



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Safe Riding Practices Program

NUMBER: REF-6142.1

ISSUER: Donald Wilkes, Director
Transportation Services Division

Dr. Thelma Meléndez de Santa Ana, Chief Executive Officer
Office of Educational Services

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

DATE: August 13, 2015

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-6142.0, Safe Riding Practices Program, dated August 19, 2013. **The due date for submitting the required certification forms has been revised to Friday, October 16, 2015.**

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, inclusive, 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 is also being shown 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>

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 16, 2015 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.

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 the start of 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. Program** – Each year the school principal (or designee) shall submit the proper form (see *Attachment A*) certifying that all 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 16, 2015**. 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. Should you have any questions regarding the form, please contact Bus Dispatch at (213) 580-2900 or by e-mail through the Transportation website at <http://transportation.lausd.net>

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

SCHOOL MAIL

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

REGIONAL TRANSPORTATION MANAGERS

- Region A – Myron Gray (310) 515-3132 / Local District South
- Region B – Salvador Beltran (213) 749-9610 / Local District East
- Region D – David Whisnant (818) 830-2249 / Local Districts West & Central
- Region E – Steven Camelia (818) 982-0425 / Local Districts Northwest & Northeast

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
TRANSPORTATION SERVICES DIVISION
Safety Center

REF-6142.1
ATTACHMENT A

School Bus Safe Riding Practices Program
SCHOOL CERTIFICATION

SCHOOL _____ **LOCATION CODE** _____

Check one **EEC** **ES** **MS** **HS** **Other** _____
Please specify

I certify that all students at this school have viewed the
“*Bus Safety: Safe Riding Practices and Bus Evacuation*” video as
required for the ____ – ____ School Year.

If applicable and not already done, I agree to contact the appropriate Area Bus
Supervisor to arrange for the 30 minute bus evacuation drill for all pre-
kindergarten through 8th grade students who are regularly transported from
home-to-school and school-to-school.

•PLEASE PRINT CLEARLY•

Name _____ **Title** _____
Principal or designee

Signature _____ **Date** ____ / ____ / 20

_____ @lausd.net _____
E-Mail Address School's Telephone Number

•DISTRIBUTION•

- Submit signed original form to:

TRANSPORTATION SERVICES DIVISION
SAFETY CENTER
115 N. Beaudry Avenue
Los Angeles, CA 90012

- Retain a **SIGNED** copy for your school file.

LOS ANGELES UNIFIED SCHOOL DISTRICT
TRANSPORTATION SERVICES DIVISION

REF-6142.1
ATTACHMENT B

CERTIFICATION OF BUS EVACUATION DRILL

In accordance with Section 39831.5 of the Education Code, the following is provided:

SCHOOL _____ **LOCATION CODE** _____
Address _____ Telephone No. (____) _____ - _____
City _____ Zip Code _____
ROUTE NO. _____ **BUS NO.** _____ **DRIVER** _____
Print Name Clearly

Number of students participating in drill _____
Student grade levels (please select) Pre-K K 1 2 3 4 5 6 7 8
Time of instruction _____ minutes

Adult Supervisor(s) Present

PRINT NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that a proper bus evacuation drill was conducted that included:

- Rules for student conduct while on a bus
- Location of emergency equipment
- Proper use of emergency equipment
- Location of emergency exits
- Responsibilities of students seated next to emergency exits
- Proper bus evacuation procedures, including escorting students out of emergency exits
- Rules of student crossings
- Proper use of seat belts
- Other _____

DRIVER _____ / _____ / 20
Signature Employee No. Date

•DISTRIBUTION•

- Original Transportation Services Division, Safety Center - 115 N. Beaudry Avenue, Los Angeles 90012
- Copy School
- Copy Area Bus Supervisor
- Copy Bus Driver