your information. Your cooperation will aid considerably in transporting our students with maximum service, courtesy, and safety.

**QUESTIONS:** Regarding Pupil Transportation should be forwarded to:

Northern Humboldt Union High School  
Transportation Department  
5201 Boyd Rd.  
Arcata, CA 95521

Telephone: (707) 825-2434  
Sarah Goodwin, Transportation Director

## **SCHOOL BUS DRIVER TRAINING**

To help assure safe drivers for your children, Northern Humboldt Union High School requires all drivers to attend regularly scheduled training sessions to improve their skill's with both special needs students and regular education students. In addition to our training sessions, California state law requires each applicant for a School Bus Driver Certificate to attend a minimum of 20 hours of behind the wheel training. This training ensures that the applicant is proficient in the safe operation of a school bus prior to testing with the California Highway Patrol. After training the applicant must pass a behind the wheel drive test administered to them by the California Highway Patrol. In addition, School Bus Drivers must also receive first aid training and must have a valid Commercial Drivers License. Northern Humboldt Union High School has a policy of testing all School Bus Drivers for alcohol and controlled substances prior to employment, and on a random basis, and any time the supervisor has reason to suspect that a driver may be using alcohol or a controlled substance. School bus drivers who test positive for either test are immediately terminated.

## **SCHOOL BUS EQUIPMENT**

To assure us of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by our qualified mechanics, and annually by the California Highway Patrol.

## **PERSONAL ARTICLES ON THE BUS**

For safety reasons, glass items, insects, animals (except dogs to assist the disabled) or any other article which may cause injury to a bus passenger will not be allowed on the bus. Unclaimed items left on the buses will be turned in to the Transportation Dispatcher at 825-2434.

## **ALTERNATE TRANSPORTATION**

Transportation using district vans, shall also be regulated for the safety of the students. Drivers using vans for athletic, or fieldtrips shall be 25 years of age with a copy of their drivers license on file with the transportation department. Any use of personal vehicles to transport students must be approved and inspected prior to date of trip.

## **LOADING & UNLOADING**

At a School Bus Stop.....

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the District Superintendent. Drivers shall operate the school bus amber/red warning lights and stop arm (if equipped) as required by state law at each bus stop.

**STUDENTS THAT MUST CROSS THE ROADWAY SHALL NOTIFY THE DRIVER THAT THEY ARE CROSSING, PRIOR TO DISEMBARKING FROM THE SCHOOL BUS.**

At the stop, required supervision will be applied while student cross's the roadway. A driver shall not allow a student to cross until traffic has stopped, or cleared. Students shall not return to the school bus after exiting the school bus or crossing the roadway, nor shall a student re-cross the roadway after the school bus has departed. Drivers shall note on their route sheet, all stops that require student crossing and shall turn in updated route sheets highlighting added or deleted stops to the Transportation Dispatcher within 24 hours. The dispatcher shall, within 24 hours, enter the update information to the drivers bus route and shall indicate each stop where the school bus driver must supervise students crossing the roadway.

**NO STUDENT SHALL DISEMBARK FROM THE BUS AT A STOP OTHER THAN THEIR REGULAR BUS STOP WITHOUT A BUS PASS FROM THE ATTENDANCE OFFICE. No hand written notes will be accepted by the driver.**

At a School or other trip destination:

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will load or unload the bus only at safe bus loading and unloading zones. When driving special trips, the school bus driver shall make the final determination as to the safety of a loading or unloading zone. Drivers shall not operate the school bus amber/red warning lights and stop arm at any school loading zone or at any stop while on a special trip where students are not crossing the roadway.

### **SAFE CONDUCT AT A SCHOOL BUS STOP**

Students shall practice safe pedestrian rules when walking to and waiting at a school bus stop. Students shall not damage private or public property and shall respect the rights of others while walking to and waiting at the school bus stop. They should not litter, engage in rowdy conduct, or walk in the streets. They shall line up in a single line at least 10 feet from the edge of the roadway where the bus will stop to load. Students shall unload the bus in a single line, one at a time without pushing the students in front of them. They shall immediately remove themselves from the danger areas around the school bus (at least ten feet in all directions) until the school bus has safely pulled away from the bus stop. Students should use sidewalks and crosswalks, whenever they are provided, while walking home.

### **BUS RULES**

1. Follow the instructions of your driver for your safety.
2. When the bus is moving remain seated and keep body inside.
3. Must cross the street in front of the bus.
4. Enter and Exit through front door.
5. Avoid loud, distracting noises and actions.
6. Help keep the bus clean-NO eating on the bus.
7. Defiance or disrespect to the driver is unacceptable.
8. Habitual Profanity, vulgar language or gestures will not be tolerated.
9. Throwing objects is prohibited.
10. Use or possession of tobacco, alcohol, or illegal drugs is prohibited.
11. Threats to harm, or the physical assault of another person will not be tolerated.
12. Violations may result in suspension of bus riding privileges.

### **SCHOOL BUS DISCIPLINE PROCEDURE**

Northern Humboldt Union High School District has developed the following guidelines for reporting and correcting unsatisfactory behavior of students on the school bus. These guidelines will be followed in dealing with the day to day behavior problems of students on the school bus. Any student that physically attacks another student, or the driver, shall be reported to the Principal and Transportation Director as soon as possible after the attack so corrective action can take place. Here is a sample of our disciplinary form that the drivers fill out at the time of the offense, before the students are allowed on the bus the following day they must return the unsatisfactory form with a parent/guardian signature.

The following is in accordance with Education Code section 48900, Title V, section 14103, Northern Humboldt Union High School District board policy, and/or approved administrative regulation.

The Governing board of the District appreciates the good behavior of most of the students who use District Transportation. Not all students, however, realize the close relationship of their behavior to the safety of all who are transported. These rules are designed to correct the misbehavior of students and to make riding in district vehicles as safe as possible.

\_\_\_\_\_ Warning Only \_\_\_\_\_ Referred to Assist Principal/Dean of students  
 This is notice that the conduct of \_\_\_\_\_ on bus # \_\_\_\_\_  
 on \_\_\_\_\_, 20\_\_\_\_ has been unsatisfactory for the reasons indicated below:

Category 1	Category 2	Category 3
To be handled by the bus driver until the misbehavior is determined to be persistent by the supervisor of Transportation.	To be referred to the assistant Principal, or Dean of students by way of bus citation	To be referred to the Assistant Principal or Dean of students by way of bus citation
When persistent, the violation is referred to the Assistant Principal, or Dean of student to be processed as category 2	Range: Conference with student denial of transportation, suspension of riding privileges	Range: Denial of transportation, suspension or expulsion of riding privileges
<input type="checkbox"/> Does not follow the instruction of the _____ of	<input type="checkbox"/> Is insubordinate to the bus driver	<input type="checkbox"/> Involved in physical assault Driver or other while on the bus or at a bus stop
<input type="checkbox"/> Behaves in such a manner as to distract the driver attention from their primary responsibilities	<input type="checkbox"/> Threatens to harm the bus driver or others	<input type="checkbox"/> Directs profanity or makes an obscene gesture at the driver
<input type="checkbox"/> Throws non-injurious objects vandalism	<input type="checkbox"/> Is involved in physical assault of a _____	<input type="checkbox"/> Is involved in major
<input type="checkbox"/> Does not remain in his/her seat, or does not keep all parts of the body within bus when bus is moving	<input type="checkbox"/> Uses vulgar language, obscene beverages, or illegal drugs	<input type="checkbox"/> Uses or possesses alcoholic gestures or other inappropriate language while under the supervision of the driver
<input type="checkbox"/> Eats/drinks on the bus	<input type="checkbox"/> Leaves the bus through a window or emergency exit	
<input type="checkbox"/> Failure to wear passenger restraint System according to law		<input type="checkbox"/> Uses or possesses tobacco while under the supervision of Driver

*Note: This notice must be signed by the parent/guardian and returned to the driver before the pupil may resume riding the bus*

## EARTHQUAKE EMERGENCY PROCEDURES

### **If a major earthquake occurs while students are on board the bus:**

1. If possible, drive bus to a secure location use duck and cover command.
  - When initial shaking stops **Evaluate the scene.**
  - A. Student injuries-Treat to the best of your ability
  - B. Damage to Vehicle-safe to drive?
  - C. Damage to roadway-keep away from edges
  - D. Evaluate surrounding area-power lines, structure damage, etc.

Radio District A.S.A.P for instructions. Log names of all students on bus, and to the best of your recollection who may have departed bus, where/when prior to earthquake.

Continue the bus run if safe to do so and only release those students who have parents, or close relatives at home, however do not continue until all students names have been logged.

Any students exiting the bus from that point shall be so noted on the log as to time, location of release, who they were released to and where they are going.

Do not pass over/under overpasses or bridges until cleared to do so by an appropriate official. After the completion of the bus run, go to the school you are directed to by the disaster command center.

### **EARTHQUAKE PROCEDURES WHILE ON FIELD TRIP:**

Follow above rules. Radio office of your location, however you may be out of range, if so tune radio to your emergency channel # 7 or # 8. Do not move bus until all students names have been logged by the teacher or the driver. The bus driver is considered to be the person in charge, the teacher has the responsibility for the students: the bus driver for the operation of the bus. Aides and volunteers shall assist the teacher or driver as requested.

### **PROCEDURE WHILE NOT ON BUS, BUT ON A FIELD TRIP:**

If a disaster occurs while on an field trip, and not on the bus. Follow the general procedures outlined in classroom emergency procedures. If an earthquake, have students duck and cover until the shaking ceases: it is critical for the adult in charge to take charge and make a quick assessment of the situation regardless of the type of emergency. Keeping common sense and good judgment as a highest priority, in the process of determining your next move. If you are in a building it probably won't be as well constructed as a school site, and this should be kept in mind as to the immediacy of evacuation.

Dangers from fire, building collapse, hazardous material release will be a serious concern in an earthquake. Our primary concern is to get students and staff to a safe area where their security can be maintained and the adult in charge has control over their movement; it is preferable to move immediately to the school bus if that option is available.

In that a list of students is supposed to be in the possession of the teacher at all times, that list will be able to be utilized for taking roll. If injured students must be left in a building or location, it will be necessary for an adult, other than the supervising teacher to remain in close contact with the injured student until professional help arrives and they are released from that responsibility by the person in charge of the incident, usually fire or police personnel. The adult will obviously assist the student in any manner that they can. Instructional aides, adult volunteers, or the bus driver may stay with the injured student; the teacher must stay with the majority of the children.

Contact with the district needs to be made as to the status of students and staff as soon as is possible. You will need to identify yourself, the school you are from, the status of staff, location, and where you will be, or if you will attempt to return to your district, indicate which route you will be attempting.

Be as brief as possible as others may be trying to use the emergency radio, or telephone also. If the bus driver is injured and unable to drive the bus, DO NOT attempt to drive the bus unless it is critical the bus be moved for safety reasons. If so, move the bus a minimal distance to get to a safe area where you can wait for help to arrive. DO NOT move the bus unless students would be in a life threatening situation.

### **DISASTER RESPONSE**

Major disasters such as earthquakes, floods, wind storms, etc. can happen at any time. Many of these disasters occur without warning. A school bus driver may be needed to assist the Office of Emergency Services in evacuating the public from areas that may become unsafe. Drivers that have been requested to report to work should be prepared to stay as long as needed.

