

Lewis Center for Educational Research

**AR 3543: BUSINESS AND NONINSTRUCTIONAL OPERATIONS
TRANSPORTATION SAFETY**

Adopted: December 12, 2022

Revised:

The President/CEO or designee shall develop a Transportation Safety Plan containing procedures to ensure the safe transport of students. The plan shall address all of the following:

1. Determining if students in grades prekindergarten through eight require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code [22112](#).
2. Boarding and exiting a school bus or school activity bus at a school or other trip destination.
3. Procedures to ensure that a student is not left unattended on a school bus or school activity bus. A school activity bus is defined as the following: any motor vehicle, other than a school bus, operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned or operated transit system, or by a passenger charter-party carrier, used under a contractual agreement between a school and carrier to transport students at or below the 12th grade level to or from a public or private school activity, or used to transport pupils to or from residential schools, when the pupils are received and discharged at off-highway locations where a parent or adult designated by the parent is present to accept the pupil or place the pupil on the bus.

Such procedures shall include the requirement that all school buses or school activity busses shall be equipped with a child safety alert system at the interior rear of each bus that shall be automatically activated upon movement of the vehicle and requires manual activation to turn it off, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. A school activity bus may be exempt from this requirement if all of the following apply:

- The bus is not used exclusively to transport students;
- The students are accompanied by at least one adult chaperone;
- If the adult chaperone is not an employee, the chaperone shall meet the requirements for a school volunteer;
- The adult chaperone has a list of every student and chaperone, including school employees, who are on the bus at the time of departure;
- The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form acknowledging review of the safety plan and procedures;
- The adult chaperone takes and certifies a head count prior to each departure and the driver and adult chaperone sign a form verifying that all students are present and accounted for;
- After students have exited the bus and before driving away, the driver checks all areas of the bus;

- The driver shall sign a form with the time and date verifying that all required procedures have been followed and all required documentation shall be retained by the charter school for at least two years.
4. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school bus, school activity bus or ride hailing app.

A copy of the plan shall be kept at each school site and be made available upon request.

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction, which includes, but is not limited to, proper passenger conduct, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

In the event of a vehicle accident, the driver shall immediately notify the CHP and the President/CEO or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. The President/CEO or designee shall maintain a report of each accident that occurred with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the President/CEO or designee shall forward a copy of the report to the local CHP within five working days of the date of the accident.

When LCER sponsored transportation is not available, the President/CEO or designee may arrange for the transportation of students by private automobile. The LCER will ensure that each driver designed by the LCER to use a private automobile to transport students on school-sponsored trips or off-campus activities must file and keep current the following information in the LCER Human Resources Office:

- Be fully cleared as an active LCER Employee or Volunteer
- Volunteer Driver Acknowledgement Form
- Copy of Current Drivers License
- DMV Pull Notice Authorization
- DMV Driver Record Information
- Automobile Insurance Declaration with Liability coverage of \$100,000/\$300,000 minimum liability insurance

The LCER staff member assigning a designated driver for approved transportation shall verify the driver's status with the LCER Human Resources office and ensure that Field Trip Permission Slips signed by parents/guardians are on file and provided to the driver for any trip, as well as that an Off-Site Event Form is on file and provided to the kiosk upon leaving for the trip.

Use of personal vehicles where hazardous road conditions exist is prohibited. These hazardous road conditions are those declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions.