



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Safe Riding Practices Program

**NUMBER:** REF-6142.3

**ISSUER:** Diane Pappas, Chief Executive Officer  
District Operations and Digital Innovation

Ryan Solchenberger, Director  
Transportation Services Division

**DATE:** August 21, 2017

**ROUTING**  
All Schools  
Early Childhood and  
Special Education  
Centers  
Administrators  
Local Districts  
Administrators

**PURPOSE:** This Reference Guide is to ensure that all elementary and secondary students who are transported in a school bus or pupil activity bus, as well as all assigned adult riders who assist in supervising transported students on a daily basis, receive instruction in school bus emergency procedures and passenger safety.

**MAJOR CHANGES:** This Reference Guide replaces REF-6142.1, Safe Riding Practices Program, dated August 13, 2015. **The due date for submitting the required certification forms has been revised to Friday, October 20, 2017**, and Regional Transportation Managers in Regions B and E have changed. There are no other changes.

**INSTRUCTIONS: I. INTRODUCTION**

This Reference Guide outlines procedures for schools to comply with state-mandated requirements to provide an annual instructional program to students on safe bus riding practices.

**II. STATE REQUIREMENTS**

In accordance with Section 39831.5, of the Education Code:

All pupils at the elementary and secondary level in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades one through eight, who receive transportation, shall receive safety instruction which includes, but is not limited to, proper passenger conduct, bus evacuation, and location of emergency equipment.

Prior to departure on all school activity trips, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.



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### III. SAFE BUS RIDING PRACTICES PROGRAM

The Transportation Services Division has developed the following “Safe Bus Riding Practices Program” to comply with the referenced Education Code requirements.

- A. A video program has been developed entitled, “Bus Safety: Safe Riding Practices and Bus Evacuation.” The video program is approximately six minutes long and should be shown to all students and assigned adult riders who assist in supervising transported students. This is necessary since almost all students at one time or another will travel on a school bus for field trips, athletic contests, etc.

The video may be viewed on KLCS Channel 58. Please check the station listings for the date and time of the program. The video is available and can be down-loaded at:

<http://achieve.lausd.net/Page/1797>

All Pre-K through 12 grade schools must show the program within the first ten weeks of the first semester and document its completion (see Section IV, “Documentation Requirements”). **The certification document should be sent by Friday, October 20, 2017 to:**

**Transportation Services Division, Safety Center  
115 N. Beaudry Avenue  
Los Angeles, CA, 90012**

- B. The Education Code requires **bus evacuation drills** to be conducted annually within the first ten weeks of the first semester by each school bus driver transporting pre-kindergarten through eighth grade students who are part of the transportation program. Assigned adult riders, who assist in supervising transported students on a daily basis, are also required to participate. Principals with traveling students should contact their Area Bus Supervisor or Regional Transportation Manager to schedule this drill, which will last approximately 30 minutes. It is preferable that this drill be conducted after students have viewed the referenced video program. Evacuation Drills are conducted during morning drop-off, or afternoon pick-up times.

Each year the bus driver and appropriate school administrator are required to certify in writing that this drill has been conducted (see Section IV, “Documentation Requirements”).

- C. Prior to departure on all school activity trips, bus drivers are required to review all safety rules, including location of emergency exits, location and use of emergency equipment, and proper student conduct.



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### IV. DOCUMENTATION REQUIREMENTS

Annual documentation is required certifying that proper instructional activities have been conducted as outlined in this Reference Guide. Specific documentation for each activity is as follows:

- A. **Video Program** - Each year the school principal (or designee) shall submit the proper form (see Attachment A) certifying that all enrolled students and assigned adult riders, who assist in supervising transported students on a daily basis, have viewed the program. This video program shall be played during the first ten weeks of the first semester and the certification form received in the Transportation Services Division no later than **Friday, October 20, 2017**. Forms may be obtained through the Transportation Services Division website, Area Bus Supervisor, Regional Transportation Manager, or by calling the Transportation Services Division, Safety Center at (213) 580-2903.
- B. **Bus Evacuation Drill** - Bus evacuation drills will be conducted annually within the first ten weeks of the first semester. Principals with traveling students are required to arrange for bus evacuation drills for all riders below the ninth grade and for all assigned adult riders. The bus driver conducting the drill is responsible for completing and submitting the proper certification form (see Attachment B).

**Activity Trips** - The bus driver must certify on the Dispatch Curricular Trip Report and Curricular Worksheet that proper pre-trip instructions have been given.

Teachers should indicate on the bottom portion of the Trip Confirmation Report form whether the instructions were provided.

This form is sent to the school prior to a trip. In addition, the form may be requested from Contact Bus Dispatch at (213) 580-2900 or by visiting the Transportation website at <http://transportation.lausd.net> to obtain the form.

The Transportation Services Division must maintain an up-to-date file of all certification forms. These forms are subject to inspection by the Department of the California Highway Patrol. Failure to conduct the safe bus riding practices and/or failure to produce the proper certification forms can result in suspension of all or part of the District's student Transportation Program.

- C. **Required Forms** - Schools may obtain the required forms by following the online link below:

<http://achieve.lausd.net/Page/1797>

Attachment A – “*Certification of School Bus Safe Riding Practices*”

Attachment B – “*Certification of Bus Evacuation Drill Forms*”



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Forms may be sent to the Transportation Services Division, Safety Center according to the school's preference. Addresses are provided below:

### **E-MAIL**

[transportation.branch@lausd.net](mailto:transportation.branch@lausd.net)

### **SCHOOL MAIL**

LAUSD/Transportation Services Division  
ATTN: Safety Center  
115 N. Beaudry Avenue  
Los Angeles, CA 90012

### **REGIONAL TRANSPORTATION MANAGERS**

- Region A - Jacqueline Elliott (310) 515-3132 / Local District South
- Region B - Steven Camelia (213) 749-9610 / Local Districts Central & East
- Region D - David Whisnant (818) 830-2249 / Local District West
- Region E - Harold Brand (818) 982-0425 / Local Districts Northwest & Northeast

### **ASSISTANCE:**

For assistance or further information please contact Sheri Armstrong, Transportation Services Manager, at (213) 580-2903, or the Customer Service Office at (213) 580-2950.