



PASADENA, CA

Transportation Safety Plan

(Complies with 39831.3 EC)

It is the policy of STA to provide a safe environment for all employees, customers, and the community. We comply with all applicable federal, state, and local health and safety regulations, and set high performance expectations to further enhance safety.

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COMPANY MISSION

To be the industry leader in safety, innovative technology, and alternative fuels, while maintaining our focus on compassion, caring, and customer service.

VALUES

STA is committed to providing quality service to all of our stakeholders. In support of that commitment, STA has established a core set of values that serve as the foundation of our business.

- STA's commitment to our employees is to be there for them, to know about them and to help them in times of personal challenges. We aim to foster a culture of helping each other. By doing so, we create a sense of family, pride and empowerment, with employees that are happy to come to work each day and get children to school safely.
- STA's commitment to our customers is to provide safe, reliable and cost-effective student transportation. We work with our partners to find a customized transportation solution that is right for the school district and that treats them as valued members of our family. Our success in meeting and being responsive to your needs is best demonstrated through our proven track record of retaining and renewing contracts.
- STA's commitment to our communities is that our family of companies strives to make an impact through various community-giving initiatives and services to others. We

are also committed to cutting-edge, environmentally conscious programs across North America, reducing emissions and promoting better health for our passengers and communities.

Authority of the Driver (5 CCR 14103)

(a) 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 enroute between home and school or other destinations.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Loading, Unloading and Escorting Students Procedures

- **Loading**
 - Students should be waiting at their assigned bus stop at least Five (5) minutes prior to the schedule bus arrival. If the student is not at the school bus stop at the schedule time. The driver will leave 2 minutes after schedule time.
 - Students should line up in an orderly manner at least 12 feet away from the edge of the curb.
 - Students will wait for the bus to come to a complete stop and wait for the driver's signal (typical door is opened) to walk towards the bus.
 - Students are expected to refrain from pushing, crowding, or any other unsafe actions towards the bus.
 - Students must use the handrails when boarding the bus with both hands when the bus is so equipped.

- Students will be directed to their assigned seat and wear the seatbelt if the bus is equipped. (5 CCR 14105) (VC 27316) (VC 27316.5)
- Students will remain seated at all times until the driver gives them different directions.

- **Unloading**

- Students should always be dropped off only at their designated bus stop. Parents/Guardians should be at the bus stop at least Five (5) minutes prior to the scheduled bus arrival.
- Students will remain seated at all times until the bus is on a complete stop and the driver gives them directions when it is safe to stand up.
- Students should be ready to unload the bus by gathering all their belongings.
- When the driver gives them the directions to unload the bus, students will walk (not running, pushing, crowding) towards the front door. Students must use the handrails in the bus to walk down the stairs.
- If a student does not see parents/guardians to get picked up, the student will let the driver know and he/she will remain in the bus until the driver communicates to dispatch about the situation.
- Parents/Guardians and student(s) must walk away at least 12 feet from the bus after unloading the bus.
- The student should always communicate to the bus driver any article was dropped underneath the bus or other danger zone around the bus.

- **Escort**

- If a student's home address is located on the opposite side of the street of the designated bus stop or the parents/guardians and/or student(s) are waiting on the opposite side of the street of the designated bus stop, the student(s) are required by State Law and District Policy to be physically escorted only by the bus driver.

(VC 22112 (d)(1)(2)(3).

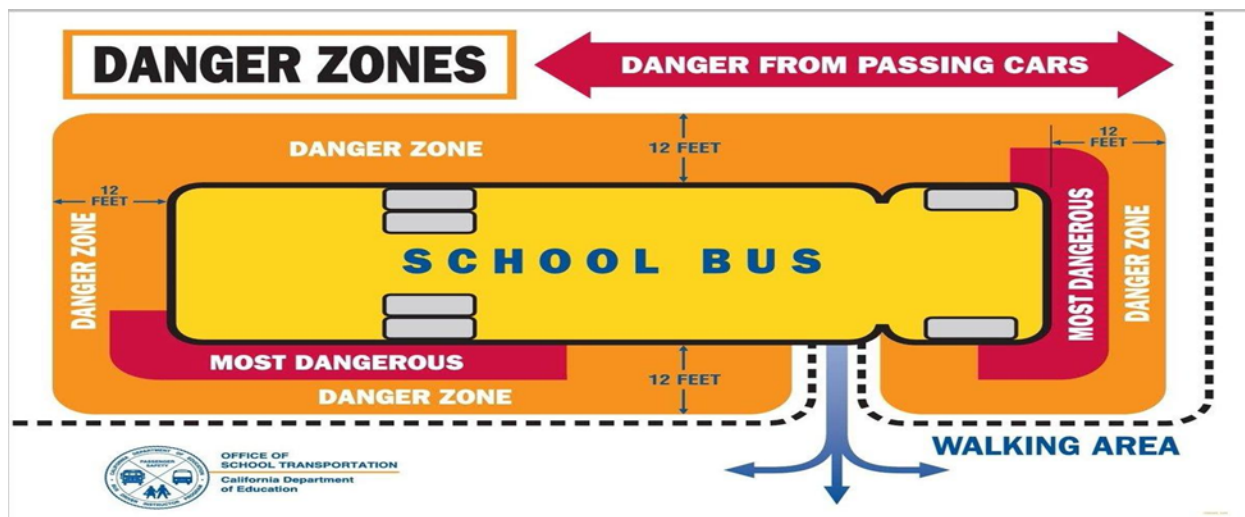
AM ESCORT (LOADING)

- In the morning parents/guardians and student(s) must wait on the opposite side of the street of the designated bus stop for the driver's instruction upon the bus arrival.
- Parents/Guardians and student(s) are prohibited to cross the street until the driver gives them directions when to cross.
- Parents/Guardians and student(s) are prohibited to cross the street behind the bus.

- Student(s) must cross only between the bus and the driver. Students must be alert at all times for any sudden instruction in case an imminent danger situation encounter.
- After crossing the street, students must wait by the front door until the driver allows the student(s) to load the bus.

PM ESCORT (UNLOADING)

- In the afternoon the student(s) must wait inside the bus until the driver's give them instructions. The student must let the driver know if they need to cross the street.
- The student(s) must listen only to the driver's instructions at all times before and during crossing the street.
- The student(s) must cross between the bus and the driver. Parents/Guardians and student(s) are prohibited to cross the street behind the bus.
- Students must be alert at all times for any sudden instruction in case an imminent danger situation encounter.
- At any time the student(s) should not cross the street without the bus driver escorts the student(s).



Activity Trips Procedures

The driver in conjunction with the staff, teachers and the chaperones will coordinate together about safety procedures, destination, time schedule, equipment or any other special request for the success of the field trip.

- The group will gather at least 12 feet from the bus. When the students are ready to load, the driver will start loading the bus.
- Starting with the driver explaining “Safety Instructions” prior departure. For example: the location of emergency exits, and location and use of emergency equipment, use of the two-way radio, stop the bus safely, crossing railroad tracks, etc. Instruction also may include responsibilities of passengers seated next to an emergency exit.
- Upon arrival at the field trip destination, the driver will select an area where the bus can be lawfully parked for the purposes of loading/unloading students safely.
- After all passengers unload the bus, an adult chaperone, and the bus driver shall walk to the back seat of the bus confirming that all passengers have exited the bus.
- The driver and the lead staff, teacher or the chaperone will coordinate regarding the time and location where the group will gather to reload the bus.
- After reloading all passengers, the driver shall verify the number of students and adults matches the original count. In the case of missing students, the driver shall not depart the destination until the driver verifies with the Principal, or a designee from the school regarding the missing students.
- After all passengers unload the bus at the original pick up area, an adult chaperone and the bus driver shall walk to the back seat of the bus confirming that all passengers have exited the bus.

At all times the driver has the authority in the bus (5CCR14103), also the driver may discontinue the activity trip if the driver determines that it is unsafe to continue operation because of reduced visibility.(VC34501.6)

Driver’s Responsibilities

The driver’s primary responsibility is to safely transport students to and from the school-home and/or school activities.(5CCR14103). These responsibilities should include, but is not limited to:

- Pre/Post Inspection of the bus
- Explain the proper use of “Passenger Restraint System” (seat belt) if the bus is equipped
- Report any incidents in the bus with their Dispatch and/or Supervisor.
- Report any accidents immediately (VC 12517.1) with their Dispatch, Supervisor, CHP, and the school Principal.(13CCR1219)
- Explain the bus rules to the students/passengers
- Walk through the bus after all the students unload the bus to prevent any students left unattended inside the bus. Typically at the last stop and at the yard.
- Explain the emergency procedures at least once in each school year and before the initial departure in activity trips.(EDC 39831.5)

- Driver must perform the student escort at the designated stops.(VC 22112(b)(1)(2)(3))
- Driver must stop only at the designated stop.(VC 22112 (b))
- Driver has also the authority to issue citations for failure following the bus rules.

Inclement Weather Policy

When inclement weather (e.g., heavy rain, fog, mist, smoke, etc.) reduces visibility to less than 200 feet or to a point that the driver determines it is unsafe to continue, a driver in MST Pasadena District service shall stop until visibility has improved. If a driver discontinues services, he/she shall:

- A. At the time of travel, activate the strobe lights, if the bus is equipped.
- B. Ensure the bus is in a safe location and completely off the main traveled portion of the roadway. If on the freeway, use the next available exit and pull to a safe location.
- C. Secure the bus and turn off all exterior lights.
- D. Keep all passengers' calm; and inform them the reason the bus deviating from route and is stopped.
- E. Inform dispatch of exact location, number of passengers, and nature of the problem. If unable to use a two-way radio and a phone is not readily available, stand by with students. Do not attempt to leave or allow students to disembark the bus.
- F. When visibility improves notify dispatch when route or, if Dispatch was not originally informed of the disruption in service, make contact as soon as possible.
- G. If a traffic collision occurs, cause to notify CHP when students are onboard.
- H. Per regulation, in a yearly basis, drivers will certify by signature the acknowledgement of this inclement weather policy; and the certification shall be readily accessible to the department (CHP) upon request.

Parents/Guardians Responsibilities

- When waiting for the bus in the car, be sure your car is not parked in the bus loading zone. Make sure that your child/children are out of the car, waiting at the bus stop, prior to the bus arriving.
- If the student miss the bus, whether in the AM or in the PM, the parents/guardians are responsible for the child/children transportation.
- The parents/guardians or any pupil shall be held liable for any acts of vandalism to the bus.
- Parents/Guardians will be expected to cooperate with school authorities regarding their child's behavior.
- Parents/Guardians of students who ride the special education bus are responsible for notifying the Transportation Department when their children will not be riding the bus. If your child/children do not ride the bus for three (3) days, the driver will not return until you have requested the Transportation Department to return for your child.

- In order to maintain schedules, parents/guardians are asked not to engage in extended conversation with the driver at the bus stop. The Transportation Department office should be contacted if the parents/guardians wish to discuss any issues.
- Parents/Guardians do not allow their child/children run, chase after the bus leaves the bus stop.

Student's Responsibilities

- At the bus stop
- Respect the people and property at the bus stop and loading zones.
- Playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
- Form a single and remain a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- Listen and obey all directions from the driver. (5CCR14103)
- Students are responsible for their own actions.
- Students are prohibited to bring pets or animals to the bus stop. Except those specified in Civil Code Section 54.2. (Guide Dog, Service Dog, Signal Dog).

Bus Rules

1. Follow all instructions from the bus driver.
2. Arrive at the bus stop five minutes before the bus is scheduled to arrive. After the bus arrives and before boarding, form a single line 3 feet from the curb, and six feet from the front of the bus and wait for the doors to open. (The bus will not wait for students at any stop.)
3. Enter and leave the bus in an orderly manner.
4. Fill seats as directed by the bus driver and remain in your seat while on the bus.
5. Always be courteous to the bus driver and fellow students.
6. Report any vandalism or damage to the bus to the bus driver. Report lost or found articles to the bus driver.
7. When getting off the bus, cross the street in the crosswalk or under the supervision of the driver. Never cross the street behind the bus.
8. Do not “save” seats for other passengers.
9. Do not speak loudly while on the bus. Speak quietly or not at all.
10. Do not talk to the driver except when necessary.
11. Do not use profanity or abusive language.
12. Do not eat or drink while on the bus.
13. Do not put your head, arms or any part of your body outside the bus at any time.
14. Do not litter or damage the bus. Parents must pay for damage caused by vandalism.
15. Do not throw anything within the bus or out of the bus.
16. Do not bring animals or other pets on the bus. Properly licensed guide dogs are the exception.
17. Do not bring skateboards, radios, tape players or any other types of stereo equipment on the bus.

18. Do not open or use emergency exits except in an emergency.

Emergency Contact Information

Transportation Service Office Hours: 5:00 AM – 5:30 PM Monday – Friday

- Main Office Number: 626-231-5477
- Safety Department: 626-231-5472

In case of emergency, collision, or breakdown call using the number listed below. Please have your location, school, bus number, and number of passengers ready.

- Supervisor Rocio's cell: 626-628-8185
- Dispatch: 626-231-5477

In Case of a non-emergency/breakdowns

- Dispatch: 626-630-1045

ADDITIONAL RESOURCES

- This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger.
- If there are any questions about the information contained in this document, please call the Safety Department, 626-231-5477



EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF SAFETY TRANSPORTATION PLAN.

I acknowledge that I received a copy of Mission School Transportation Safety Transportation Plan outlining safety transportation procedures. I agree to read and familiarize myself with these policies and procedures and to comply with them at all times.

Employee's Name (Printed)

Employee's Signature

Date

- Safety Department