

# PALERMO UNION SCHOOL DISTRICT

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Carol Brown, Principal

## BOARD MEETING AGENDA

November 16, 2016

Place: District Office

7390 Bulldog Way, Palermo, CA 95968  
6:00 p.m. (Closed Session – Student Matters)

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

### INTRODUCTION

1. **Call to Order.** (Time\_\_\_\_\_)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

### CLOSED SESSION (Time\_\_\_\_\_)

Closed session for the purpose of discussing Student Matters/Discipline, in accordance with Education Code Sections 48918 and 35146, regarding Expulsion Case No. 08/02/04 ID#181030; Case No. 1/14/04 ID#181091; Case No. 05/12/04 ID#187000; No. 04/19/04 ID#185700 .

### OPEN SESSION (Time\_\_\_\_\_)

### REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

### ACTIONS ITEMS

5. Action on Expulsion Case No. 08/02/04, I.D. No. 181030.
  - a. Action No. 1 - Finding of Fact.

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

- b. Action No. 2 – Readmission to Palermo School.

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

**ACTIONS ITEMS**

6. Action on Expulsion Case No. 01/14/04, I.D. No. 181091.

a. Action No. 1 - Finding of Fact.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

b. Action No. 2 – Readmission to Palermo School.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

7. Action on Expulsion Case No. 05/12/04, I.D. No. 187000.

a. Action No. 1 - Finding of Fact.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

b. Action No. 2 – Readmission to Palermo School.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

8. Action on Expulsion Case No. 04/19/04, I.D. No. 185700.

a. Action No. 1 - Finding of Fact.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

b. Action No. 2 – Readmission to Palermo School.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_ VOTE\_\_\_\_\_

9. **Audience with the Board.**

**Non-Agenda Items:**

At this time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

10. **Audience with the Board.**

**Agenda Items:**

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

11. **CONSENT AGENDA**

The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

**Action Items**

- a. Minutes of November 2, 2016.
- b. Surplus and Obsolete Requests.  
Requests to declare surplus/obsolete equipment and District property be approved and the Superintendent be directed to dispose of said equipment and property, according to the appropriate method, including disposal, as per Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy #3270. Surplus/Obsolete Items (which may include disposal of surplus property in the local dump or donation to a charitable organization due to value of such property not defraying the cost of its sale. All items below are valued at less than \$2,500).

Surplus/Obsolete Items:

Note: Paperwork on these items is available at the District Office for review.

- Milk Cooler #2245
- Milk Cooler #3801995
- Milk Cooler #10550
- Canon Rebel XT Yearbook Camera #1320732702, #1420829885

**Reports**

- c. Events Calendar.
- d. Donation from Spirit and Pride in the amount of \$75.00 to Golden Hills School for T Shirt sales.

REFERENCE #1

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

12. **ITEMS REMOVED FROM CONSENT AGENDA**

a. ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

b. ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

13. **Staff Reports/Business Items.**

- a. It is recommended that the updated Transportation Safety and Procedure plan be approved.

REFERENCE #2

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

- b. California School Employees Association, Bargaining Unit 366.  
(Comments from CSEA, if any, to the Governing Board.)
- c. Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).  
(Comments from PTA, if any, to the Governing Board.)

14. **Board Policies and Administrative Regulations.**

15. **Correspondence.**

16. **Superintendent's Reports.**

School safety.

17. **Board Items.**

18. **CLOSED SESSION** (Time \_\_\_\_\_)

Closed session regarding matters of personnel/employment/termination (teacher, aide, principal) all in accordance with Government Code Section 54957; matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent.

**OPEN SESSION** (Time \_\_\_\_\_)

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

**ACTION ITEMS**

19. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

**Certificated:**

- a. Anna Johnson, mentor teacher for Brianna Corkin, effective August 15, 2016
- b. Jodie Duggins, site supervisor, change in contracted days effective November 7, 2016

**Classified:**

- b. Jannine Culver, resignation, effective October 31, 2016

**Certificated Management:**

- c. Carol Brown, resignation, effective June 24, 2017

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

**ADJOURNMENT** (Time\_\_\_\_\_)

**REGULAR BOARD MEETING**

1. President Walter Hancock called the meeting to order at 6:00 p.m., and welcomed those in attendance.
2. President Walter Hancock led those in attendance in the flag salute.
3. Members of the Governing Board in attendance were: William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock.

Others present were: Dr. Bryan Caples, Ruthie Anaya, Cindy Daniluke, Carol Brown Jessica King, Glenn King, Sandy Schlanser and Kathy Ray.

4. A motion was made by Susan Short, seconded by Richard Wulbern, recommending that the agenda be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.

5. **Audience with the Board.**

**Non-Agenda Items:**

Sandy Schlanser, 4<sup>th</sup> Grade Teacher at Golden Hills, presented a large, poster size Thank You card to the Board for helping BBQ at the STEAM family night on October 20, 2016.

6. **Audience with the Board.**

**Agenda Items:**

No one had business to bring before the Board.

7. **CONSENT AGENDA**

A motion was made by Susan Short, seconded by Richard Wulbern, recommending that the following consent agenda items be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.

**Action Items**

- a. Minutes of October 19, 2016 Regular Board Meeting.

**REGULAR BOARD MEETING****7. CONSENT AGENDA****Action Items****b. Warrants:**

Warrant Numbers 801101-803411, funds 1, 12, 13, in the amount of \$177,472.94

**c. Surplus and Obsolete Requests: Houghton Mifflin Reading Program, Grades 4 and 5, TE and student, Shindaiwa Weed Eater #100430, Rectangular Table, #3800283, Teachers Chairs (2), chair, #3800679, #100091, #3800222, NEC Multisync Display Monitor #012668, Apple Keyboard #3801613, Power Mac G3 PU #011713****Reports****d. Events Calendar.****e. The date of the Annual Governing Board Organizational Meeting be scheduled for December 7, 2016 at 6:00pm at Palermo Union School District Office, as per Education Code Section 35143 and 72000(c),(2),(A). The purpose of the meeting will be to elect a President, Vice-President, And Clerk of the Board, and to appoint the Superintendent as Secretary of the Board.****f. Staff Development Reports – August, September, October 2016.****g. Donation from U.A. Local Union No. 228 for Coach Maturino's girls basketball team in the amount of \$300.****h. Donation from Raley's of 15 pumpkins to Golden Hills, Mrs. Webb, 4<sup>th</sup> Grade class, with an estimated value of \$50.****8. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the consent agenda.

**9. Staff Reports/Business Items.****a. Review of Educator Effectiveness Block Grant Spending Plan**

**REGULAR BOARD MEETING****9. Staff Reports/Business Items.**

- b. A motion was made by Susan Short, seconded by Richard Wulbern, recommending that Board Resolution No. 16-16, Education Code 44258.2, Departmentalized Classroom Assignment, be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.
- c. A motion was made by Susan Short, seconded by Richard Wulbern, recommending that the Chief Business Official Salary Schedule, be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.
- d. A motion was made by Susan Short, seconded by Richard Walburn, recommending that the Board acknowledges receipt of the annual review of the school impact fees, be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.
- e. A motion was made by Susan Short, seconded by Richard Wulbern, recommending that the Transportation Safety and Procedure Plan, be approved. William Bynum, Susan Short, Loretta Long, Richard Wulbern and Walter Hancock voted aye. Motion unanimously carried.
- f. There were no comments from the California School Employees Association, Bargaining Unit 366.
- g. There were no comments from the Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).

**10. Board Policies and Administrative Regulations.**

None.

**11. Correspondence.**

None.

**12. Superintendent's Reports.**

None.

**13. Board Items.**

None.



**REGULAR BOARD MEETING****CLOSED SESSION**

1. The Board recessed into closed session at 6:17p.m. regarding matters of personnel/ employment/retirement (instructional aide, van driver, personnel technician and teacher) all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent and for the purpose of public employee performance evaluation (Superintendent), in accordance with Government Code Section 54957.2.

**OPEN SESSION**

The Board reconvened into open session at 7:18 p.m.

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

No action was taken in closed session.

**ACTION ITEMS****14. Personnel – Recommendation: Approval.**

A motion was made by Susan Short, seconded by Richard Wulbern, recommending that the following personnel items be approved (pending successful completion of pre-employment requirements). Richard Wulbern, William Bynum, Susan Short, Loretta Long and Walter Hancock voted aye. Motion unanimously carried.

**Certificated:**

- a. Scott Grigoruk, music teacher, amend salary schedule column III, step 2, effective October 10, 2016
- b. Melanie Sanford, after school tutor, effective September 26, 2016
- c. Andy McCoy, resign at BTSA teacher for Brianna Corkin, effective August 15, 2016

**REGULAR BOARD MEETING****ACTION ITEMS****14. Personnel – Recommendation: Approval.****Classified:**

- d. Shawna Smith, instructional aide – indian education, 10 month, 3.5 hours daily, class 4, step 1, effective November 3, 2016
- e. Korinne Porteous, substitute custodian/groundskeeper/van driver, class 12, step 1, effective October 20, 2016
- f. Discussion and action on Personnel Technician/Receptionist was tabled.

**ADJOURNMENT**

President Walter Hancock declared the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Bryan L. Caples, Ed.D  
Secretary to the Governing Board

## EVENTS CALENDAR

November 14-18, 2016	Parent Conference Week	<i>Minimum days</i>
November 16, 2016	Regular Board Meeting	<i>6:00pm</i>
November 21-25, 2016	Intersession & Thanksgiving Holidays	<i>No school students, teacher or 10 month employees</i>
December 7, 2016	Regular Board Meeting	<i>6:00pm</i>
December 14, 2016	Regular Board Meeting	<i>6:00pm</i>
December 19-30, 2016	Christmas Break	<i>No school students, teachers or 10 month employees</i>
December 23, 26, 30, 2016	Christmas, New Year's Holidays	<i>No school students, teachers or staff</i>

Revised: 10/28/16 cc: L. Storrs; L. Davis; D. Dudley; C. Wiemers; R. Anaya; K. Ray; Cindy Daniluke

# Palermo Union School District Transportation Safety and Procedure Plan

The Transportation Department of Palermo Union School district has the duty and the responsibility to transport students to and from school and school activities. This department, in accordance with AD 1297 and for the continuing safety and protection of its students, has prepared this safety and procedure plan in order to insure these goals. The provision of this plan include:

- **Loading and unloading procedures at regular stops, field trips, lunch stops, etc**

- Driver's Procedure for Approaching a Bus Stop
- Student Conduct and Discipline
  - Student Guidelines for the Bus Stop
  - Safe Loading and Unloading Procedures
  - Rules of Conduct on the School Bus
  - Discipline Process
- General Rules for Drivers and Passengers
- Parental Responsibilities
- School Bus Danger Zones

- **Emergency/Evacuation Training**

- **Special Education Procedures and Safety Provisions**

- Transporting Students with Special Needs
- Transporting Children in Wheelchairs
- Wheelchair loading/ unloading procedures
- Wheelchair Safety and Special Equipment
- Confidentiality Requirements
- Use of School Bus Contactors Services For Special Ed. Students

- **Palermo Union School District Emergency Dismissal Procedures**

- **Atmospheric Conditions**

- **Field Trips**

- **Procedures For Severe Weather Condition**

- The Decision to Evacuate the Bus

Flooding  
Lightening  
High Winds  
Low Visibility  
Tornado

- **Hijacking and Kidnapping Procedures**
- **Unauthorized Enter**
- **Other General Rules and Provisions**

Mechanical Breakdown  
Prior Notification of Change of Address  
Special Driver Training and Testing  
GPS Tracking & Audio/Video Surveillance  
Idling

## **Loading and Unloading Procedures**

In accordance with 13 CCR 1238, VC 22504 (c), and VC 22112, the following procedures have been established to ensure student safety in all aspects of being transported to and from school. Additionally, the Palermo Union School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding the buses of the School District. These rules will assure safe and proper travel to and from school and are to be observed when waiting at bus stops and while riding the bus.

### **Driver's Procedure for Approaching the Bus Stop:**

Before loading and loading, consider the following when positioning the vehicle...

- 1) Activate amber warning lights 200 feet before the bus stop
- 2) Activate the turn indicator 100 feet before the bus stop
- 3) Upon coming to a complete stop, engage the park prake, activate the Red lights, and place the transmission in park or neutral. VC 22112 states that "the driver shall operate the flashing red signal lights and stop arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils." These lights shall be activated before the door is opened.

- 4) Any time a driver leaves the driving compartment while students are aboard, he/she is required to turn off the engine, set the park brake, removed the keys from the ignition, and retain possession of the keys.
- 5) If a Red Light Crossover is to be performed, the driver must use the hand held stop sign to regulate traffic as students cross the street between the front of the bus and the driver.
- 6) The driver shall ensure the safety of pupils and pedestrians before setting the bus in motion.

All "Red light Crossovers" will be determined according to a student's address and the specific route to which that student has been assigned.

## **Student Conduct and Discipline**

Students will behave appropriately as school bus passengers in order to assure safe travel. As stated in 5 CCR 14103, pupils transported in a school bus are under the authority of, and directly responsible to the bus 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.

## **Student Guidelines for the Bus Stop**

1. Be at their scheduled bus stops 5 minutes prior to the arrival of the bus. The bus driver cannot wait for late students.
2. Always pay attention to the traffic around you when walking to or waiting for the bus.
3. Walk to and from the bus stop in an orderly manner, without damaging property, disturbing the peace, or endangering themselves or others.
4. Be quiet and orderly while waiting for the bus. There should be no horseplay while walking to or waiting at the bus stop.
5. Form an orderly line at least 12 feet away from the location where the bus makes a full stop. Do not move or walk towards the bus until the bus has stop and the driver has opened the door.

6. If the bus is at the bus stop and you are on the wrong side of the road, you must wait to be escorted across the road by the bus driver.

**Important:**

The Red lights DO NOT allow students to cross the roadway or highway unless the driver has positioned themselves upon the roadway, ensured traffic has stopped and that the roadway is safe for pupils to cross, and the driver has verbally instructed pupils that it is safe to cross the roadway. Students must cross the road between the front of the bus and the driver.

7. Never talk to strangers when walking to or waiting for the bus. Report any suspicious persons to your bus driver.
8. Students must ride their regularly assigned bus, unless they have written permission signed by a parent or guardian and the approval by the school office.

### **Safe Loading and Unloading Procedures**

Procedures for all pupils to follow as they board and exit the school bus at schools, school bus stops, or trip destinations.

- 1) Students shall follow the instructions of the school bus driver, who is in charge at all times.
- 2) Students shall board and exit the school bus only at bus stops designated by the school district Superintendent or Superintendent's designee.
- 3) Students shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- 4) Students shall board and exit the school bus in an orderly manner.
- 5) Students who require escort pursuant to section 22112 of the Vehicle Code shall:
  - \* Wait for the bus driver to exit the bus first.
  - \* After exiting the bus, cross the roadway only when the bus driver verbally instructs them to do so.
  - \* Walk straight across the roadway between the bus driver and the front of the bus.
  - \* After crossing, stay clear of the roadway.
- 6) Students who do not require escort pursuant to section 22112 of the Vehicle Code shall:
  - \* In an orderly manner, immediately leave the vicinity of the school bus.
  - \* Stay clear of the roadways.

### **Rules of Conduct on the School Bus**

- 1) Students are to follow the instructions of the driver; no insolence or disrespect will be tolerated and shall be subject to suspension of riding privileges.
- 2) Students will identify themselves upon the request of the bus driver.

- 2) Do not use profane language, obscene gestures, or create distractions that may affect the driver's ability to operate the bus safely.
- 3) Help keep the bus free of litter by not eating or drinking on the bus unless authorized by the driver.
- 4) Remain seated, facing forward with legs, feet and other objects clear of the aisle while the bus is in motion. Keep all parts of the body inside the bus at all times.
- 5) Avoid all abusive body contact while at the bus stop and while on the bus. Fighting at the bus stop or on the bus may result in an immediate suspension of riding privileges.
- 6) Remain quiet at railroad crossings.
- 7) Do not throw anything inside the bus or out the windows. (Throwing objects in or out of a school bus will receive an automatic 3<sup>rd</sup> violation)
- 8) No tampering with the controls, emergency exits or other equipment on the bus or engaging in actions which may endanger the safety of others.
- 9) Students are not allowed to bring pets, rodents, bugs, or animals of any kind on the bus. The only exception to this requirement pertains to certified guide/service animals.
- 10) Hazardous or destructive objects of any kind (i.e. firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, lighters or matches) are not allowed on the bus.
- 11) Students are required to wear the passenger restraints (seat belts) if the bus is so equipped. (ED 38047.6)

## Discipline Process

Any student who breaks the rules and/or regulations of the Transportation Department may receive a "Bus Conduct Report" and may be denied transportation. It is important to remember that pupils have responsibilities which they must meet if they are to retain the privilege of riding a school bus.

**First Citation** - Warning by the Principle, notification of parent, punishment may be administered.

**Second Citation** – Student may ride home that night, but will not be permitted on any bus for three (3) school days.

**Third Citation** – Exclusion from riding any bus for the remainder of the school year unless reinstated by the Principle.

(Throwing objects on the bus receives an automatic 3<sup>rd</sup> violation)

**Fourth Citation** – Automatic Exclusion from riding ANY bus for ANY reason. (Minimum exclusion shall be until the last day of the trimester following the trimester in which the exclusion occurred.)

An appointment for consideration of reinstatement may be scheduled with the Principle by calling your school site.



For cases of severe misconduct, students may be assigned additional discipline as determined by the superintendent, his/her designee, or the school principal.

### **General Rules for Drivers and Passengers**

The bus driver will make every effort to arrive at the bus stop at the schedule time for pick up. If the bus arrives early, the driver will wait until the schedule time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the schedule pick up time.

Take home times are considered more flexible than pick up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing bus stops of absent students.

The bus driver has the authority to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations. Buses are not allowed to stop at any place other than a designated school bus stop. Parents should not flag down or drive in front of a bus in order to stop it.

If a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will then be returned to school and every attempt will be made to notify parent.

### **Parental Responsibilities**

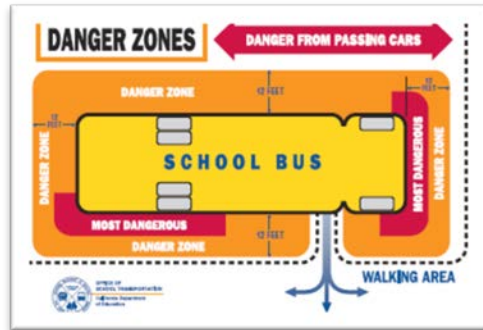
Parental involvement is important for safe transportation of students to and from school, activity trips, and sport trips.

As a parent, he/she has the responsibility to:

- Understand transportation policy.
- Communicate these rules and consequences to his/her child
- Communicate safety concerns to the driver, transportation officials, and school administration.
- Ensure that his/her child arrives safely and on time to his/her designated stop and proceeds directly home after being dropped off at the conclusion of the school day.

## **School Bus Danger Zones**

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than twelve (12) feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injuries to students occur outside the bus in this danger zone. If a student drops papers, lunch boxes or other objects while loading or unloading from the bus the student must get the attention of the driver. Students NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPER OR OTHER OBJECTS as the driver may not be able to see a student in one of these locations.



## Emergency/Evacuation Training

In order to insure that students are prepared to respond if an emergency occurs while riding the school bus, ED 39831.5 requires all students to receive emergency and evacuation training at least 1 time per each school year

39831.5. (a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a schoolbus or school pupil activity bus shall receive instruction in schoolbus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a schoolbus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on schoolbus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of schoolbus stops near each pupil's home.
- (B) General rules of conduct at schoolbus loading zones.
- (C) Red light crossing instructions.
- (D) Schoolbus danger zone.
- (E) Walking to and from schoolbus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), 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 schoolbus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a schoolbus or school pupil activity bus shall receive safety instruction that 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.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

The Field Trip safety instructions must be presented prior to each trip, even though some groups may have heard the safety instructions before.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

## **Special Education Procedures and Safety Provisions**

When the IEP team determines that a child is eligible for special education (EC 56031), the parent and school staff will identify the student's proper placement, goals, and objectives to help identify annual progress. Related services are identified, and any special transportation services needed for the student to gain access to an education are written into the IEP. When transportation is identified in the IEP as a related service, school bus transportation is provided.

It is important to recognize, therefore, that a student's success is dependent upon maintaining positive communication, cooperation, and collaboration between parents, teachers, and the school bus driver.

### **Transporting Students with Special Needs**

Transporting students with special needs requires appropriate care and concern. The process for loading/unloading a student will follow the above procedures, and will include assisting a student as needed.

The driver will utilize the 8 way Warning Light System when loading/unloading a special need student in accordance with VC 22112. According to VC 22112 (e) 1, the 8 way warning light system must not be activated in the following locations:

- (1) Schoolbus loading zones on or adjacent to school grounds or during an activity trip, if the schoolbus is lawfully stopped or parked.
- (2) Where the schoolbus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled schoolbus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.
- (3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the schoolbus and providing the assistance extends the length of time the schoolbus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

The PUSD Transportation Department will route special needs buses to pick and drop off on the right side only.

Parents should have students ready for AM pick up 5 minutes prior to the stop time.

Parent must notify transportation daily if students are not going to school because of illness or any other cause. If student does not ride the bus for three days, the school bus will cease servicing the stop until the parent/guardian calls transportation to restart services.

Many special education students must be met by a responsible adult. If no one is available to meet the student, the bus driver completes the route and returns to the stop, attempts to contact the parent, takes the student back to school, or if necessary will take the student to the Police Department.

## Transporting Children in Wheelchairs

Students, who will be transported in a wheelchair, must be seated in a wheelchair that meets the requirements stipulated in 13 CCR 1293. This regulation requires the following:

Wheelchairs shall be equipped as follows:

- (1) Brakes and Restraining Belt. Wheelchairs shall be equipped with brakes and a restraining belt properly maintained by the owner of the chair. Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place.
- (2) Batteries. Batteries used to propel electric wheelchairs transported on school buses shall be both leak resistant and spill resistant or shall be placed in a leak resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident.

In order to ensure the greatest level of safety, the Transportation Department recommends that a student be transported in a wheelchair that meets the WC-19 standards.

### Wheelchair loading/ unloading procedures:

- 1) Position the bus in order to leave adequate room for deploying the wheelchair ramp and for maneuvering the wheelchair on or off the lift.
- 2) Turn engine off and remove keys
- 3) Open and secure the lift door
- 4) Scan for people or obstructions and then lower the lift to ground level
- 5) Place chair on lift, being careful to ensure that feet, legs, footrest, chair parts, etc. will not be jammed between the vehicle as the lift is moved up or down.
- 6) Stand behind chair on the lift with brake set before lowering or raising the lift.
- 7) After moving the wheelchair off the lift, return the lift to the upright (stow) position, secure the door, and replace the cover before departing the bus stop.

### Wheelchair Safety and Special Equipment

- 1) Always set wheelchair brakes while a student is waiting to load/unload the bus, riding the lift, and while being transported. If brakes are faulty, do not transport
- 2) Always make certain that the student is properly fastened within the wheelchair safety belts.
- 3) The wheelchair and student are to be properly secured in the bus with the 7 point system. Four (4) tie downs are to be used to secure the chair and an additional lap and shoulder belt must be used to secure the student.

After removal of the wheelchair, the tie downs, lap, and shoulder belts must be secured to the vehicle in a manner that will prevent hazardous movement during normal operations or in the event of an emergency stop, traffic accident, or vehicle overturn. (13 CCR 1293)

- 4) Properly stow any wheelchair trays, oxygen, or other items accompanying the student.
- 5) Car seats must meet federal safety standards and be properly secured within the vehicle.
- 6) Safety vests must meet federal safety standards and be properly secured within the vehicle.
- 7) Students should be loaded/unloaded by the driver. Teachers, aides, and parents should not be allowed to buckle the student, affix tie downs, or operate the lift.
- 8) Students are not to be left unattended on buses.

### **Safety Reminders**

- 1) Never lift a student by his or her safety vest
- 2) Never lift a child by either both or one arm
- 3) Never lift a child who is too heavy for you.

### **Special Problems**

If you are driving a bus with special education students and are hijacked, attempt to explain the following to your captors: the special care, medication, and nature of the students aboard the bus.

### **Confidentiality Requirements**

The IDEA (34 CFR 300.560) and the Education Code (EC 56347) require that information in the IEP (even if confidential) shall be made available to related service providers to transport students safely. School bus drivers are school officials who perform the IEP-mandated transportation-related service. Information on the handicapping condition, medical/health issues, and other personal characteristics is provided to transportation staff to assist in the orderly and safe transportation of a student protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Transportation staff shall be trained regarding confidentiality requirements.

### **Use of School Bus Contactors Services for Special Ed. Students**

If it is determined that student needs to be transported out of town for special services, the District may use a School Bus Contractor under the following conditions:

- 1) The bus contractor must meet all Federal guidelines for drug and alcohol testing.
- 2) The contractor meets the same criteria outlined in the District's Safety Plan.

- 3) It is determined that it is logistically impossible for the transportation department to provide this service

## **Palermo Union School District Emergency Dismissal Procedures**

School closure decisions are made after considering the safety of Palermo staff and students. Other factors which affect the decision to close are, weather conditions, power outage, flooded or icy streets, damage to a school, and other considerations. The Superintendent or his/her designee is responsible for making any decisions pertaining to school closures. The decision is made after consulting with various agencies and our personnel.

Schools are designated as "safe" havens for many emergencies. Students are perhaps more safe at school than in other structures. In the future, on stormy days, students will remain at school for the duration unless parents pick them up. If buses cannot run, then the media will be informed so that parents will know they must pick up their students. Under most circumstances, no child will be sent home at a different than normal time by the buses.

If the decision is made to close school, stations mentioned below will be informed. Principals and managers will also be informed.

KCPM (Channel 23), KHSL (Channel 12), KRCR (Channel 7), and radio stations KYIX, KORV, KPAY, and KALF.

### **Atmospheric Conditions**

Atmospheric Conditions: According to VC 34501.6, "the governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce the visibility on the roadway to 200 feet or less during regular home to school transportation. Policies for atmospheric conditions shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue because of reduced visibility."

### **Field Trips**

While on special trips, field trips, or sport trips, bus drivers will require all students to leave the bus at one time. Students will be required to take everything needed upon exiting the bus, and will not be allowed back on the bus until the completion of the trip when boarding is required for returning back to the school.

No bus driver will leave a field trip site without accounting for all passengers. Care must be taken to ensure that no student is left behind at the field trip site.

The school bus driver has the final authority to decide when he/she must leave the field trip site.

No student shall be transported by parents/guardians/staff members to and/or from an off-site activity in a vehicle other than a Palermo Union School District vehicle, or properly chartered vehicle unless all of the criteria of Board Policy #6153(c,d) are met.

When District transportation is provided, students may be released from using District transportation for the return trip, only with the written permission of their parents/guardians, and the approval of the site administrator.

## **Procedures For Severe Weather Condition**

Because a school bus driver may encounter severe weather conditions throughout the school year, the following procedures have been established in order to ensure the safety of students.

If a driver is caught in severe weather conditions, the 1<sup>st</sup> step of ensuring safety is to slow down

### **The Decision to Evacuate the Bus**

Most often, student safety and control are best maintained by keeping students in the bus during an emergency and/or impending crisis situation. However, if remaining in the bus exposes students to greater risk or injury, then the decision to evacuate the bus must be promptly enacted. A decision to evacuate students should include consideration of the following conditions:

- A. Is there a fire involved?
- B. Is fuel leaking?
- C. Might the bus roll or tip, thereby causing further threat to safety?
- D. Is the bus likely to be hit by other vehicles?
- E. Is the bus stranded on railroad tracks?
- F. Is the bus likely to slide down a cliff or drop off?
- E. Is the bus in the direct path of a sighted tornado or other natural disaster, such as rising water?
- F. Would evacuating students expose them to speeding traffic, severe weather or other dangerous environment?
- G. Considering the medical, physical and emotional condition of the students, does staying in the bus or evacuating the bus pose the greater danger to the student's safety?



If unexpected weather conditions present a hazardous situation or a driver is unable to reach a safe location, the driver:

1. Should pull the bus well off of the roadway to a safe location and stop the vehicle. Select a location that is away from trees, electric lines and poles.
2. Should turn on 4-way emergency flashers in order that other motorists can see that the bus is stopped.
3. Should assess if student safety will be best maintained by remaining on the bus or by evacuating the bus.

## Flooding

Never attempt to drive through flood waters. If the bus route crosses small streams or runs along a river and flood waters are encountered, seek an alternate route or return to school.

Do not enter road sections that cannot be seen beneath the water. They may be undermined or the water may be deep enough to stall the bus.

Never enter flooded underpasses.

If water appears to be flowing across the road, do not proceed. The bus could act as a barrier and the water could lift and move it.

If water is flooding over or around a bridge, do not cross it; the foundation of the bridge may be compromised and the bridge could collapse from the weight of the bus.

Water levels can rise rapidly. The force of flowing water on a vehicle is very powerful and a foot of water may be all it takes to push a vehicle into deeper waters or flip it over.

Water on brake drums will reduce braking efficiency. A light application of the brakes can prevent excessive water between the drum and brake pads. During excessively wet conditions or after passing through standing water, it may be necessary to apply the brakes slightly for a short distance to dry them out and restore normal braking.

If the driver is caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and the water is rising, abandon the bus and take the students to higher ground before the situation gets out of control.

However, the depth and swiftness of the water must be carefully considered before evacuating students. Remaining on the bus may be less dangerous than having students traverse through moving water in an effort to reach a safer location.

## Lightening

All thunderstorms produce lightening, by definition. If you can hear thunder, you are close enough to the storm to be struck. Take proactive actions. It need not be raining. Lightening can strike 10 to 15 miles away from the rain portion of the storm.

If caught in a lightning storm, students should remain in the bus with the windows rolled up.

When unloading during lightning, get as close as possible to the structure the student intends to enter.

Important warning:

If you feel your hair stand on end, you are in immediate danger of being struck. Unless you can instantly jump inside a shelter, drop to a crouching position, bending forward and keeping your feet close together with your hands on your knees. The object is to be as low to the ground as possible and yet have as little of your body touching the ground.

If in a group of people, spread out, keeping several yards apart from each other.

First Aid:

If a person is struck by lightning, check to see if the person is breathing. If not, begin mouth to mouth resuscitation. If no pulse is present, begin CPR. Lightning often has a paralyzing effect that is temporary. Even though a person appears to be dead, they may be resuscitated. Victims may experience temporary paralysis of legs, be stunned and disoriented, or have burns on their body. Give first aid for shock and stay with the victim until help arrives.

## High Winds

Strong winds can affect the handling of a school bus. It may be harder to steer and stay within the lane of travel during high winds. Wind gusts can push on the side of the bus, causing it to thrust sideways. Overcompensated steering can cause the bus to tip over or leave the lane of travel.

Strong winds increase just prior to, and in the beginning of a change in weather. During thunderstorms, dust storms, and blizzards, visibility can be severely impaired. Wind may blow around debris that can hit the bus causing damage or injuries.

## If caught in strong winds:

- 1) Slow down to lessen the effect of wind on the school bus
- 2) Keep a firm grip on the steering wheel.
- 3) Anticipate gusts. Expect the wind to be worse in higher and more exposed places. Such as:
  - a) Crossing bridges and overpasses
  - b) Crossing between hills
  - c) Exiting tunnels
  - d) Open straight-aways
  - e) Passing high-profile vehicles
- 4) If weather conditions present a serious hazardous situation (i.e. flying debris, etc.) or a driver is unable to reach a safe location, the driver:
  - a) Should pull the bus well off of the roadway to a safe location and stop the vehicle. Select a location that is away from trees, electric lines and poles.
  - b) Should turn on 4-way emergency flashers in order that other motorists can see that the bus is stopped.
  - c) Should notify the transportation office of your location and reason for stopping
  - d) Should, when circumstances warrant, have the students protect their head by lowering their face against their upper legs so that they are below the window level. Students should cover their faces with a jacket, book, etc. to protect themselves from flying debris.
  - e) Should assess if student safety will be best maintained by remaining on the bus or by evacuating the bus.

## Low Visibility

Encountering fog, dust, haze and other similar elements can result in a driving condition of low visibility. Statistically, driving in heavy fog is the most dangerous driving hazard. Driving in conditions of extreme low visibility is like driving a vehicle blindfolded. Drivers must be extremely cautious when encountering conditions of low visibility.

The best option in extremely low visibility is to wait it out. It is better to get students to school later as opposed to taking a risk.

If driving in conditions of low visibility, keep the following safety tips in mind:

- 1) Slow down and allow extra time to reach your destination.

Keep an eye on the speedometer. Studies show that some drivers acclimate themselves to foggy conditions and unconsciously increase their speed over time.

A proper speed is determined by the ability to stop the bus within  $\frac{1}{2}$  the distance visible to the driver

- 2) Make the vehicle visible to others by using the low-beam headlights since this means the taillights will also be on. Use fog lights if the vehicle is so equipped.

Never use high-beam lights. Using high beam lights causes glare, making it more difficult to see what is ahead.

- 3) Do not rely on vehicles in front of the bus to guide one's driving. The vehicle in front may not be on the right side of the road at all.
- 4) Leave plenty of distance between the bus and the vehicle in front in order to account for sudden stops or changes in the traffic pattern.
- 5) Use the right edge of the road (aka fog line) as a guide rather than the center line, to avoid running into oncoming traffic or becoming distracted by their headlights.

In extremely dense fog where visibility is near zero, the best course of action is to first turn on the hazard lights, then simply pull into a safe location such as a parking lot of a local business and stop.

If there is no parking lot or driveway to pull into, pull the vehicle off to the side of the road as far as possible. Upon coming to a stop, turn off all lights except your hazard flashing lights, set the emergency brake, and take your foot off of the brake pedal to be sure the tail lights are not illuminated so that other drivers don't mistakenly run into the bus.

If mechanical failure occurs in a condition of low visibility and a safe location cannot be reached:

- 1) Attempt to move the bus off the road as far as possible.
- 2) Activate hazard flashers to warn approaching vehicles
- 3) Carefully consider evacuating students to a safe distance away from the bus if it is likely to be involved in a roadside collision..

## Tornado

If there is a **tornado watch** the district should monitor for the changing status of the weather. Drivers should continue their route under extreme caution and monitor their 2-way radio for changing conditions.

If there is a **tornado warning** at dismissal time, the school should hold the children until the warning is lifted. Drivers should wait inside the school with the children.

If drivers are already on their route and become aware that a tornado warning has been issued they should proceed to the nearest educational facility or other shelter and take the students inside. Drivers need to be aware of schools, and alternate sites such as fire stations, public buildings, emergency shelters, or places of safety located on their route. If feasible notify dispatch of your shelter location. Drivers and students should remain in the shelter until the warning is lifted.

If caught in the pathway of a tornado and must evacuate the bus before reaching a place of safety:

- 1) Park the bus downwind
- 2) Evacuate students to a ditch or ravine approximately 200' from the bus. Assist students in lying face down with their hands over their heads. Make sure students are far enough away from the bus so that it cannot roll over on them.
- 3) When the tornado is over, check for injuries or shock
- 4) Contact the district office and/or transportation office for further instructions.
- 5) Complete the route only when it is safe to do so

#### **Additional Considerations:**

- 1). Do not allow students off of the bus to move trees, limbs, cables, or power lines.
- 2) Do not allow students to disembark the bus if there are power lines down in the area.
- 3) Contact the District Office or Transportation Office if the bus cannot be moved due to blockage of the roadway.

## **Hijacking and Kidnapping Procedures**

In the past, school buses have been hijacked both by a student aboard the bus and by individuals who were not passengers. Consequently, this is a subject that must be addressed.

The following classifications identify the various causes for which hijacking or kidnapping occurs:

**Predation:** Kidnapping for money or personal gain

- Pathological:** Abduction for homicidal, suicidal, or sexual motives
- Political/Social:** Hostage taking as a means of securing political, social, or personal objectives.
- Escape:** Abduction as a means of escaping capture or escaping confinement by legitimate authority.

### If Hijacked:

Although the likelihood of being hijacked is minimal, the following provides guidelines for the bus driver to enact when facing such events:

- 1) If possible, initiate the notification plan designed for this purpose.
- 2) The first 15 to 45 minutes are the most dangerous for all concerned.
- 3) Don't be a hero. Accept your situation and be prepared to "wait" until help arrives.
- 4) Try to appear calm and this will calm your passengers and the stressful situation will be diffused.
- 5) Follow the instructions of your captor (s). The longer you are together, the less likely you are to be hurt by the captor(s).
- 6) Don't speak unless you're spoken to or only when necessary. Try to be friendly if possible, but not phony.
- 7) Don't make suggestions to captor(s). If your suggestion goes wrong, he or she may think you planned it that way.
- 8) Don't try to escape unless you are the only hostage. Be certain that you can make good your escape before trying it.
- 9) If you have the opportunity, ask your captors to permit you to give necessary instruction to the pupils. If you are firm and calm, your passengers will be more likely to follow your instructions.
- 10) If anyone needs special medication, inform your captor(s).
- 11) Be observant of everything you see and hear. Try to memorize the number of captors, their description and conversations, weapons carried, etc, also numbers and identities of other hostages. You may be released and your information will help the police.
- 11) If you are permitted to speak on the phone, you should follow the instructions of your captor very carefully. Be prepared to answer "yes" or "no" only to questions asked by the person with whom you are speaking on the telephone.
- 12) Don't be argumentative to captors or other hostages. Put forth an effort to be cooperative.
- 13) Don't turn your back on your captors unless directed to do so; but don't stare at them either. Eye contact can be good. People are less likely to harm someone that they are looking at.
- 14) Avoid physical resistance. You have little chance of success and may increase the risk of harm of the other hostages.

- 15) Be patient. Even though the police may appear to be doing nothing, they are engaged in a complete program designed to rescue you and your kids unharmed as soon as possible

### **Unauthorized Enter**

WARNING: (EC. 39842, 13 CCR 1256.5) Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both.

## **Other General Rules and Provisions**

### **Mechanical Breakdown:**

When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(d) states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

### **Prior Notification of Change of Address:**

When a student requests a change of address, a 24 hour notice is required for effective change of bus routing. Prior to such notice, parents are responsible for transporting their student. Our rationale is that anytime less than a 24 hour notice to the Transportation Department, may result in students being delivered to the wrong address, thus incurring added risk to the student and added liability to the District.

In the event of a new student registering during the school year, the registration occurs after 10:00am on a school day, the parent is responsible to transport the student the following day. This is due to constraints of time in adding the new student to a route, and possibly a change to that route.

### **Special Driver Training and Testing:**

School bus drivers shall receive the following training:

\*Necessary first aid practices (VC 12522)

- \*Actions to be taken in the event that a school bus is hijacked (ED 30847)
- \*The proper installation for mobile seating devices in bus securement system for Special Education students (ED 56221)
- \*School bus drivers shall be subject to drug and alcohol testing in accordance with School board policy and requirements of federal law.

### **GPS Tracking & Audio/Video Surveillance:**

All Palermo Union School District buses are equipped with Global Positioning System (GPS) technology. GPS helps ensure all students are safely on route and provides 'real time' locations of all school district buses. Along with GPS technology, the district uses video and audio surveillance systems inside the buses to assist in monitoring student activity and providing students with the safest possible ride.

### **Idling**

When at school, school bus, school activity bus, and any other commercial motor vehicle drivers are required to turn off the engine upon arriving at a school, and restart it no more than 30 seconds before departing. Commercial diesel vehicles are prohibited by law (13 CCR 2485) from idling a vehicle's engine for more than 5 minutes at any location. Parents and visitors must also turn off their engine as soon as they park and must not wait for a student with the engine running generally for more than 5 minutes but 10 minutes in the extreme weather conditions.

## **Legal Reference**

### **EDUCATION CODE**

- 38046 Drivers of school pupil activity buses
- 38047 Training in proper actions in event of hijacking
- 38050 Operating bus in violation of order or regulation or without operator's qualification
- 38155-38168 Training required to obtain or renew bus driver certificate
- 39831.3 Transportation safety plan
- 45125.1 Criminal background checks for contractors
- 56221 Adoption of policies

### **VEHICLE CODE**

- 1808.8 Dismissal for safety-related cause
- 2570-2575 Transportation of students
- 12517 School bus and pupil activity bus driver qualifications; certificates; fees
- 12517.2 Medical report; physical examination
- 12522 First aid training for school bus drivers



13376 Driver certificates; revocation or suspension; sex offense prosecution  
22112 School bus signals; roadway crossings  
25257 School bus; flashing light signal system  
25257.2 School bus used for transportation of developmentally disabled person  
34501.6 School buses; reduced visibility  
34508.5 Investigation of accidents

**CODE OF REGULATIONS, TITLE 5**

14103 Authority of the driver

**CODE OF REGULATIONS, TITLE 13**

1202 General provisions

1219 School bus regulations

1227 School bus stops

**CODE OF FEDERAL REGULATIONS, TITLE 49**

571.222 Federal motor vehicle safety standard # 222