



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

**TITLE:** Bus Traffic In And Around School Site

**NUMBER:** BUL-6403.0

**ISSUER:** Donald Wilkes, Director  
Transportation Services Division

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

**DATE:** October 27, 2014

**POLICY:** School administrators are to inform and remind students and school staff of the safety procedures to be observed whenever there are moving vehicles in or around the school grounds. Buses are to be escorted at all times when inside school campuses where there is pedestrian traffic or activity.

**MAJOR CHANGES:** This bulletin replaces Bulletin No. 910, "Bus Traffic In and Around School Sites," dated April 13, 2004 and has been updated to reflect new contact information.

**GUIDELINES:** I. STUDENT AWARENESS OF THE HAZARDS OF VEHICULAR TRAFFIC

Periodic assemblies and other programs throughout the school year should include reminders that accidents can very easily happen through unsafe acts and "horse play" around moving vehicles. Teachers, administrators and supervising personnel must assure the safety of students around such areas. Adherence to and enforcement of the eight-miles-per-hour speed limit on school grounds is imperative.

II. ADEQUATE ACCESSIBILITY TO AND FROM LOADING AREAS

Loading and unloading areas should be pre-arranged to minimize the movement of vehicles. Many accidents happen when vehicles maneuver in very tight areas. When loading areas lack ideal accessibility, the driver must be guided whenever the vehicle is in motion on school grounds. This assistance must be provided by a teacher or administrator, not a student.

III. BUSES ENTERING AND LEAVING SCHOOL GROUNDS

Requests for buses to enter and leave school grounds must be indicated on Form 78.20 (to obtain form, please visit the Transportation Services Division website <http://transportation.lausd.net>). Specific directions to and from the loading and unloading areas must be provided on the form. Two District representatives must meet the bus upon arrival at the gate and escort it through the school grounds.

## ROUTING

Administrators  
ESC Administrators  
School Staff



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

When the bus departs, it is to be escorted back to the gate. One escort must be in front of and one must be behind the vehicle. Whenever more than one bus enters at the same time, an escort must be in front of the first bus and another behind the last bus.

Bus drivers are not allowed to traverse school grounds unless escort assistance is provided. When students come within ten feet of a vehicle while it is in motion, the driver must stop until the way is clear.

## IV. DESIGNATED LOADING ZONES

Schools using bus transportation for school activities, student body trips, athletic or other trips, may designate specific loading areas for such trips. These loading areas should be at the street curb zones whenever possible, unless adequately accessible areas have been established on campus. These loading areas must be specified on the Form 78.20 under the section that reads "Departure From."

- AUTHORITY:** This is a policy of the Chief Operating Officer
- RELATED RESOURCES:** REF-5496.1 – Implementing a Safety Valet Program at Schools  
Office of Environmental Health and Safety, Office of the Chief Operating Officer
- ASSISTANCE:** For assistance or further information, please contact Transportation Safety Center at 1-800-LABUSES (1-800-522-8737) or (213) 580-2903.