

WEST COUNTY TRANSPORTATION AGENCY

SCHOOL BUS DRIVER

RENEWAL

STUDY GUIDE



Reference material in this study guide for Units 2, 3, 5, 6, 7, 8 and 10 is derived from the California Department of Education Instructors Manual for California's Bus Driver's Training Course, California Vehicle Code, California Code of Regulations, Federal Code of Regulations, California Educational Code, California Commercial Drivers Handbook, California Drivers Handbook and other related sources.

This guide is specifically geared for the School Bus Driver.

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WEST COUNTY TRANSPORTATION AGENCY

SCHOOL BUS DRIVER

RENEWAL CLASSROOM STUDY GUIDE

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Unit 2

Driver License

and

Special Certificate

Requirements

Reference material in Unit 2 is derived from the California Department of Education Instructors Manual for California's Bus Driver's Training Course, California Vehicle Code, California Code of Regulations, Federal Code of Regulations, California Educational Code, California Commercial Drivers Handbook, California Drivers Handbook and other related sources.
This guide is specifically geared for the School Bus Driver.

The objective of Unit II of the Instructors Manual for California’s Bus Driver’s Training Course is to explain the requirements for an original applicant, the renewal applicant and the requirements to maintain the Special Driver’s Certificate.

This study guide covers all the subject matter in Unit 2 of the Instructors Manual for California’s Bus Driver’s Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

This study guide refers to many different codes and laws. “VC” stands for Vehicle Code, “CCR” stands for California Code of Regulations, and “EC” stands for the Education Code.

California Highway Patrol - Passenger Transportation Safety Handbook HPH 82.7

The CHP publishes their own document of the codes and regulations pursuant to passenger transportation safety. This document is titled Passenger Transportation Safety Handbook HPH 82.7 which is commonly referred to as the 82 point 7. The 82.7 is divided into chapters. Each chapter will be comprised of excerpts from the Vehicle Code (VC), California Code of Regulations (CCR), and the Department of Education (EC) related to the operation of vehicles requiring a California Special Drivers Certificate to transport passengers. These vehicles are school buses, school pupil activity buses (SPAB), youth buses, general pupil paratransit buses (GPPV), vehicle for developmentally disabled persons (VDDP), and farm labor vehicles (FLV).

However the HPH 82.7 is not updated as often as laws and regulations change.

Most of the laws and regulations in this study guide can be found in the 82.7 and are updated on a more frequent schedule in this document.

This guide may have excerpts from the different laws and regulations. To get the full content of any law you should refer to the Vehicle Code Manual, the California Code of Regulations and the Education Code Manual. Most of these regulations can be found on the internet.

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Qualifications of School bus or School Pupil Activity Bus Driver 12517 VC

(a) (1) a person may not operate a school bus while transporting pupils unless that person has in his or her immediate possession a valid driver's license for the appropriate class of vehicle to be driven endorsed for school bus and passenger transportation.

(2) When transporting one or more pupils at or below the 12th-grade level to or from a public or private school or to or from public or private school activities, the person described in paragraph (1) shall have in his or her immediate possession a certificate issued by the department to permit the operation of a school bus.

(b) A person may not operate a school pupil activity bus unless that person has in his or her immediate possession a valid driver's license for the appropriate class of vehicle to be driven endorsed for passenger transportation. When transporting one or more pupils at or below the 12th-grade level to or from public or private school activities, the person shall also have in his or her immediate possession a certificate issued by the department to permit the operation of school pupil activity buses.

(c) The applicant for a certificate to operate a school bus or school pupil activity bus shall meet the eligibility and training requirements specified for school bus and school pupil activity bus drivers in this code, the Education Code, and regulations adopted by the Department of the California Highway Patrol, and, in addition to the fee authorized in Section 2427, shall pay a fee of twenty-five dollars (\$25) with the application for issuance of an original certificate, and a fee of twelve dollars (\$12) for the renewal of that certificate.

Age for Driving School bus 12516 VC

It is unlawful for any person under the age of 18 years to drive a school bus transporting pupils to or from school.

LATEST EDITION OF THE CALIFORNIA COMMERCIAL DRIVER'S LICENSE HANDBOOK

We are required to teach the applicable provisions of the California Commercial Driver's License Handbook. Due to frequent updates, I am not inserting it here. Please get a current copy either from DMV online or a hard-copy from DMV in person.

WHISTLEBLOWER/COERCION

Obligations and Prohibited Acts

29 CFR 1978.102

- (a)** No person may discharge or otherwise retaliate against any employee with respect to the employee's compensation, terms, conditions, or privileges of employment because the employee engaged in any of the activities specified in paragraphs (b) or (c) of this section. In addition, no person may discharge or otherwise retaliate against any employee with respect to the employee's compensation, terms, conditions, or privileges of employment because a person acting pursuant to the employee's request engaged in any of the activities specified in paragraph (b).
- (b)** It is a violation for any person to intimidate, threaten, restrain, coerce, blacklist, discharge, discipline, harass, suspend, demote, or in any other manner retaliate against any employee because the employee or a person acting pursuant to the employee's request has:

 - (1) Filed orally or in writing a complaint with an employer, government agency, or others or begun a proceeding related to a violation of a commercial motor vehicle safety regulation, standard, or order; or
 - (2) Testified or will testify at any proceeding related to a violation of a commercial motor vehicle safety or security regulation, standard, or order.
- (c)** It is a violation for any person to intimidate, threaten, restrain, coerce, blacklist, discharge, discipline, harass, suspend, demote, or in any other manner retaliate against any employee because the employee:

 - (1)** Refuses to operate a vehicle because:

 - (i)** The operation violates a regulation, standard, or order of the United States related to commercial motor vehicle safety, health, or security; or
 - (ii)** He or she has a reasonable apprehension of serious injury to himself or herself or the public because of the vehicle's hazardous safety or security condition;
 - (2)** Accurately reports hours on duty pursuant to Chapter 315 of Title 49 of the United States Code; or

- (3) Cooperates with safety or security investigation by the Secretary of Transportation, the Secretary of Homeland Security, or the National Transportation Safety Board; or
- (4) Furnishes information to the Secretary of Transportation, the Secretary of Homeland Security, the National Transportation Safety Board, or any Federal, State, or local regulatory or law enforcement agency as to the facts relating to any accident or incident resulting in injury or death to any individual or damage to property occurring in connection with commercial motor vehicle transportation.
- (d) No person may discharge or otherwise retaliate against any employee with respect to the employee's compensation, terms, conditions, or privileges of employment because the person perceives that the employee has engaged in any of the activities specified in paragraph (e) of this section
- (e) It is a violation for any person to intimidate, threaten, restrain, coerce, blacklist, discharge, discipline, harass, suspend, demote, or in any other manner retaliate against any employee because the employer perceives that:
 - (1) The employee has filed orally or in writing or is about to file orally or in writing a complaint with an employer, government agency, or others or has begun or is about to begin a proceeding related to a violation of a commercial motor vehicle safety or security regulation, standard, or order:
 - (2) The employee is about to cooperate with a safety or security investigation by the Secretary of Transportation, the Secretary of Homeland Security, or the National Transportation Safety Board; or
 - (3) The employee has furnished or is about to furnish information to the Secretary of Transportation, the Secretary of Homeland Security, the National Transportation Safety Board, or any Federal, State, or local regulatory or law enforcement agency as to the facts relating to any accident or incident resulting in injury or death to an individual or damage to property occurring in connection with commercial motor vehicle transportation.
- (f) For purposes of this section, an employee's apprehension of serious injury is reasonable only if a reasonable individual in the circumstances then confronting the employee would conclude that the hazardous safety or security condition establishes a real danger of accident, injury, or serious impairment to health. To qualify for protection, the employee must have sought from the employer, and has been unable to obtain, correction of the hazardous safety or security condition.

First Aid Exam for School bus and Youth Bus Drivers 12522 VC

- (a) Every person who operates a school bus or youth bus in the transportation of school pupils shall, in addition to any other requirement for a school bus or youth bus driver's

certificate, qualify by an examination on first aid practices deemed necessary for school bus operators or youth bus operators. Standards for examination shall be determined by the Emergency Medical Services Authority after consultation with the State Department of Education, the Department of Motor Vehicles, and the Department of the California Highway Patrol. The local school authority employing the applicant shall provide a course of instruction concerning necessary first aid practices.

(b) The Department of the California Highway Patrol shall conduct the first aid examination as part of the examination of applicants for a school bus or youth bus driver's certificate and shall certify to the Department of Motor Vehicles that the applicant has satisfactorily demonstrated his or her qualifications in first aid practices, knowledge of school bus or youth bus laws and regulations, and ability to operate a school bus or youth bus. The first aid certifications shall be valid for the term of the school bus or youth bus driver's certificate.

(c) The first aid examination may be waived if the applicant possesses either of the following minimum qualifications:

(1) A current first aid certificate issued by the American Red Cross or by an organization whose first aid training program is at least equivalent to the American Red Cross first aid training program, as determined by the Emergency Medical Services Authority. The Emergency Medical Services Authority may charge a fee, sufficient to cover its administrative costs of approval, to an organization that applies to have its first aid training program approved for purposes of this paragraph.

(2) A current license as a physician and surgeon, osteopathic physician and surgeon, or registered nurse, or a current certificate as a physician's assistant or emergency medical technician. The first aid certificate or license shall be maintained throughout the term of the school bus or youth bus driver's certificate and shall be presented upon demand of any traffic officer. The school bus or youth bus driver's certificate shall not be valid during any time that the driver fails to maintain and possess that license or certificate after the first aid examination has been waived.

Medical Examination Requirements 12517.2 VC

(a) Applicants for an original or renewal certificate to drive a school bus, school pupil activity bus, youth bus, general public paratransit vehicle, or farm labor vehicle shall submit a report of a medical examination of the applicant given not more than two years prior to the date of the application by a physician licensed to practice medicine, a licensed advanced practice registered nurse qualified to perform a medical examination, a licensed physician assistant, or a licensed doctor of chiropractic listed on the most current National Registry of Certified Medical Examiners, as adopted by the United States Department of Transportation, as published by the notice in the Federal Register, Volume 77, Number 77, Friday, April 20, 2012, on pages 24104 to 24135, inclusive, and pursuant to Section 391.42 of Title 49 of the Code of Federal Regulations. The report shall be on a form approved by the department.

(b) School bus drivers, within the same month of reaching 65 years of age and each 12th month thereafter, shall undergo a medical examination, pursuant to Section 12804.9, and shall submit a report of that medical examination on a form as specified in subdivision (a).

National Registry of Certified Medical Examiners

The National Registry of Certified Medical Examiners (National Registry) is a new Federal Motor Carrier Safety Administration (FMCSA) program. All commercial drivers whose current medical certificate expires on or after May 21, 2014, at expiration of that certificate must be examined by a medical professional listed on the National Registry of Certified Medical Examiners (Interstate Drivers Only). Only medical examiners that have completed training and successfully passed a test on FMCSA's physical qualification standards will be listed on the National Registry.

The mission of the FMCSA Medical Program Division is to promote the safety of America's roadways through the promulgation and implementation of medical regulations, guidelines and policies that ensure commercial motor vehicle drivers engaged in interstate commerce are physically qualified to do so.

California Medical Requirements

All Commercial Driver's License (CDL) holders must provide information to the California Department of Motor Vehicles (DMV) regarding the type of commercial motor vehicle operation they drive or expect to drive with their CDL. Drivers operating in certain types of commerce will be required to submit a current medical examiner's certificate to the DMV to obtain a "certified" medical status as part of their driving record. Drivers must determine what type of commerce you operate in. Drivers must certify to the DMV one of the two types of commerce they are expected to operate.

1. Interstate non-excepted: The driver is an interstate non-excepted driver and must meet the Federal Department of Transportation (DOT) medical requirements. Drivers must use a medical professional listed on the National Registry of Certified Medical Examiners.
2. Intrastate non-excepted: The driver is an intrastate non-excepted driver and must meet the medical requirements of California.

Upon renewal of a CDL medical examination, drivers are required to use the DL-51 form dated no earlier than January 2012 and the driver will need to mark one of the driving types listed above.

Approval of Training Courses 40081 EC

(a) The department shall develop or approve courses for training school pupil activity bus (SPAB), transit bus, school bus, and farm labor vehicle drivers that will provide them with the skills and knowledge necessary to prepare them for certification pursuant to Sections 12517, 12519, and 12804.6 of the Vehicle Code. The department shall seek

the advice and assistance of the Department of Motor Vehicles and the Department of the California Highway Patrol in developing or approving those courses.

(b) The department shall train or approve the necessary instructional personnel to conduct the driver training courses. For all school bus and school pupil activity bus (SPAB) driver instructor training, the department shall provide for and approve the course outline and lesson plans used in the course. For transit bus and farm labor vehicle driver training, the department shall approve the course outline and lesson plans used in the course.

(c) All courses of study and training activities required by this article shall be approved by the department and given by, or in the presence of, an instructor in possession of a valid school pupil activity bus (SPAB), transit bus, school bus, or farm labor vehicle driver instructor certificate of the appropriate class.

(d) As an alternative to subdivisions (a), (b), and (c), instructors who have received a certificate from the Transportation Safety Institute of the United States Department of Transportation indicating that they have completed the Mass Transit Instructor Orientation and Training (Train-the-Trainer) course may approve courses of instruction and train transit bus drivers in order to meet the requirements for certification pursuant to Section 12804.6 of the Vehicle Code.

(e) On or before January 1, 2010, the department, in consultation with the Department of Motor Vehicles and the Department of the California Highway Patrol, shall review and, if necessary, revise its training courses and requirements for drivers of vehicles described in subdivision (k) of Section 545 of the Vehicle Code. The review shall address the course content and the minimum number of hours required for classroom instruction and behind-the-wheel training in order to ensure that drivers of those vehicles are trained in a manner that is appropriate for the type of vehicle they will be driving to transport pupils in a safe manner.

School Bus Driver: Minimum Coursework 40082 EC

(a) An original applicant for a certificate to drive a school bus, as defined by Section 545 of the Vehicle Code, shall have successfully completed a minimum 40-hour course of instruction. The course shall include at least 20 hours of classroom instruction in, but not limited to, all units of the Instructor's Manual for California's Bus Driver's Training Course. All classroom instruction shall be given by, or in the presence of, a state-certified instructor of the appropriate class. The course shall also include at least 20 hours of applicant behind-the-wheel training in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course. Applicant behind-the-wheel training shall include driving vehicles comparable to those vehicles that will be driven by the applicant to transport pupils. All behind-the-wheel training shall be given by a state-certified instructor of the appropriate class or the delegated behind-the-wheel trainer as designated pursuant to Section 40084.5.

(b) Except as provided in subdivision (c), a driver who is holding a driver certificate or endorsement described in Section 40083, and is seeking a school bus certificate of the appropriate class, shall have successfully completed a minimum of five hours of classroom instruction, including, but not limited to, school bus laws and regulations, defensive driving, pupil loading and unloading, and the exceptional child. All classroom instruction shall be given by, or in the presence of, a state-certified instructor of the appropriate class. The driver shall also complete at least three hours of behind-the-wheel training in defensive driving practices, lane control, railroad grade crossing procedures, and pupil loading and unloading.

(c) A driver may not be certified to drive a school bus in the manner set forth in subdivision (b) if that driver was instructed by a person who received his or her certificate in the manner described in subdivision (d) of Section 40081.

Behind the Wheel Training: Instructors and Trainers 40084.5 EC

(a) All behind-the-wheel training required to obtain certificates pursuant to Sections 12517 and 12519 of the Vehicle Code shall be performed by a state-certified instructor or by a delegated behind-the-wheel trainer who has been certified or approved by the department to conduct the required training.

(b) A delegated behind-the-wheel trainer is a person selected to assist a state-certified instructor in the behind-the-wheel training of drivers. Selected persons shall be trained by state-certified instructors and approved by the department prior to conducting any behind-the-wheel training. The minimum standards for the selection of a delegated behind-the-wheel trainer are as follows:

- (1) One year experience as a driver of the appropriate type and size vehicle immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- (2) Possession of the appropriate license, certificates, and endorsements needed to drive and train in a particular type and size vehicle.
- (3) A high school diploma or general education development equivalent.
- (4) A driving record with no chargeable accidents within the past three years immediately preceding the date of selection.
- (5) Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course given by, and in the presence of, a state-certified instructor of the appropriate class.
- (6) Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state-certified instructor of the appropriate class.

(7) Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind-the-wheel and vehicle inspection training. The test shall be given by, and in the presence of, a state-certified instructor of the appropriate class.

(c) The state-certified instructor shall train and document the qualifications and competence of each delegated behind-the-wheel trainer to be utilized in training. All training required by this section shall be documented on the State Department of Education Training Certificate T-01, and signed by a state-certified school pupil activity bus (SPAB), transit bus, school bus, or farm labor vehicle driver instructor of the appropriate class, and by the delegated behind-the-wheel trainer. The signatures shall certify that the instruction was given to, and received by, the delegated behind-the-wheel trainer and that the delegated behind-the-wheel trainer displayed a level of competency necessary to train drivers to drive authorized vehicles in a safe and competent manner. The completed State Department of Education Training Certificate T-01 shall be submitted to the department in Sacramento, along with all other required documents, when requesting approval of a delegated behind-the-wheel trainer.

(d) The department may disapprove the eligibility of a delegated behind-the-wheel trainer for any of the following causes:

(1) The state-certified instructor authorizing the competency of the delegated behind-the-wheel trainer has requested disapproval.

(2) The employer of the delegated behind-the-wheel trainer has requested disapproval.

(3) The delegated behind-the-wheel trainer has voluntarily requested disapproval.

(4) The delegated behind-the-wheel trainer failed to comply with Section 40087.

(5) The delegated behind-the-wheel trainer failed to comply with Section 40084.5.

(6) The delegated behind-the-wheel trainer does not possess a valid driver's license, appropriate endorsements, or special driver's certificate of the appropriate class.

(7) The delegated behind-the-wheel trainer's driver's license or special driver's certificate has been suspended or revoked.

(e) A delegated behind-the-wheel trainer may be limited in behind-the-wheel training as determined by the department.

Certificate Renewal Requirements 40085 EC

Applicants seeking to renew a certificate to drive a school bus as defined in Section 545 of the Vehicle Code or a school pupil activity bus as defined in Section 546 of the Vehicle Code shall have successfully completed at least 10 hours of original or renewal classroom instruction, or behind-the-wheel or in-service training during each 12 months of certificate validity.

In-service training credit may be given by a state- certified driver instructor of the appropriate class to an applicant for attending or participating in appropriate driver training workshops, driver safety meetings, driver safety conferences, and other activities directly related to passenger safety and driver training.

During the last 12 months of the special driver certificate validity, the 10 hours required shall consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency procedures, and passenger loading and unloading, and the inspection procedures pursuant to paragraph (4) of subdivision (a) of Section 39831.3. ***(Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.)***

Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the Department of Motor Vehicles to cancel the bus driver certificate. All training required by Section 40089 may be accepted in lieu of the requirements of this section.

Failure to Complete Required Training

Employers shall notify the local CHP school bus officer/coordinator of a driver in violation of 40085 EC.

Upon notification of a first occurrence, the CHP school bus officer/coordinator will inform the employer and the driver that proof of receiving the training must be submitted to the local CHP office within 30 days from the date of notification.

Failure to submit the required proof of training constitutes reason for the officer/coordinator to recommend to the DMV cancellation of the driver's certificate.

Upon notification of a subsequent occurrence, the officer/coordinator will immediately recommend cancellation of the driver's certificate.

These provisions will not apply to a driver on an extended leave of absence due to illness, or lack of employment as a driver. In those instances, the officer/coordinator will notify the employer that when the driver returns to work, proof of receiving the training must be submitted to the local CHP office within 30 days.

Failure to submit the required proof constitutes reason for the officer/coordinator to recommend cancellation of the driver's certificate.

Documentation of Training 40087 EC

(a) Except as provided in subdivision (b), driver training required by this chapter shall be properly documented on the State Department of Education Training Certificate T-01, and signed by a state-certified school pupil activity bus (SPAB), transit bus, school bus, or farm labor vehicle driver instructor of the appropriate class, and by the driver or applicant. The signatures certify that the instruction was given to, and received by, the applicant or driver, and that the applicant or driver displayed a level of competency necessary to drive the vehicle in a safe and competent manner. The applicant or driver shall present the completed State Department of Education Training Certificate T-01 to the examining state agency when applying for an endorsement or certificate, or, for renewal of an endorsement or certificate.

(b) Driver training provided by an instructor certified pursuant to subdivision (d) of Section 40081 shall be documented on a form developed by the Department of Motor Vehicles, with the consultation of the department. The form shall be signed by the instructor and by the applicant or driver. The signatures certify that the instruction was given to, and received by, the applicant or driver, and that the applicant or driver displayed a level of competency necessary to drive the vehicle in a safe and competent manner. The applicant or driver shall present the completed form to the Department of Motor Vehicles when applying for a certificate or for renewal of a certificate.

Training Certificate Form T-01 Card

The California Department of Education's Training Certificate, Form T-01, is to be used as proof of having met the training requirements of Education Code sections 40080 through 40089 for drivers, delegated behind-the-wheel trainers, and state-certified bus driver instructors.

The California Department of Education's Training Certificate, Form T-01, is at all times the property of the State of California.

The motor carrier, driver, or instructor shall present the Training Certificate, Form T-01, upon demand of any peace officer, or employee of the Department of Education, or the Department of Motor Vehicles.

The Training Certificate, Form T-01, shall be completed as required in Education Code Section 40087, and all entries shall be typed or printed in permanent ink. The Training Certificate, Form T-01, shall be free of any erasures, corrections, or cross-outs. Failure to comply with this requirement will void the entire Training Certificate, Form T-01.

An applicant's (driver's) signature certifies that all documented instruction on the Training Certificate, Form 1-01, is true and accurate, and meets all requirements of the Education Code. The Training Certificate, Form T-01, shall be signed and dated by the driver within 30 days after the end of each training period.

Training Period

A training period is defined as that period of time between birthdays for an applicant; a training period may be as short as one day in length, but may not exceed 12 months.

The first training period begins on the issue date of the California Special Certificate to the birthday of the applicant / driver. The second to fifth training period then continues from birthday to birthday.

All allowed instructional time posted on the training certificate Form T-01 card is hour for hour or minute for minute, rounded down to the closest quarter of an hour.

Front page of T-01 Card

CALIFORNIA DEPARTMENT OF EDUCATION
Form T-01 (Rev. 1-02)

Training Certificate

Check (✓) Driver Delegated trainer Instructor Applicant's birth date _____
 Check (✓) Original Renewal Certificate issuance date _____
 Check (✓) Bus type I II Date renewal training started _____
 Check (✓) School bus SPAB Transit bus Farm labor Youth bus Other

Applicant's name (Last) _____ (First) _____ (Initial) _____ Driver license number _____
 Employer _____ County _____

| Hours of training | | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total | |
|---|------------------|-------------------------------|------|------|------------------|-----|------|------|------|-------|------|------|--------------------|-------|--|
| 1 | Classroom | | | | | | | | | | | | | | |
| | In-service | | | | | | | | | | | | | | |
| | Behind the wheel | | | | | | | | | | | | | | |
| ID# A* _____ ID# B** _____ ID# C*** _____ | | Driver's signature/date _____ | | | | | | | | | | | | | |
| 2 | Classroom | | | | | | | | | | | | | | |
| | In-service | | | | | | | | | | | | | | |
| | Behind the wheel | | | | | | | | | | | | | | |
| ID# A* _____ ID# B** _____ ID# C*** _____ | | Driver's signature/date _____ | | | | | | | | | | | | | |
| 3 | Classroom | | | | | | | | | | | | | | |
| | In-service | | | | | | | | | | | | | | |
| | Behind the wheel | | | | | | | | | | | | | | |
| ID# A* _____ ID# B** _____ ID# C*** _____ | | Driver's signature/date _____ | | | | | | | | | | | | | |
| 4 | Classroom | | | | | | | | | | | | | | |
| | In-service | | | | | | | | | | | | | | |
| | Behind the wheel | | | | | | | | | | | | | | |
| ID# A* _____ ID# B** _____ ID# C*** _____ | | Driver's signature/date _____ | | | | | | | | | | | | | |
| 5 | Classroom | | | | | | | | | | | | | | |
| | In-service | | | | | | | | | | | | | | |
| | Behind the wheel | | | | | | | | | | | | | | |
| ID# A* _____ ID# B** _____ ID# C*** _____ | | Driver's signature/date _____ | | | | | | | | | | | | | |
| | | | | | | | | | | | | | Grand total | | |
| Additional training hours: | | Classroom | | | Behind the wheel | | | | | | | | | | |

FOR STATE USE ONLY

(MUST BE COMPLETED IN THE PRESENCE OF THE EXAMINING STATE AGENCY)

Written test: Failed Failed Failed Passed First-aid test: Failed Failed Failed Passed Waived

Driving test: Failed Failed Failed Passed Certificate issuance date _____

Training verification _____ (Driver's signature)

Exam verification _____ (Examiner's signature) _____ (Area)

Back page of T-01 Card

INSTRUCTIONS

The California Department of Education's **Training Certificate, Form T-01**, is to be used as proof of having met the training requirements of *Education Code* sections 40080 through 40089 for drivers, delegated behind-the-wheel trainers, and state-certified bus driver instructors.

The California Department of Education's **Training Certificate, Form T-01**, is at all times the property of the State of California. The motor carrier, driver, or instructor shall present the **Training Certificate, Form T-01**, upon demand of any peace officer, or employee of the Department of Education, or the Department of Motor Vehicles. The **Training Certificate, Form T-01**, shall be completed as required in *Education Code* Section 40087, and all entries shall be typed or printed in permanent ink. The **Training Certificate, Form T-01**, shall be free of any erasures, corrections, or cross-outs. Failure to comply with this requirement will void the entire **Training Certificate, Form T-01**.

Record of Training Hours for Original Certificates

Enter in Section 1 the number of hours of **classroom instruction** received by the applicant during each appropriate month. Minimum hours are: school bus, 20 hours; school pupil activity bus (SPAB) and transit bus, 15 hours; and farm labor vehicle, 10 hours. Enter the total number of hours in the right-hand column. For **behind-the-wheel instruction**, enter in Section 1 the number of hours of behind-the-wheel instruction received by the applicant during each appropriate month. Minimum hours are: school bus, school pupil activity bus, and transit bus, 20 hours; and farm labor vehicle, 10 hours. Enter the total number of hours in the right-hand column. For **in-service instruction** conducted as part of original training, enter in Section 1 the number of hours of in-service instruction received by the applicant during each appropriate month. Enter the total number of hours in the right-hand column.

Record of Training Hours for Renewal Certificates

Training requirements for renewal of California Special Driver Certificates are as follows. For **school bus or school pupil activity bus drivers**, a minimum of 10 hours of in-service instruction during each 12-month training period. A training period is defined as that period of time between birthdays for an applicant; a training period may be as short as one day in length, but may not exceed 12 months. During the last training period of certificate validity, the 10 hours of training must be **renewal classroom** instruction. For **transit bus drivers**, a minimum of 8 hours of in-service training is required during each 12-month training period. During the last training period of certificate validity, the 8 hours of training must be **renewal classroom** instruction. For **farm labor vehicle drivers**, a minimum of 2 hours of **classroom instruction** is required during each 12-month training period.

Record in Section 1 the instruction given during the first training period. During the transition from an original certificate to the first renewal certificate, the first training period may be less than 12 months. **Record in Section 2** the instruction given during the second 12-month training period; in **Section 3**, the instruction given in the third 12-month training period; in **Section 4**, the instruction given in the fourth 12-month training period; and in **Section 5**, the instruction given in the fifth 12-month training period. Entries in the final or last training period must include **renewal classroom** instruction. All renewal applicant training must be completed within 12 months from the date the California Special Driver Certificate expired, or the applicant will be treated as an original.

Date renewal training started: Enter the date in which in-service, classroom, or behind-the-wheel instruction was first received by the applicant after issuance of his or her original or renewal California Special Driver Certificate.

Make-up training: Following notification of the California Highway Patrol (CHP) as required in the *California Code of Regulations (CCR), Title 13, Section 1236(b)*, **record make-up training in the month the instruction was conducted**, and identify that time by placing "MU" adjacent to the time record.

DEFINITIONS

Classroom instruction. A logical sequence of instruction regulated and given by or in the presence of a certified instructor of the appropriate class. The instructor's signature in instructional category "A" on the Training Certificate, Form T-01, verifies that the applicant has received classroom instruction and has demonstrated competency in the subject(s). (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

- Curricula for **original certificate** applicants (school bus, SPAB, transit bus, and farm labor vehicle). Instruction **shall** include curricula contained within all units of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Additional related driver training curricula **may** be included (*Education Code* sections **40082, 40083, 40084**).
- Curricula for **renewal certificate** applicants (school bus, SPAB, and transit bus). Instruction **shall** include curricula contained in units 2, 3, 5, 6, 7, 8, and 10 of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Instruction for **farm labor vehicle** drivers **shall** include curricula contained in units 2, 3, 5, 6, 7, and 8 of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Additional related driver training curricula **may** be included (*Education Code* sections **40085, 40085.5, 40086**).

Behind-the-wheel instruction (school bus, SPAB, transit bus, and farm labor vehicle). Instruction **shall** include all curricula from the General Information section, and skill levels I through 7, of the latest edition of the *Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course*. Instruction **shall** be credited to an applicant only for the period of time that he or she is in physical control of the vehicle and such instruction is conducted by a certified instructor or delegated behind-the-wheel trainer of the appropriate class. The instructor's signature in instructional category "B" on the Training Certificate, Form T-01, verifies that the applicant has received behind-the-wheel instruction, and has demonstrated competency in the subject(s). Note: Instruction in the General Information and Skill Level Seven sections of the *Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course* will be credited as **in-service instruction** and documented in instructional category "C" on the Training Certificate. (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

In-service instruction (school bus, SPAB, transit bus, and farm labor vehicle). Credit **may** be given by a certified instructor of the appropriate class to an applicant for attending or participating in the following: (1) commercial driver license training; (2) first-aid courses; (3) transportation safety workshops or conferences; (4) transportation safety meetings; (5) emergency procedures training; (6) safety check rides or bus roadtests; (7) training for pre- and post-trip vehicle inspection; and (8) safety training directly related to passenger transportation safety. The instructor's signature in instructional category "C" on the Training Certificate, Form T-01, verifies that the applicant has received instruction while participating in one or more of the eight in-service categories mentioned above, and has demonstrated competency in the subject(s). (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

APPLICANTS: An applicant's (driver's) signature certifies that all documented instruction on the Training Certificate, Form T-01, is true and accurate, and meets all requirements of the *Education Code*. The Training Certificate, Form T-01, shall be signed and dated by the driver within 30 days after the end of each training period.

DELEGATED TRAINERS: The Training Certificate, Form T-01, shall be used to separately document the training and competence of delegated behind-the-wheel trainer applicants as required in *Education Code* Section 40084.5.

INSTRUCTORS: The Training Certificate, Form T-01, shall be used to document all instructors' training time as required in *Education Code* Section 40089. Training conducted by an instructor during each training period shall be recorded annually. The Training Certificate, Form T-01, shall be signed and dated by the instructor within 30 days after the end of each training period. An instructor's signature certifies that all documented instruction on the Training Certificate, Form T-01, is true and accurate, and meets all the requirements of the *Education Code*. On renewal of the instructor's California Special Driver Certificate, the completed instructor's Training Certificate, Form T-01, shall be submitted within 30 days to the California Department of Education, Office of School Transportation, 3500 Reed Avenue, West Sacramento, CA 95605.

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- (3) Five years of experience as a driver in the appropriate vehicle category, or two years' experience of that driving experience and three years equivalent experience driving vehicles that require a class A or B driver's license.
- (4) A high school diploma or General Education Development (GED) equivalent.
- (5) A driving record with no chargeable accidents within the past three years preceding the date of application for the instructor certificate.
- (6) The department may waive any or all of the requirements of this subdivision as it determines is necessary to ensure that there are an adequate number of state-certified instructors in the state.

(c)

- (1) A state-certified school bus driver instructor of the appropriate class may instruct all applicants for a school bus, school pupil activity bus (SPAB), transit bus, or farm labor vehicle driver's certificate.
- (2) A state-certified school pupil activity bus (SPAB) driver instructor of the appropriate class may instruct all applicants for a school pupil activity bus (SPAB), transit bus, or farm labor vehicle driver's certificate, but not a school bus certificate.
- (3) A state-certified transit bus instructor of the appropriate class may instruct all applicants for a transit bus or farm labor driver's certificate, but not a school pupil activity bus (SPAB) or a school bus certificate.
- (4) A state-certified farm labor vehicle driver instructor may instruct applicants only for a certificate to drive a farm labor vehicle.

(d) A school pupil activity bus (SPAB), transit bus, school bus, or farm labor vehicle driver instructor certificate shall be valid until suspended, revoked, or canceled if it is accompanied by a valid driver's license and a special driver's certificate or valid driver's license and endorsement of the appropriate class or is limited to classroom or in-service training only.

(e) The department may suspend or revoke a school pupil activity bus (SPAB), transit bus, school bus, or farm labor vehicle driver instructor certificate for any of the following causes:

- (1) The certificate holder failed to comply with Section 40087.
- (2) The certificate holder failed to comply with Section 40084.5.
- (3) The certificate holder has committed an act listed in Section 13369 of the Vehicle Code or Section 13370 of that code.

(f) The department shall revoke a school bus, school pupil activity bus (SPAB), transit bus, or farm labor vehicle driver instructor certificate if the certificate holder falsified a State Department of Education Training Certificate T-01, T-02, or T-03.

(g) The department may cancel the driver instructor certificate for any of the following causes:

- (1) The certificate holder has voluntarily requested cancellation.
- (2) The certificate holder has his or her driving privilege suspended or revoked.
- (3) The certificate holder has failed to meet the provisions required for retention of the driver instructor certificate. This includes failure to meet the instructor training requirements prescribed by Section 40089.
- (4) The certificate holder does not possess a valid driver's license, endorsement, or special driver's certificate of the appropriate class.

(h) The department shall by regulation adopt an instructor certificate appeals procedure for subdivisions (e), (f), and (g).

(i) The Department of Motor Vehicles or the Department of the California Highway Patrol may disallow the driver training documentation provided pursuant to Section 40087 signed by any driver instructor certified pursuant to Section 40081 if either of those departments finds that the instructor's certificate would have been suspended, revoked, or canceled for any of the reasons designated in subdivision (e), (f), or (g).

Fingerprint Requirements 12517.3 VC

(a)

- (1) An applicant for an original certificate to drive a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle shall be fingerprinted by the Department of the California Highway Patrol, on a form provided or approved by the Department of the California Highway Patrol for submission to the Department of Justice, utilizing the Applicant Expedite Service or an electronic fingerprinting system.
- (2) An applicant fingerprint form shall be processed and returned to the office of the Department of the California Highway Patrol from which it originated not later than 15 working days from the date on which the fingerprint form was received by the Department of Justice, unless circumstances, other than the administrative duties of the Department of Justice, warrant further investigation.
- (3) Applicant fingerprints that are submitted by utilizing an electronic fingerprinting system shall be processed and returned to the appropriate office of the Department of the California Highway Patrol within three working days.

(4) The commissioner may utilize the California Law Enforcement Telecommunications System to conduct a preliminary criminal and driver history check to determine an applicant's eligibility to hold an original or renewal certificate to drive a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle.

(b)

(1) Notwithstanding subdivision (a), an applicant for an original certificate to drive a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle may be fingerprinted by a public law enforcement agency, a school district, or a county office of education utilizing an electronic fingerprinting system with terminals managed by the Department of Justice.

(2) The Department of Justice shall provide the fingerprint information processed pursuant to this subdivision to the appropriate office of the Department of the California Highway Patrol within three working days of receipt of the information.

(3) An applicant for an original certificate to drive an ambulance shall submit a completed fingerprint card to the department.

Federal Bureau of Investigation (FBI) Fingerprints Applicants who cannot establish seven continuous years of California residency are required to submit a second set of fingerprints. This second set will be submitted to the Department of Justice (DOJ), who will forward it to the FBI for a background investigation of the applicant.

Certificates Issuance and Restrictions 12517.4 VC

This section governs the issuance of a certificate to drive a school bus, school pupil activity bus, youth bus, general public paratransit vehicle, or farm labor vehicle.

(a) The driver certificate shall be issued only to applicants meeting all applicable provisions of this code and passing the examinations prescribed by the department and the Department of the California Highway Patrol. The examinations shall be conducted by the Department of the California Highway Patrol, pursuant to Sections 12517, 12519, 12522, 12523, and 12523.5.

(b) A temporary driver certificate shall be issued by the Department of the California Highway Patrol after an applicant has cleared a criminal history background check by the Department of Justice and, if applicable, the Federal Bureau of Investigation, and has passed the examinations and meets all other applicable provisions of this code.

(c) A permanent driver's certificate shall be issued by the department after an applicant has passed all tests and met all applicable provisions of this code. Certificates are valid for a maximum of five years and shall expire on the fifth birthday following the issuance of an original certificate or the expiration of the certificate renewed.

(d) A holder of a certificate may not violate any restriction placed on the certificate. Depending upon the type of vehicle used in the driving test and the abilities and physical condition of the applicant, the Department of the California Highway Patrol and the department may place restrictions on a certificate to assure the safe operation of a motor vehicle and safe transportation of passengers. These restrictions may include, but are not limited to, all of the following:

- (1) Automatic transmission only.
- (2) Hydraulic brakes only.
- (3) Type 2 bus only.
- (4) Conventional or type 2 bus only.
- (5) Two-axle motor truck or passenger vehicle only.

(e) A holder of a certificate may not drive a motor vehicle equipped with a two-speed rear axle unless the certificate is endorsed: "May drive vehicle with two-speed rear axle."

Refusal to Issue or Renew Suspension or Revocation of Certificate or Endorsement 13369 VC

(a) This section applies to the following endorsements and certificates:

- (1) Passenger transportation vehicle.
- (2) Hazardous materials.
- (3) School bus.
- (4) School pupil activity bus.
- (5) Youth bus.
- (6) General public paratransit vehicle.
- (7) Farm labor vehicle.
- (8) Vehicle used for the transportation of developmentally disabled persons.

(b) The department shall refuse to issue or renew, or shall revoke the certificate or endorsement of any person who meets the following conditions:

- (1) Within three years, has committed any violation that results in a conviction assigned a violation point count of two or more, as defined in Sections 12810 and 12810.5. The department may not refuse to issue or renew, nor may it revoke, a person's hazardous materials or passenger transportation vehicle endorsement if the violation leading to the conviction occurred in the person's private vehicle and not in a commercial motor vehicle, as defined in Section 15210.
- (2) Within three years, has had his or her driving privilege suspended, revoked, or on probation for any reason involving unsafe operation of a motor vehicle. The department may not refuse to issue or renew, nor may it revoke, a person's passenger transportation vehicle endorsement if the person's driving privilege has, within three years, been placed on probation only for any reason involving unsafe operation of a motor vehicle.

(3) Notwithstanding paragraphs (1) and (2), does not meet the qualifications for issuance of a hazardous materials endorsement set forth in Parts 383, 384, and 1572 of Title 49 of the Code of Federal Regulations.

(c) The department may refuse to issue or renew, or may suspend or revoke the certificate or endorsement of any person who meets any of the following conditions:

- (1) Within 12 months, has been involved as a driver in three accidents in which the driver caused or contributed to the causes of the accidents.
- (2) Within 24 months, as a driver, caused or contributed to the cause of an accident resulting in a fatality or serious injury or serious property damage in excess of one thousand dollars (\$1,000).
- (3) Has violated any provision of this code, or any rule or regulation pertaining to the safe operation of a vehicle for which the certificate or endorsement was issued.
- (4) Has violated any restriction of the certificate, endorsement, or commercial driver's license.
- (5) Has knowingly made a false statement or failed to disclose a material fact on an application for a certificate or endorsement.
- (6) Has been determined by the department to be a negligent or incompetent operator.
- (7) Has demonstrated irrational behavior to the extent that a reasonable and prudent person would have reasonable cause to believe that the applicant's ability to perform the duties of a driver may be impaired.
- (8) Excessively or habitually uses, or is addicted to, alcoholic beverages, narcotics, or dangerous drugs.
- (9) Does not meet the minimum medical standards established or approved by the department.

(d) The department may cancel the certificate or endorsement of any driver who meets any of the following conditions:

- (1) Does not have a valid driver's license of the appropriate class.
- (2) Has requested cancellation of the certificate or endorsement.
- (3) Has failed to meet any of the requirements for issuance or retention of the certificate or endorsement, including, but not limited to, payment of the proper fee, submission of an acceptable medical report and fingerprint cards, and compliance with prescribed training requirements.

- (4) Has had his or her driving privilege suspended or revoked for a cause involving other than the safe operation of a motor vehicle.

(e)

- (1) The department shall refuse to issue or renew, or shall suspend or revoke, the passenger vehicle endorsement of a person who violates subdivision (b) of Section 5387 of the Public Utilities Code.

PUC Section 5387 (b) A person who drives a bus for a charter-party carrier without having a current and valid driver's license of the proper class, a passenger vehicle endorsement, or the required certificate shall be suspended from driving a bus of any kind, including, but not limited to, a bus, school bus, school pupil activity bus, or transit bus, with passengers for a period of five years pursuant to Section 13369 of the Vehicle Code.

- (2) A person found to be in violation of subdivision (b) of Section 5387 of the Public Utilities Code shall be ineligible for a passenger vehicle endorsement that would permit him or her to drive a bus of any kind, including, but not limited to, a bus, school bus, youth bus, school pupil activity bus, trailer bus, or a transit bus, with passengers, for a period of five years.

(f)

- (1) Reapplication following refusal or revocation under subdivision (b) or (c) may be made after a period of not less than one year from the effective date of denial or revocation, except in cases where a longer period of suspension or revocation is required by law.
- (2) Reapplication following cancellation under subdivision (d) may be made at any time without prejudice.

Denial Suspension or Revocation of Certificate 13370 VC

(a) The department shall refuse to issue or shall revoke a school bus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons if any of the following causes apply to the applicant or certificate holder:

- (1) Has been convicted of a sex offense as defined in Section 44010 of the Education Code.
- (2) Has been convicted, within two years, of an offense specified in Section 11361.5 of the Health and Safety Code.
- (3) Has failed to meet prescribed training requirements for certificate issuance.
- (4) Has failed to meet prescribed testing requirements for certificate issuance.
- (5) Has been convicted of a violent felony listed in subdivision (c) of Section 667.5 of the Penal Code, or a serious felony listed in subdivision (c) of Section 1192.7 of the Penal Code. This paragraph shall not be applied to revoke a license that was

valid on January 1, 2005, unless the certificate holder is convicted for an offense that is committed on or after that date.

(b) The department may refuse to issue or renew, or may suspend or revoke a school bus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons if any of the following causes apply to the applicant or certificate holder:

- (1) Has been convicted of a crime specified in Section 44424 of the Education Code within seven years. This paragraph does not apply if denial is mandatory.
- (2) Has committed an act involving moral turpitude.
- (3) Has been convicted of an offense, not specified in this section and other than a sex offense that is punishable as a felony, within seven years.
- (4) Has been dismissed as a driver for a cause relating to pupil transportation safety.
- (5) Has been convicted, within seven years, of an offense relating to the use, sale, possession, or transportation of narcotics, habit-forming drugs, or dangerous drugs, except as provided in paragraph (3) of subdivision (a).
- (6) Has been reported to the Department of Motor Vehicles, pursuant to Section 39843 of the Education Code, for leaving a pupil unattended on a school bus, school pupil activity bus, or youth bus.

(c)

- (1) Reapplication following refusal or revocation under paragraph (1), (2), or (3) of subdivision (a) or (b) may be made after a period of not less than one year after the effective date of refusal or revocation.
- (2) Reapplication following refusal or revocation under paragraph (4) of subdivision (a) may be made after a period of not less than 45 days after the date of the applicant's third testing failure.
- (3) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.
- (4) A former applicant or holder of a certificate whose certificate was revoked pursuant to paragraph (6) of subdivision (b) may reapply for a certificate if the certificate revocation is reversed or dismissed by the department.

Reporting Unattended Pupil Disciplinary Action 39843 EC

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver's employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.

(2) Made a finding that the driver's actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, "gross negligence" means the want of even scant care or an extreme departure from the ordinary standard of conduct.

Unattended Pupil – Contract Services 39860 EC

(a) The governing board of a school district may contract for the transportation of pupils attending schools within the district to and from any exposition or fair, school activities, or other activities that the governing board of the school district determines to be for the benefit of the pupils, in this state, and may pay for the transportation out of any funds of the school district available for the purpose.

(b) The governing board of a school district shall require that any contract for the transportation of pupils under this section shall include the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus in accordance with paragraph (4) of subdivision (a) of Section 39831.3 .

Definition of Conviction 13375 VC

For the purpose of this article, any plea or verdict of guilty, plea of nolo contendere, or court finding of guilt in a trial without a jury, or forfeiture of bail, is deemed a conviction, notwithstanding subsequent action under Section 1203.4 or 1203.4a of the Penal Code allowing withdrawal of the plea of guilty and entering a plea of not guilty, setting aside the verdict of guilty, or dismissing the accusation or information.

Denial, Suspension, or Revocation: Request and Scope of Hearing 13371 VC

This section applies to school bus, school pupil activity bus, youth bus, general public paratransit vehicle certificates, and a certificate for a vehicle used for the transportation of developmentally disabled persons.

(a) Any driver or applicant who has received a notice of refusal, suspension, or revocation, may, within 15 days after the mailing date, submit to the department a written request for a hearing. Failure to demand a hearing within 15 days is a waiver of the right to a hearing.

(1) Upon receipt by the department of the hearing request, the department may stay the action until a hearing is conducted and the final decision has been rendered by the Certificate Action Review Board pursuant to paragraph (2) of subdivision (d). The department shall not stay an action when there is reasonable cause to believe the stay would pose a significant risk to the safety of pupils being transported in a school bus, school pupil activity bus, youth bus, or persons being transported in a general public paratransit vehicle.

(2) An applicant or driver is not entitled to a hearing whenever the action by the department is made mandatory by this Article or any other applicable law or regulation except where the cause for refusal is based on failure to meet medical standards or excessive and habitual use of or addiction to alcoholic beverages, narcotics, or dangerous drugs.

(b) The department shall appoint a hearing officer to conduct the hearing in accordance with Section 14112. After the hearing, the hearing officer shall prepare and submit findings and recommendations to the department.

(c) The department shall mail, as specified in Section 22, a copy of the hearing officer's findings and recommendations to the driver or applicant and to the driver or applicant's hearing representative, either of whom may file a statement of exception to the findings and recommendations within 24 days after the mailing date.

(d)

(1) The Certificate Action Review Board consists of the following three members: a chairperson appointed by the director of the department, a member appointed by the Commissioner of the California Highway Patrol, and a member appointed by the Superintendent of Public Instruction.

(2) After a hearing, the board shall review the findings and recommendations of the hearing officer, and any statement of exception, and make a decision concerning disposition of the action taken by the department, which decision shall be final. At this stage, no evidence shall be heard that was not presented at the hearing, unless the person wishing to present the new evidence establishes, to the satisfaction of the board, that it could not have been obtained with due diligence prior to the hearing.

Denial, Revocation, And or Suspension of Driver Certificates 13376 VC

(a) The department shall revoke a school bus, school pupil activity bus, youth bus, or general public paratransit driver certificate, and shall deny an application for that certificate, for any of the following causes:

- (1) The applicant or certificate holder has been convicted of any sex offense as defined in Section 44010 of the Education Code.
- (2) The applicant has, within the three years preceding the application date, either been convicted of a violation of Section 20001, 23103, 23104, 23152, or 23153, or has his or her driving privilege suspended, revoked, or placed on probation by the department for a cause involving the safe operation of a motor vehicle.
- (3) The applicant has, within the two years preceding the application date, been convicted of any offense specified in Section 11361.5 of the Health and Safety Code.
- (4) The applicant has failed to meet the prescribed testing requirements for issuance of the certificate.

(b)

- (1) The department shall revoke a certificate listed in subdivision (a), for three years if the certificate holder refuses to submit to a test for, fails to comply with the testing requirements for, or receives a positive test for a controlled substance, as specified in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations and Section 34520. However, the department shall not revoke a certificate under this paragraph if the certificate holder is in compliance with any rehabilitation or return to duty program that is imposed by the employer that meets the controlled substances and alcohol use and testing requirements set forth in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations. The driver shall be allowed to participate in a rehabilitation or return to duty program only once within a three-year period. The employer or program shall report any subsequent positive test result or drop from the program to the department on a form approved by the department.
- (2) If an applicant refuses to submit to a test for, fails to comply with the testing requirements for, or receives a positive test for a controlled substance, the department shall refuse the application for a certificate listed in subdivision (a) for three years from the date of the confirmed positive test result.
- (3) The carrier that requested the test shall report the refusal, failure to comply, or positive test result to the department not later than five days after receiving notification of the test result on a form approved by the department.
- (4) The department shall maintain a record of any action taken for a refusal, failure to comply, or positive test result in the driving record of the applicant or certificate holder for three years from the date of the refusal, failure to comply, or positive test result.

(c)

- (1) The department may temporarily suspend a school bus, school pupil activity bus, youth bus, or general public paratransit driver certificate, or temporarily withhold issuance of a certificate to an applicant, if the holder or applicant is arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.
- (2) Upon receipt of a notice of temporary suspension, or of the department's intent to withhold issuance, of a certificate, the certificate holder or applicant may request a hearing within 10 days of the effective date of the department's action.
- (3) The department shall, upon request of the holder of, or applicant for, a certificate, within 10 working days of the receipt of the request, conduct a hearing on whether the public interest requires suspension or withholding of the certificate pursuant to paragraph (1).
- (4) If the charge is dismissed or results in a finding of not guilty, the department shall immediately terminate the suspension or resume the application process, and shall expunge the suspension action taken pursuant to this subdivision from the record of the applicant or certificate holder.

(d) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.

(e) The determination of the facts pursuant to this section is a civil matter which is independent of the determination of the person's guilt or innocence, has no collateral estoppel effect on a subsequent criminal prosecution, and does not preclude the litigation of the same or similar facts in a criminal proceeding.

DRIVER CERTIFICATION PROCESS

a. Interview and Test Location.

Applicants should be interviewed and tested at the California Highway Patrol (CHP) office located within the area where they will be doing the majority of their driving. Exceptions can be made for unusual circumstances with the concurrence of the involved CHP areas. This restriction is necessary for record-keeping and monitoring drivers for compliance with pupil transportation laws and regulations. Applicants should contact the CHP office to ascertain times when the initial CHP interview, testing, and certification can be accomplished.

b. Initial CHP Interview.

School Bus Officers/Coordinators (SBOCs) will conduct an initial interview with each original applicant. The purpose of the interview is to ensure that the applicant is aware of the minimum requirements for the certificate, and to identify and eliminate applicants who may be unqualified. This informational interview will be conducted prior to accepting the certificate fee or fingerprinting the applicant. The following items will be discussed:

- (1) The minimum physical and medical requirements;
- (2) The specifics of the criminal background check, complete driving record check, certificate testing process, and work history
- (3) The importance of being thorough and accurate on all pre-employment documents, as well as the consequences of knowingly providing false information on the certificate application forms.

c. Testing.

Applicants will have three opportunities to pass the written, driving, and, if applicable, first aid tests. The pretrip inspection is part of the driving test, and the first aid examination is independent of both the written and driving tests. The SBOC may recommend an applicant for remedial training after failing the written or driving test after the first or second attempt. The SBOC will return the applicant's California Department of Education Training Certificate, T-01 form, for the instructor to document any remedial training. The duration of such training will be at the discretion of the instructor or employer after consulting with the SBOC. Applicants will be retested after seven calendar days have elapsed from the date of the failure. Instructors must return the T-01 training certificate indicating any remedial training prior to a retest. A third failure will disqualify the applicant. Disqualified applicants may reapply for a certificate after a period of not less than 45 days from the date of the third failure.

APPLICATION PROCESS

a. Original Applicants

(1) An "original applicant" is one who:

- (a) Has never been issued a driver certificate for the type of vehicle (school bus, youth bus, GPPV, SPAB, or FLV) to be driven; or,
- (b) Has a driver certificate that has been expired for more than one year; or
- (c) Has had a driver certificate denied or revoked pursuant to Section 13370 VC, but now is eligible to apply for a certificate; or

(d) Returns to California after relinquishing his/her California driver license.

(2) Original applicants need the following when reporting initially to the CHP:

- (a) A valid class A, B, or C driver license
- (b) A Department of Motor Vehicles (DMV) H6-printout
- (c) A \$57 fee. (Break down of fee: \$25 for the certificate; \$32 for fingerprints).

(3) To facilitate the certificate process, it is also desirable that the applicant initially present:

- (a) Driver license. All applicants shall possess a valid class A or B driver license with a passenger endorsement (Section 15250 VC). An interim, temporary driver license or instruction permit of the appropriate class is acceptable. GPPV and VDDP applicants shall have a valid class A, B, or C license with the proper endorsements. All school bus applicants and all applicants employed for compensation by another for the purpose of driving a motor vehicle on the highway shall be at least 18 years old (Sections 12515 and 12516 VC).
- (b) Out-of-State License. A valid out-of-state driver license for a nonresident is acceptable if the requirements of Sections 12502 and 12505 VC are met. The license must be issued by a U. S. jurisdiction and be valid for driving in California.
- (c) Special Certificate Application - CHP 295.

NOTE: This form should be completed but not signed. See ANNEX F for an example of CHP 295.

- (d) A current medical report DL-51, [Section 12517.2(a) VC]. Applicants shall present their current medical report to the officers or coordinators. "Current" for an original applicant means that the examination was within the past two years.
- (e) DMV Printout. Each applicant will provide a DMV printout (H6). If the printout provided does not cover a 10-year period, the SBOC will obtain a 10-year driver history record from DMV.
- (f) Training Verification. Once the applicant has completed the required training and is scheduled for testing, the applicant shall present proper verification of the training he or she received.

(4) Original applicants will accomplish the following at the CHP office:

- (a) Complete the CHP 295. Original applicants shall complete the front of the application to provide information needed to prepare and process the California Special Driver Certificate – DL-45. Applicants may complete the CHP 295 prior to reporting to the CHP office, but shall sign the form in the presence of the SBOC. If the SBOC identifies a potential problem, the SBOC will complete an Applicant Discrepancy Identifier. The applicant shall sign the card, and the employer shall receive a copy. This will alert the applicant and the employer to problems requiring correction prior to issuance of a temporary certificate.
- (b) Complete the application portion of the SPECIAL DRIVER CERTIFICATE and pay a \$57 fee.
- (c) The SBOC will fingerprint all original applicants except for FLV applicants utilizing a fingerprinting card or a CHP electronic fingerprinting system. If an applicant is unable to establish seven continuous years of California residency, the applicant will be fingerprinted twice. The second set of fingerprints will be submitted to the FBI. The FBI background investigation will significantly increase the length of the certification process. Only applicants for an original certificate to drive a school bus, SPAB, youth bus, or GPPV may be fingerprinted by a public law enforcement agency, a school district, or a county office of education utilizing an electronic fingerprinting system with terminals managed by the Department of Justice.
- (d) CHP Notification. Employers must immediately notify the SBOC when an applicant has withdrawn from the certification process. Applicants who subsequently wish to resume the process after 1 year has elapsed from the application date will be re-fingerprinted.
- (e) Resubmission of Fingerprints. If, for any reason, the DOJ or the FBI returns a set of fingerprints because they are unacceptable, the SBOC will schedule the applicant for reprinting.

(5) Criminal History Review.

- (a) SBOCs will critically review the criminal history record received from the DOJ and, if applicable, the FBI, for any disqualifying information. If the applicant's record is clear, the local SBOC will contact the prospective employer so the applicant may be scheduled for testing.
- (b) If, after the review, it is learned the applicant may be disqualified, the applicant may be scheduled for testing. However, no temporary certificate will be issued. SBOCs will complete and forward the applicant file to DMV for review pending a final decision on issuance of the permanent certificate.

- (c) If, after this review, it is learned the applicant will be disqualified, he/she shall not be scheduled for testing. The SBOC will notify the applicant's prospective employer of the situation, and forward the applicant file to DMV.

b. Renewal Applicants

(1) A "renewal applicant" is one who:

- (a) Has a driver certificate that will expire within six months; or,
- (b) Has a driver certificate that has expired by not more than 12 months. The renewal period for a special driver certificate will remain open for a period of 12 months from the date the applicant's special certificate expires. This date should be the applicant's birthday. During this 12-month period, the applicant must complete all required testing and be issued a temporary (renewal) special driver certificate. A driver failing to complete the testing process before the end of the 12th month will be considered an original applicant.
- (c) An original or renewal VDDP applicant is a person who is employed by a business or a non-profit organization or agency, and who is primarily employed as a driver of a motor vehicle for hire used for the transportation of persons with developmental disabilities, as defined in Section 4512 of the Welfare and Institutions Code. A person who is primarily employed as a driver is that person who performs at least 50 percent of his or her time worked including, but not limited to, time spent assisting persons onto and out of the vehicle, or at least 20 hours a week, whichever is less, as a compensated driver of a motor vehicle for hire for the transportation of persons with developmental disabilities. For complete statutory text, see Section 12523.6 VC.

(2) Applicants seeking to renew a special driver certificate need the following when reporting to the CHP office:

- (a) A valid class A or B commercial driver license (except GPPV or VDDP drivers must possess a valid class A, B, or C driver license);
- (b) A current medical report, DL-51, [Section 12517.2(a) VC];
- (c) School bus, SPAB, and FLV drivers must present a state Department of Education T-O1 Training Certificate properly documenting successful completion of the required renewal training. Youth bus and GPPV drivers must present a letter from their employer documenting successful completion of the required renewal training. There are no training requirements for a VDDP applicant.
- (d) A \$12 fee (exact amount).

(3) Renewal applicants will accomplish the following at the CHP office:

- (a) Complete a CHP 295;
- (b) Complete the application portion of the special driver certificate and pay a \$12 fee.
- (c) Renewal applicants must renew the special driver certificate within six months before or 12 months after the certificate expiration date. If a renewal applicant renews his/her certificate after 12 months have elapsed from the expiration date of the certificate, he/she will be considered an original applicant.

c. Applicant Testing

(1) Applicants, except applicants for a VDDP special driver certificate, must pass a written examination on laws and regulations governing pupil and farm labor transportation safety, and all applicable requirements of Sections 12517, 12519, and 31401 VC. Applicants will have three opportunities to pass the written exam.

(2) Applicants for a school bus or youth bus special driver certificate must pass a written examination on first aid practices or obtain a first aid certificate from the American Red Cross or from an organization whose first aid training program is at least equivalent to the American Red Cross first aid training program, as determined by the Emergency Medical Services Authority. Applicants will have three opportunities to pass the first aid written examination. Applicants who have failed the written CHP First Aid Examination twice should consider taking a first aid course. A third failure will disqualify the applicant, and the applicant may not waive the exam by obtaining a first aid certificate. See Annex C for a list of approved first aid courses. Applicants who obtain a first aid certificate to waive the exam must maintain that certificate valid. Failure to do so will invalidate the special driver certificate (Section 12522 VC). Once the CHP has waived the driver's first aid test, the first aid restriction cannot be removed until the driver renews his or her school bus or youth bus special driver certificate.

(3) Applicants, except applicants for a VDDP certificate, must pass a driving test to demonstrate their knowledge of applicable laws and regulations, and their ability to operate a school bus, SPAB, youth bus, GPPV, or FLV (Sections 12517.4 and 12804.9 VC). Applicants will have three opportunities to pass the driving test.

- (a) The driving test includes a pre-trip vehicle inspection and the demonstration of a driver's familiarity with all gauges, instruments, and controls on the bus or FLV. An applicant's knowledge of brake systems and their operation is critical.
- (b) Applicants shall bring the vehicle requiring the highest level of driver skill. Certificates are restricted based upon the type of vehicle used in the driving test.

Applicants wishing an unrestricted certificate may use more than one vehicle to test their driving skills.

(c) It is unlawful for the holder of a certificate to violate any restriction placed on a special driver certificate. Depending upon the type of vehicle used in the driving test, and the abilities and physical condition of the applicant, the CHP and DMV may place restrictions on a certificate to ensure the safe operation of a motor vehicle and the safe transportation of passengers. Such restrictions may include, but shall not be limited to, the following:

1. Automatic transmission only;
2. Hydraulic brakes only;
3. Type 2 bus only;
4. Conventional or type 2 bus only;
5. Two-axle motor truck or passenger vehicle only;
6. First aid test waived; must comply with Section 12522(c) VC;
7. The driver certificate must be endorsed "may drive vehicle with two-speed rear axle" if the applicant wishes to drive a vehicle so equipped [Section 12517.4(e) VC].

(4) Renewal applicants may receive an abbreviated driving test at the discretion of the SBOC if the applicant has not been involved in any preventable accidents and has not received any citations or school bus-related driving complaints since the issuance of the current certificate. Participation in a local school bus "roadeo" within the 12 months preceding the renewal application date will satisfy the driving test requirements if the "roadeo" included a driving test given or directed by an attending SBOC. The driving test requirements may also be satisfied if the SBOC rode with the renewal applicant on a regular school bus run within the 12 months preceding the renewal application date and completed a CHP 295A.

NOTE: Any area not having an established "roadeo" may conduct a local school bus "roadeo" program using the Annual California School Bus Safety Roadeo Program, sponsored by the California Association of School Transportation Officials (CASTO).

d. Canceled Applicants

(1) Applicants seeking reinstatement after cancellation of a certificate need the following when reporting to the CHP office:

- (a) A valid class A or B commercial driver license (except GPPV or VDDP drivers must possess a valid class A, B, or C driver license);
- (b) A current medical certificate, DL-51A;
- (c) A \$12 fee if any permanent or temporary certificate is lost by the applicant/driver during the cancellation period;
- (d) Evidence that the deficiency that resulted in cancellation has been corrected.

(2) Canceled applicants will accomplish the following at the CHP office:

- (a) Complete a CHP 295;
- (b) Provide evidence to the CHP SBOC that the deficiency that resulted in cancellation has been corrected.

e. Up-Grade Applicants

(1) Applicants seeking to eliminate a restriction on their special driver certificate need the following when reporting to the CHP office:

- (a) A valid class A or B commercial driver license (except GPPV or VDDP drivers shall possess a valid class A, B, or C driver license);
- (b) A current medical certificate, DL-51A;
- (c) A \$12 fee (exact amount);
- (d) A valid special driver certificate.

(2) Applicants will accomplish the following at the CHP office:

- (a) Complete a CHP 295;
- (b) Complete the application portion of the special driver certificate and pay a \$12 fee;
- (c) Pass a driving test to demonstrate their knowledge of applicable laws and regulations, and their ability to operate the appropriate vehicle. The driving test includes a pre-trip vehicle inspection and a demonstration of the driver's familiarity with all gauges, instruments, and controls on the bus or FLV. Special emphasis is placed on brake systems and their operation.

**SUPPLEMENT
TO
UNIT 2**

Driver License
and
Special Certificate
Requirements

Vehicle Code Violations used in Negligent Operator Counts

Violation Point Assessment

Violation points are assigned to Vehicle Code sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle. Any violation occurring as a pedestrian or a bicyclist has no point assigned. The department may suspend and place on probation, or revoke, the driving privilege of a negligent operator.

Per Vehicle Code section 12810.5a, a Class C negligent operator has

- 4 or more points in 12 months,
- 6 in 24 months, or
- 8 in 36 months.

Although a Class A or B driver without a special certificate may be allowed 2 additional points, a violation received in a commercial vehicle carries 1 1/2 times the point count normally assessed (12810.5b VC). A minor, under 18 years of age, may receive a 30-day restriction for 2 points in 12 months, or be suspended for 3 points in 12 months (12814.6 VC).

One Point Count California Vehicle Code Violations

| Section | Violation |
|-------------------------------|---|
| 2800 | Disobedience to traffic officer |
| 2800.1 | Evading peace officer |
| 2801 | Disobedience to fire official |
| 2803, 2803a, 2803b, 2803c | Unsafe vehicle load |
| 2815 | Disregarding non-student crossing guard |
| 2816 | Youth bus/children crossing highway |
| 2817 | Disregarding funeral escort officer |
| 2818 | Crossing safety flares/cones |
| 14603 | Violation of license restrictions |
| 21100.3 | Disregarding traffic officer's directions |
| 21209, 21209a | Driving in bicycle lane |
| 21367, 21367a, 21367b, 21367c | Disobedience to traffic signs/controller |
| 21451, 21451a, 21451b | Illegal movement/green light/arrow |
| 21452, 21452a | Illegal movement/yellow light/arrow |
| 21453, 21453a, 21453b, 21453c | Illegal movement/red/light/arrow |
| 21454, 21454a - d, 21455 | Traffic signals |
| 21457, 21457a, 21457b | Disobedience to flashing signals |
| 21460a, 21460b | Double lines/one broken line |
| 21460.5c | Use of two-way left turn lane |
| 21461, 21461a, 21462 | Disobedience to traffic control device |
| 21650, 21650a - f | Keep right |

| | |
|--|--|
| 21651, 21651a | Crossing divided highway |
| 21652 | Entering highway from service road |
| 21654, 21654a, 21654b, 21655, 21655b | Lane use/slow moving vehicle |
| 21655.8 | High-occupancy vehicle lane/entering/exiting |
| 21656 - 21662, 21662a, 21662b | Improper lane use |
| 21663 | Driving on sidewalk |
| 21664 | Freeway ramp/entering/exiting |
| 21700 | Load obstructing driver's view |
| 21701 | Interfering with driver's control of vehicle |
| 21702, 21702a, 21702b | Driving hours limitation |
| 21703, 21704, 21704a, 21705, 21706 | Following too closely |
| 21707 | Driving in fire area |
| 21709 | Driving in safety zone |
| 21711 | Towed vehicle swerving |
| 21712, 21712a, 21712d, 21712f, 21715, 21715a, 21715b | Unlawful riding/towing |
| 21717 | Turning across bicycle lane |
| 21750 - 21757, 21758, 21759 | Illegal passing |
| 21800 - 21804, 21804a, 21804b | Right-of-way |
| 21805, 21805b | Yielding right-of-way to horseback rider |
| 21806, 21806a | Yielding right-of-way to emergency vehicle |
| 21807 | Unsafe operation of emergency vehicle |
| 21950, 21950a, 21951, 21952 | Yielding right-of-way to pedestrian |
| 21954, 21954b | Due care for pedestrian on roadway |
| 21960a | Prohibited use of freeway |
| 21963 | Yielding right-of-way to blind pedestrian |
| 22100 - 22105 | Turning and U-turns |
| 22106 | Unsafe starting/backing of vehicle |
| 22107 - 22111, 22111a, 22111b, 22111c | Signaling turns and stops |
| 22112, 22112a | School bus signaling |
| 22348, 22348a, 22348c | Speed/use of designated lanes |
| 22349, 22349.5 | Maximum speed |
| 22350, 22351, 22352, 22352a, 22352b | Basic/prima facie speed limit |
| 22354, 22355 | Exceeding posted/freeway speed limit |
| 22356, 22356b | Maximum speed 70 mph |
| 22357, 22358.4 | Speed in excess of local limits |
| 22359, 22360, 22361 | Speed in excess of local limits |
| 22362 | Speed/construction zone |
| 22363 | Restricted speed/weather conditions |
| 22364 | Speed/traffic lanes |
| 22400, 22400a, 22400b | Driving too slow |
| 22405, 22405a | Speed/bridge/tunnel |
| 22406, 22407 | Maximum designated vehicle speed |
| 22409, 22410 | Speed/solid/metal tires |

| | |
|--|---|
| 22413 | Speed limit on grades |
| 22450, 22451, 22452, 22452a, 22452b | Stop required/railroad crossing |
| 22454 | Stop for school bus |
| 23109, 23109b, 23109d | Speed contest/aiding or abetting |
| 23116, 23116a | Transporting person in truck load space |
| 23127 | Driving on trails and paths |
| 23220 | Drinking while driving |
| 23222, 23222a, 23222b | Marijuana or open container/driving |
| 23235 | Ignition interlock verification |
| 23244, 23244b | Defeating ignition interlock device |
| 23253 | Disobedience to toll highway officer |
| 23270, 23270a | Unauthorized towing |
| 23330, 23330c | Width/load of vehicle at crossing |
| 23336 | Disobedience to sign/vehicle crossing |
| 24002, 24002a, 24002b | Unsafe/unlawfully equipped vehicle |
| 24004 | Operation after notice by officer |
| 24250 | Lighting equipment |
| 24409, 24409a, 24409b | Failure to dim lights |
| 24604 | Lamps/flag for extended load |
| 25103, 25103a, 25103b | Lamps on projecting load |
| 26301, 26302, 26302a, 26302b, 26302c | Brakes |
| 26303, 26304, 26304a, 26304b | Brakes/combination vehicles |
| 26307 | Forklift truck brakes |
| 26311, 26311a, 26311b, 26311c | All wheel service brakes |
| 26456, 26457 | Brakes/stopping distance |
| 26458, 26458a, 26458.5 | Braking system/towing vehicles |
| 26502a | Adjustment/use of air brakes |
| 26503 - 26506, 26506a, 26507 | Airbrake system |
| 26508, 26508a - c, 26508e - k, 26508o | Emergency stopping system |
| 26520, 26521, 26522 | Vacuum brakes |
| 27360, 27360a - c, 27360.5, 27360a - c | Child Passenger restraint |
| 27363, 27363b | Child seat belt |
| 27800, 27801, 27801a, 27801b | Motorcycle/passengers and equipment |
| 29001, 29002 | Fifth wheel connecting/locking device |
| 29003a, 29003b, 29003c | Hitch and coupling device |
| 29004, 29004a - c, 29006, 29006a | Towed vehicle coupling |
| 29201 | Pole dolly/load and length |
| 31301, 31301a | Caldecott tunnel restrictions |
| 31303, 31303b, 31303c, 31303e | Hazardous waste transportation |
| 31402 | Farm labor vehicle/unsafe operation |
| 31540, 31504b | Removable containers/regulations |
| 31614, 31614a, 3164b, 31614d - f 31614h, 31614i | Explosives transportation |
| 32104, 32104a, 32104b, 32105, 32105a, 32105c-e | Inhalation hazard transportation |

| | |
|-------------------------|--|
| 32106, 32106a - d | Inhalation hazard transportation |
| 34102 | Tank vehicle regulations |
| 34501.2, 34501a, 34501c | Driving hours limitations |
| 34506, 34506a - g | Driving hours, equipment, maintenance, operation |
| 34506.3 | Safety regulation violation |
| 34509, 34509c, 34509d | Vanpool vehicle maintenance inspection |
| 35784, 35784a, 35784b | Violation of special permit |
| 35784.5, 35784a, 35784b | Extralegal load/weight |
| 36400 | Lift-carrier/speed |
| 36705 | Bale wagon load width during darkness |

Two Point Count California Vehicle Code Violations

| Section | Violation |
|---|--|
| 2800.2, 2800.3 | Evading peace officer/reckless driving |
| 14601, 14601a, 14601 b, 14601.1-14601.4 | Driving while suspended/revoked |
| 14601.5 | Driving, suspended/revoked for refusing test |
| 20001, 20001a 20002, 20002a, 20002b | Hit and run/injury/property damage |
| 21651b | Driving wrong side/divided highway |
| 22348b | Speed over 100 MPH |
| 23103, 23103a, 23103 b | Reckless driving |
| 23104, 23104a | Reckless driving/causing bodily injury |
| 23109a, 23109c | Speed contest /exhibition of speed |
| 23140, 23140a, 23140b | Minor driving with BAC of 0.05% or more |
| 23152, 23152a-d | DUI/alcoholic beverage or drugs |
| 23153, 23153a-d | DUI/causing bodily injury or death |
| 31602, 31602a, 31602b, 31602c | Explosives transportation |

Other Common California Code Violations Used In Negligent Operator Count

| Section | Code | Violation | Points |
|-------------------------------------|----------------------|---|--------|
| 49307 or 12059 | Education | Disobedience to school safety patrol | 1 |
| 191.5a, 192c1-192c4, 192.3c, 192.3d | Penal | Vehicular manslaughter with gross negligence | 2 |
| 192c, 192.3, 192.3a, 192.3b | Penal | Vehicular manslaughter without gross negligence | 1 |
| 27176 | Streets and highways | Speeding on Golden Gate Bridge | 1 |

One Point Count Out of State Violations

| Section | Violation | Section | Violation |
|---------|---------------------------------------|---------|--|
| 01 | Speed/too fast or over speed limit | 34 | Entering/exiting from thoroughfare |
| 03 | Speed/too slow or failure to turn out | 40 | Illegally modified vehicle |
| 04 | Passing/illegal, improper or unsafe | 45 | Explosives transportation |
| 05 | Following too close | 51 | Equipment/unsafe, illegal or defective |

| | | | |
|----|--|----|--|
| 06 | Failure to yield right-of-way | 58 | Driving while impaired |
| 07 | Illegal/unsafe use or change of lanes | 61 | Child passenger seat restraint |
| 08 | Tuirms/illegal or unsafe | 67 | Defective headlights |
| 09 | Signaling/improper or no signal | 69 | Following emergency vehicle unlawfully |
| 10 | Failure to obey traffic control device | 70 | Using vehicle for felony/aiding or abetting |
| 11 | Crossing double lines/markers/dividers | 72 | Erratic driving/suddenly changing speeds |
| 12 | Wrong way on one-way street | 73 | Fleeing scene or evading arrest by turning lights off when lights required |
| 13 | Brakes | 74 | Unsafe operation of a motor vehicle |
| 14 | Lights | 75 | Driving off road/on shoulder/on sidewalk |
| 21 | Violation of restricted license | 77 | No required equipment/using prohibited equipment |
| 26 | Negligent/careless/inattentive driving | 86 | Felony involving commercial vehicle |
| 27 | Starting or backing/illegal or unsafe | 87 | Felony controlled substance/commercial vehicle |
| 28 | Driving in a prohibited area | 88 | Speeding 15 mph plus/commercial vehicle |
| 30 | Disobedience of lawful order | 91 | Illegal lane change/commercial vehicle |
| 31 | Towing/improper, unsafe or illegal | 92 | Following too closely/commercial vehicle |
| 32 | Obstructing driver's view or interfering | 93 | Fatal accident violation/commercial vehicle |
| 33 | Unlawful riding on motor vehicle | | |

Two Point Count Out of State Violations

| Section | Violation | Section | Violation |
|---------|------------------------------------|---------|---|
| 02 | Speed contest/aiding or abetting | 38 | DUI/dangerous drugs not narcotics |
| 15 | Reckless driving | 46 | Manslaughter without gross negligence |
| 16 | Reckless driving/injury | 47 | Manslaughter with gross negligence |
| 17 | Drunk driving | 81 | DUI/BAC 0.04% or more/commercial vehicle |
| 18 | Drunk driving/injury | 82 | DUI/commercial vehicle |
| 19 | Hit and run | 84 | DUI/controlled substance/commercial vehicle |
| 20 | Driving while suspended or revoked | 85 | Hit and run/commercial vehicle |
| 37 | DUI/narcotics | 89-90 | Reckless driving/commercial vehicle |

Code of Federal Regulations Violations

| Section | Violation | Points |
|-----------------|------------------------------------|--------|
| 36423 or 36FR46 | DUI/alcoholic beverage or any drug | 2 |

Health and Safety Code 11361.5

- a) A conviction of Possession of any concentrated cannabis
- b) Unlawful possession of a device, contrivance, instrument, or paraphernalia used for unlawfully smoking marijuana
- c) Unlawful visitation or presence in a room or place in which marijuana is being unlawfully smoked or used
- d) Unlawfully using or being under the influence of marijuana

Codes listed in ED Code 44010

| | |
|-------------|---|
| PC§ 220. | Assault with Intent to Commit a Felony |
| PC§ 261. | Rape |
| PC§ 261.5. | Unlawful Sexual Intercourse |
| PC§ 262. | Spousal Rape |
| PC§ 264.1. | Forcible Rape While Acting in Concert |
| PC§ 266. | Enticing Minor Female for Illegal Sex; Aiding and Abetting |
| PC§ 266j. | Procuring a Child for a Lewd Act |
| PC§ 267. | Child Abduction for Prostitution |
| PC§ 285. | Incest |
| PC§ 286. | Sodomy |
| PC§ 288. | Lewd Act upon a Child |
| PC§ 288a. | Oral Copulation |
| PC§ 288.5. | Continual Sexual Abuse of a Child |
| PC§ 289. | Penetration by Foreign Object |
| PC§ 311.1. | Distributing or Possessing Child Pornography |
| PC§ 311.2. | Distributing or Possession of Child Pornography; Prior Convictions; for Commercial Gain |
| PC§ 311.3. | Sexual Exploitation of Child |
| PC§ 311.4. | Using Minor for Sex Acts |
| PC§ 311.10. | Advertising Child Pornography |
| PC§ 311.11. | Possession or Control of Child Pornography |
| PC§ 313.1. | Distributing Harmful Matter to Minor |
| PC§ 647b. | Loitering at Adult School |
| PC§ 647.6. | Child Annoying |
| PC§ 314. | Indecent Exposure |
| PC§ 272. | Causing, Encouraging or Contributing to the Delinquency of a Minor |
| PC§ 290. | Sex Offender Registration |

Serious Felonies PC§ 1192.7

1. Murder or voluntary manslaughter
2. Mayhem
3. Rape
4. Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
5. Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person

6. Lewd or lascivious act on a child under the age of 14 years
7. Any felony punishable by death or imprisonment in the state prison for life
8. Any other felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm
9. Attempted murder
10. Assault with intent to commit rape or robbery
11. Assault with a deadly weapon or instrument on a peace officer
12. Assault by a life prisoner on a non-inmate
13. Assault with a deadly weapon by an inmate
14. Arson
15. Exploding a destructive device or any explosive with intent to injure
16. Exploding a destructive device or any explosive causing great bodily injury or mayhem
17. Exploding a destructive device or any explosive with intent to murder
18. Burglary of an inhabited dwelling house, or trailer coach as defined by the Vehicle Code, or inhabited portion of any other building
19. Robbery or bank robbery
20. Kidnapping
21. Holding of a hostage by a person confined in a state prison
22. Attempt to commit a felony punishable by death or imprisonment in the state prison for life
23. Any felony in which the defendant personally used a dangerous or deadly weapon
24. Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code
25. Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person
26. Grand theft involving a firearm
27. Carjacking
28. Any attempt to commit a crime listed in this subdivision other than an assault
29. Any conspiracy to commit an offense described in paragraph (24) as it applies to Section 11370.4 of the Health and Safety Code where the defendant conspirator was substantially involved in the planning, direction, or financing of the underlying offense.

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Unit 3

Laws and Regulations on Bus Operation and Use



Curriculum in this handout is from the
Instructors Manual for California's Bus Driver's Training Course.

This handout is specifically geared for the School Bus Driver.

The objective of Unit III of the Instructors Manual for California's Bus Driver's Training Course is to explain and define the types of buses and explain the operational use of buses.

This handout covers all the subject matter in Unit 3 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

This handout refers to many different codes and laws. "VC" stands for Vehicle Code, "CCR" stands for California Code of Regulations, and "EC" stands for the Education Code.

California Highway Patrol - Passenger Transportation Safety Handbook HPH 82.7

The CHP publishes their own document of the codes and regulations pursuant to passenger transportation safety. This document is titled Passenger Transportation Safety Handbook HPH 82.7 which is commonly referred to as the 82 point 7. The 82.7 is divided into chapters. Each chapter will be comprised of excerpts from the Vehicle Code (VC), California Code of Regulations (CCR), and the Department of Education (EC) related to the operation of vehicles requiring a California Special Drivers Certificate to transport passengers. These vehicles are school buses, school pupil activity buses (SPAB), youth buses, general pupil paratransit buses (GPPV), vehicle for developmentally disabled persons (VDDP), and farm labor vehicles (FLV).

However the HPH 82.7 is not updated as often as laws and regulations change.

Most of the laws and regulations in this handout can be found in the 82.7 and are updated on a more frequent schedule in this document.

This handout may have excerpts from the different laws and regulations. To get the full content of any law you should refer to the Vehicle Code Manual, the California Code of Regulations and the Education Code Manual. Most of these regulations can be found on the internet.

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Types of School Buses

School buses are unique. Their function, design, equipment, and requirements stand apart from other forms of people transportation.

Buses are defined as follows:

Type I Designed to carry more than 16 passengers and the driver

Type II Designed for carrying not more than 16 passengers and the driver; or manufactured on or after April 1, 1977, having a manufacturer's gross vehicle weight rating of 10,000 pounds or less, and designed for carrying not more than 20 passengers and the driver

Wheelchair Bus:

Any bus, either Type I or Type II that has been designed or modified to Transport pupils confined to wheelchairs.

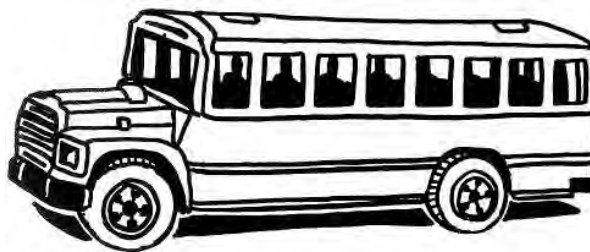
A "**transit bus**" is any bus owned or operated by a publicly owned or operated transit system, or operated under contract with a publicly owned or operated transit system, and used to provide to the general public, regularly scheduled transportation for which a fare is charged.

Type I buses come in two basic styles: Conventional and Coach or Transit

Conventional:

Most conventional buses are constructed in two stages - - the chassis and the body.

Usually, the chassis is made by a truck manufacturer and then shipped to a body manufacturer where the body is attached to the chassis. All conventional buses may seat up to 72 passengers.



Coach or Transit:

These are larger capacity buses. They come in two or three axle styles. Some manufacturers use the two stage (chassis and body) construction design, and other

manufacturers use an integral construction design. An integral design means the chassis and body are built as a single unit from the ground up.

The engine can be installed in one of three locations – the front, known as a “forward control”; the center, known as “midship”; and the rear, known as a “pusher”.

The longest coach is 40 feet in length. Coach and transit buses may seat up to 91 passengers.



Type II buses are much smaller in size and are mostly used in the field of special education transportation. These buses may be designed to accommodate wheelchairs as well as other passive restraint systems, such as car seats and harnesses. Type II bus is an integral part of pupil transportation.



STYLES OF SCHOOL BUSES

TYPE I

Designed for carrying more than 16 passengers and the driver

MAKES: Crown, Bluebird, Thomas, Gillig, Wayne, etc....

DESIGN: Conventional, Transit, and Transit Tandem

Conventional School Bus



- Motor is always up front over front axle.
- Single or Tandem rear axle
- Length and passenger capacity varies.
- Turning point is very different on the conventional bus compared on the transit bus
- Constructed in two stages: the chassis and the body

Transit or Coach



- Motor is located:
 - Front (forward control)
 - Middle (midship)
 - Rear (pusher)
- Length = 33 – 40 feet
- Width = 8 feet
- Height = 11'6"
- Passenger Capacity up to 84
- Constructed usually in a single unit, with the motor located within the unit.
- Two Axles

Transit Tandem



- Motor is located:
 - Front (forward control)
 - Middle (midship)
 - Rear (pusher)
- Length = 40 feet
- Width = 8 feet
- Height = 11'6"
- Passenger Capacity up to 97
- Constructed usually in a single unit, with the motor located within the unit.
- Three Axles

TYPE II

Designed for carrying not more than 16 passengers and the driver or Buses manufactured on or after 4-1-1977 and having a gross vehicle weight of 10,000 lbs or less is designed for carrying not more than 20 passengers and the driver.

MAKES: Bluebird, GMC, Dodge, Ford,

DESIGN: Vans or Mini-bus

Height = 8'0" to 9'10"



WHEELCHAIR BUS

Any school bus that has been designed or modified to transport pupils confined to wheelchairs. Can be either a Type I or Type II bus
Size of vehicle will vary as well as passenger capacity will vary.



Type I

Type II

DRIVER REQUIREMENTS

Inspection by Patrol Members 2804 VC

A member of the California Highway Patrol upon reasonable belief that any vehicle is being operated in violation of any provisions of this code or is in such unsafe condition as to endanger any person, may require the driver of the vehicle to stop and submit to an inspection of the vehicle, and its equipment, license plates, and registration card.

School bus Inspection 2807 VC

(a) The California Highway Patrol shall inspect every school bus at least once each school year to ascertain whether its construction, design, equipment, and color comply with all provisions of law.

(b) No person shall drive any school bus unless there is displayed therein a certificate issued by the California Highway Patrol stating that on a certain date, which shall be within 13 months of the date of operation, an authorized employee of the California Highway Patrol inspected the bus and found that on the date of inspection the bus complied with the applicable provisions of state law relating to construction, design, equipment, and color. The Commissioner of the California Highway Patrol shall provide by rule or regulation for the issuance and display of distinctive inspection certificates.

Private School bus Requirements 2808 VC

(a) Except as provided in subdivision (b), all school buses transporting pupils to or from any private school or private school activity shall be subject to the same statutes, rules, and regulations relating to construction, design, operation, equipment, and color as are now or hereafter applicable to school buses transporting pupils to or from any public school or public school activity.

(b) School buses shall be exempt from such statutes, rules, and regulations relating to construction, design, safe operation, and equipment as the Commissioner of the California Highway Patrol shall determine necessary to permit such school buses to continue in operation or when it appears that the results intended to be attained by such rules and regulations are being accomplished by the use of other methods. Such exemption shall be specified by rule or regulation of the commissioner. No such exemption shall be made which in the opinion of the commissioner would jeopardize the safety of the pupils so transported

Employment of Person to Drive Motor Vehicle License and Medical Certificate 14606 VC

(a) A person shall not employ, hire, knowingly permit, or authorize any person to drive a motor vehicle owned by him or her or under his or her control upon the highways unless that person is licensed for the appropriate class of vehicle to be driven.

(b) Whenever a person fails to qualify, on reexamination, to operate a commercial motor vehicle, an employer shall report that failure to the department within 10 days.

(c) An employer shall obtain from a driver required to have a commercial driver's license or commercial endorsement a copy of the driver's medical certification before allowing the driver to operate a commercial motor vehicle. The employer shall retain the certification as part of a driver qualification file.

Unlawful Operation After Notice by Officer 24004 VC

No person shall operate any vehicle or combination of vehicles after notice by a peace officer, as defined in Section 830.1 or subdivision (a) of Section 830.2 of the Penal Code, that the vehicle is in an unsafe condition or is not equipped as required by this code, except as may be necessary to return the vehicle or combination of vehicles to the residence or place of business of the owner or driver or to a garage, until the vehicle and its equipment have been made to conform with the requirements of this code.

The provisions of this section shall not apply to an employee who does not know that such notice has been issued, and in such event the provisions of Section 40001 shall be applicable.

Hours of Duty

What Are the Hours-of-Duty Limits?

The hours-of-duty regulations focus on when and how long you are allowed to drive by placing specific limits on the amount of time you drive your school bus and how many total hours you can work before you are no longer permitted to drive. You must follow three maximum duty limits at all times. For Intrastate school bus drivers (within a state) they are 16-hour on-duty limit, 10-hour driving limit, and 80 in 8 day hour duty limit.

Maximum Driving and on Duty Time 13 CCR 1212.5

This section has been paraphrased from 13 CCR 1212.5.

- (A) No motor carrier shall permit or require any driver used by it to drive nor shall any such driver drive

School Bus Driver

More than 10 hours within a work period

After 16 consecutive hours have elapsed since first reporting for duty

(At least 8 consecutive hours off-duty is required after 16 consecutive hours have elapsed since first reporting for duty.)

Bus Driver

More than 10 hours within a work period

After 15 consecutive hours have elapsed since first reporting for duty

(At least 8 consecutive hours off-duty is required after 15 consecutive hours have elapsed since first reporting for duty.)

10-Hour Driving Limit

You are allowed 10 hours of driving time after 8 consecutive hours off duty. There is no limit on how many of those hours you are allowed to drive at one time — you may drive for as little as a few minutes or as much as 10 hours in a row. Once you have driven a total of 10 hours, you have reached the driving limit and must be off duty for another 8 consecutive hours before driving a school bus again. There must be no on-duty or driving time during those 8 hours.

16-Hour On-Duty Limit

Following 8 consecutive hours off duty, you must not drive a school bus after being on duty 16 consecutive hours. You may do other work after being on duty 16 hours, but you may not drive. Off-duty time taken during the day, such as a lunch break, split shift or nap, does count toward this 16-hour limit unless the off-duty exceeds 8 hours because you can now start your 16 hour duty limit again.

Example: *You have had 8 continuous hours off and you come to work at 6:00 a.m. You work for 3 hours driving your morning route, you take 6 hours off due to a split shift, and work another 6 hours (3 hours driving – 3 hours waiting for a football game to finish) until 10:00 p.m., for a total of 16 on-duty hours.*

You must not drive a school bus after 10:00 p.m. that evening. You may do other work after 10:00 p.m., but you cannot do any more driving until you have taken another 8 consecutive hours off.

Example: *You have a field trip to an amusement park that begins at 6:00 a.m. and arrives at the park at 9:00 a.m. The group is not scheduled to leave until 10:00 pm that evening. You take 9:30 a.m. to 9:00 p.m. as off duty time.*

(B) No motor carrier shall permit or require a driver, regardless of the number of motor carriers using the driver's services, to drive for any period after

Intrastate Drivers (Within a state)

Having been on duty for 80 hours in any consecutive 8 days

Note: Any work performed for a motor carrier counts towards a driver's 80-hour 8-day time period, regardless of whether or not the employee is compensated. Any compensated work for any employer must be reported and counts towards a driver's 80-hour 8-day time period. Volunteer work for any non-motor carrier entity does not count toward a driver's 80-hour 8-day time period.

Interstate Drivers (across state boundaries)

Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or

Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

This limit is based on a 7-day or 8-day period, this limit is sometimes thought of as a “weekly” limit. However, this limit is not based on a “set” week, such as Sunday through Saturday. The limit is based on a “rolling” or “floating” 7-day or 8-day period. The oldest day’s hours drop off at the end of each day when you calculate the total on-duty time for the past 7 or 8 days. For example, if you operate on a 70-hour/8-day schedule, the current day would be the newest day of your 8-day period and the hours you worked 9 days ago would drop out of the calculation.

Definition of On-Duty Time

All time from the time a driver begins work, or is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work. On duty time includes:

1. Time at a carrier or shipper plant, terminal, facility, or other private property, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.
2. Time inspecting, servicing, or conditioning any vehicle.
3. All driving time as defined in the term “drive or operate” in 13 CCR 1201.
4. All time, other than driving time, in or upon any motor vehicle, except time spent resting in a sleeper berth as defined by the term “sleeper berth” in 13 CCR 1201.
5. All time loading or unloading, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. Time spent complying with driver requirements relating to accidents.
7. All time repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.
8. Performing any other work in the capacity of, or in the employ or service of, a common, contract or private motor carrier.
9. Performing any compensated work for any non-motor carrier entity. (Any driving done for an employer must be counted toward the total driving hours permitted in a work period.)

Drivers hours of Service 13 CCR 1212

This section has been paraphrased from 13 CCR 1212.

***Adverse Driving Conditions:** A driver who encounters adverse driving conditions, as defined in section 1201* and cannot because of those conditions, safely complete the run within the maximum driving time permitted by section 1212.5 may drive and be permitted or required to drive for not more than 2 additional hours in order to complete that run or to reach a place offering safety for vehicle occupants and security for the vehicle and its cargo. However, that driver may not drive or be permitted to drive:

(A) More than 12 hours in the aggregate for bus drivers following eight consecutive hours off duty

Examples: Adverse Driving Conditions Exceptions

If unexpected adverse driving conditions slow you down, you may drive up to 2 extra hours to complete what could have been driven in normal conditions. This means you could drive for up to 12 hours, which is 2 hours more than allowed under normal conditions. Adverse driving conditions mean things that you did not know about when you started your run, like snow, fog, or a shut-down of traffic due to a crash. Adverse driving conditions do not include situations that you should have known about, such as congested traffic during typical “rush hour” periods. Even though you may drive 2 extra hours under this exception, you must not drive after 15 on duty hours after coming on duty.

Example 1: You come to work at 7:00 a.m., start driving at 8:00 a.m., and drive 8 hours when you are delayed by heavy fog at 4:00 p.m. The fog was not forecasted. At this point, the adverse driving conditions exception would allow you to drive for up to 4 more hours (2 hours to get to 10 and 2 extra hours due to the fog), taking you to 8:00 p.m. for a total of 12 hours of driving.

Example 2: If, however, you come to work at 7:00 a.m., start driving at 12:00 p.m. and drive into fog at 5:00 p.m., you could only drive until 10:00 p.m. for a total of 10 hours of driving. You would have to stop driving at 10:00 p.m. because you would have reached the 15-hour on-duty limit.

(B) After the driver has been on duty 15 hours following eight consecutive hours off duty for bus drivers

***Definition of Adverse Driving Conditions 13 CCR 1201**

Snow, sleet, fog, other adverse weather conditions, a highway covered with snow or ice, or unusual road & traffic conditions, none of which were apparent on the basis of information known to the person dispatching the run at the time it was begun.

Emergency Conditions: In the event of a traffic accident, medical emergency, or disaster, a driver may complete his/her run without being in violation of the provisions of these regulations, if such run reasonably could have been completed absent of the emergency.

(You are not limited to the 10 hours of driving or the 16 hour on duty time as long as the run reasonably could have been completed absent the emergency – however you will still need 8 consecutive hours off prior to returning to work)

(j) Fire fighters. For drivers of vehicles owned and operated by any forestry or fire department of any public agency or fire department organized as provided in the Health and Safety Code:

(1) Section 1212.5 does not apply while involved in emergency and related operations.

(2) Upon termination of the emergency and release of a driver from duty, the total on-duty hours accumulated by the driver during the most recent eight consecutive days shall be considered reset to zero upon the driver's completion of an off-duty period of 24 or more consecutive hours.

DRIVER'S RECORD OF DUTY STATUS. This section has been paraphrased from 13 CCR 1213.

- a) Every motor carrier shall require every driver used by the motor carrier to record his/her duty status for each 24 hour period using the methods prescribed in either paragraphs below:
 - 1) Recorded in a specific grid in duplicate
 - 2) Automatic on-board recording device

The record shall be presented for inspection immediately upon request by any authorized employee of the CHP, or any regularly employed and salaried police officer or deputy sheriff.

i) Drivers Used by More Than One Motor Carrier.

- 1) When the services of a driver are used by more than one motor carrier during any 24-hour period in effect at the driver's home terminal, the driver shall submit a copy of the record of duty status to each motor carrier.
- 2) Motor carriers, when using a driver for the first time or intermittently, shall obtain from the driver a signed statement giving the total time on-duty during the immediately preceding 7 days, and the time at which the driver was last relieved from duty prior to beginning work for the motor carriers.

j) Retention of Driver's Record of Duty Status.

The driver shall retain the duplicate copy of each record of duty status for the previous 7 consecutive days which shall be in his/her possession and available for inspection while on-duty.

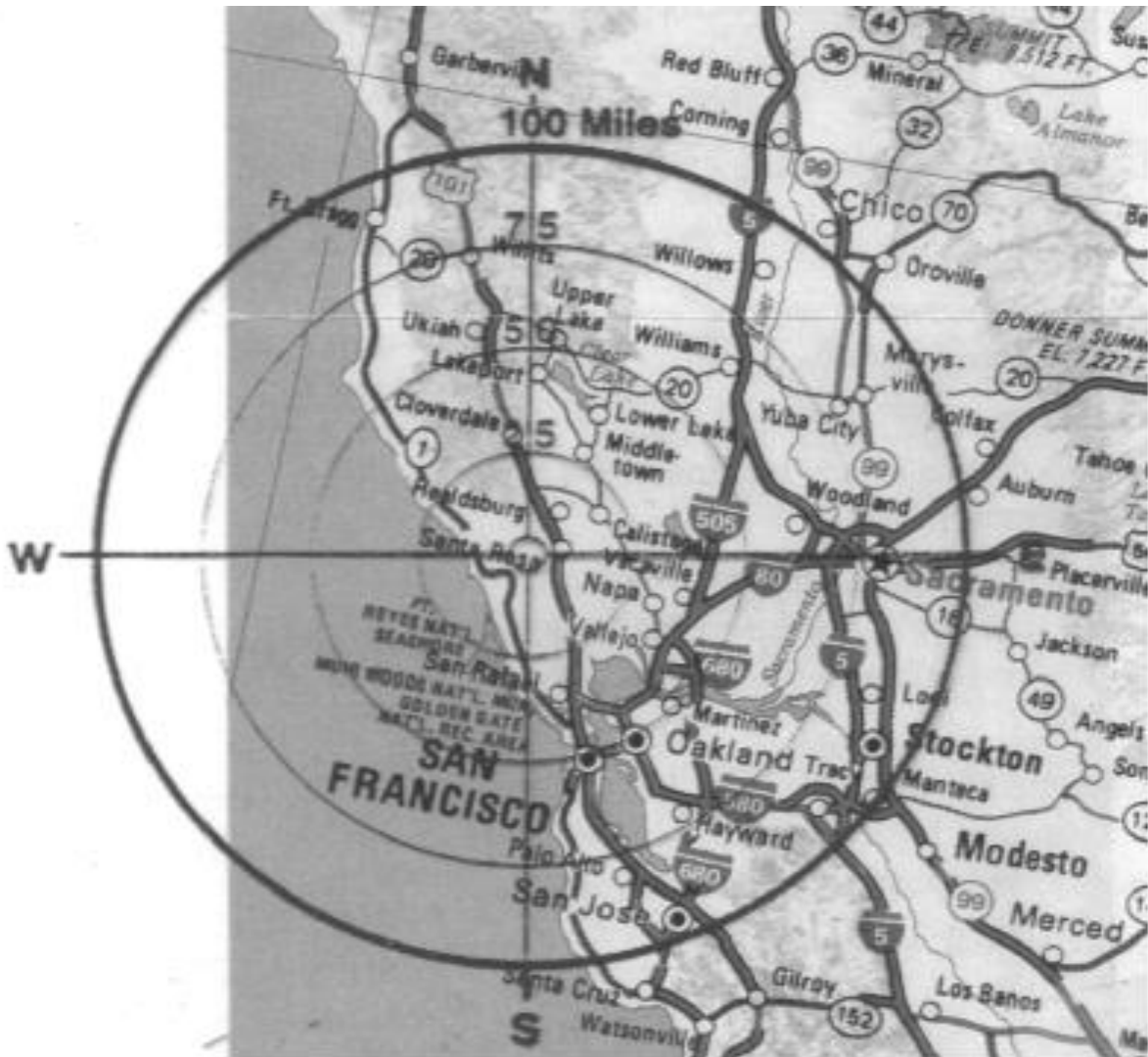
100 Air Mile Radius Driver 13 CCR 1212 (e)

This section has been paraphrased from 13 CCR 1212 (e)

A driver is exempt from the requirements of 13 CCR 1213 (Driver's Record of Duty status) if;

- a) The driver operates within 100 air mile radius of the normal work reporting location.
- b) The driver returns to the work reporting location and is released from work is before the end of the 16th hour after coming on duty.
- c) At least 8 consecutive hours off duty is required after 16 consecutive hours have elapsed since first reporting for duty.

- d) The motor carrier that employs the driver maintains for a period of 6 months accurate and true time records showing:
- (A) The time the driver reports for duty each day;
 - (B) The total number of hours the driver is on duty each day;
 - (C) The time the driver is released from duty each day; and
 - (D) The total time for the preceding seven days in accordance with Section 1213(k)(2) for drivers used for the first time or intermittently.



Air Miles Vs Statute Miles

Air miles are a different measurement of a mile than what is used for statute miles on a roadmap. An air mile is longer than a statute mile. There are 6,076 feet in an air mile and 5,280 feet in a statute mile. One-hundred air miles is equal to 115.08 statute miles. Therefore, a 100 air-mile radius from your work reporting location can be figured as 115.08 statute or "roadmap," miles (185.2 km) from your work reporting location.

Hours of Duty Examples:

- 1) When a driver has been "operating locally" under the exception provisions of 13 CCR 1212(e), and is subsequently assigned a tour of duty outside the exception provisions, the driver is not required to reconstruct record(s) of duty status for those previous days when the driver's log was not required to be in possession.

Though it is not required, the Department and the Federal Highway Administration recommend that drivers note, in the "remarks" section of the log, dates during the previous seven consecutive days when the driver operated under the exception rule, and note that time keeping records are on file at the carrier's office.

- 2) Once a motor carrier determines that an intrastate driver has been on duty 80 hours in any consecutive eight days, the driver must not be allowed to drive. The driver must go off duty until re-qualified to drive by having less than 80 hours on-duty when counting the current day plus the 7 previous days. Going off duty after reaching 80 hours does not give a driver another 80 hours to accrue, but adequate time off duty will re-qualify a driver to drive.
- 3) A driver works for a local food market every morning for four hours prior to reporting for work to drive a school bus in the afternoon. Is this driver required to report this time to his/her motor carrier? Since the definition of on-duty time in 13 CCR Section 1201(q) includes "performing any compensated work for any non-motor carrier entity," in order for the motor carrier to maintain the true and accurate time record as required, which must contain the total number of hours the driver is on-duty each day, this driver is required to report the additional on-duty time when reporting to work for a motor carrier.
- 4) A school bus driver works a second job delivering newspapers from 4 a.m. to 6 a.m. every morning before reporting to a motor carrier to drive a school bus. Since this driver performed compensated work for a non-motor carrier entity [which meets the definition of on-duty in 13 CCR, Section 1201(q)] this driver's 16-consecutive hour on-duty time period started at 4 a.m.
- 5) A school bus driver works during the evening at a local market from 9 p.m. to 2 a.m. before reporting to a motor carrier to drive a school bus and perform other duties from 7 a.m. to 11 a.m. The driver is then released from duty until 5 p.m., at which point this driver is called upon by the motor carrier to drive a school bus for a "grad-night" function. Is this driver qualified to drive the school bus at 5 p.m.? No. When this driver's work shift at the market ended at 2 a.m., the driver did not have 8-consecutive hour's off-duty before reporting to drive a school bus at 7 a.m. The driver's 16-consecutive hours started at 9 p.m. (at the market) and therefore after 1 p.m.(16 consecutive hours) on the following

day, 8-consecutive hours off-duty was required before this driver requalified to drive for another tour of duty.

- 6) A school bus driver is released from duty after 9 consecutive hours since first reporting on-duty. The driver takes 3 hours off duty and then reports to a non-motor carrier entity and works for 8 hours. The driver then reports back to the motor carrier to drive a school bus after 4 more hours off duty. Since this driver did not have 8 consecutive hours off-duty after 16 hours on-duty (combined on-duty time periods), all on-duty time for the previous 24 hour period must be reported on a driver's record of duty status. In this instance, the record of duty status will show that this driver cannot legally drive a school bus or any other regulated vehicle without 8 consecutive hours off duty.

Placing Drivers Out-of-Service. 13 CCR 1213.1

(a) Driver out-of-service. Members of the department may place a driver out of service, and shall note in the driver's record of duty status that an out-of-service order was given, at the time and place of examination upon finding that the driver:

(1) Has driven or been on duty longer than the periods specified in Section 1212.5, or

(2) Has failed to maintain a driver's record as required by Section 1213 and is unable to establish eligibility to drive pursuant to Section 1212.5.

(b) Eligibility to resume driving. A driver placed out of service pursuant to subdivision (a) shall not operate a motor vehicle until he or she can establish eligibility to drive pursuant to Section 1212.5.

(c) Alcohol zero tolerance. No person may operate a commercial motor vehicle, as defined in Vehicle Code Section 15210, when that person's blood alcohol content is found to be 0.01%, by weight, or greater.

(d) Possession of alcoholic beverages. No person shall be on-duty or operate a commercial motor vehicle while the driver possesses wine of not less than one-half of one per centum of alcohol by volume, beer as defined in 26 United States Code 5052(a), of the Internal Revenue Code of 1954, or distilled spirits as defined in 5002(a)(8) of such code. However, this does not apply to possession of wine, beer, or distilled spirits which are manifested and transported as part of a shipment; or possessed or used by bus passengers.

(1) This does not prohibit an owner-operator using his/her own vehicle in an off-duty status, or a driver using a company truck or tractor in an off-duty status from carrying any bottle, can, or other receptacle containing any alcoholic beverage unless that container has been opened, or a seal broken, or the contents of which have been partially removed, in a commercial motor vehicle, as defined in Section 15210 of the Vehicle Code, when transported to locations such as a motel, restaurant, or residence.

(e) Alcohol-related out-of-service. Members of this Department shall place a driver out of service, and note in the driver's record of duty status that such an order was given, at the time and place that the driver was found to be in violation of Section 1213.1(c) or (d).

(f) Minimum out-of-service period. A driver placed out of service pursuant to subdivision (c) or (d) shall not operate a commercial motor vehicle for a period of 24 hours.

Driver Fatigue. 13 CCR 1214

No driver shall operate a motor vehicle, and a motor carrier shall not require or permit a driver to operate a motor vehicle, while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the motor vehicle. However, in a case of grave emergency where the hazard to occupants of the motor vehicle or other users of the highway would be increased by compliance with this section, the driver may continue to operate the motor vehicle to the nearest place at which that hazard is removed.

Vehicle Condition. 13 CCR 1215

(a) General. It shall be unlawful for the driver to drive a vehicle that is not in safe operating condition or is not equipped as required by all provisions of law and this chapter.

(b) Daily Inspection. Pursuant to Sections 1202.1 and 1202.2, all drivers shall perform vehicle inspections and submit written reports in accordance with the requirements of Title 49, Code of Federal Regulations, Sections 396.11 and 396.13, as follows:

(1) Before driving a motor vehicle, the driver shall:

(A) Inspect each vehicle daily to ascertain that it is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order;

(B) Review the last vehicle inspection report;

(C) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification pursuant to subsection (f) that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.

(2) Subsections (B) and (C) do not apply to school bus drivers or publicly owned and operated transit system drivers.

(c) Daily Report. Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated. School bus drivers' reports shall cover at least the items listed in subdivision (d), and all other drivers' reports shall cover at least the following parts and accessories:

(1) Service brakes including trailer brake connections

(2) Parking (hand) brake

- (3) Steering mechanism
- (4) Lighting devices and reflectors
- (5) Tires
- (6) Horn
- (7) Windshield wipers
- (8) Rear vision mirrors
- (9) Coupling devices
- (10) Wheels and rims
- (11) Emergency equipment

(d) School bus drivers. For school bus drivers, the inspection shall include, but is not limited to:

- (1) All gauges, indicators, and warning devices
- (2) Horns
- (3) Driver's seat and seat belts
- (4) All doors, door emergency releases, and windows
- (5) All seats, handrails, and modesty panels
- (6) Interior and exterior lighting systems
- (7) All heating, cooling, and ventilating systems
- (8) All glass and mirrors, including adjustment of mirrors
- (9) Windshield wipers and washers
- (10) All required emergency equipment
- (11) All tires, wheels, and lugnuts
- (12) Brake system
 - (A) Air compressor governor cut in and cut out pressures
 - (B) Static pressure for air loss
 - (C) Applied brake pressure loss
 - (D) Low air pressure warning devices
 - (E) Emergency stopping systems (draining reservoirs in dual air systems is not required)
 - (F) Parking brake
 - (G) Antiskid device (if equipped)
 - (H) Vacuum gauge, ensuring it reads not less than 15 inches
 - (I) Low vacuum warning devices
 - (J) Brake pedal for brake adjustment

(e) Report Content. The report shall identify the motor vehicle and all towed vehicles and list any defect or deficiency discovered by or reported to the driver which would affect safety of operation of the motor vehicle or combination or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report(s) shall so indicate. In all instances, the driver shall sign the vehicle inspection report. On two-driver operations, only one driver needs to sign the report, provided both drivers agree as to the defects or deficiencies. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(f) Corrective Action. Prior to operating a motor vehicle, motor carriers or their authorized agent(s) shall effect repair of any item listed on the motor vehicle inspection report(s) that would be likely to affect the safety of operation of the motor vehicle or any towed vehicles.

(g) Repairs. Unless the driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repairs of the bus or its equipment except necessary emergency repairs on the road.

Transportation of Property. 13 CCR 1216

The following requirements govern the transportation of hazardous materials and other property on buses and farm labor vehicles:

(a) Hazardous Materials. Motor carriers and drivers shall not transport, or knowingly permit passengers to carry, any hazardous material as defined in Vehicle Code Section 353. These restrictions shall not apply to:

(1) Oxygen medically prescribed for, and in the possession of, a passenger and in a container designed for personal use.

(2) Personal-use articles in the immediate possession of a driver or passenger.

(3) Hazardous materials transported in a bus (except a school bus, SPAB, or youth bus) subject to federal jurisdiction and in compliance with the applicable provisions of 49 CFR Part 177.

(b) Fuel. Fuel shall not be transported except in the vehicle's regular fuel tanks.

(c) General Property. Drivers and motor carriers shall not permit any greater quantity of freight, express, or baggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.

(d) Animals. A driver or motor carrier may refuse to transport dogs or other animals except as provided in Civil Code Section 54.2. When transported upon a bus engaged in public passenger transportation, all other animals shall be muzzled or securely crated to eliminate the possibility of injury to passengers. No animals except those specified in Civil Code Section 54.2 shall be transported in a school bus, SPAB, or youth bus. In such cases, the driver may determine whether the animal should be muzzled.

(e) Tools in Farm Labor Vehicles. All cutting tools or tools with sharp edges carried in the passenger compartment of a farm labor vehicle shall be placed in covered containers. All other tools, equipment, or materials carried in the passenger compartment shall be secured to the body of the vehicle.

(f) Wheelchairs. Wheelchairs transported on buses, except school buses, shall meet the following requirements:

(1) Brakes. The wheelchair shall have brakes or other effective mechanical means of holding it stationary during raising and lowering of a wheelchair platform.

(2) Batteries. Batteries used to propel wheelchairs shall be spill resistant or in a spill resistant container and shall be securely attached to the wheelchair.

(3) Flammable Fuel. The wheelchair shall not use flammable fuel.

Transportation of firearms and other weapons.

(a) Loaded Firearms. It is unlawful for any person to carry a loaded firearm on his/her person or in a vehicle while in any public place or on any public street in an incorporated city or in any public place or on any public street in a prohibited area of unincorporated territory. Peace officers, special police officers, and persons with a concealed weapons permit are exempt. (Reference 12031 PC)

(b) Concealed Firearms. It is unlawful for any person to carry concealed upon his/her person or concealed within any vehicle any pistol, revolver, or other firearm capable of being concealed upon the person. This applies to both loaded and unloaded firearms. Peace officers, special police officers, and persons with a concealed weapons permit are exempt. A starter pistol not capable of expelling a projectile is not a firearm. (Reference 12025 and 12027 PC)

(c) Other Weapons. It is unlawful for any person to possess any instrument or weapon of the kind commonly known as a blackjack, sling-shot, billy, nunchaku, sandclub, sandbag, sawed-off shotgun, or metal knuckles, or to carry concealed upon his/her person any dirk or dagger. (Reference 12020 PC)

Transportation of Passengers. 13 CCR 1217

No driver shall drive a vehicle transporting passengers in violation of the following provisions:

(a) Seating Capacity. Except as provided in subsection (e), the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, school pupil activity buses, youth buses, and farm labor vehicles, the number of passengers specified by the seating capacity rating set forth in the departmental Vehicle Inspection Approval Certificate.

(b) Weight. No more passengers shall be transported than the number whose weight, in addition to the weight of any property transported, can be carried without exceeding the manufacturer's maximum gross vehicle weight rating or the combined maximum rating of the tires supporting each axle.

(c) Step Wells. Passengers shall not be permitted in the front step well of any bus while the vehicle is in motion.

(d) Seat Beside Driver. No more than two pupils shall be allowed to occupy the seating space beside the driver of a Type 2 school bus.

(e) Standing Passengers. A vehicle shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion. Standing passengers are permitted only on a bus (except a school bus, SPAB, or youth bus) operated in regularly scheduled passenger stage service or urban and suburban service by a common carrier or publicly-owned transit system, and equipped with grab handles or other means of support for standing passengers, and constructed so that standing room in the aisle is at least 74 in. high.

(f) Open Doors. While passengers are aboard, a vehicle shall not be put in motion until the doors are closed. The doors shall not be opened until the vehicle is stopped. The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers in the school bus.

(g) Emergency Exits. While a passenger is aboard, no bus shall be put in motion with any emergency exit locked or otherwise secured against being opened from the inside. While a passenger is aboard, no bus, equipped with emergency exits that are designed to be opened from the outside, shall be put in motion with such emergency exits locked or otherwise secured against being opened from either the outside or the inside. This paragraph shall not apply to buses operated by or under contract to law enforcement agencies while transporting persons in police custody.

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

(i) Ejection of Pupils. The driver of a school bus, youth bus, or SPAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.

(j) Ejection of Pupils. The driver of a PAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent.

(k) Exemptions. The provisions of subsections (c) and (e) shall not apply to persons testing or training a driver, maintenance personnel, a sales or manufacturers' representative, or an adult acting upon a request by a school bus or SPAB driver to supervise or assist a pupil.

Fueling Restrictions. 13 CCR 1218

When a vehicle is being refueled, the nozzle of the fuel hose shall be in contact with the intake of the fuel tank throughout the entire time of refueling. No driver or motor carrier shall permit a vehicle to be fueled while the engine is running, a radio on the vehicle is transmitting, the vehicle is close to any open flame or ignition source (including persons

who are smoking), or passengers are aboard any bus except one fueled with diesel fuel in an open area or in a structure open on both the entrance and exit ends.

School Bus Accidents. 13 CCR 1219

(a) Reporting. Whenever any school bus accident occurs, the driver shall stop at the scene, immediately notify or cause to be notified the department, his or her employer, and the school district for which the bus may be operated under contract.

(b) Sending for Help. In the event of an accident or emergency, a driver shall not leave the immediate vicinity of the bus to seek aid unless no pupil aboard can be sent to summon help.

Discontinuance from Use. 13 CCR 1220

When a bus is rendered unsafe for continued operation due to accident damage or a mechanical failure, the driver shall discontinue use of the bus and notify the motor carrier of these circumstances. The driver or motor carrier shall then make the necessary arrangements to have the pupils safely transported to their destinations.

Alcoholic Beverages. 13 CCR 1221

Alcoholic beverages shall not be transported in a school bus, PAB, SPAB, or youth bus at any time.

Smoking. 13 CCR 1222

Smoking is prohibited in a school bus, PAB, or SPAB at any time.

Driver's Vision. 13 CCR 1223

The driver shall not allow any person to occupy a position that will interfere with the driver's vision to the front or sides, or in the rear view mirrors.

Seat Belt Use. 13 CCR 1224

The driver shall be properly secured to the driver's seat with the seat belt at all times while the bus is in motion.

Headlamps. 13 CCR 1225

The driver shall ensure the headlamps are lighted while the bus is in motion.

Leaving Driver's Compartment. 13 CCR 1226

When a pupil is aboard, the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. On vehicles with automatic transmissions which do not have a park position, the transmission shall be placed in neutral.

Guide, Signal and Service Dogs 39839 EC

Guide dogs, signal dogs, and service dogs trained to provide assistance to individuals with a disability may be transported in a schoolbus when accompanied by disabled pupils enrolled in a public or private school or by disabled teacher employed is a public or private school or community college or by persons training the dogs.

CARRIER REQUIREMENTS

Owner's Responsibility 40001 VC

(a) It is unlawful for the owner, or any other person, employing or otherwise directing the driver of any vehicle to cause the operation of the vehicle upon a highway in any manner contrary to law.

(b) It is unlawful for an owner to request, cause, or permit the operation of any vehicle that is any of the following:

(1) Not registered or for which any fee has not been paid under this code.

(2) Not equipped as required in this code.

(3) Not in compliance with the size, weight, or load provisions of this code.

(4) Not in compliance with the regulations promulgated pursuant to this code, or with applicable city or county ordinances adopted pursuant to this code.

(5) Not in compliance with the provisions of Part 5 (commencing with Section 43000) of Division 26 of the Health and Safety Code and the rules and regulations of the State Air Resources Board.

(c) Any employer who violates an out-of-service order, that complies with Section 396.9 of Title 49 of the Code of Federal Regulations, or who knowingly requires or permits a driver to violate or fail to comply with that out-of-service order, is guilty of a misdemeanor.

(d) An employer who is convicted of allowing, permitting, requiring, or authorizing a driver to operate a commercial motor vehicle in violation of any statute or regulation pertaining to a railroad-highway grade crossing is subject to a fine of not more than ten thousand dollars (\$10,000).

(e) Whenever a violation is chargeable to the owner or lessee of a vehicle pursuant to subdivision (a) or (b), the driver shall not be arrested or cited for the violation unless the vehicle is registered in a state or country other than California, or unless the violation is for an offense that is clearly within the responsibility of the driver.

(f) Whenever the owner, or lessee, or any other person is prosecuted for a violation pursuant to this section, the court may, on the request of the defendant, take appropriate steps to make the driver of the vehicle, or any other person who directs the loading, maintenance or operation of the vehicle, a codefendant. However, the court may make the driver a codefendant only if the driver is the owner or lessee of the vehicle, or the driver is an employee or a contractor of the defendant who requested the court to make the driver a codefendant. If the codefendant is held solely responsible and found guilty, the court may dismiss the charge against the defendant.

(g) In any prosecution under this section, it is a rebuttable presumption that any person who gives false or erroneous information in a written certification of actual gross cargo weight has directed, requested, caused, or permitted the operation of a vehicle in a manner contrary to law in violation of subdivision (a) or (b), or both.

Driving Proficiency 13 CCR 1229

Motor carriers shall require each driver to demonstrate that the driver is capable of safely operating each different type of vehicle or vehicle combination (i.e., vehicles with different controls, gauges, of different size, or requiring different driving skills) before driving such vehicle(s) on a highway unsupervised. The driver's capability to operate the vehicle shall include special equipment such as wheelchair lifts, ramps, or wheelchair tie downs. This Section shall not apply to a motor carrier who is the owner and sole driver of a vehicle or combination of vehicles.

Unlawful Operation. 13 CCR 1230

No motor carrier shall knowingly require or permit the operation of any vehicle that is not in safe operating condition or not equipped and maintained as required by any law or this chapter; or knowingly require or permit any driver to drive in violation of any law or this chapter.

(a) Out-of-Service Vehicles. Authorized employees of the department may declare and mark any vehicle "out of service" in accordance with Section 1239, when its hazardous condition or loading appears likely to cause an accident, injury, or breakdown. A vehicle so marked shall not be operated, nor shall the out of service notice be removed, until the vehicle is safe to drive.

(b) Damaged Vehicles. A vehicle damaged by an accident or other cause shall not be driven from the location where the damage occurred until it has been inspected by a qualified person who has determined that the vehicle is safe to drive.

Vehicle Inspection Approval Certificate. 13 CCR 1231

A vehicle inspection approval certificate designed and furnished by the department shall be displayed in each school bus, SPAB, youth bus, farm labor vehicle, and GPPV pursuant to Vehicle Code Sections 2807, 2807.1, 2807.3, 31401, and 34501.8. The following provisions shall apply to vehicle inspection approval certificates:

(a) Display of Certificate. The certificate shall be placed in a certificate holder provided by the motor carrier and posted in an easy-to-reach and visible area of the driver's compartment of the vehicle for which it was issued. The certificate holder shall be designed so the certificate can be easily inserted and removed and is clearly legible under a transparent covering.

(b) Issuance of Certificate. The certificate shall be issued to the specific vehicle and motor carrier named on the certificate. The certificate will be signed and dated by an authorized employee of the department certifying that on the inspection date the vehicle complied with applicable laws and regulations governing its construction, design, and equipment (and color, if a school bus).

(c) Youth Bus Inspection Fee. The fee for inspection of a youth bus is eighty-five dollars (\$85). When necessary to verify that corrections have been made, not more than one re-inspection may be scheduled at each terminal or facility without payment of another inspection fee.

(d) GPPV Inspection. The fee for inspection of a GPPV is fifty dollars (\$50). When necessary to verify that corrections have been made, not more than one re-inspection may be scheduled at each terminal or facility without payment of another inspection fee. Application for inspection of GPPVs shall be made to the department on forms provided by the department and shall be accompanied by the prescribed fees.

Vehicle Inspection and Maintenance 13 CCR 1232

The following provisions apply to the inspection and maintenance of vehicles subject to this chapter.

(a) Preventive Maintenance. Motor carriers shall ensure that all vehicles subject to their control, and all required accessories on the vehicles, are regularly and systematically inspected, maintained, and lubricated to ensure they are in safe and proper operating condition. The carriers shall have a means of indicating the types of inspection, maintenance, and lubrication operations to be performed on each vehicle and the date or mileage when these operations are due. The inspection required by this subsection is more in depth than the daily inspection performed by the driver. Motor carriers shall ensure compliance with this subsection when a vehicle is assigned away from the carrier's regular maintenance facility for periods exceeding normal inspection, maintenance, and lubrication intervals.

(b) Periodic Preventive Maintenance Inspection. School bus, SPAB, PAB, and GPPV carriers shall ensure every bus is inspected every 3,000 miles or 45 calendar days, whichever occurs first; or more often if necessary to ensure safe operation. Buses out of service exceeding 45 calendar days need not be inspected at 45-day intervals, provided they are inspected prior to being placed back into service.

This periodic inspection shall at a minimum cover:

- (1) Brake adjustment
- (2) Brake system leaks
- (3) Two-way check valve in dual air systems, alternately draining and recharging primary and secondary air reservoirs
- (4) All tank mounting brackets
- (5) All belts and hoses for wear
- (6) Tires and wheels
- (7) Steering and suspension

(c) Oil or Grease Accumulations. Excessive amounts of grease or oil on the vehicle shall be removed and their cause corrected.

(d) Cleanliness of Buses. Every bus shall be kept clean and free of litter.

Required Records for Motor Carriers 13 CCR 1234

The following records are required:

(a) Driver's Record. Motor carriers shall require each driver and each codriver to keep a driver's record pursuant to Section 1213. Motor carriers shall keep the original copies of all drivers' records with any supporting documents, as defined in Section 1201(y), for 6 months. Drivers' records of duty status and all supporting documents shall be made available for inspection immediately upon request by an authorized employee of the department. Drivers' records and/or supporting documents not readily available or accessible shall be made available within 3 business days.

(b) Driver's Authorized Vehicles. Motor carriers shall maintain a record of the different types of vehicles and vehicle combinations each driver is capable of driving as specified in Section 1229.

(c) Driver's Records. School bus, SPAB, youth bus, farm labor vehicle, and GPPV carriers shall maintain a record of required documents for each driver they employ. The carrier shall notify each driver of the expiration date of the documents listed in (1) through (4), and the carrier shall ensure each document is renewed prior to expiration. The record shall contain the following data:

- (1) Driver's license class, number, restrictions and expiration date.
- (2) Driver's certificate restrictions, expiration date, certificate issuance date and driver's date of birth.
- (3) Date medical certificate expires.
- (4) Expiration date of driver's first aid certificate, license as a physician and surgeon, osteopath, or registered nurse, or certificate as a physician's assistant or emergency medical technician when such certificate or license is used to obtain a waiver of the first aid examination pursuant to Vehicle Code Section 12522.
- (5) Date and number of hours of training specified in Education Code Sections 40080-40090 or Vehicle Code Section 12523 since issuance of the driver's current certificate.

(d) Mileage Records. School bus, SPAB, and youth bus carriers shall keep records of the mileage each bus travels during the fiscal year (July 1 through June 30). These records shall be retained for the current fiscal year plus the previous year.

(e) Daily Vehicle Inspection Reports. Motor carriers shall require drivers to submit a documented daily vehicle inspection report pursuant to Section 1215(c). Reports shall be carefully examined, defects likely to affect the safe operation of the motor vehicle or combination or result in a mechanical breakdown shall be corrected before the vehicle or combination is driven on the highway, and carriers shall retain such reports for at least three months.

(f) Inspection, Maintenance, Lubrication, and Repair Records. Motor carriers shall document each systematic inspection, maintenance, and lubrication, and repair

performed for each vehicle under their control. These vehicle records shall be kept at the carrier's maintenance facility or terminal where the vehicle is regularly garaged. Such records shall be retained by the carrier for one year and include at least:

- (1) Identification of the vehicle, including make, model, license number, or other means of positive identification
- (2) Date or mileage and nature of each inspection, maintenance, lubrication, and repair performed
- (3) Date or mileage and nature of each inspection, maintenance, and lubrication to be performed; i.e., the inspection, maintenance, and lubrication intervals
- (4) The name of the lessor or contractor furnishing any vehicle
- (5) On school bus, SPAB, and GPPV records, the signature of the person performing the inspection

(g) **Temporarily Assigned Vehicle.** When a vehicle is garaged at other than the carrier's regular maintenance facility for periods exceeding normal intervals for inspection, maintenance, and lubrication, carriers shall ensure the record(s) indicating the date or mileage and nature of these operations to be performed, are kept in the vehicle.

(h) **School Bus Accident Reports.** School bus carriers shall maintain a report of each accident that occurred on public or private property involving a school bus with pupils aboard. The report shall contain pertinent details of the accident and it shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the carrier shall forward a copy of the report to the local CHP within five work days of the date of the accident.

Towing Other Vehicles 13 CCR 1235

A school bus or SPAB shall not tow any vehicle.

Reporting Driver Status 13 CCR 1236

(a) **Dismissal.** Dismissal of any driver for a cause relating to pupil transportation safety shall be reported by the carrier to the Department of Motor Vehicles within five days of the dismissal date.

(b) **Employment or Training Status.** Carriers shall notify the local CHP office within 10 calendar days of the hiring of a certified school bus, SPAB, or youth bus driver, or of any driver who fails to receive the training specified in California Education Code Sections 40082, 40083, 40084, 40085 and 40086 or Vehicle Code Section 12523.

Out-of-Service Order 34501.15 VC

(a) The regulations adopted pursuant to Section 34501 shall require that any driver of a commercial motor vehicle, as defined in Section 15210, be ordered out of service for 24 hours if the driver is found to have 0.01 percent or more, by weight, of alcohol in his or her blood.

Information for Employees 34501.16 VC

(a) Every employer of a commercial driver shall provide information to that employee at the time of hiring and to all employed commercial drivers annually, concerning all of the following:

(1) The prohibition against driving a commercial motor vehicle with over 0.04 percent or more, by weight, alcohol in his or her blood on and after January 1, 1992.

(2) The requirement to be placed out of service for 24 hours if the person's blood-alcohol concentration is tested to be 0.01 percent or more, by weight, on and after January 1, 1992.

Authority of the Driver Title 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.

**SUPPLEMENT
TO
UNIT 3**

**Laws and Regulations
on
Bus Operation and Use**

Definitions 13 CCR 1201

The following terms are defined for purposes of this chapter:

- (a) Adverse driving conditions. Snow, sleet, fog, other adverse weather conditions, a highway covered with snow or ice, or unusual road and traffic conditions, none of which were apparent on the basis of information known to the person dispatching the run at the time it was begun.
- (b) Bus. Every motor vehicle defined in Vehicle Code Sections 233, and 545(k), and every school bus, school pupil activity bus, youth bus, and farm labor bus. Bus “type” is determined as follows:
 - (1) Type 1. Designed for carrying more than 16 passengers and the driver.
 - (2) Type 2. Designed for carrying not more than 16 passengers and the driver; or manufactured on or after April 1, 1977, having a manufacturer's gross vehicle weight rating of 10,000 lb or less, and designed for carrying not more than 20 passengers and the driver.
- (c) Chassis. Motor vehicle chassis as defined in Society of Automotive Engineers (SAE) Standard J687c, June 1972.
- (d) Co-driver. A driver teamed with another driver for the purpose of alternating driving duties during a trip. While one drives, the other ordinarily rests in a sleeper berth. Both driver and co-driver maintain separate driver's records of duty status pursuant to Section 1213 of this title.
- (e) Commercial Motor Vehicle. Any vehicle or combination of vehicles as defined in Vehicle Code Section 15210(b)(1).
- (f) Commissioner. Commissioner of the Department of the California Highway Patrol.
- (g) Department. Department of the California Highway Patrol.
- (h) Drive or Operate. These terms include all time spent at the driving controls of a motor vehicle in operation.
- (i) Driver. Any person, including the owner-driver, who drives any motor vehicle subject to this chapter, and any person, whether driving for compensation or not, who is under the direct control of and drives for a motor carrier.
- (j) Driver-salesperson. Any employee who is employed solely as such by a private carrier of property by motor vehicle, who is engaged both in selling goods, services, or the use of goods, and in delivering by commercial motor vehicle the goods sold or provided or upon which the services are performed, who does so entirely within a radius of 100 miles of the point at which the driver reports for duty, who devotes not more than 50 percent of his/her hours on duty to driving time. The term “selling goods” for purposes of this section shall include in all cases solicitation or obtaining of reorders or

new accounts, and may also include other selling or merchandising activities designed to retain the customer or to increase the sale of goods or services, in addition to solicitation or obtaining of reorders or new accounts.

(k) Driving Time. Means all time spent at the driving controls of a commercial motor vehicle in operation.

(l) Eight Consecutive Days. The period of 8 consecutive days beginning on any day at the time designated by the motor carrier for a 24-hour period.

(m) FMVSS. Federal Motor Vehicle Safety Standard(s) in effect at the time the vehicle or component is manufactured.

(n) GPPV--General Public Paratransit Vehicle. Any motor vehicle specified in Vehicle Code Section 336.

(o) Interstate Driver. Interstate driver means the driver of a vehicle engaged in interstate commerce as defined in 49 CFR, Section 390.5, as those regulations now exist or are hereafter amended.

(p) Intrastate Driver. Intrastate driver means a driver engaged in trade, traffic, or transportation not described in the term "interstate driver."

(q) Manufacturer of the Chassis. The original manufacturer of the chassis or the manufacturer of any integral type of school bus.

(r) Motor Carrier or Carrier. The registered owner, lessee, licensee, school district superintendent, or bailee of any vehicle who operates or directs the operations of any such vehicle on either a for-hire or not-for-hire basis. The terms "motor carrier" and "carrier" may be used interchangeably in this chapter.

(s) Multiple Stops. All stops made in any one village, town, or city may be computed as one.

(t) On-duty Time. All time from the time a driver begins to work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. On-duty time shall include:

(1) All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;

(2) All time inspecting, servicing, or conditioning any vehicle;

(3) All "driving time" as defined in this section;

(4) All time, other than driving time, in or upon any motor vehicle, except time spent resting in a sleeper berth as defined by the term "sleeper berth" in this section;

- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent complying with driver requirements relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle;
- (8) All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post accident, or follow-up testing required by 49 CFR Part 382, when directed by a motor carrier;
- (9) Performing any other work in the capacity of, or in the employ or service of, a common, contract or private motor carrier; and
- (10) Performing any compensated work for any nonmotor carrier entity.

(u) PAB - Pupil Activity Bus. For the purpose of this Chapter, any motor vehicle specified in Vehicle Code Section 545(k).

(v) Pupil Transportation. The transportation of any pupil enrolled in a public or private school at or below the twelfth-grade level to or from school in a school bus, to or from a school activity in a school bus, PAB, or SPAB, from a school to a nonschool-related activity within 25 miles of the school in a youth bus, or the transportation of any student enrolled in a community college to or from the community college or a college activity, in a vehicle designated as a school bus by resolution of the governing board pursuant to Vehicle Code Section 545(g), and certified by the department.

(w) SPAB -School Pupil Activity Bus. Any motor vehicle specified in Vehicle Code Section 546.

(x) School District Superintendent. This term or a similar phrase includes county superintendent of schools and the equivalent official of a private or public school that does not have a school district superintendent.

(y) Seven Consecutive Days. The period of 7 consecutive days beginning on any day at the time designated by the motor carrier for a 24-hour period.

(z) Sleeper Berth. A berth conforming to the requirements of Section 1265.

(aa) Supporting Documents. Supporting documents are the records of a motor carrier which are maintained in the ordinary course of business which may be used to verify the information recorded on drivers' records of duty status. Examples are: bills of lading, carrier pros, freight bills, dispatch records, driver call-in records, gate record receipts, weight/scale tickets, fuel receipts, fuel billing statements, toll receipts, international registration plan receipts, international fuel tax agreement receipts, trip permits, port of entry receipts, cash advance receipts, delivery receipts, lumper receipts, interchange and inspection reports, lessor settlement sheets, over/short and damage reports,

agricultural inspection reports, Commercial Vehicle Safety Alliance reports, accident reports, telephone billing statements, credit card receipts, driver fax reports, on-board computer reports, border crossing reports, custom declarations, traffic citations, overweight/oversize reports and citations, and/or other documents directly related to the motor carrier's operation, which are retained by the motor carrier in connection with the operation of its transportation business. Supporting documents may include other documents which the motor carrier maintains and which can be used to verify information on drivers' records of duty status.

(bb) Trailer-bus. A trailer or semi-trailer designed or used for the transportation of more than 10 persons.

(cc) Truck. All motortrucks and truck tractors specified in Vehicle Code Section 34500.

(dd) Twenty-four Hour Period. Any 24-consecutive-hour period beginning at the time designated by the motor carrier for the terminal from which the driver is normally dispatched.

(ee) Wheelchair. A specially constructed device on wheels used exclusively to transport a physically handicapped person except infant seat devices, strollers, and gurneys.

(ff) Wheelchair School Bus. Any school bus that has been designed or modified in accordance with Section 1293 of this title to transport pupils confined to wheelchairs.

(gg) Work Period. The duration between the time a driver first reports for duty and the time a driver is completely relieved of all duties and is permitted to go off duty for eight consecutive hours for bus drivers or ten consecutive hours for truck drivers. The terms "work period" and "tour of duty" have the same meaning.

Laws

What are laws?

A body of rules of conduct of binding legal force and effect, prescribed, recognized, and enforced by controlling authority.

In U.S. law, the word *law* refers to any rule that if broken subjects a party to criminal punishment or civil liability. Laws in the United States are made by federal, state, and local legislatures, judges, the president, state governors, and administrative agencies.

The U.S. Constitution

The highest law in the United States is the U.S. Constitution. No state or federal law may contradict any provision in the Constitution.

Beneath the federal Constitution lies a vast body of other laws, including federal statutes, treaties, court decisions, agency regulations, and executive orders, and state constitutions, statutes, court decisions, agency regulations, and executive orders.

Statutes and Treaties

After the federal Constitution, the highest laws are written laws, or statutes, passed by elected federal lawmakers. States have their own constitution and statutes.

Federal laws generally involve matters that concern the entire country. State laws generally do not reach beyond the borders of the state.

Agency Regulations

Administrative agencies may also create laws. The federal and state constitutions implicitly give the legislatures the power to create administrative agencies.

Administrative agencies are necessary because lawmakers often lack detailed knowledge about important issues, and they need experts to manage the regulation of complex subjects.

Federal Agency Regulations

Federal agencies are authorized to promulgate regulations (rulemaking) by "enabling legislation".-The rules and regulations are first promulgated or published in the *Federal Register*. The **Code of Federal Regulations (CFR)** is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the *Federal Register* by the executive departments and agencies of the federal government of the United States. The CFR is divided into 50 titles that represent broad areas subject to federal regulation. Agencies are assigned chapters within these titles. The titles are broken down into chapters, parts, sections and paragraphs.-For example, 42 CFR 260.11(a)(1) would be read as "title 42, part 260, section 11, paragraph (a)(1)." Transportation is assigned Title 49.

Department of Motor Vehicles (DMV) is the official agency (state-level government agency) in charge of anything that has to do with vehicles, from registration of a car to

the issuing of a driver's license to safety, emission inspection, rules and regulations of motor vehicles on the road. The **Vehicle Code (VC)** is the manual of all the rules and regulations governing motor vehicles.

Vehicle Safety Regulations 34501.5 VC

(a) The Department of the California Highway Patrol shall adopt reasonable rules and regulations which, in the judgment of the department (DMV), are designed to promote the safe operation of vehicles described in Sections 38045 (*school bus*) and 82321 (*school bus*) of the Education Code and Sections 545 (*school bus*) and 34500 (*buses, school buses, school pupil activity bus, youth bus, general public paratransit vehicles, trucks tractors, semi-trailers, etc.*) of this code.

California Code of Regulations (CCR), is the official compilation and publication of the regulations adopted and enforced by state agencies. Properly adopted regulations that have been filed with the Secretary of State have the force of law. The CCR consists of 28 titles and contains the regulations of approximately 200 regulatory agencies. The CCR is compiled into Titles and organized into Divisions containing the regulations of state agencies. For Example: 13 CCR 1238 (b)(2) would be read as "title 13 Section 1238, paragraph (b)(2)"

Motor Vehicles have been assigned Title 13. The Department of California Highway Patrol is assigned Division 2 of Title 13. The rules and regulations that are adopted by the CHP to promote safe operation of the Motor Vehicles under their regulation per 34501.5 VC will be in Title 13 of the CCR.

Education is assigned Title 5. The California Department of Education is assigned Division 1 of Title 5 of the CCR.

California Highway Patrol

The CHP publishes their own document of the codes and regulations pursuant to passenger transportation safety. This document is titled Passenger Transportation Safety Handbook HPH 82.7 which is commonly referred to as the 82 point 7. This handbook is divided into chapters. Each chapter will be comprised of excerpts from the Vehicle Code (VC), California Code of Regulations (CCR), and the Department of Education (EC) related to the operation of vehicles requiring a California Special Drivers Certificate to transport passengers. These vehicles are school buses, school pupil activity buses (SPAB), youth buses, general pupil paratransit buses (GPPV), vehicle for developmentally disabled persons (VDDP), and farm labor vehicles (FLV). Most of the laws and regulations in this handout can be found in the 82.7

Local Laws

Counties, cities, and towns also have the authority to make laws. Local laws are issued by elected lawmakers and local administrative agencies. Local laws cannot conflict with state or federal law.

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The objective of Unit 5 of the Instructors Manual for California's Bus Driver's Training Course is to explain the basics of awareness and how to respond to different driving situations and highway conditions.

This study guide covers all the subject matter in Unit 5 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

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INTRODUCTION

A critical component of defensive driving is the recognition of potential driving hazards and appropriate adjustment of driving behavior to ensure the safety of passengers.

This unit of study will cover basic defensive driving skills, techniques, and additional laws and regulations pertaining to the operation of large vehicles.



DRIVER CONDITIONS

We must prepare for defensive driving by considering a few important points. There are several broad categories of driver conditions, which can adversely affect the ability to drive a bus safely. Among these are:

- Attitude
- Emotional stress
- Illness or injury
- Alcohol and medication
- Fatigue or drowsiness

Attitude

Prior to leaving for work situations may occur which could affect your attitude. For example:

- Your car did not start
- Problems pertaining to bills or taxes
- Traffic
- Running late

An entire chapter could be written on incidents that would send you to work with the wrong attitude; however, the most important thing to remember is that many lives depend on you being in the proper frame of mind. Do not let personal problems interfere with your defensive driving techniques.

Emotional Stress

As a professional driver you have probably had days when nothing went right. For example:

- Family problems
- Late start
- Flat tire/vehicle break down

- Traffic congestion
- Adverse weather

If you are late arriving at work and start your run late, accept the fact. By doing this, you can drive responsibly and defensively and arrive at your destination safely.

Conditioned Responses

For many years safety experts have based many of their approaches to training and retraining drivers on the premise that if drivers will refrain from worrying or thinking of other things as they drive, they will become safer drivers. There seems to be enough evidence to indicate that no matter what we tell people, they still think of other things while driving.

The majority of experienced drivers do not devote their full conscious capacity to driving when familiar with the road and the vehicle being operated.

Ask yourself the following questions: Do I ever think of other things as I drive? Is there any time while I am behind the wheel that I think of nothing else but driving?

For example:


- Passing students/pedestrians
- Signal lights
- Stop signs
- Regulatory/advisory signs
- Railroad tracks
- Exiting a freeway
- Passing vehicles
- Vehicle positioning

How do we explain the fact that during those periods when our subconscious mind was apparently controlling our driving, we did not drive off the highway or into another vehicle?

Desired responses are conditioned to occur automatically. Some of our actions are easy to control. For instance, if we brush our teeth after every meal or buckle our seatbelts every time we get in a car, it becomes automatic. Often we become uncomfortable if we do not carry out these habits.

A driver's response to situations is dependent upon analyzing the information they perceive. In cases where drivers find themselves in an unfamiliar situation, the only response triggered may simply be awareness.

Bus drivers are faced with the same situations that ordinary drivers are faced with, in addition to the problems created by the size of the vehicle, passenger management, etc. To be a safe and efficient bus driver, you are trained to identify and develop correct conditioned responses.



Basic Driver Requirements

BASIC DRIVER REQUIREMENTS

Driver Fatigue, Illness or Injury No driver shall operate a motor vehicle, and a motor carrier shall not require or permit a driver to operate a motor vehicle, while the driver's ability or alertness is so

impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the motor vehicle. However, in a case of grave emergency where the hazard to occupants of the motor vehicle or other users of the highway would be increased by compliance with this section, the driver may continue to operate the motor vehicle to the nearest place at which that hazard is removed.

Because people feel they cannot afford to be off the job, they often work when they should not. This is poor practice and drivers should take into consideration that their defensive driving techniques might be affected. **Illness and injury can cause stress and impair a driver's judgment.**

As a professional driver it is your responsibility to get enough rest. **What happens when you are fatigued or tired?** It is more difficult to make a proper assessment of your condition. Your judgment will be seriously affected by fatigue, drowsiness, or emotional stress. The chances of making an error in judgment are determined by your overall physical and emotional condition.



Alcohol and Medications

Zero Tolerance....13 CCR 1213.1(c)

Alcohol zero tolerance. No person may operate a commercial motor vehicle, as defined in Vehicle Code Section 15210, when that person's blood alcohol content is found to be 0.01%, by weight, or greater.

Driving Under Influence of Alcohol or Drugs....23152 (d) VC

It is unlawful for a person who has 0.04 percent or more, by weight, of alcohol in his or her blood to drive a commercial motor vehicle, as defined in Section 15210. In a prosecution under this subdivision, it is a rebuttable presumption that the person had

0.04 percent or more, by weight, of alcohol in his or her blood at the time of driving the vehicle if the person had 0.04 percent or more, by weight, of alcohol in his or her blood at the time of the performance of a chemical test within three hours after the driving.

Out- of- Service Order....34501.15 VC

The regulations adopted pursuant to Section 34501 shall require that any driver of a commercial motor vehicle, as defined in Section 15210, be ordered out of service for 24 hours if the driver is found to have 0.01 percent or more, by weight, of alcohol in his or her blood.

Information for Employees....34501.16 VC

Every employer of a commercial driver shall provide information to that employee at the time of hiring and to all employed commercial drivers annually, concerning all of the following:

- (1) The prohibition against driving a commercial motor vehicle with over 0.04 percent or more, by weight, alcohol in his or her blood on and after January 1, 1992.
- (2) The requirement to be placed out of service for 24 hours if the person's blood-alcohol concentration is tested to be 0.01 percent or more, by weight, on and after January 1, 1992.

Control Substances and Alcohol use and Testing....49 CFR 382

Since the early 1990s, the Federal Motor Carrier Safety Administration (FMCSA) and its predecessor agency has defined drug and alcohol testing rules and regulations for employees who drive commercial trucks and buses that require a commercial driver's license (CDL). These regulations identify who is subject to testing, when they are tested and in what situations. The regulations also impose privacy protections and restrictions on employers and service agents against the use and release of sensitive drug and alcohol testing information. The FMCSA controlled substances and alcohol use and testing regulations can be found at 49 CFR Part 382.

More information concerning Title 49 Code of Federal Regulations, Section 382 can be found at: www.fmcsa.dot.gov

| BAC Level | .01 | .04 | .08 |
|--------------|---|---|--|
| Explanation | When driving a commercial vehicle your employer is required to place you out of service for 24 hours with a BAC level of 0.01% or more. | When driving a commercial vehicle you are legally intoxicated with BAC level over 0.04 percent. | When driving any vehicle you are legally intoxicated with a BAC level of 0.08 percent. |
| Consequences | Out of Service | Jail | Jail |

Do not gamble with your life and the lives of your passengers! The driver whose judgment and performance are impaired by alcohol cannot meet the responsibilities required of a professional driver.

Many drugstores sell over the counter medications, which may seriously affect the driver's ability to operate a bus safely. Some common medications are antihistamines and barbiturates.

Antihistamines may be used to relieve nasal congestion due to colds or allergies. These drugs have a depressant effect on the central nervous system and may cause you to be confused, inattentive, or drowsy.

Barbiturates, such as sleeping pills, calm nervousness and induce sleep. Even the occasional user could become drowsy and less alert

There are many other drugs, including diet pills, which could affect a driver's ability to drive safely, and many have a warning label stating, "**This prescription may cause drowsiness. Do not drive while taking this medication.**"

When talking to a physician or pharmacist, it is your responsibility to identify yourself as a bus driver and ask what effect the medicine prescribed may have on your ability to operate a vehicle.

Bus Driver's Seat

The driver's seat shall be positioned so that the driver may assume a natural position while driving and have a clear view of the road and mirrors and sufficient leg room to operate the brake, clutch, and accelerator pedals and all other controls without cramping or interference.

Drivers must have an unobstructed view of the entire instrument panel. The driver must be able to accomplish these duties with the seat belt securely fastened in a normal driving position.

Driver's View

No person shall drive any motor vehicle with any object or material placed, displayed, installed, affixed, or applied upon the windshield or side or rear windows. No person shall drive any motor vehicle with any object or material placed, displayed, installed, affixed, or applied in or upon the vehicle which obstructs or reduces the driver's clear view through the windshield or side windows.

This section shall not apply to signs, stickers, or other materials which are displayed in a 7-inch square in the lower corner of the windshield farthest removed from the driver or which are displayed in a 5-inch square in the lower corner of the windshield nearest the driver.

BASIC VEHICLE REQUIREMENTS

Mechanical Condition

In addition to the preceding driver-related conditions that will affect driving ability and proper judgment, there are other things to consider, such as the overall mechanical condition of the vehicle and grade and power ability.

Drivers must know the overall mechanical condition of the equipment. Is the bus in top mechanical shape? Will it perform as necessary? Does it have good tires, brakes, steering, windshield wipers, lights, horn, emergency equipment, etc.?

As a general rule, the driver is the first person to become aware of any mechanical defects that might develop and has the responsibility to report defects to the proper person for repairs.

Power and Grade Ability

A driver must know the power and grade ability of the bus. The vehicles limitations are important for drivers to know.

A driver should know the power ability of a bus when it starts from a standing stop. For example: Suppose a bus is on a hill and stopped at a stop sign. What is the ability of the vehicle to start out safely, and what gear should be selected to move the bus without stalling the engine? Not knowing the vehicles limitations may cause a driver to drive up a hill that is too steep; in addition, the vehicle may become stalled in an unsafe position in the roadway.

If the vehicle has always been driven up a hill in second gear with a full load and suddenly you find that, under the same conditions, you have to use first gear, it is time to report this problem and have the engine evaluated. Whenever your bus is losing power over the same run each day, the problem should be reported and corrected before more serious problems occur.

DEFENSIVE DRIVING

- Driving defensively is being continually alert to possible hazards around the bus and taking action to avoid those hazards.
- Driving defensively is expecting the unexpected.
- Driving defensively is driving to avoid a collision in spite of the actions of others and the conditions around the driver.



Defensive driving factors

Factors drivers cannot control:

- Actions of others
- Natural disasters
- Weather
- Light conditions

Factors drivers can control:

- Preparation for actions of others
- Preparation for bad weather
- Physical condition
- Pre-trip inspection of equipment
- Movement of the vehicle
- Attitude
- Passenger management

Qualities and Attitudes of a defensive driver

A defensive driver:

- Maintains a good defensive driving attitude
- Understands his or her equipment and is proficient in its operation
- Is capable of making decisions
- Is physically and mentally prepared
- Understands that most collisions are preventable
- Does not insist on the right of way

Characteristics of a defensive driver

A defensive driver is knowledgeable of:

- Traffic laws
- How to avoid a collision
- How to recognize hazards
- How to respond correctly
- Limitations of the equipment

Alertness

- Compensates for physical and mental conditions affecting driving
- Gives driving 100 percent of his or her attention
- Stays alert to traffic situations

Foresight

- Inspects the vehicle before driving it
- Anticipates and prepares for hazards
- Analyzes traffic situations as far ahead as possible
- Preplans the trip

Judgment

- Looks for alternatives in every traffic situation
- Does not attempt risky maneuvers
- Passes only when it is safe to do so
- Always maintains a safe following distance

Skill

- Operates the vehicle proficiently and safely
- Performs vehicle movements legally and safely

Handheld Wireless Telephone: Electronic Wireless Communications Device: Prohibited Use.... 23123.5 VC

(a) A person shall not drive a motor vehicle while holding a handheld wireless telephone or an electronic wireless communications device unless the wireless telephone or electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while driving.

(b) This section shall not apply to manufacturer-installed systems that are embedded in the vehicle

(c) A handheld wireless telephone or electronic wireless communications device may be operated in a manner requiring the use of the driver's hand while the driver is operating the vehicle only if both of the following conditions are satisfied:

(1) The handheld wireless telephone or electronic wireless communications device is mounted on a vehicle's windshield in the same manner a portable Global Positioning System (GPS) is mounted pursuant to paragraph (12) of subdivision (b) of Section 26708 or is mounted on or affixed to a vehicle's dashboard or center console in a manner that does not hinder the driver's view of the road.

(2) The driver's hand is used to activate or deactivate a feature or function of the handheld wireless telephone or wireless communications device with the motion of a single swipe or tap of the driver's finger.

(d) A violation of this section is an infraction punishable by a base fine of twenty dollars (\$20) for a first offense and fifty dollars (\$50) for each subsequent offense.

(e) This section does not apply to an emergency services professional using an electronic wireless communications device while operating an authorized emergency vehicle, as defined in Section 165, in the course and scope of his or her duties.

(f) For the purposes of this section, "electronic wireless communications device" includes, but is not limited to, a broadband personal communication device, a handheld device or laptop computer with mobile data access, or a pager.

Schoolbus or Transit Vehicle Drivers: Prohibition Against Use of Wireless Telephone.... 23125 VC

(a) A person may not drive a schoolbus or transit vehicle, as defined in subdivision (g) of Section 99247 of the Public Utilities Code, while using a wireless telephone.

(b) This section does not apply to a driver using a wireless telephone for work-related purposes, or for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity.

(c) Notwithstanding any other provision of law, a violation of subdivision (a) does not constitute a serious traffic violation within the meaning of subdivision (i) of Section 15210.

Perception Factor

What is meant by perception factor? Simply stated, it is the ability to understand and become aware of something that is going to happen or is happening. In some driving situations a driver must quickly perceive what is going to take place to prevent a collision.

(IPDE) Identify, Predict, Decide, and Execute

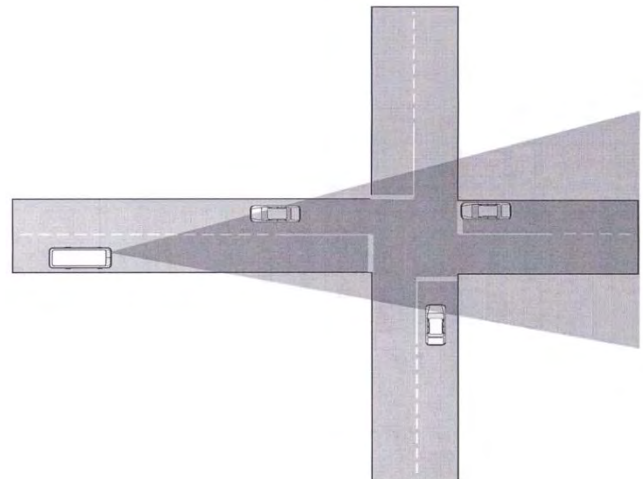
This is a systematic method of seeing, anticipating, interpreting, and responding to the ever-changing traffic scene. IPDE can help meet that objective.

For example:

- Pedestrians in the danger zones
- Children, joggers, or animals who may run onto the roadway
- Cyclists who ignore the traffic laws
- Drivers and pedestrians distracted by talking on cell phones
- Distractions from passengers

The difference between the average driver and the professional bus driver is the degree to which each understand and practice the principles of defensive driving and managing his or her margin of safety. The professional driver defines a perfect trip as a trip without error. This definition considers five types of errors:

- Collision
- Traffic violation
- Vehicle abuse
- Schedule delay
- Discourtesy



Visual Lead Time

The distance a driver looks forward or ahead of the vehicle while driving. Visual lead-time should be at least 12 seconds in city driving and may increase to 20 to 30 seconds for higher-speed driving. When adverse weather conditions exist or during night driving, never "overdrive" your headlights.

Safety Circle

Each driver traveling down the highway must ring the vehicle with a circle of safety. The clearance around your vehicle should be maintained so as to prevent collisions:

The safety circle is an early warning system consisting of three distinct zones.



- The outer zone is known as the Zone of Recognition. Drivers must recognize the potential hazards (for example): stale green light, brake lights ahead, cyclists, vehicles, animals, bouncing ball onto roadway and pedestrians.
- The middle zone is known as the Zone of Action. Drivers must decide what action will be taken after identifying a potential hazard (for example): braking, accelerating, decelerating or turning.
- The inner zone is known as the Accident Zone. Having failed to identify potential hazards early enough or take action in time to avoid a collision. The driver may place the vehicle and others in jeopardy when entering the point of no return or the accident zone.

The driver must continuously monitor the area around the vehicle and be aware of the safety circle that surrounds the vehicle.

The Safety Circle which represents the Zone of Recognition, Zone of Action, and Accident Zone may increase or decrease in diameter with the speed of the vehicle and visibility.

Defensive drivers look far ahead, to the sides, to the rear, and they maintain an adequate following distance.

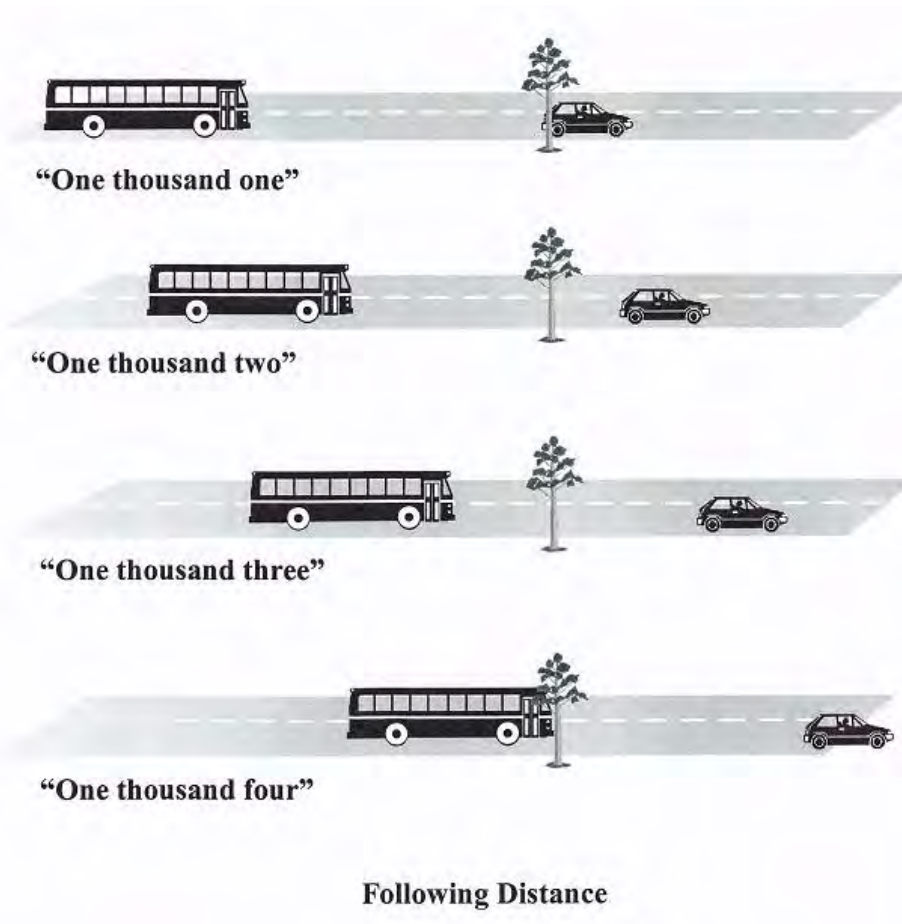
Following Distance

What is a proper following distance?

Following distance is the distance between your moving vehicle and the moving vehicle you are following in your lane of travel.

Proper following distance is necessary to stop your vehicle safely.

At any speed in clear weather and on a dry highway surface, an alert driver should allow 1-second intervals for each 10 feet of vehicle length.



Use a road sign, tar strip in the road, mile marker, lamppost, shadow from an overpass or any fixed object as a start point. As the rear of the vehicle ahead passes the start point, start counting (1-second intervals for each 10 feet of vehicle length i.e. 30 feet of bus length = 3 seconds) the front of your vehicle should not pass the start point before you have completed your count. If you do not complete the count, you are following too close to make a safe stop in an emergency. If you are traveling faster than 40 miles per hour you should add an additional second to your following distance. If conditions deviate from normal, increase the following distance. Allow the same following distance for bicycles, motorcycles, or mopeds as you would for any other vehicles.

We must have enough space to be able to stop or maneuver safely if a dangerous situation occurs. We must also compensate for distractions and mistakes made by other drivers.

Following Too Closely....21703 VC

The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of such vehicle and the traffic upon, and the condition of, the roadway.

Distance Between Vehicles....21704 VC

(a) The driver of any motor vehicle subject to the speed restriction of Section 22406 that is operated outside of a business or residence district, shall keep the vehicle he is driving at a distance of not less than 300 feet to the rear of any other motor vehicle subject to such speed restriction which is preceding it.

(b) The provisions of this section shall not prevent overtaking and passing nor shall they apply upon a highway with two or more lanes for traffic in the direction of travel.

Space Cushion

Do you realize it is also important to have a space cushion when the vehicle is not moving? When starting off from a stop or a loading zone, wait until the bus or car ahead has moved forward at least one vehicle length before moving your vehicle.

A proper space cushion occurs when the driver can view the rear tires of the vehicle ahead touching the ground when stopped. Take into consideration a vehicle that is lower to the ground (a low rider) and a vehicle that is lifted from the ground (4x4 truck). This cushion gives the space needed for any emergency, such as a rollback, or if someone makes the mistake of putting a vehicle in reverse and backing up. This cushion also allows time to take defensive action, such as sounding the horn or maneuvering around the vehicle. If the vehicle in front has a mechanical failure, there should be enough space, when traffic permits, to move around that vehicle without

having to back up. Also, if your bus is "rear-ended," you should be in control and not hit the vehicle in front you.

Reaction Time, Braking Distance and Stopping Distance

Elements that may prevent a driver and the vehicle from becoming involved in a collision are reaction time and braking distance.

Reaction time is the elapsed time between the perception of a hazard by a driver and when the driver initiates proper action.

Braking distance is the distance a vehicle travels from the time a driver applies the brake system and the vehicle comes to a complete stop. For a large bus, properly adjusted brakes, correctly inflated tires, and a dry highway surface, are important factors.

Stopping distance is the distance a vehicle travels after a driver first recognizes a hazard, reacts to the hazard, applies the brake system, and brings the vehicle to a complete stop.

It takes the average person **three-quarters of a second** to react from the time a problem is noticed to the time the brakes are applied. The three-quarters of a second average is based on people who are in good physical condition and are paying attention to what they are doing.

If a driver is not paying attention, the reaction time will increase.

As professional drivers, you should know approximately how far the vehicle will travel during three-quarters of a second. If the vehicle is traveling at 35 mph, it will travel approximately 38 feet in three-quarters of a second.

To compute the distance traveled, during reaction time, take the first digit of your speedometer reading and add it to your total speed.

$$35 \text{ mph} + 3 = 38 \text{ feet in } 3/4 \text{ second}$$

$$45 \text{ mph} + 4 = 49 \text{ feet in } 3/4 \text{ second}$$

$$55 \text{ mph} + 5 = 60 \text{ feet in } 3/4 \text{ second}$$

Let's look at some ***braking distances and total stopping distances for large buses.***

| MPH | Feet (per sec.) | Reaction time | Reaction distance | Breaking distance | Total stopping |
|-----|--------------------|------------------|----------------------|----------------------|-------------------|
| 5 | 7.3 | .75* | 5.5 | 1.2 | 6.7 |
| 10 | 14.6 | .75* | 11.0 | 5.0 | 16.0 |
| 20 | 29.3 | .75* | 22.0 | 20.0 | 42.0 |
| 30 | 44.0 | .75* | 33.0 | 45.0 | 78.0 |
| 40 | 58.6 | .75* | 44.0 | 80.0 | 124.0 |
| 50 | 73.3 | .75* | 55.0 | 125.0 | 180.0 |
| 60 | 88.0 | .75" | 66.0 | 180.0 | 246.0 |
| 70 | 102.6 | .75* | 77.0 | 245.0 | 322.0 |

* or 3/4 sec.

Stopping Distance

Feet (per sec.) can be calculated by multiplying the miles per hour by 1.467 = feet per second. The California Highway Patrol uses this method of calculation.

If adverse weather conditions exist, the stopping distances will be greatly increased. To compensate for these adverse conditions, the following distances must increase.

USE OF MIRRORS

For all buses, there are specific manufacturer's requirements for the locations and performance of rearview mirrors.

Understanding correct mirror use is extremely important in the safe operation of the vehicle. Proper mirror adjustment and use will enable the driver to understand the value of the mirror lesson in the following areas:

- Being able to see children and/or adults around the vehicle
- Being able to see other vehicles and objects around the vehicle
- Reducing the number of blind spots around the vehicle

Mirrors....13 CCR 1257

All buses subject to this title shall be equipped with interior mirror(s) that give the driver a clear view of the interior of the vehicle and any rear and center entrance or exit doors and stepwells. In lieu of mirrors, trailer-bus combinations and articulated buses may be equipped with closed circuit video systems or adult monitors in voice contact with the driver.

Mirrors on School Buses....13 CCR 1258

All Type 1 school buses and Type 2 school buses constructed on and after July 1, 1970, shall be equipped with two exterior rearview mirrors, one on each side of the bus. Every school bus shall be equipped with a cross-view mirror mounted on the front exterior of the bus to provide the seated driver with a clear view of the area directly in front of the bus.

- (a) Size of Rearview Mirrors. Type 1 school buses constructed after January 1, 1965, and Type 2 school buses constructed after April 1, 1977, shall have exterior side mounted rearview mirrors, each with at least 50 sq. in. in the reflective area.
- (b) Size of Cross View Mirrors. All front exterior cross view mirrors required on Type 1 school buses shall have at least 40 square inch in the reflective area.

Mirrors....26709 VC

(a) Every motor vehicle registered in a foreign jurisdiction and every motorcycle subject to registration in this state shall be equipped with a mirror so located as to reflect to the driver a view of the highway for a distance of at least 200 feet to the rear of such vehicle.

Every motor vehicle subject to registration in this state, except a motorcycle, shall be equipped with not less than two such mirrors, including one affixed to the left-hand side.

(b) The following described types of motor vehicles, of a type subject to registration, shall be equipped with mirrors on both the left- and right-hand sides of the vehicle so located as to reflect to the driver a view of the highway through each mirror for a distance of at least 200 feet to the rear of such vehicle:

- (1) A motor vehicle so constructed or loaded as to obstruct the driver's view to the rear.
- (2) A motor vehicle towing a vehicle and the towed vehicle or load thereon obstructs the driver's view to the rear.
- (3) A bus or trolley coach.

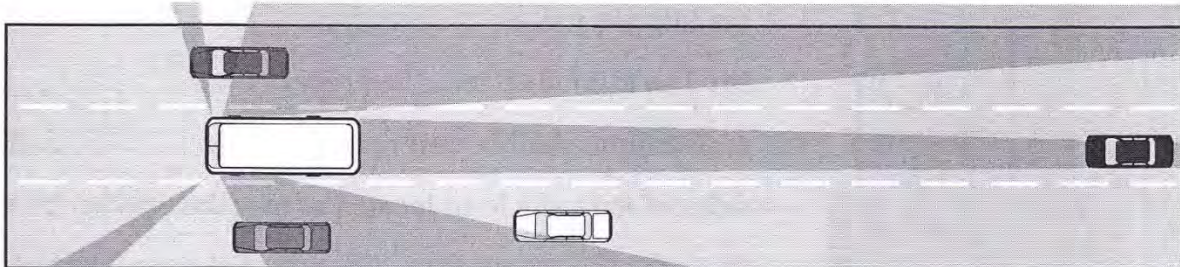
(c) The provisions of subdivision (b) shall not apply to a passenger vehicle when the load obstructing the driver's view consists of passengers.

Mirrors that are required on school buses in California are:

- Interior rearview mirror
- Left outside flat mirror
- Right or left crossview mirror (for vision of front of bus)
- Right outside flat mirror

Blind Areas

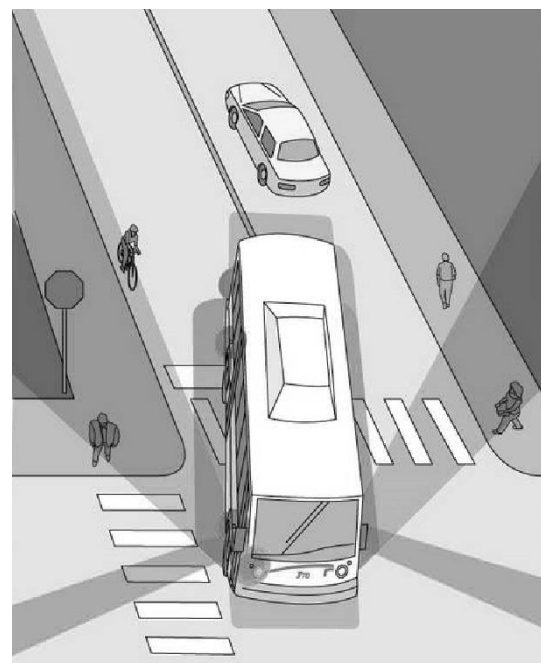
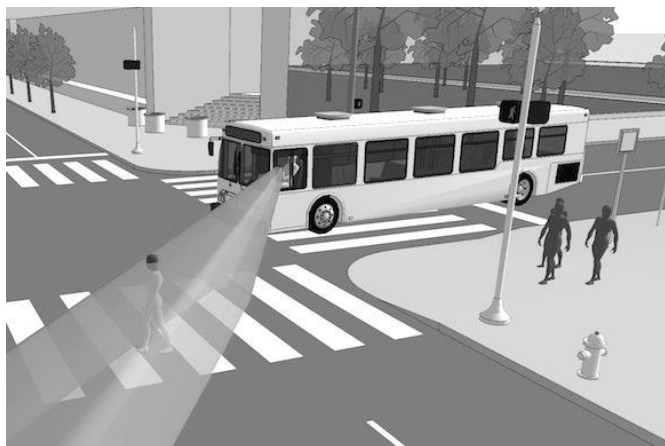
You must learn to lean your body forward in the driver's seat and move side-to-side to help eliminate blind areas created by the vehicle body or mirrors.



■ **Blind Areas** **Blind areas with flat mirrors only**

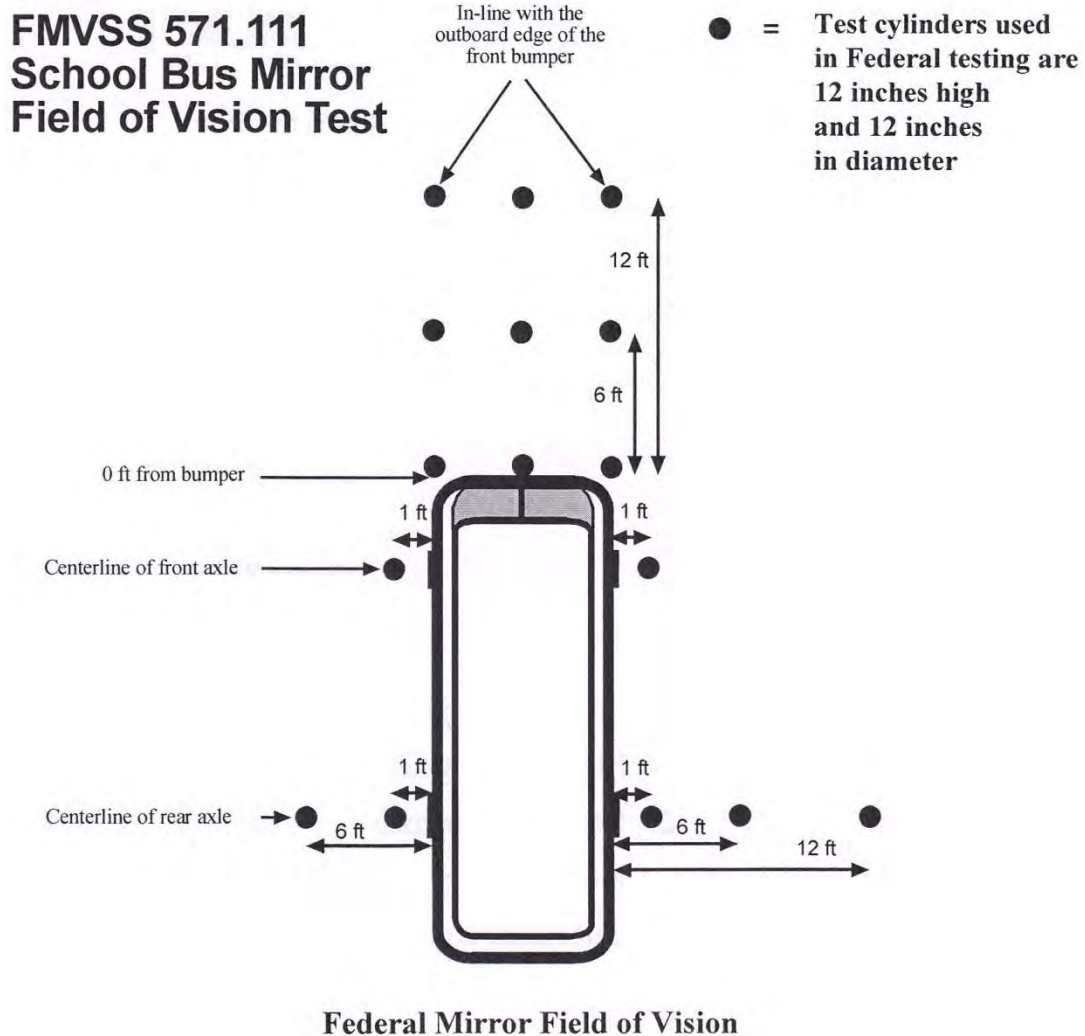
Most pedestrian accidents occur when the pedestrian walks onto a roadway and into the path of an approaching vehicle. Pedestrians often misjudge the speed and closeness of a commercial motor vehicle. Pedestrians assume you can and will slow down for them. Pedestrians think that because they can see you, you can see them. These kinds of errors in judgement are why pedestrian accidents frequently occur. Drivers should try to anticipate pedestrians making such errors and be prepared to compensate.

***Always Rock and Roll – assume there may be a pedestrian behind
your mirrors or post***



School Bus Mirror Field of Vision Test FMVSS 571.111

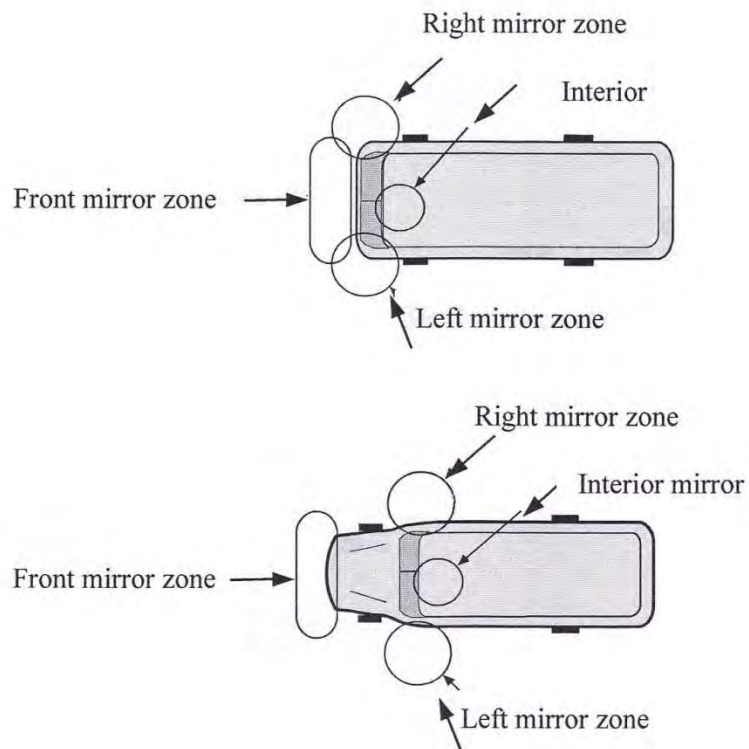
All school buses manufactured after December 1993 must comply with the Federal School Bus Mirror Field of Vision Test, hereafter referred to as the mirror box. The test cylinders in the mirror box are 1 foot tall and 1 foot in diameter. The entire top of each cylinder must be directly visible to the driver or through the use of the mirror system.



Five-Count Mirror Procedures

Mirror use is a crucial function of defensive driving. The five-count mirror procedure is a method of using mirrors to recognize and avoid problem objects. The driver needs to look at the mirror zones to assist in determining that a turning maneuver can be made safely.

Mirror Zones



Mirror Zones

When making right turns:

1. Right mirror zone
2. Interior mirror zone
3. Front mirror zone
4. Left minor zone
5. Right minor zone
6. Repeat use of all mirrors continually

When making left turns:

1. Left mirror zone
2. Interior mirror zone
3. Front mirror zone
4. Right minor zone
5. Left minor zone
6. Repeat use of all minors continually

STEERING AND TURNING

Annually the California Highway Patrol conducts a study, "Summary of California School Bus Collision Data," which reflects statistics that improper turning is one of the three major causes of bus collisions. This is because drivers do not focus their attention on the rear axle during a turning maneuver. Most drivers assume that by turning the steering wheel the direction of the vehicle is determined. In reality on a large vehicle the drivers turn the steering wheel to properly guide the rear axle.

Different vehicles will have different turning points, and drivers need to know what the correct turning points are for each vehicle driven. This will give the driver the ability to properly turn the vehicle and avoid problem objects. There will be more about this during the behind-the-wheel training.

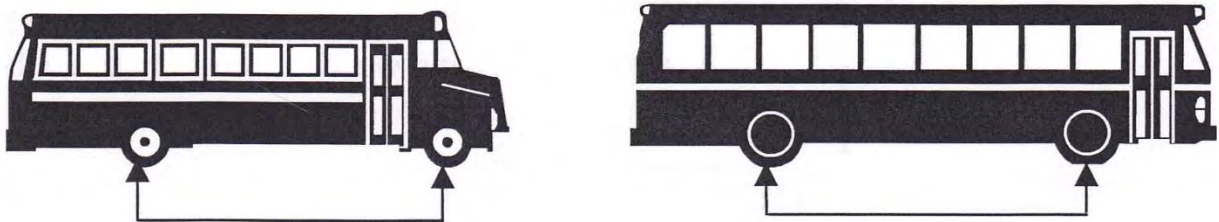
Defensive driving involves the ability to steer correctly. A driver who correctly performs right and left turns will prevent turning collisions. Drivers need to learn the limitations of the turning radius of each bus driven.

Wheelbase

Wheelbase is the distance from the center of the front wheel to the center of the rear wheel. There can be a significant difference between bus types.

The difference is due to the total length of the vehicle and the different length of wheelbase. A bus with a short wheelbase should be able to make a turn within a much smaller space than a bus with a long wheelbase.

The turning radius should be a factor when considering a turning maneuver. On transit type buses the front wheels are behind the driver, on conventional type buses the wheels are in front of the driver.



Wheelbase

Turning Movements and Required Signals....22107 VC

No person shall turn a vehicle from a direct course or move right or left upon a roadway until such movement can be made with reasonable safety and then only after the giving of an appropriate signal in the manner provided in this chapter in the event any other vehicle may be affected by the movement.

Duration of Signal.... 22108 VC

Any signal of intention to turn right or left shall be given continuously during the last 100 feet traveled by the vehicle before turning.

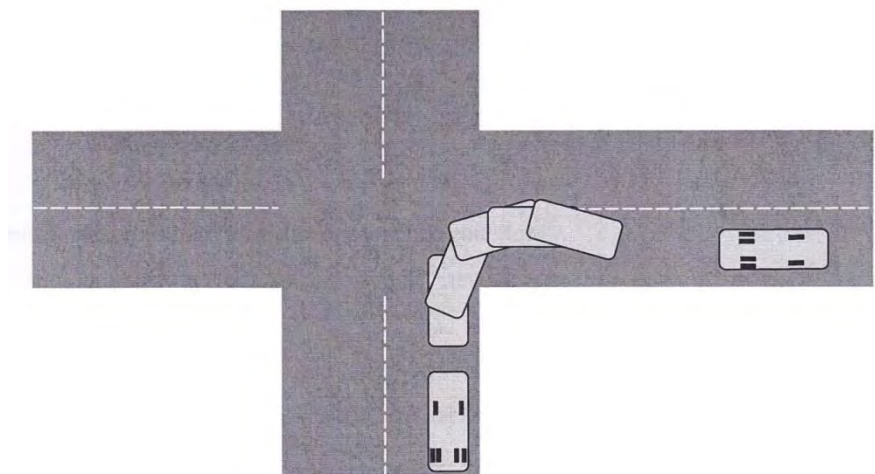
Right Turns

- Check mirror zones; upper body movement may be necessary to clear blind spots.
- Signal your intention to turn well in advance of the turn.
- Make your approach as close as practicable to the right edge of the roadway.
- Observe traffic controls before attempting to make the turn.
- Reduce the speed of the vehicle.
- Check for cross-traffic and pedestrians to the left and right.
- Check the right mirror zone to ensure clearance of the right duals as you turn.
- Adjust your vehicle speed to conditions.

Turning

If making a right turn into a narrow street, you may have to drive on the left side of the street you are turning onto, until you are able to get back onto the right side of the roadway. This is necessary, but it should be done with extreme care.

Never cross the centerline of the street you are turning from; do so only on the street turning onto. If necessary, stop during the



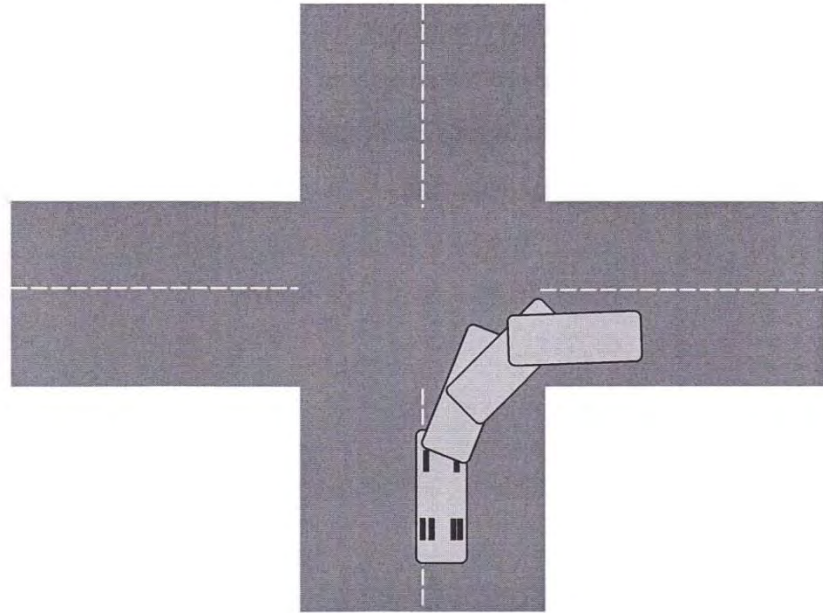
Correct

turning maneuver to give the right-of-way to oncoming traffic.

More bus collisions result from right turns than from any other turning maneuver. Let us consider some probable reasons.

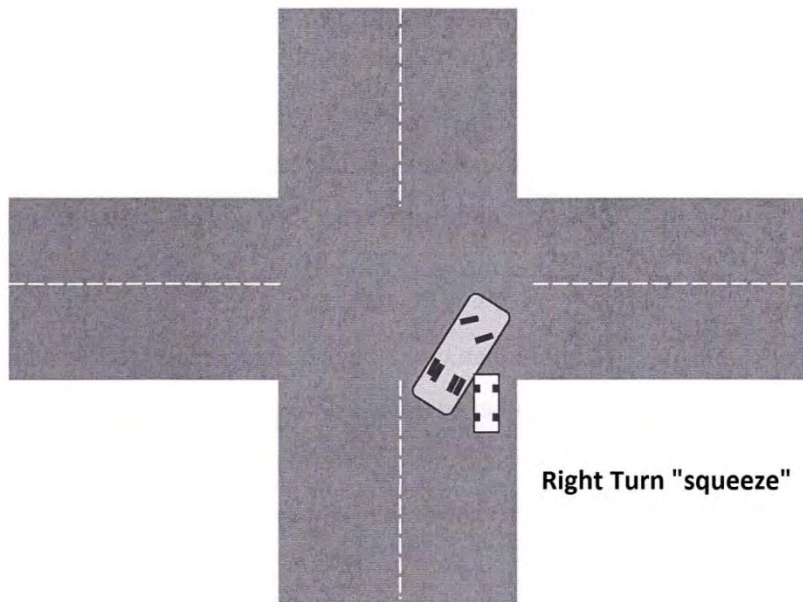
There are two basic reasons why a driver could have a right turn collision.

1. The first is: The driver did not block off the right side adequately so that no other vehicle could use the space between the bus and parked cars or the curb.
2. The other reason is: The driver did not check the right mirror zone at the proper time or the mirrors were not properly adjusted so that the danger area was visible.



Incorrect

A right-turn "squeeze" collision is when another vehicle, pedestrian, or bicycle is trapped between your bus and the curb while in the process of making a right turn.



Right Turn "squeeze"

When considering a right turn on a roadway with several connecting streets and driveways which are separated by less than 100 feet, do not signal too far in advance. If you activate your turn signal too soon the traffic may assume you are turning onto the first street you approach. This could cause you to either have a panic stop or a collision.

Left Turns

- Check mirror zones; upper body movement may be necessary to clear blind spots.
- Signal your intention to turn well in advance of the turn.
- Observe traffic controls before attempting to make the turn.
- Reduce the speed of the vehicle.
- Check for cross-traffic and pedestrians to the left and right.
- Yield to oncoming traffic unless otherwise directed by a traffic control signal.
- Enter the appropriate lane.
- Adjust your vehicle speed to conditions.

When stopping in an intersection to allow oncoming traffic to clear before making a left turn, keep your wheels facing straight ahead. Should the bus be hit in the rear, you will not be pushed into opposing traffic.

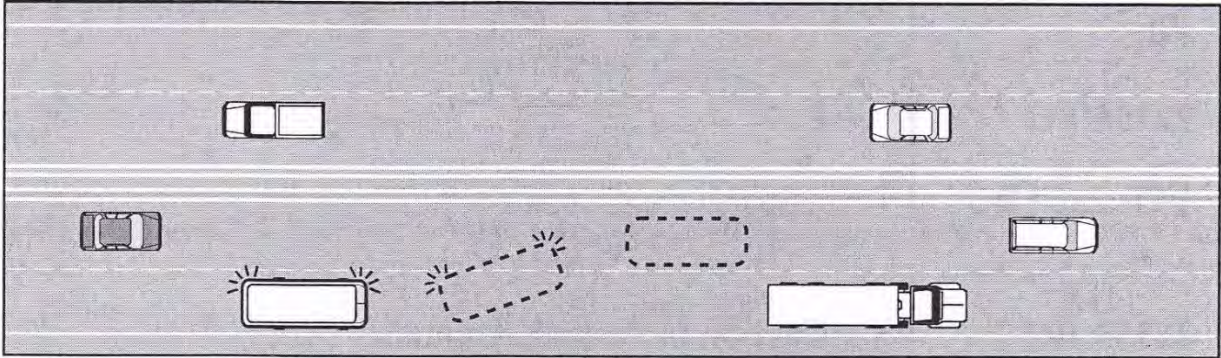
If more than one lane is designated as "left turn only," the bus should be in the number two lane to keep other turning vehicles on the left of the bus. The driver must be careful of the overhang at the back of the vehicle and must also check the right mirror zone.

Lane Changes

Lane changes are challenging maneuvers due to vehicle blind spots, increased traffic congestion and inattentive motorists.

Procedures for making correct lane changes

- Check mirror zones.
- Activate your turn signals at least 100 feet prior to changing lanes.
- Check for traffic in the next lane, behind, to the side of, and in front of the bus.
- Move smoothly into the next lane.
- Cancel your turn signal.
- Maintain a safe following distance.



Lane Changes

Passing Vehicles

- Check mirror zones and activate your turn signals.
- Move into the left lane.
- Pass the vehicle.
- Check mirror zones and activate your turn signals.
- Move into the right lane when you have safely passed the other vehicle.
- Do not leave too much space between you and the vehicle you pass before turning back into the right lane. If you leave too much room, other vehicles may try to pass you on the right.
- Treat cyclist as other vehicles.

Three Feet for Safety21760 VC.

(a) This section shall be known and may be cited as the Three Feet for Safety Act.

(b) The driver of a motor vehicle overtaking and passing a bicycle that is proceeding in the same direction on a highway shall pass in compliance with the requirements of this article applicable to overtaking and passing a vehicle, and shall do so at a safe distance that does not interfere with the safe operation of the overtaken bicycle, having due regard for the size and speed of the motor vehicle and the bicycle, traffic conditions, weather, visibility, and the surface and width of the highway.

(c) A driver of a motor vehicle shall not overtake or pass a bicycle proceeding in the same direction on a highway at a distance of less than **three feet** between any part of the motor vehicle and any part of the bicycle or its operator.

(d) If the driver of a motor vehicle is unable to comply with subdivision (c), due to traffic or roadway conditions, the driver shall slow to a speed that is reasonable and prudent, and may pass only when doing so would not endanger the safety of the operator of the bicycle, taking into account the size and speed of the motor vehicle and bicycle, traffic conditions, weather, visibility, and surface and width of the highway.

(e) (1) A violation of subdivision (b), (c), or (d) is an infraction punishable by a fine of thirty-five dollars (\$35).

(2) If a collision occurs between a motor vehicle and a bicycle causing bodily injury to the operator of the bicycle, and the driver of the motor vehicle is found to be in violation of subdivision (b), (c), or (d), a two-hundred-twenty-dollar (\$220) fine shall be imposed on that driver.

(f) This section shall become operative on September 16, 2014.

Passing Waste Service Vehicle.... 21761 VC

(a) The driver of a vehicle on a public street or highway approaching and overtaking a stopped waste service vehicle shall make a lane change into an available lane adjacent to the waste service vehicle and shall pass at a safe distance without interfering with the safe operation of the waste service vehicle, with due regard for safety and traffic conditions, if practicable and not prohibited by law.

(b) If the maneuver described in subdivision (a) would be unsafe or impractical, a driver approaching and overtaking a stopped waste service vehicle shall slow to a reasonable and prudent speed that is safe for existing weather, road, and vehicular traffic conditions.

(c) For the purposes of this section, "waste service vehicle" means a refuse collection vehicle, including a vehicle collecting recyclables or yard waste that is used for curbside collection, and sewer and catch basin maintenance vehicles.

(d) The requirements in subdivisions (a) and (b) apply when both of the following circumstances exist:

(1) The waste service vehicle is readily identifiable as a waste service vehicle based on the vehicle configuration or markings on the vehicle.

(2) The waste service vehicle displays flashing amber lights.

(e) Subdivisions (a) and (b) do not apply to a waste service vehicle that is located on a private driveway or highway, when the waste service vehicle is not adjacent to the street or highway, or is separated from the street or highway by a protective physical barrier.

(f) This section shall be operative on and after January 1, 2020

Passing on the Right Safely....21755 VC

(a) The driver of a vehicle may overtake and pass another vehicle upon the right only under conditions permitting that movement in safety. In no event shall that movement be made by driving off the paved or main-traveled portion of the roadway.

Passing Standing Streetcar, Trolley Coach, or Bus....21756 VC

(a) The driver of a vehicle overtaking any interurban electric or streetcar stopped or about to stop for the purpose of receiving or discharging any passenger shall stop the vehicle to the rear of the nearest running board or door of such car and thereupon remain standing until all passengers have boarded the car or upon alighting have reached a place of safety, except as provided in subdivision (b) hereof.

(b) Where a safety zone has been established or at an intersection where traffic is controlled by an officer or a traffic control signal device, a vehicle need not be brought to a stop before passing any interurban electric or streetcar but may proceed past such car at a speed not greater than 10 miles per hour and with due caution for the safety of pedestrians.

(c) Whenever any trolley coach or bus has stopped at a safety zone to receive or discharge passengers, a vehicle may proceed past such trolley coach or bus at a speed not greater than 10 miles per hour.

Passing Streetcar on Left....21757 VC

The driver of a vehicle shall not overtake and pass upon the left, nor shall any driver of a vehicle drive upon the left side of, any interurban electric or street car proceeding in the same direction whether the street car is actually in motion or temporarily at rest, except:

- (a) When so directed by a police or traffic officer.
- (b) When upon a one-way street.
- (c) When upon a street where the tracks are so located as to prevent compliance with this section.

Passing on Grades....21758 VC

In the event any vehicle is being operated on any grade outside of a business or residence district at a speed of less than 20 miles per hour, no person operating any other motor vehicle shall attempt to overtake and pass such slow moving vehicle unless the overtaking vehicle is operated at a speed of at least 10 miles per hour in excess of the speed of the overtaken vehicle, nor unless the passing movement is completed within a total distance not greater than one-quarter of a mile.

Caution in Passing Animals....21759 VC

The driver of any vehicle approaching any horse drawn vehicle, any ridden animal, or any livestock shall exercise proper control of his vehicle and shall reduce speed or stop as may appear necessary or as may be signalled or otherwise requested by any person driving, riding or in charge of the animal or livestock in order to avoid frightening and to safeguard the animal or livestock and to insure the safety of any person driving or riding the animal or in charge of the livestock.



TRAFFIC CONTROLS

There are many different configurations for official traffic control signals, but all serve the same purpose, to control traffic. These are commonly referred to as traffic lights or signals, and have green, yellow and red lights. They mean, go, caution, and stop. A timing device operates many of these signals, and others are operated by traffic flow or demand

Official Traffic Control Devices....440 VC

An "official traffic control device" is any sign, signal, marking, or device placed or erected by authority of a public body or official having jurisdiction for the purpose of regulating, warning, or guiding traffic, but does not include, islands, curbs, traffic barriers, speed humps, speed bumps, or other roadway design features.

Official Traffic Control Signals....445 VC

An "official traffic control signal" is any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and proceed and which is erected by authority of a public body or official having jurisdiction.

Intersections Controlled by Official Traffic Signals

When approaching an intersection, awareness is critical in making a safe decision in regards to proceeding or stopping. In the event you are approaching an intersection, do not assume the light will stay green.

When approaching a green light, which turns yellow while entering the intersection, do not panic and stop abruptly. If you make a panic stop, traffic behind you may not be able to stop and a rear-end collision may occur. If the yellow light turns red and you are already within the intersection, you still have the legal right to continue through the intersection before cross traffic can proceed. From a defensive driving stand point drivers should avoid this situation whenever possible.

We are all familiar with "traffic lights," or "stop lights" as they are popularly known. However, we should be aware of the increased use of green arrows in the lights for improved traffic control. On some multilane highways a green arrow(s) lights up to indicate that traffic in one or more lanes can move or make a turn, even though a red light or red X says that other lane(s) must remain stopped. But remember, green arrows

are not a blanket approval to move on. The driver must proceed only with due caution, yielding the right-of-way to vehicles or pedestrians within the intersection.

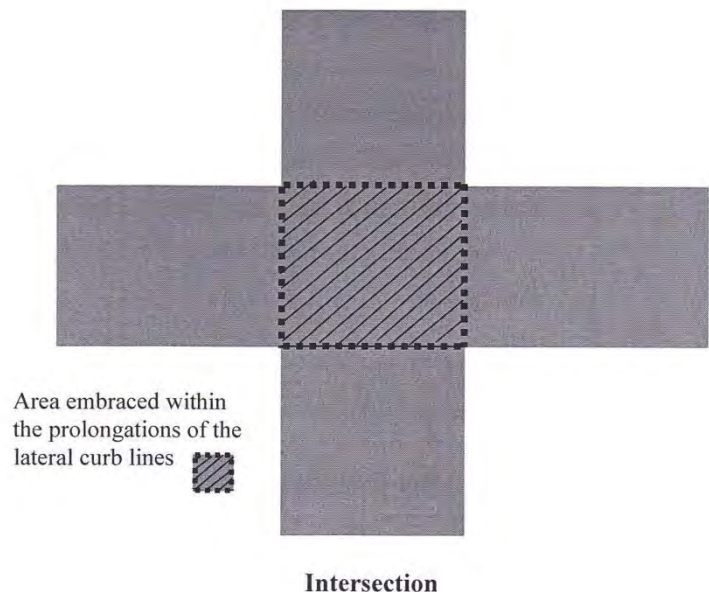
Many urban highways and expressways, and even bridges, use reversible-lane traffic controls to handle the rush-hour traffic. Even though the highway is divided equally with marked lanes, a red X over a lane means no driving in that lane at that time, while a green arrow means it is all right to drive in that lane. Signs are posted to warn drivers what hours and days such systems are in effect.

INTERSECTIONS

Whenever two or more vehicles occupy the same space at the same time, you have a conflict. That is why many collisions occur within intersections. Drivers need to increase their level of awareness, reduce distractions and scan the highway and intersection.

Intersection....365 VC

An "intersection" is the area embraced within the prolongations of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways, of two highways which join one another at approximately right angles or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict. This also applies to streets and/or roadways.



Intersections....21800 VC

(a) The driver of a vehicle approaching an intersection shall yield the right-of-way to any vehicle which has entered the intersection from a different highway.

(b)(1) When two vehicles enter an intersection from different highways at the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on his or her immediate right, except that the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway.

(2) For the purposes of this section, "terminating highway" means a highway which intersects, but does not continue beyond the intersection, with another highway which does continue beyond the intersection.

(c) When two vehicles enter an intersection from different highways at the same time and the intersection is controlled from all directions by stop signs, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on his or her immediate right.

(d)(1) The driver of any vehicle approaching an intersection which has official traffic control signals that are inoperative shall stop at the intersection, and may proceed with caution when it is safe to do so. This subparagraph shall apply to traffic control signals that become inoperative because of battery failure.

(2) When two vehicles enter an intersection from different highways at the same time, and the official traffic control signals for the intersection are inoperative, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on his or her immediate right, except that the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway.

(e) This section does not apply to any of the following:

- (1) Any intersection controlled by an official traffic control signal or yield right-of-way sign.
- (2) Any intersection controlled by stop signs from less than all directions.
- (3) When vehicles are approaching each other from opposite directions and the driver of one of the vehicles intends to make, or is making, a left turn.

Stop Signs: Intersections....21802 VC

(a) The driver of any vehicle approaching a stop sign at the entrance to, or within, an intersection shall stop as required by Section 22450. The driver shall then yield the right-of-way to any vehicles which have approached from another highway, or which are approaching so closely as to constitute an immediate hazard, and shall continue to yield the right-of-way to those vehicles until he or she can proceed with reasonable safety.

(b) A driver having yielded as prescribed in subdivision (a) may proceed to enter the intersection, and the drivers of all other approaching vehicles shall yield the right-of-way to the vehicle entering or crossing the intersection.

(c) This section does not apply where stop signs are erected upon all approaches to an intersection.

Yield Signs: Intersections....21803 VC

(a) The driver of any vehicle approaching any intersection which is controlled by a yield right-of-way sign shall, upon arriving at the sign, yield the right-of-way to any vehicles

which have entered the intersection, or which are approaching on the intersecting highway close enough to constitute an immediate hazard, and shall continue to yield the right-of-way to those vehicles until he or she can proceed with reasonable safety.

(b) A driver having yielded as prescribed in subdivision (a) may proceed to enter the intersection, and the drivers of all other approaching vehicles shall yield the right-of-way to the vehicle entering or crossing the intersection.

Intersection dangers include the following:

- Traffic, signals, signs, and regulations
- Pedestrians
- Cross-traffic
- Drivers that don't obey the laws
- Drivers that turn in front of vehicles

Steps for crossing intersections

- Slow down as you approach an intersection.
- Obey traffic lights and signs, if applicable.
- Check for pedestrians and vehicles.
- Stop or yield for traffic even if you have the right-of-way.
- Cover the brake as you go through the intersection.
- Be alert and be prepared to slow down for yellow lights and stop if you can do so safely. If you can't stop, watch for vehicles that may enter the intersection when the light changes. Slow, smooth stops can prevent rear-end collisions and injuries to passengers.

Limit Line...377 VC

A "limit line" is a solid white line not less than 12 nor more than 24 inches wide, extending across a roadway or any portion thereof to indicate the point at which traffic is required to stop in compliance with legal requirements.

Right-of-Way at Crosswalks...21950 VC

All intersections have pedestrian crossings which can be either marked or unmarked. We need to be aware of pedestrian right-of-way.

Types of Intersections

Let's discuss some of the different types of intersections you may encounter. They are called "protected" and "unprotected."

Protected Intersections

Protected intersections are intersections protected by control devices or traffic control signals.

Unprotected Intersections

An unprotected intersection is one where there are no devices to control traffic from any direction. These intersections are dangerous at times because of the limited visibility, which may be caused by buildings, trees, brush, agricultural growth, or weather conditions.

Prima Facie Speed Limits....22352 (a)(2)VC

The prima facie limits are as follows and shall be applicable unless changed as authorized in this code and, if so changed, only when signs have been erected giving notice thereof:

(a) Fifteen miles per hour:

(2) When traversing any intersection of highways if during the last 100 feet of the driver's approach to the intersection the driver does not have a clear and unobstructed view of the intersection and of any traffic upon all of the highways entering the intersection for a distance of 100 feet along all those highways, except at an intersection protected by stop signs or yield right-of-way signs or controlled by official traffic control signals.

Drivers who rush through light-controlled intersections cause many collisions. When following other vehicles into an intersection, keep the

proper following distance. In the event the driver of the vehicle you are following overreacts to the traffic light change, you will have enough room to maneuver around the vehicle or stop.

Blocking intersection, crosswalk or railroad crossing 22526 VC

(a) Notwithstanding any official traffic control signal indication to proceed, a driver of a vehicle shall not enter an intersection or marked crosswalk unless there is sufficient space on the other side of the intersection or marked crosswalk to accommodate the vehicle driven without obstructing the through passage of vehicles from either side.

(b) A driver of a vehicle which is making a turn at an intersection who is facing a steady circular yellow or yellow arrow signal shall not enter the intersection or marked

crosswalk unless there is sufficient space on the other side of the intersection or marked crosswalk to accommodate the vehicle driven without obstructing the through passage of vehicles from either side.

(c) A driver of a vehicle shall not enter a railroad or rail transit crossing, notwithstanding any official traffic control device or signal indication to proceed, unless there is sufficient undercarriage clearance to cross the intersection without obstructing the through passage of a railway vehicle, including, but not limited to, a train, trolley, or city transit vehicle.

(d) A driver of a vehicle shall not enter a railroad or rail transit crossing, notwithstanding any official traffic control device or signal indication to proceed, unless there is sufficient space on the other side of the railroad or rail transit crossing to accommodate the vehicle driven and any railway vehicle, including, but not limited to, a train, trolley, or city transit vehicle.

Points of Conflict at Intersection

When driving straight through one of these intersections, there are six potential points of conflict that may occur with another vehicle.

1. A vehicle crossing an intersection from the left. This is why you should look first to the left and then to the right as you approach the intersection to make sure the way is clear.
2. The oncoming vehicle that is turning left across your lane.
3. The vehicle approaching from the right and turning left across your lane.
4. The through vehicle approaching from the right.
5. The right-turning vehicle approaching from the right.
6. The left-turning vehicle approaching from the left.

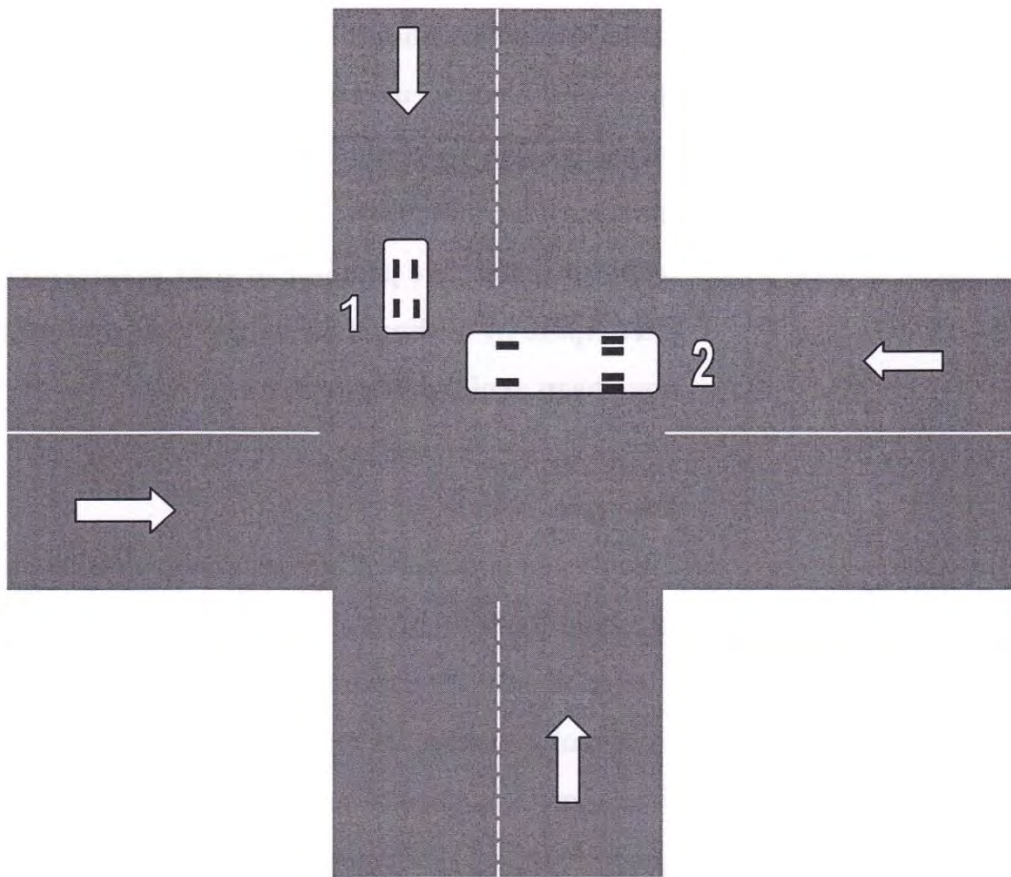
There are also two other points of possible vehicle conflict to consider: another driver making an illegal right turn which is too wide or an illegal left turn which cuts the corner.

There are also pedestrians and bicycles to contend with. Remember, pedestrians have the right-of-way at intersections where streets join at approximate right angles whether or not the streets are marked by painted white lines.

Collision Reviews

Example:

This was an unprotected intersection in a residential area; visibility was excellent for both drivers. A Minivan (vehicle 1) traveling southbound entered into the intersection while the driver was talking on the cell phone. A school bus (vehicle 2) traveling westbound entered into the intersection. While traveling approximately 28 miles per hour approaching the intersection, a fight occurred on the school bus. Suddenly the school bus driver noticed the minivan entering the intersection and the school bus driver applied the brakes, but the vehicles collided.



Example collision review

TRAFFIC SIGNS, SIGNALS OR DEVICES

Many drivers have never realized there is a definite pattern to traffic signs related to such things as their shape and color. Being able to identify signs by their shape and color while still some distance from them gives us a clue of what to expect and is a good example of the use of "visual lead time."

Pavement markings are a supplement to traffic signs and signals and form an important "sign language" in traffic control. They serve as an effective way to communicate information to drivers without diverting their attention from the roadway. As with traffic lights, we should all be familiar with the meaning of pavement markings.

Longitudinal pavement markings shall conform to the following basic concept:

- Yellow lines delineate the separation of traffic flows in the opposing direction or mark the left edge line of divided highways and one-way roadways.
- White lines delineate the separation of traffic flows in the same direction or mark the right edge line.
- Broken lines are permissive in character.
- Solid lines are restrictive in character.
- Width of line indicates the degree of emphasis
- Solid double lines indicate maximum restrictions.
- All longitudinal pavement markings shall be reflectorized except non-reflective markers and directional markings for tourists.
- Red pavement markers are used to alert possible wrong way drivers on freeways.

Classification of Signs

There are four general types of signs:

- Warning signs, to caution motorists of road conditions.
- Regulatory signs, to inform traffic of regulations governing movements, parking, speeds, weights, etc.
- Guide signs to show route designations, destinations, directions, distances, services, points of interest, and other geographical, recreational, or cultural information.
- Construction signs, to caution motorists in advance of and through construction and maintenance activities (may include warning, regulatory and guide signs).

Shapes

Certain shapes have been identified as appropriate for use on signs to convey traffic control information. The standard sign shapes are as follows:

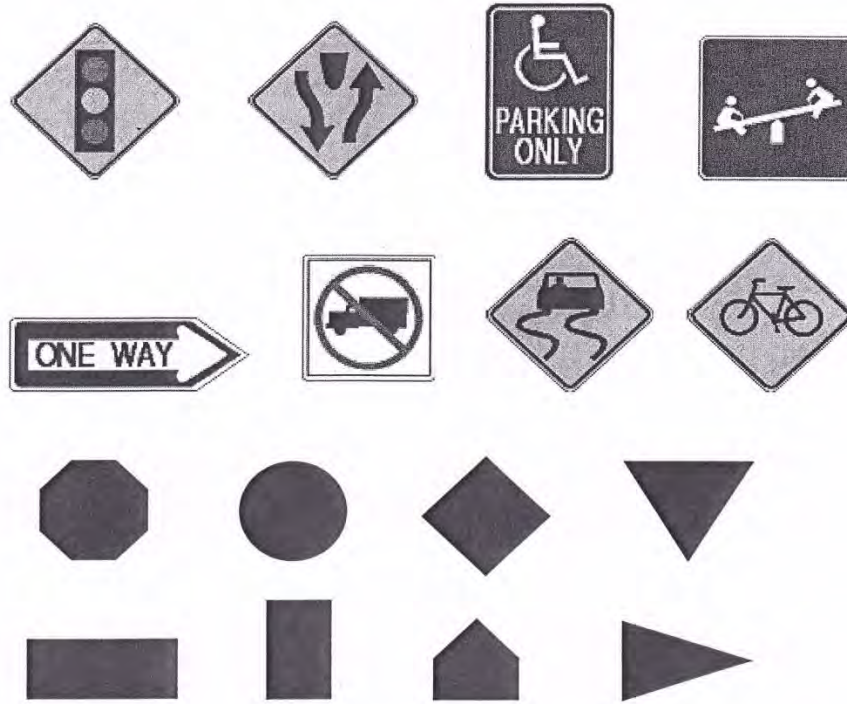
- The octagon shall only be used for the STOP sign.
- The equilateral triangle, with one point downward, shall be used only for the YIELD sign.
- The round shape shall be used only for advanced warning of railroad crossings, civil defense evacuation route markers, and school STOP paddles.
- The diamond shape shall be used only to warn of existing conditions, either on the roadway or adjacent thereto. The diamond shape is a square sign with one diagonal vertical.
- The rectangle shall be used for all regulatory signs, except STOP signs and YIELD signs, all guide signs except certain route markers and recreational area guide signs, and for all educational
- and supplemental plates mounted below and on the same post with another warning sign. The rectangular shape may also be used for unusually large warning signs.
- The pentagon, with one point upward, shall be used for school advance and school crossing signs.

Colors

The colors to be used on signs shall be as follows:

- RED is used only as background color for STOP signs, multiway supplemental plates, do-not-enter messages, wrong-way signs and on interstate route markers, or as a legend color for YIELD signs, parking prohibition signs, the circular outline and diagonal bar prohibitory symbol and symbol STOP AHEAD and YIELD AHEAD and SIGNAL AHEAD signs.
- BLACK is used as a background on some ONE WAY signs and certain EXEMPT RXR signs, and as a legend color on white, yellow and orange signs.
- WHITE is used as a background color for regulatory signs (except STOP signs), some route markers, some guide signs, the FALLOUT SHELTER directional sign, and for the legend on brown, green, blue, black and red background signs. Wherever white is specified herein as a sign color, it is understood to include silver-colored reflecting coatings or elements that reflect white light.
- ORANGE is used as the background color for construction and maintenance work zone signs and shall not be used for any other purpose.
- YELLOW is used as the background color on warning signs except in work zones where orange is specified.
- BROWN is used as a background color for guide and informational signs related to points of recreational or cultural interest.

- GREEN is used as a background color for guide signs, (other than those using brown or white), and is a legend color with a white background for permissive parking regulation and signal ahead signs.
- BLUE is used as a background color for information signs related to highway user services (including police services and rest areas), handicapped parking regulation, and the evacuation route marker.



Shapes



RAILROAD GRADE CROSSINGS

Railroad grade crossings are potentially dangerous. High-speed trains, commuter rails and trolley cars are now commonplace in our cities and on our streets. Their size and speed often lead to catastrophic collisions with motor vehicles. It is not uncommon for drivers to become complacent with the procedures required to safely cross at railroad grade crossings.

The words stop-look-listen are very important parts of the procedures for railroad grade crossings. The law states that any bus carrying passengers shall bring the bus to a full, complete stop prior to crossing the railroad tracks.

Stop

When stopping at a railroad crossing, pull as far to the curb or appropriate edge of the roadway as it is safe to do so, and keep the bus parallel with the roadway so that full advantage of mirror use can be obtained to view traffic coming from the rear.

Look

It is required that the driver fully open the entrance door on a Type 1 bus or open the driver's window on a Type 2 bus.

This action provides the driver with a better view of the tracks and also enables the driver to hear well. It may become necessary during bad weather, when the visibility is restricted, to open the entrance door and the driver's compartment window on a Type 1 or both windows on a Type 2 bus to gain as much visibility as possible before the bus crosses a set of tracks. Look twice in both directions before crossing.

Listen

Again, the opening of doors and windows is required for the driver to gain hearing at a railroad crossing. As well as opening doors and windows, it may be necessary for you to shut off all heaters, defrosters, two-way radios, AM/FM radios or any other device during poor visibility. It goes without saying that all passengers are to remain silent at railroad crossings. Hearing may be the only sense that will help make the decision to proceed across the tracks. When proceeding, do so with authority. Don't delay. The less time on the tracks, the safer it is.

Warning

When crossing more than one set of tracks and a train has just passed in one direction, protected or unprotected, do not move until there is a clear view of the other set of

tracks and/or the signal devices have ceased operating. The lives of the passengers on board depend solely on the good judgment of the driver. There is no room for error.

Stalled on Railroad Tracks

If stalled on a railroad track, evacuate the bus immediately and remove the passengers to at least 100 feet from the tracks. If no train is approaching and you can see a good distance down the track in both directions, it is safe to conduct a front door evacuation.

If a train is coming, use all emergency exits. In this case, have the passengers go 100 feet, if possible, from the tracks and always toward the direction from which the train is coming. This way, if the train comes in contact with the bus, passengers will be out of the way of flying debris.

If no train is coming, the driver should attempt to restart the bus and move it off the tracks. Sometimes, if the brakes are not applied, the transmission can be placed in first or reverse gears and, with the clutch out, use the starter to move the bus off the tracks. This will not work with an automatic transmission. Never allow passengers to push the bus.

Railroad crossings; Rules for buses, trucks and other specified vehicles 22452 VC

(a) The provision of subdivisions (b) and (c) of this section shall apply to the operation of the following vehicles:

(1) Any bus or farm labor vehicle carrying passengers;

(3) Any school bus and any school pupil activity bus transporting school pupils, except as otherwise provided in paragraph (4) of subdivision (c).

(b) Before traversing a railroad grade crossing, the driver of any vehicle described in subdivision (a) shall stop that vehicle not less than 15 nor more than 50 feet from the nearest rail of the track and while so stopped shall listen, and look in both directions along the track, for any approaching train and for signals indicating the approach of a train, and shall not proceed until he or she can do so safely. Upon proceeding, the gears shall not be shifted manually while crossing the tracks.

(d) No stop need be made at any crossing in the following circumstances:

1. Of railroad tracks running along and upon the roadway within a business or residence district.
2. Where a traffic officer or an official traffic control signal directs traffic to proceed.
3. Where an exempt sign was authorized by the Public Utilities Commission prior to January 1, 1978. (Shown below)



BLACK BACKGROUND - YELLOW BORDER AND LETTERING

4. Where an official railroad crossing stop exempt sign in compliance with Section 21400 has been placed by the Department of Transportation or local authority pursuant to Section 22452.5. This paragraph shall not apply with respect to any school bus or to any school pupil activity bus. (Shown below)



YELLOW BACKGROUND - BLACK BORDER AND LETTERING

Distance for stop at railroad crossing; Conditions for proceeding; Notice of violation22451 (b) VC

No driver or pedestrian shall proceed through, around, or under any railroad or rail transit crossing gate while the gate is closed.

When stopped at railroad grade crossing not required; posting of signs

22452.5 VC

The Department of Transportation and local authorities, with respect to highways under their respective jurisdictions, may place signs at railroad grade crossings permitting any vehicle described in subdivision (a) of Section 22452 to traverse such crossings without

stopping. Such signs shall be placed in accordance with criteria adopted by the Public Utilities Commission. Prior to placing such signs, the Department of Transportation or local authority shall consult with the Department of the California Highway Patrol, railroad corporations involved, and the operators involved and shall secure the permission of the Public Utilities Commission if a railroad corporation under the jurisdiction of the Public Utilities Commission is affected. Prior to permitting the placement of such signs, the Public Utilities Commission shall seek the concurrence of the Department of the California Highway Patrol.

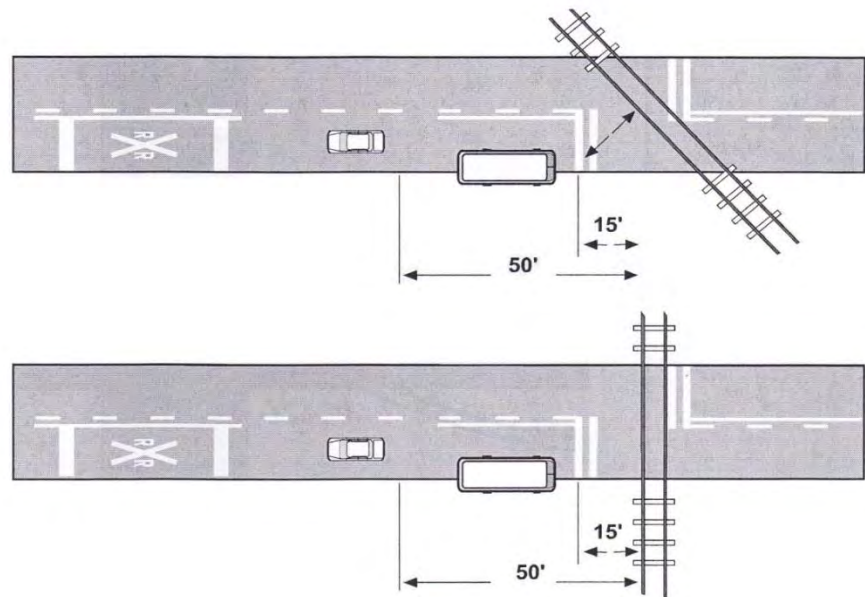
Railroad Crossings13 CCR 1228

In addition to the provisions of Vehicle Code Section 22452, the driver shall stop the school bus parallel to and as close as practicable to the appropriate edge of the highway, fully open the entrance door on a Type 1 bus or open the window on a Type 2 bus, and then listen and look to ensure that the tracks are clear of an approaching train, and proceed only when the tracks are safe to cross and the door is closed. The appropriate edge of the highway may be the left or right hand side of the road.

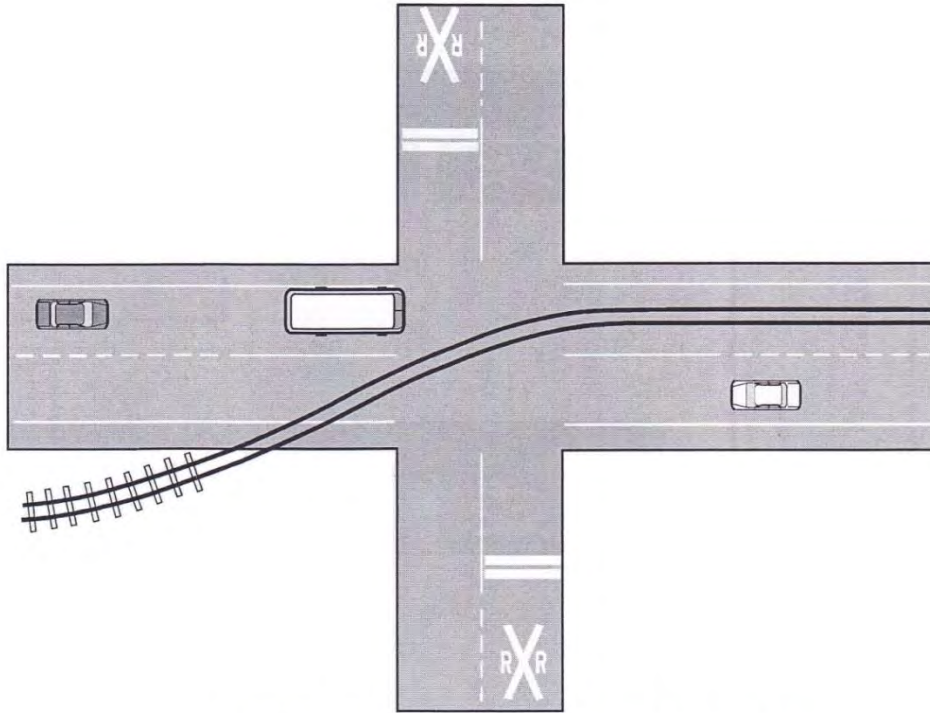
Crossing Railroad Tracks

In addition to the requirements of Vehicle Code Section 22452 and Title 13, California Code of Regulations Section 1228, drivers must:

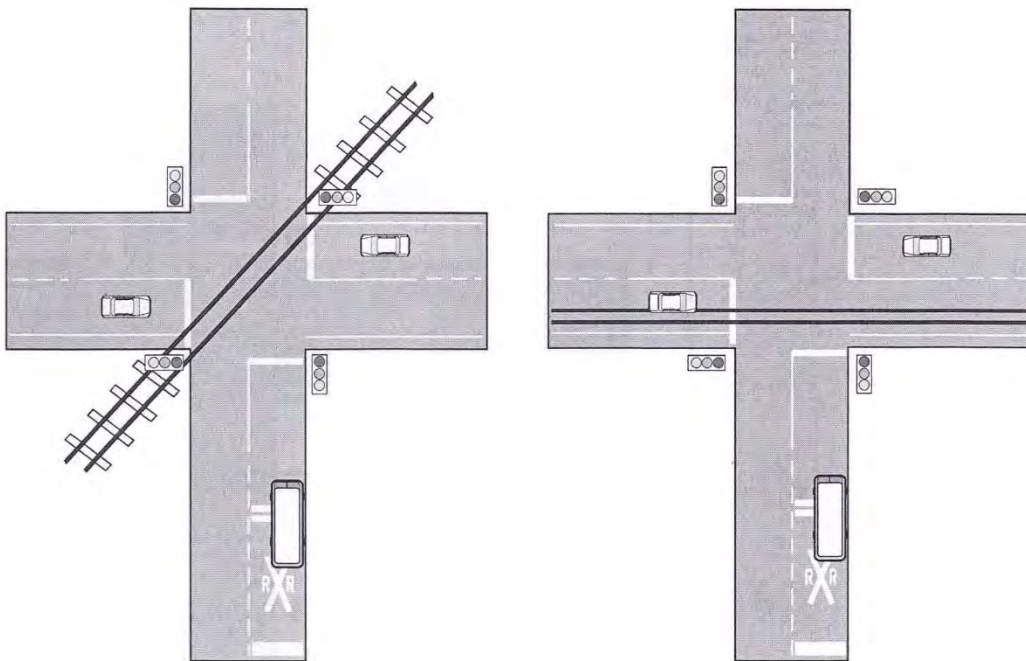
- Make sure there is adequate space for the vehicle on the other side after the crossing. This space is referred to as the "queuing area." This will prevent portions of the vehicle from blocking the tracks.
- Radios are to be turned down or off
- Passengers are to remain quiet during the crossing.
- Avoid stopping on the tracks.
- Be aware of multi-track grade crossings.



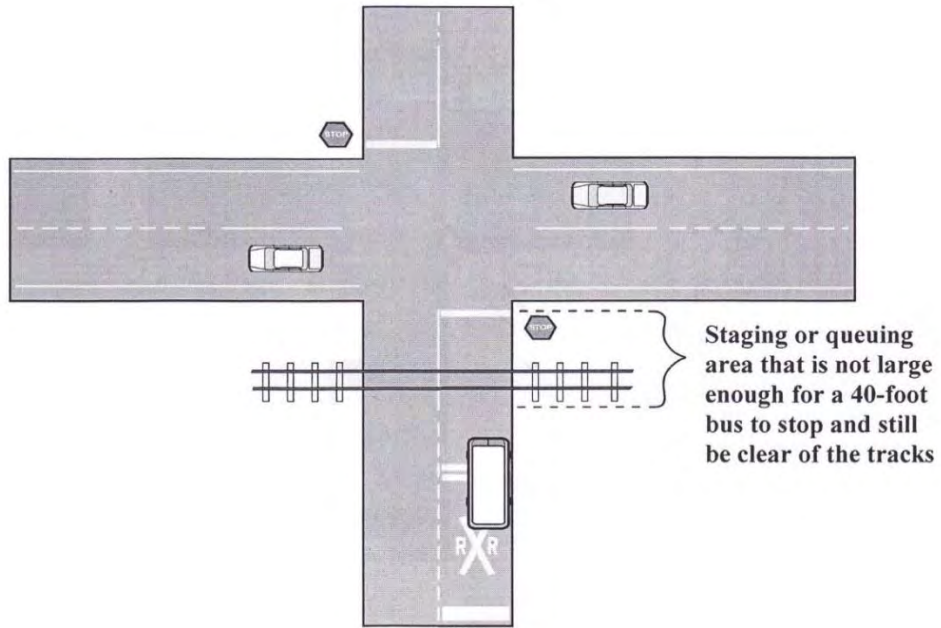
Railroad Crossing



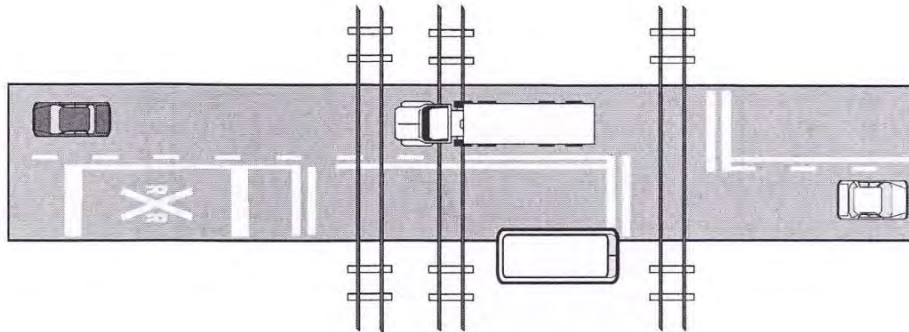
Railroad tracks along and upon the roadway



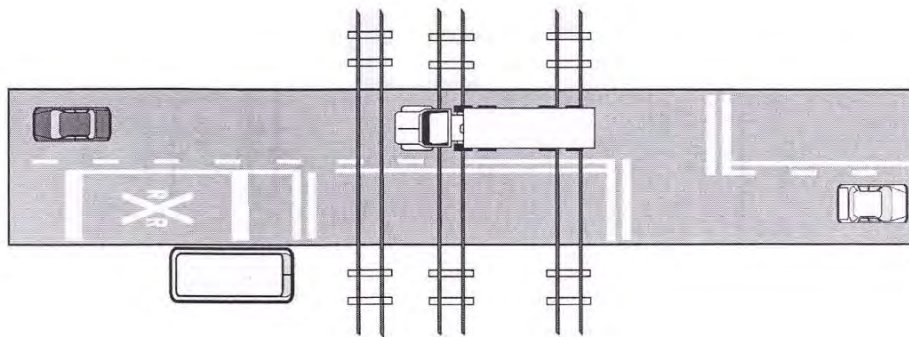
Railroad crossing through intersection



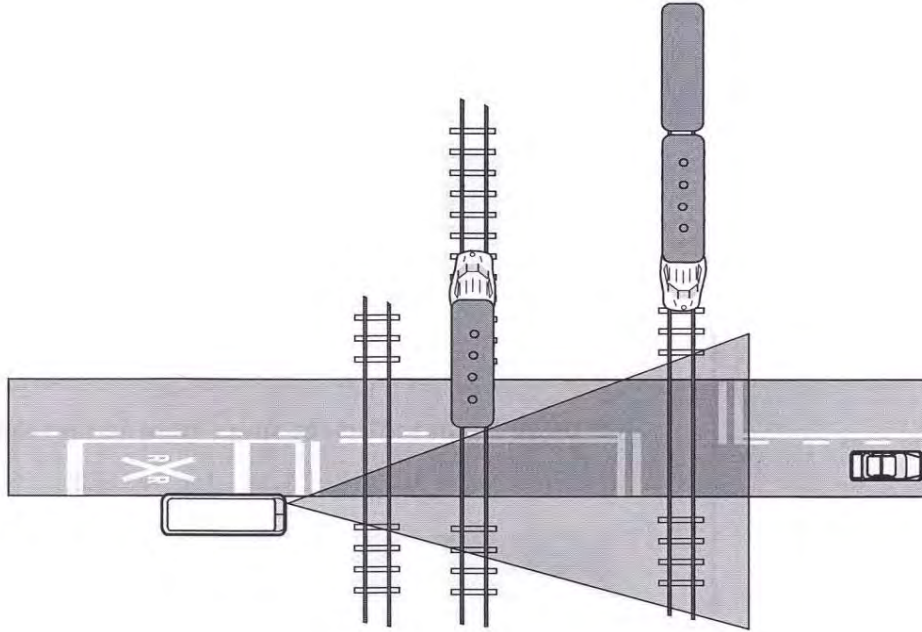
Queuing area



If there is not sufficient space between tracks to safely stop, proceed



Multitrack railroad grade crossing



Railroad grade crossing multitrack visibility warning

Conclusion

Every action has its consequences. If you think about other things while you drive, your reaction time and stopping distance may be increased, which could reduce your safety circle. However, as we discussed, it is normal for us to think about other things while we drive. It is our job to reduce the distractions that may occur. There is no excuse for behaviors that cause you to be inattentive to your passengers and the community you serve. These behaviors include:

- Eating
- Drinking
- Cell phone use (personal)
- Grooming

The behaviors communicate a self-centered or a "me-me" attitude that tells our passengers and the community that you put your personal needs before safety of the passengers.

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Unit 6

Advanced Defensive Driving Techniques



Curriculum in this handout is from the
Instructors Manual for California's Bus Driver's Training Course.

This handout is specifically geared for the School Bus Driver.

The objective of Unit 6 of the Instructors Manual for California's Bus Driver's Training Course is to explain the laws and regulations in respect to buses, the different types of weather conditions and road conditions, and how to properly control a bus in unexpected hazardous situations.

This handout covers all the subject matter in Unit 6 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

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INTRODUCTION

Collisions just don't happen because the road is slick. Collisions may occur because the driver fails to adjust their driving skills to current road, weather or traffic conditions. The purpose of this unit is to provide you with information regarding special conditions. A basic rule to follow is making proper adjustments when encountering any of these special conditions.

ADVERSE DRIVING CONDITIONS

During the year, there will be a variety of hazardous conditions that will demand alert and skillful action. Adverse weather conditions include:

- Rain
- Wind
- Mud
- Ice and Snow
- Blowing sand
- Fog, Mist and Smoke

Rain, snow, sleet, fog, or icy pavement has never caused a collision. These conditions add more hazards to driving. Drivers who do not adjust their driving skills to meet these conditions cause collisions. Collisions that are blamed on skidding or bad weather conditions are classified as preventable.

Rain

Visibility and maneuverability are less on wet roads. Many drivers treat slippery road surfaces and limited visibility as an inconvenience rather than as a hazard. As well-trained, safe, and professional school bus drivers, you should drive according to conditions and increase following distances.

The first rain after an extended dry period is usually the most dangerous. Highways become slick with oil and other substances that are brought to the surface by the rain. When driving in the rain:

- Reduce speed
- Use defroster equipment to keep your windshield clean.
- Check wiper blades for signs of wear before beginning your trip.
- Check tires for proper tread and air pressure. Problems with either could cause skids.

- Double or triple your following distance.
- Watch for stalled vehicles
- Do not drive through deep water. If you are unsure of the depth of the water, do not go through it. Observe the vehicles going through the water to help determine whether or not the pavement has been washed out.
- If you must traverse water at a level that would affect your brakes, keep light pressure on the brake pedal to keep the brake shoes in contact with brake drums or rotors. The heat generated will reduce the possibility of water reducing braking ability.

Heavy rain can partially obscure road signs, traffic signals, edge of the road, pavement markings, other vehicles and pedestrians. Road spray from other vehicles can coat your windshield with dirt and oil. The windshield wiper and washers must be in good working order.

Wind

Wind is another hazard when driving a vehicle. The side of a vehicle acts like a sail on a sailboat. Strong winds can push the vehicle sideways and or off the road. There is a large surface for the wind to blow against and this can cause steering problems. Under such conditions it may be necessary to hold pressure against the wind with the steering wheel. In gusty winds, it is like driving on ice and snow; you have to drive by feel and counter steer any movement caused by the wind.

Another danger while driving in the wind occurs when passing another vehicle or driving in and out of tunnels. The change of wind pressures can throw the bus from side to side.

Mud

To avoid getting your vehicle stuck in the mud or spinning the wheels, try to keep the vehicle moving slowly and steadily forward. If the wheels start to spin, let up slightly on the throttle to allow the wheels to take hold. If the vehicle stops, do not continue to spin the wheels in hope of pulling out. In mud and soft sand, this will only serve to dig the wheels deeper. If the vehicle becomes stuck, point the front wheels straight ahead and alternately place the transmission into 1st gear and reverse. This can be done in a manner so that the wheels do not spin and, in some cases, this will pull the vehicle out of a tough spot. If this fails, some material to provide grip, such as crushed rock, pieces of wood, burlap, etc., should be pushed down around the rear wheels to allow the vehicle to obtain rolling friction. If this cannot be done, call for help.

Ice

You may have heard the terms "white ice" and "black ice."

- White ice is a condition you can normally see, such as frost and snow.
- Black ice is clear water frozen on black pavement. You usually cannot see or feel this ice until the vehicle is already on it.

Blowing Sand or Dust Storm

You may encounter areas that have sand or dust storms, which may cause a driver to have reduced visibility, causing accidents that may involve chain collisions, creating massive pileups. Dust storms strike with little warning, making driving conditions hazardous. Do not enter the dust storm area if you can avoid it.

If you observe blowing sand or a dust storm approaching:

- Pull your vehicle off the pavement as far as possible.
- Stop and turn off headlights.
- Set your parking brake and take your foot off the brake pedal.
- Never stop on the traveled portion of the roadway.

Fog, Mist and Smoke

Fog, mist and smoke can be a minor inconvenience or a major hazard. Fog, mist and smoke can appear in many forms:

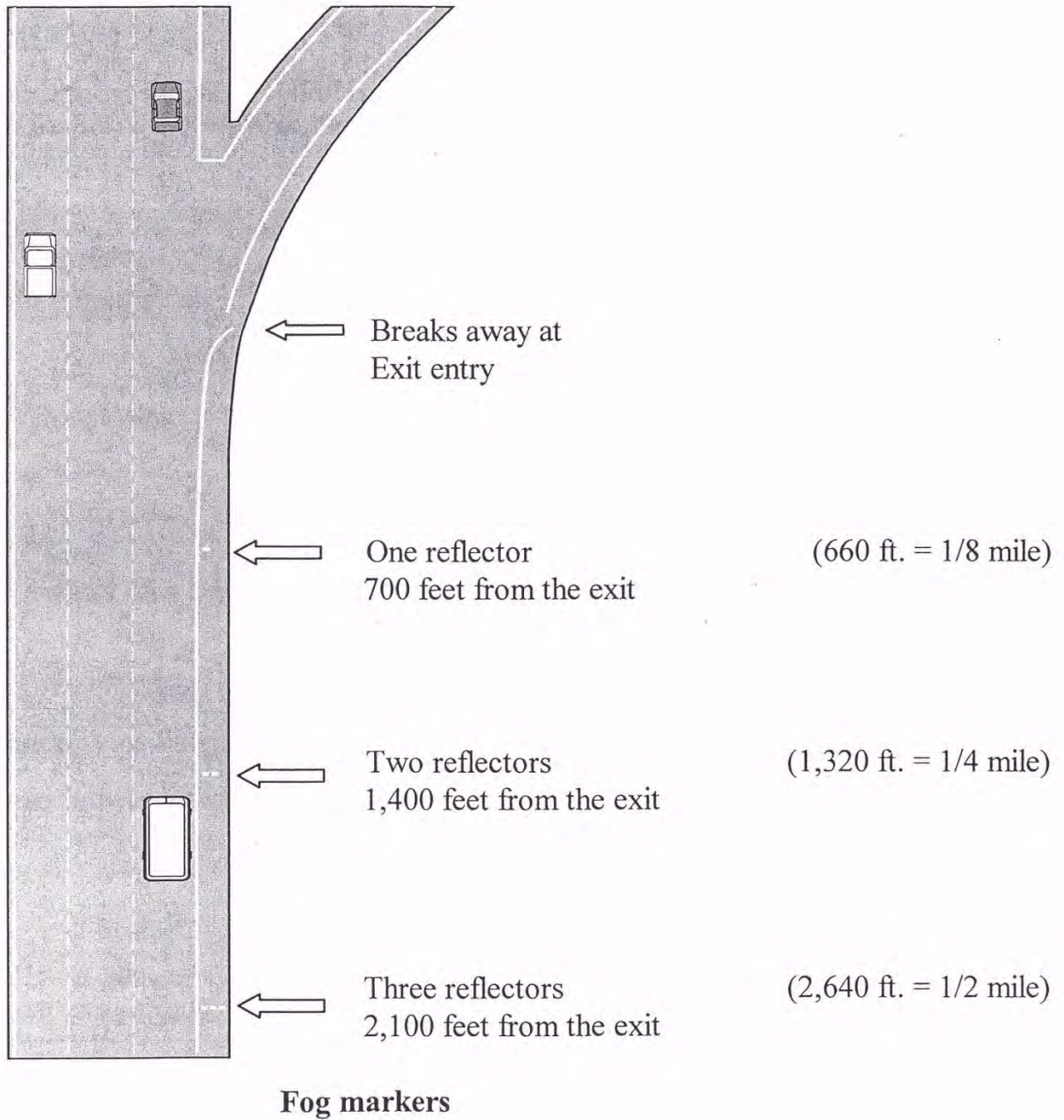
- Patchy
- Heavy
- Light

When driving in fog, mist or smoke:

- Drive with your low beam headlights to reduce glare.
- Activate strobe light (if equipped, if visibility is reduced to 500 feet or less)
- Reduce your speed.
- Increase your following distance.
- Be prepared to make stops for stalled or stopped vehicles.
- Do not stare at the center lane. You will have a tendency to drift in that direction.

- Look at the right side lane your traveling in.

Be familiar with the freeway fog marker system:



Windshield wipers should be started, and vehicle speed should be reduced when mist layers are visible. Mist layers are heavy fog patches at ground level caused by temperature variations of earth and air in that immediate area. Two things should be kept in mind, visibility and speed. Vehicles should be well lighted so that others can see you first. Provide additional warning by tapping the brakes when stopping and turning in reduced visibility.

When visibility is poor, reduce your speed. At times it may be necessary for the driver to use roadway markings to guide your vehicle. Occasionally people drive too fast, without headlights on, and consequently they are difficult to see until it is too late to avoid a collision.

There are times when fog is too dense to permit the safe operation of a bus. If visibility is reduced, do the following:

- Find a safe location to pull completely off the roadway.
- Shut off all lights
- Contact dispatch.
- When the fog clears, proceed with caution.

Some areas of the state are in extremely heavy fog belts at certain times of the year, and unfortunately, several serious collisions have occurred in these areas. Always consider the safety of your passengers as well as your own.

Visibility Restrictions34501.6 VC

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 visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

School buses: Additional Lights 25257.7 VC

(a) A school bus may be equipped with a white strobe light mounted so as to be visible from the front, sides, or rear of the bus. The strobe light may only be lighted when visibility is reduced to 500 feet or less due to atmospheric conditions including, but not limited to, fog, rain, snow, smoke, or dust. Reduced visibility due to atmospheric

conditions does not include the time of darkness from one-half hour after sunset to one-half hour before sunrise.

(b) The type and mounting requirements of strobe lights authorized by subdivision (a) shall be established by regulations adopted by the department by April 1, 1991. No school bus shall be equipped with a strobe light until the regulations are adopted.

School bus Strobe Lamps 13 CCR 695.5

School bus strobe lamps shall be installed as follows:

(a) Location. The lamp shall be installed on the rooftop at or behind the center of the roof and equidistant from each side.

(b) Height. The top of the light-generating element inside the lamp shall not extend above the rooftop more than 1/20th of its horizontal distance from the rear of the bus. For the purpose of this section, the rear of the bus is defined as the vertical plane in contact with the rear most portion of the body. If a bus is equipped with roof mounted school bus signs or other vertical obstructions, the light-generating element may extend above the level of the signs or obstructions not to exceed 1/20th of its distance from the rear of the bus. In no case shall strobe lamps be mounted so as to exceed the maximum height limits specified in Vehicle Code Section 35250.

(c) Mounting. The vertical axis of the lamp shall be installed perpendicular to the surface of the road.

(d) Switch and Pilot Indicator. The lamp shall be activated by a manual switch labeled with the word "strobelamp," "strobe lamp," "strobe light," "strobe," or some other readily understood term which clearly and unambiguously identified the strobe light function and distinguishes it from other warning lamps and devices with which the vehicle is equipped, and independent of all other switches. In addition, the system shall have a nonglaring amber or white pilot indicator that is clearly visible to the driver and that is lighted whenever the strobe lamp is lighted.

Lamps on Sides of School buses 25102.5 VC

(a) A school bus may be equipped with lamps mounted so as to be visible from the sides of the bus which may be lighted, in addition to other required lights, when, and only when, atmospheric conditions such as fog, rain, snow, smoke, or dust, reduce the visibility of other vehicles to less than 500 feet.

(b) The type and mounting requirements of such lamps shall be established by regulations adopted by the department. The regulations shall be adopted by January 1, 1980.

Basic Speed Law 22350 VC

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

VISIBILITY CONDITIONS

Light Conditions

Too much or little light can contribute to a collision, because of reduced visibility.

Visibility is dangerously reduced when encountering these situations:

- Driving directly toward the sun
- Driving in and out of shaded areas
- Dirty windshield
- Reflection off the road or another vehicle
- Reflection from water stains on your mirrors
- Reflection from chrome
- Reflection from glass

Glare

Be prepared for glare in the early morning and the late afternoon. Tips for dealing with glare:

- Check the operation of your sun visor during the pretrip inspection.
- Use a sun visor and sunglasses.
- Reduce your speed.
- Increase your following distance.

Temple Width of Glasses 23120 VC

No person shall operate a motor vehicle while wearing glasses having a temple width of one-half inch or more if any part of such temple extends below the horizontal center of the lens so as to interfere with lateral vision.

Night Driving

Driving at night is more of a challenge than many people think. As a safe, professional bus driver, you should always maintain a greater following distance at night than during daylight hours.

Darkness

Darkness is anytime from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1000 feet.

Night driving presents several problems:

- You can see only 250 feet ahead with your low beams and 350 to 500 feet with your high beams.
- Glare from other vehicles can cause momentary blindness.
- Mirror glare caused by vehicles approaching from behind
- Passengers waiting at the bus stop are hard to see.
- People tend to get sleepy at night.
- Drivers may experience eyestrain due to poor lighting.
- It's hard to judge the rate of speed of other vehicles on the road.
- A higher percentage of drivers are under the influence of drugs or alcohol.

Driving at twilight is more dangerous than driving during daylight hours. Drivers overestimate their ability to see at twilight. Shadows increase the difficulty in judging speed and distance of other vehicles. Many drivers are tired at dusk. One-fifth of fatal accidents occur between the hours of 4 p.m. and 8 p.m.

At a distance of 100 feet, it is very difficult to see objects beside or beyond an approaching vehicle. Because of the headlight glare of the oncoming vehicle, vision does not return to normal for a few seconds after the vehicle has passed. The driver actually travels blind for some distance after having passed brilliant headlights.

5 mph...7.3' distance traveled per second x 5 sec. = 36.5' distance traveled blind

30 mph...44' distance traveled per second x 5 sec. = 220' distance traveled blind

50 mph...73.3' distance traveled per second x 5 sec = 366.5 distance traveled blind

Your high beams may blind the oncoming vehicle driver, compounding the problem of driving, especially on a wet and possibly slippery road.

Improving Your Ability to See and Drive during Darkness

- Check for clean headlights, taillights, signal lights, and windows

- Maintain the proper awareness needed to improve your ability to see during darkness.
- Use the taillights of the vehicle ahead as an indication of the closing rate when driving in rural areas.
- Watch for dark or dim objects on the roadway when driving at night.
- Watch beyond the headlights on and near the roadway for slow- moving or unlit vehicles, curves, road obstructions, pedestrians and animals in rural and urban areas.

When approaching a pedestrian or animal at night:

- Dim the lights to low beam.
- Slow down.
- Watch the pedestrian or animal for any indication of change in direction of movement.
- Prepare to take evasive action should the pedestrian or animal enter the roadway.
- Maintain a speed that permits stopping within the distance illuminated by the headlights.

If the driver of an oncoming vehicle refuses to dim its headlights:

- Slow down.
- Keep your headlights on low beam.
- Avoid looking directly at the vehicle's bright lights.
- Focus your eyes to the right side of the roadway, beyond the oncoming vehicle.
- Maintain a slower speed for a period of time after the vehicle has passed.

Night Driving Procedures

Proper procedures for driving at night include the following:

- Never overdrive your headlights.
- Be sure your windshield is clean.
- Use your high beams (when legal) on open country roads to increase your visibility.

Headlamps of motor vehicles24400 VC

a) A motor vehicle, other than a motorcycle, shall be equipped with at least two headlamps, with at least one on each side of the front of the vehicle, and, except as to vehicles registered prior to January 1, 1930, they shall be located directly above or in advance of the front axle of the vehicle. The headlamps and every light source in any headlamp unit shall be located at a height of not more than 54 inches nor less than 22 inches.

(b) A motor vehicle, other than a motorcycle, shall be operated during darkness, or inclement weather, or both, with at least two lighted headlamps that comply with subdivision (a).

(c) As used in subdivision (b), "inclement weather" is a weather condition that is either of the following:

(1) A condition that prevents a driver of a motor vehicle from clearly discerning a person or another motor vehicle on the highway from a distance of 1,000 feet.

(2) A condition requiring the windshield wipers to be in continuous use due to rain, mist, snow, fog, or other precipitation or atmospheric moisture.

Upper and Lower Beam24407 VC

Multiple-beam road lighting equipment shall be designed and aimed as follows:

(a) There shall be an uppermost distribution of light, or composite beam, so aimed and of such intensity as to reveal persons and vehicles at a distance of at least 350 feet ahead for all conditions of loading.

(b) There shall be a lowermost distribution of light, or composite beam so aimed and of sufficient intensity to reveal a person or vehicle at a distance of at least 100 feet ahead. On a straight level road under any condition of loading none of the high intensity portion of the beam shall be directed to strike the eyes of an approaching driver.

Headlamps13 CCR 1225

The driver shall ensure the headlamps are lighted while the bus is in motion.

Use of Multiple Beams24409 VC

Whenever a motor vehicle is being operated during darkness, the driver shall use a distribution of light, or composite beam, directed high enough and of sufficient intensity to reveal persons and vehicles at a safe distance in advance of the vehicle, subject to the following requirements and limitations:

(a) Whenever the driver of a vehicle approaches an oncoming vehicle within 500 feet, he shall use a distribution of light or composite beam so aimed that the glaring rays are not projected into the eyes of the oncoming driver.

The lowermost distribution of light specified in this article shall be deemed to avoid glare at all times regardless of road contour.

(b) Whenever the driver of a vehicle follows another vehicle within 300 feet to the rear, he shall use the lowermost distribution of light specified in this article.

Interior Lamps13 CCR 1263

All buses operated during darkness shall be equipped with a sufficient number of interior lamps to illuminate the interior of the bus without interfering with the drivers' vision.

Drivers should be cautious when utilizing the interior lamps during darkness. This can cause a glare from the windshield, which will affect the driver's vision at night.

Winter Driving

Drivers who operate under winter driving conditions learn how to cope with these conditions. Some terms and suggestions that will help us learn how to drive under these conditions are as follows:

There are times during the early morning when freezing takes place, and during the day temperatures warm up above freezing except in places where the roadway is heavily shaded. These areas may stay frozen all day. Bridges and overpasses are often the most dangerous parts of the road in the winter. They freeze first. Why? Bridges freeze before roadways because the concrete in bridges does not retain heat. Also, bridges are suspended so there is no earth beneath them to keep them warm. Bridges cool faster because they are hit by wind from above and below. Some roadways are posted with signs that warn of this hazard.

When driving under these conditions, roadways are five to ten times more slippery than dry roads. Caution must be taken when changing direction or speed. Accelerate slowly and use the brakes with caution. The following distance must be increased to make allowance for the mistakes of others. During the behind-the-wheel training, there will be additional instruction on how to safely operate a vehicle under these conditions.

Tire Traction Devices27459 VC

No person shall operate any motor vehicle upon any portion of a highway without tire traction devices when that portion of the highway is signed for the requirement of tire traction devices. In any case where a passenger vehicle or motor truck having an unladen weight of 6,000 pounds or less may be required by the Department of Transportation or local authorities to be equipped with tire traction devices, the devices shall be placed on at least two drive wheels, or the department or local authorities may provide, in the alternative, that the vehicle may be equipped with snow-tread tires on at least two drive wheels when the weather and surface conditions at the time are such that the stopping, tractive, and cornering abilities of the snow-tread tires are adequate. The snow-tread tires shall be of a type and design manufactured for use on snow as a replacement for tire chains or tire traction devices, shall be in good condition, and shall bear the marking of M-S, M/S, or other marking indicating that the tire was manufactured for use on snow, or, in the case of tire purchased before January 1, 1987, shall either bear the markings or, in the opinion of the inspecting officer, comply with the tread pattern requirements of Section 558.

One thing to remember, when the signs are in place requiring chains on the drive wheels, you must put them on even if your vehicle is equipped with snow-tread tires. If snow-tread tires are permitted, the sign will say so.

Snow-tread Tire558 VC

A "snow-tread tire" is a tire which has a relatively deep and aggressive tread pattern compared with conventional passenger tread pattern.

Tread Depth of Pneumatic Tires27465(b)(3) VC

"...Six thirty-second ($\frac{6}{32}$) of an inch tread depth at all points in all major grooves on snow tires used in lieu of tire traction devices in posted tire traction device control areas.

Basic Speed Law22350 VC

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

Restrictions because of Snow or Ice Conditions22363 VC

"... When snow or ice conditions exist, the prima facie speed limit or 40, 35, 30 or 25 miles per hour may be imposed..." Always remember the "Basic Speed Law" that states you shall never drive at a speed greater than is reasonable or prudent for conditions or is unsafe.

Most drivers, when chaining, chain just the outside dual tires with single chains. Prior to driving in snow conditions, practice putting on the chains to confirm they are the correct size for the tires on the vehicle. Always be sure the chains in the vehicle will fit the tires. The best way to ensure this is to try them on while the bus is in the shop. There is nothing worse than getting into a chain-required area and finding that the chains will not fit.

Prima Facie Speed Limits22352 VC

The prima facie limits are as follows and shall be applicable unless changed as authorized in this code and, if so changed, only when signs have been erected giving notice thereof:

(a) Fifteen miles per hour:

(1) When traversing a railway grade crossing, if during the last 100 feet of the approach to the crossing the driver does not have a clear and unobstructed view of the crossing and of any traffic on the railway for a distance of 400 feet in both directions along the railway. This subdivision does not apply in the case of any railway grade crossing where a human flagman is on duty or a clearly visible electrical or mechanical railway crossing signal device is installed but does not then indicate the immediate approach of a railway train or car.

(2) When traversing any intersection of highways if during the last 100 feet of the driver's approach to the intersection the driver does not have a clear and unobstructed view of the intersection and of any traffic upon all of the highways entering the intersection for a distance of 100 feet along all those highways, except at an intersection protected by stop signs or yield right-of-way signs or controlled by official traffic control signals.

(3) On any alley.

(b) Twenty-five miles per hour:

(1) On any highway other than a state highway, in any business or residence district unless a different speed is determined by local authority under procedures set forth in this code.

(2) When approaching or passing a school building or the grounds thereof, contiguous to a highway and posted with a standard "SCHOOL" warning sign, while children are going to or leaving the school either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching or passing any school grounds which are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children and the highway is posted with a standard "SCHOOL" warning sign. For purposes of this subparagraph, standard "SCHOOL" warning signs may be placed at any distance up to 500 feet away from school grounds.

(3) When passing a senior center or other facility primarily used by senior citizens, contiguous to a street other than a state highway and posted with a standard "SENIOR" warning sign. A local authority may erect a sign pursuant to this paragraph when the local agency makes a determination that the proposed signing should be implemented. A local authority may request grant funding from the Active Transportation Program pursuant to Chapter 8 (commencing with Section 2380) of Division 3 of the Streets and Highways Code, or any other grant funding available to it, and use that grant funding to pay for the erection of those signs, or may utilize any other funds available to it to pay for the erection of those signs, including, but not limited to, donations from private sources.

VEHICLE DYNAMICS

Traction

Drivers need to be aware of how much contact the vehicles tires have with the road surface. You may be surprised at how small an area this is. For example, all ten tires of a tandem-axle "ten wheeler," will cover an area of approximately two square feet. This is an area a little larger than the driver's seat to control 12 tons of vehicle. For purposes of illustration, traction can be defined as "friction" between the tires and the road surface.

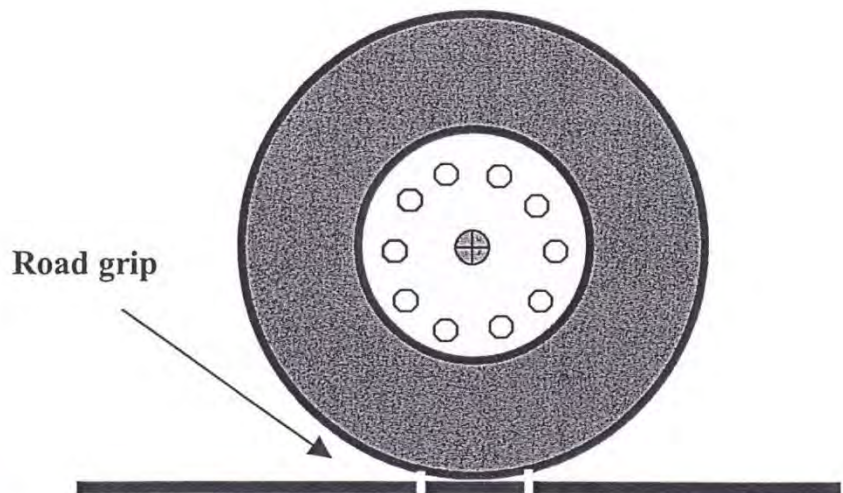
In the following graph, the percentage readings are keyed to the 100 percent traction present on the average good dry road surface.

| <u>Road Surface</u> | <u>Traction Percent</u> |
|---------------------|-------------------------|
| Dry concrete | 85% to 100% |
| Dry asphalt | 75% to 95% |
| Wet concrete | 55% to 85% |
| Packed snow | 25% to 45% |
| Wet ice | 10% to 15% |

It stands to reason that an increase in speed causes a decrease in traction. This is true whether the road surface is dry, wet, smooth, or bumpy. The tires have the greatest amount of traction when rolling. Maximum braking takes place just before the tires skid "*impending skid.*"

Road Grip

Bus drivers reduce speed on curves so that there is a large amount of available road grip for emergencies. "Road grip" is defined as the amount of grip the tire has in relation to the road.



How much friction effectiveness you can count on when in a curve depends on several things: conditions of road surface, amount of tire tread, composition of road surface, angle at which the curve is banked, and speed. Speed is the only factor the driver has control over while in that curve.

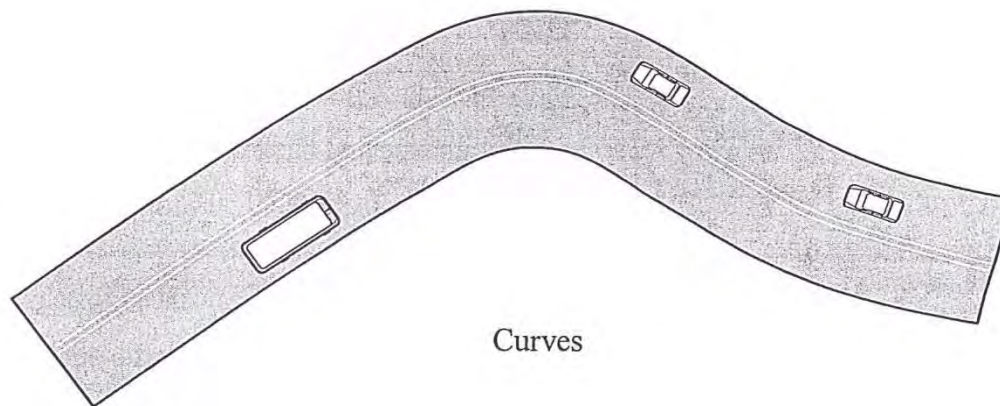
Curves

When driving in areas where there are curves, there are some basic laws of physics we are subject to, such as momentum, gravity, friction, and centrifugal force.

When entering a curve, the bus has a tendency to continue in a straight line. The force that pushes the bus away from the center of the turning radius is called centrifugal force.

When steering around a curve, gravity and friction try to overcome the centrifugal force, and they can if you help. If you give this force some help by going too fast, the one factor you can control, the centrifugal force can overcome the gravity and friction, and you will find yourself skidding off the road or in the path of oncoming traffic, depending on the direction of the curve.

Think how much you help centrifugal force if you have too much speed, bad tires, or are traveling on wet or icy roads, gravel-surfaced roads, or bumpy roads.



- Observe the roadway ahead for signs and pavement markings indicating the maximum safe entering speed. Hazards can be detected sooner and appropriate action can be taken.
- Approach a curve at a speed that will enable you to negotiate the curve safely.
- Brake on the straight portion of the road. If you brake hard on the curved portion, you could go into a skid.
- Accelerate smoothly as you pass the mid point of the curve.

- For tight right curves: Keep the left front bumper close to the centerline. This allows the rear wheels to remain on the road surface.
- For tight left curves: Keep the right bumper close to the outside edge of the road. This allows the rear wheels to remain on the proper side of the road.
- Maintain a position within the lane (do not change lanes or cut across the centerline).
- Maintain speed through a curve by keeping light pressure on the accelerator.

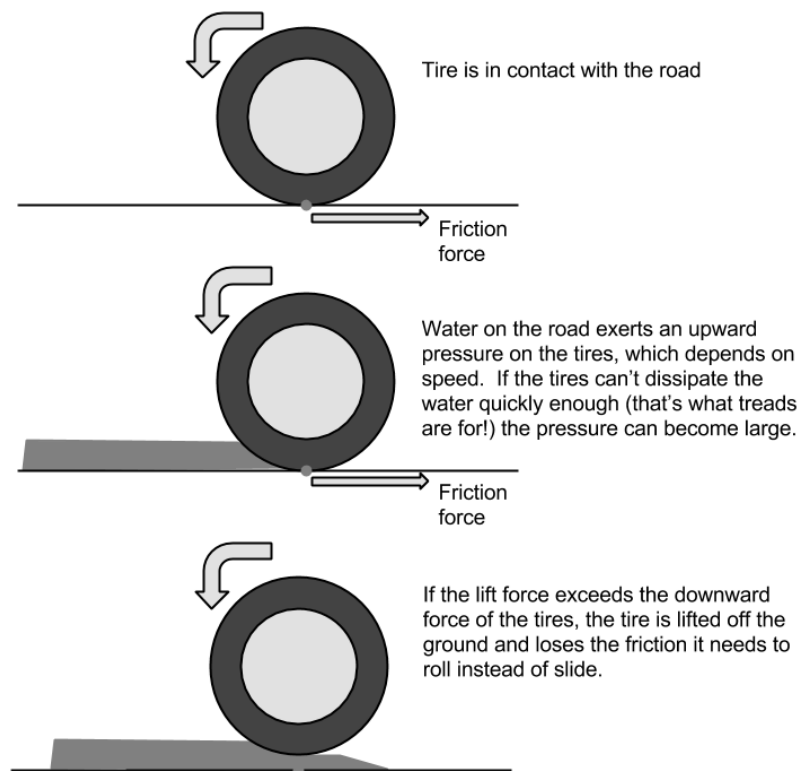
Hills

Slow-moving vehicles coming up a hill while you are going down can present unexpected hazards. In these cases, expect vehicles following the slower vehicle to suddenly try to pass.

- Observe the roadway ahead for signs and pavement markings indicating the maximum safe entering speed. Hazards can be detected sooner and appropriate action can be taken.
- Approach a hill at a speed that will enable you to negotiate the hill safely.
- Just before topping the crest of the hill, slack off the accelerator.
- Move as far to the right edge of the roadway as practicable.
- Be prepared for a vehicle that could be making a bad pass.

Hydroplaning

Hydroplaning is created when there is excess water on the road and the vehicles speed is fast enough to create a wedge of water under the tires until they actually ride on the water and have little or no contact with the road surface.



Skid Control (Non Antilock Braking System ABS)

Skids occur when tires lose traction with the roadway. This often happens when there is a sudden change in the vehicle's direction or hard braking. Check tire tread depth and pressure (2/32 rear and 4/32 front minimum).

To prevent skids:

- Reduce speed.
- Use smooth accelerating and braking techniques.
- Avoid quick movements.
- If you start to lose traction, do not brake hard!

Recover from a Skid

To recover from a skid follow the steps:

6. Once the bus is heading in the direction that you want to go, continue to reduce speed in order to prevent another skid.

5. The bus will continue to recover and to travel in the direction that you want the bus to go. If

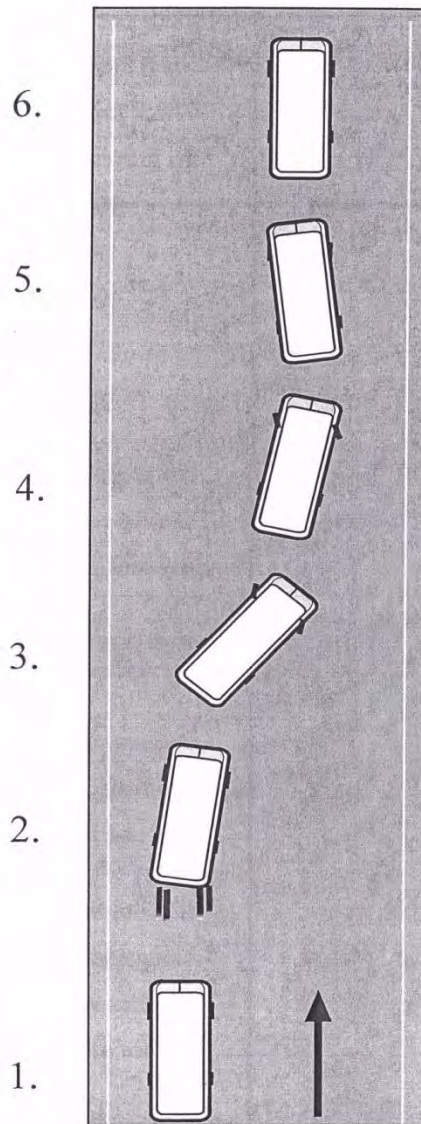
you steer to far to the right to recover, you may cause the bus to go past straight and “fishtail” to the right.

4. The bus will begin to recover. Continue to look and to adjust your steering in the direction you want the bus to go.

3. Countersteer and look in the direction you want to go.

2. The back end of the bus skids to the left. The bus is now moving forward on an angle. Do not brake. Use the accelerator to maintain power to the rear wheels.

1. The bus is heading straight.



Skid Control (Antilock Braking System ABS)



Skids occur when tires lose traction with the roadway. This often happens when there is a sudden change in the vehicle's direction or hard braking. Check tire tread depth and pressure (2/32 rear and 4/32 front minimum). To prevent skids:

- Reduce speed.
- Use smooth accelerating and braking techniques.
- Avoid quick movements.
- If you start to lose traction, full brake application, do not pump the brakes, and do not let up.

FREEWAY DRIVING

Freeway driving is different from the stop-start routine experienced on city and residential streets. When driving on a freeway a driver needs to adjust skill and technique to high-speed travel.

It is not the sign of a safe, professional bus driver to drive directly alongside a large vehicle, at high speed, on a freeway. Tractor-trailer type vehicles will create a "suction" effect in passing, and there is always the chance of a "blowout."

Motor homes, U-hauls and house trailers should be given extra attention, especially if high winds are present. Majority of these vehicles are driven by inexperienced drivers who have not received training regarding the vehicles size, weight, and length.

Turning Movements and required signals22107 VC No person shall turn a vehicle from a direct course or move right or left upon a roadway until such movement can be made with reasonable safety and then only after the giving of an appropriate signal in the manner provided in this chapter in the event any other vehicle may be affected by the movement.

Duration of signal22108 VC Any signal of intention to turn right or left shall be given continuously during the last 100 feet traveled by the vehicle before turning.

Signal when Stopping22109 VC No person shall stop or suddenly decrease the speed of a vehicle on a highway without first giving an appropriate signal in the manner provided in this chapter to the driver of any vehicle immediately to the rear when there is opportunity to give the signal.

Freeway: Stationary Vehicles Displaying Emergency or Warning Lights.... 21809 VC

(a) A person driving a vehicle on a highway approaching a stationary authorized emergency vehicle that is displaying emergency lights, a stationary tow truck that is displaying flashing amber warning lights, or a stationary marked Department of Transportation vehicle that is displaying flashing amber warning lights, shall approach with due caution and, before passing in a lane immediately adjacent to the authorized emergency vehicle, tow truck, or Department of Transportation vehicle, absent other direction by a peace officer, proceed to do one of the following:

(1) Make a lane change into an available lane not immediately adjacent to the authorized emergency vehicle, tow truck, or Department of Transportation vehicle, with due regard for safety and traffic conditions, if practicable and not prohibited by law.

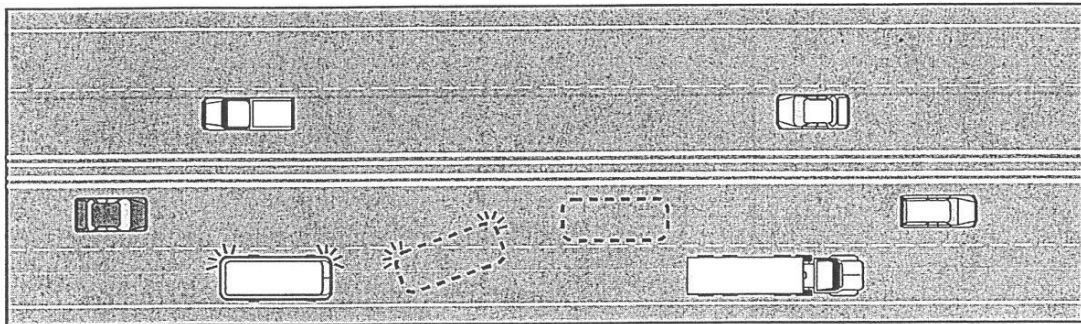
(2) If the maneuver described in paragraph (1) would be unsafe or impracticable, slow to a reasonable and prudent speed that is safe for existing weather, road, and vehicular or pedestrian traffic conditions.

(b) A violation of subdivision (a) is an infraction, punishable by a fine of not more than fifty dollars (\$50)

(c) The requirements of subdivision (a) do not apply if the stationary authorized emergency vehicle that is displaying emergency lights, the stationary tow truck that is displaying flashing amber warning lights, or the stationary marked Department of Transportation vehicle that is displaying flashing amber warning lights is not adjacent to the highway or is separated from the highway by a protective physical barrier.

Lane changes

- Cars in any lane may stop for a turn or a delivery.
- Cars behind the bus may speed up to pass the bus.
- Cars in the blind area may try to pass the bus.
- Check mirror zones.
- Activate your turn signals at least 100 feet prior to changing lanes.
- Check for traffic in the next lane, behind, to the side of, and in front of the bus.
- Move smoothly into the next lane.
- Cancel your turn signal.
- Maintain a safe following distance.

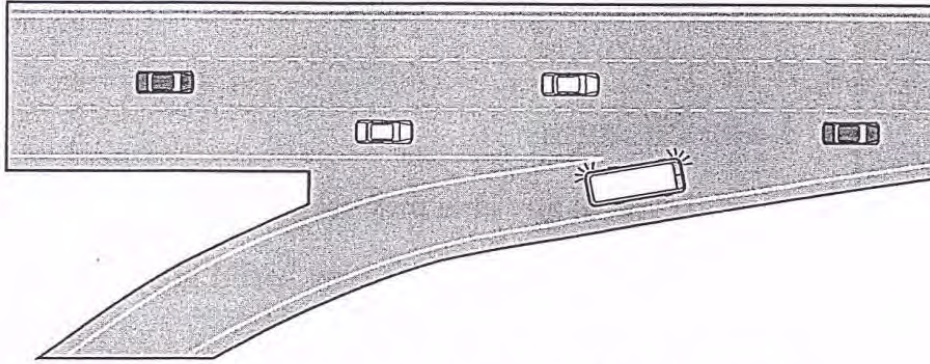


Merging on Freeway

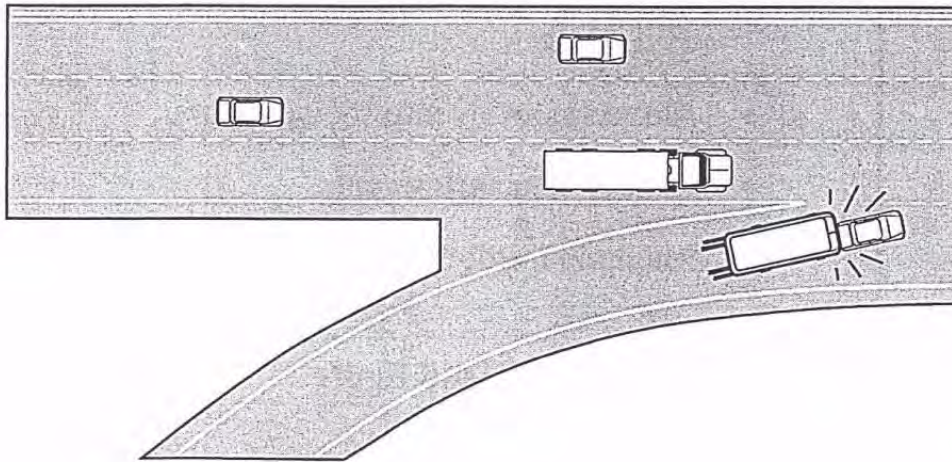
- Activate your turn signal prior to merging onto a freeway.
- In the acceleration lane, adjust your speed to the flow of traffic.
- Use your mirrors (and turn your head) to check for traffic.
- Merge smoothly into traffic and then cancel your turn signal.
- Maintain a safe following distance.
- Be aware of vehicles slowing or stopping in the acceleration lane.
- Check for proper following distance between your bus and the vehicle in front.
- Check for space before moving into another lane.
- Signal your movements.
- Gradually steer the bus into the new lane.

- Recheck your mirror and blind spots, and complete the lane change.
- Turn off your turn signal when the bus is completely in the other lane.

Do not reduce your speed when changing lanes.



Safely merging onto a freeway



Danger from slow or stopped vehicles in the acceleration lane

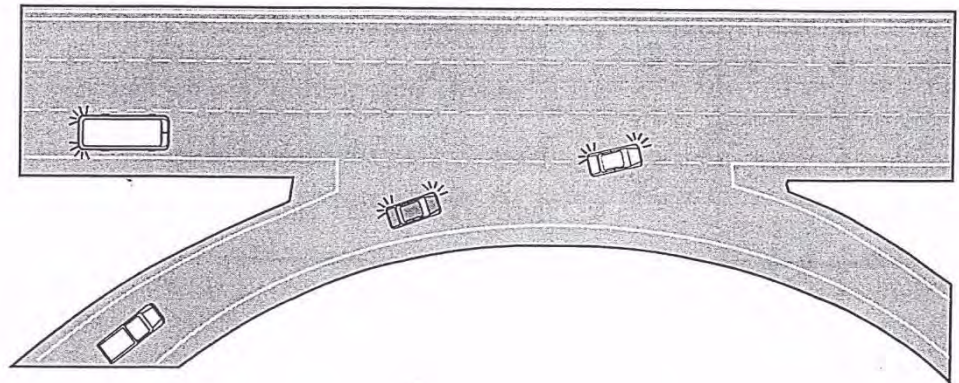
Exiting Freeways

- Position the bus in the correct lane well before the exit.
- Activate your turn signal 5 seconds before reaching the exit.
- Do not slow down while still on the freeway.

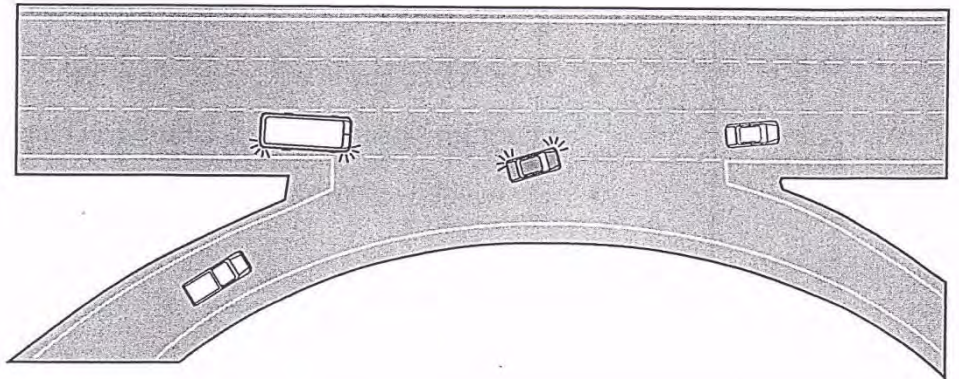
In the deceleration lane:

Begin slowing down by letting up on the accelerator.

Maintain proper following distance.



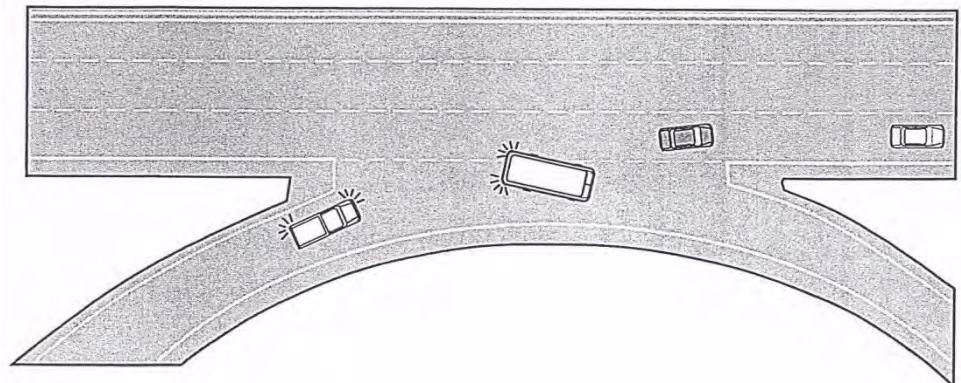
Activate the stop lamps.



On the exit ramp:

Slow down to the posted speed limit.

Watch for slower or stopped traffic.

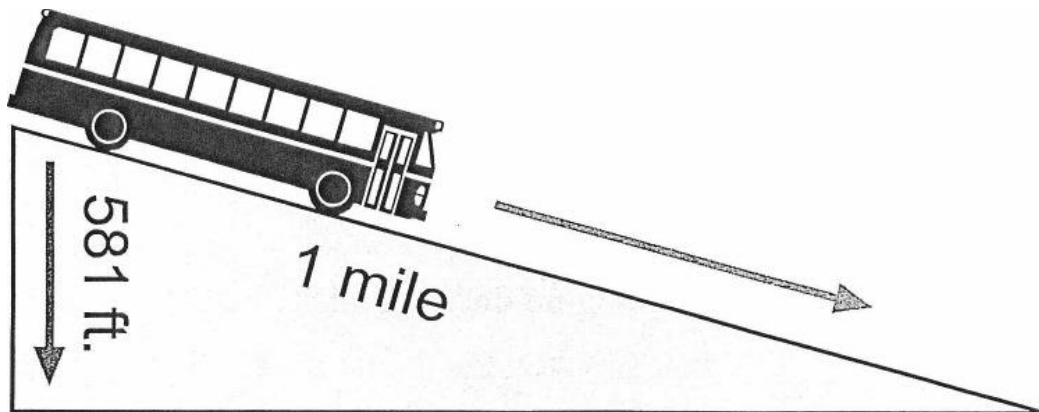


Exiting freeway

MOUNTAIN DRIVING

Mountain driving poses specific defensive driving challenges to bus drivers. Challenges that affect the safe operation of the bus on mountain roads are as follow:

- Steep grades
- Longer grades
- Heavier loads
- Road conditions and weather



Steep Grade

11% grade = 11 feet drop in elevation for every 100 feet of travel

1 mile = 5280 feet

$5280 \text{ feet} / 100 = 52.8 \text{ feet}$

$52.8 \times 11 \text{ feet} = 580.8 \text{ feet (581)}$

581 feet drop in elevation in 1 mile for an 11% grade

General Guidelines

- It is essential that the temperature of the vehicle's brakes be kept as cool as possible for the safe operation of the vehicle.
- Establish and maintain a safe target speed, utilizing proper gear selection and utilizing a retarder if equipped.
- Use light brake pressure when needed to maintain the target speed of the vehicle.
- If your brakes start to "fade" due to excessive heat, bring the bus to a stop immediately. If possible, block the tires. If you cannot block the tires, set the parking brake.

- As the brake drums cool and contract, they are forced in against the brake parts. This action could cause damage and may even keep the brakes from releasing.

Brake Fade

Brake fade is caused by overheating of the brakes. As brake drums heat and expand, the brake shoes have to travel farther. If the slack adjusters have too much slack, the brakes will not work as well as they should. Too much heat also causes the friction material used in brakes to work poorly.

Braking on down grades

Brakes get hot, and if there is excessive heat, they will stop working. Excessive heat is caused by improper brake use. As noted above, brakes will fade (lose stopping power) when they get too hot. Brake fade can occur due to the heat buildup caused by repeated brake applications.

When driving down long grades, choose the correct target speed, select the correct gear range, and use the proper braking method. Some drivers believe that using the brakes hard going downhill and then letting up on them from time to time will allow the brakes to cool. Tests have shown that this is not true. Brakes cool very slowly, so the cooling between hard braking is not enough to prevent overheating. Also, the vehicle gains speed when the driver lets up on the brakes. Thus, more braking is needed to slow the bus back down to the previous speed. Braking on and off builds more heat than the light and steady method, either method must include proper gear selection and correct target speed.

To prevent your brakes from overheating:

- Utilize appropriate target speed.
- Use the appropriate gear.
- Maintain light, steady pressure as needed to maintain target speed.
- It is always important for the brakes to be adjusted. However, it is especially important when going down steep grades.

Target Speed

Target speed is the desired speed of the vehicle, as determined by the driver, which permits the vehicle to descend a grade under control. A target speed is established by:

- Observing road signs, such as CURVE AHEAD, TRUCKS USE LOW GEARS, and 7% GRADE AHEAD.
- Drivers' visual experience

- Experiences of other drivers
- Light brake application

Retarders

Retarders help slow the vehicle. Retarders work best at higher speeds and may even disengage at 4 to 5 mph. Under poor traction conditions (e.g., snowy or icy roads), the retarder could cause a loss of traction—and possibly a loss of vehicle control. Severe retarder application may cause the rear axle to lock up and contribute to the loss of vehicle control.

SUDDEN EMERGENCIES

Several things can cause drivers to lose visibility unexpectedly. Each driver must know how to react.

Expect the following from other drivers:

- To cross your path and make a right turn
- To stop for a yield sign, even when the intersection is clear
- To go through intersections without stopping
- To make sudden stops
- To suddenly turn left in front of you
- To maneuver between your vehicle and the curb
- To ignore the flashing red light signal system during loading and unloading of passengers

Control the tendency to brake hard. This can cause a collision. Whether braking, changing lanes or accelerating, the best evasive action depends on how fast you are going, how far away the obstruction is, how good the tires are, and the safety of the road surface conditions.

The size and weight of the vehicle limits the ability to maneuver sharply or to leave the pavement with any great degree of control. Overturning the vehicle is a possible danger.

A vehicle cannot be operated safely and efficiently at a normal rate of speed when any of the above conditions prevail. Drivers may become complacent when driving in an area they are familiar with. Conditions change daily. Among these are:

- Potholes
- Railroad crossing

- Loose gravel appears

Slick spots develop through accumulations of water, snow, ice, and oil deposits

Headlights Fail

- Stay Calm
- Activate the four-way hazard lights.
- When the speed is reduced, brake and steer out of the traffic lane.
- Stop the vehicle.
- Set out warning reflectors (if applicable)
- Contact dispatch for assistance.

Vehicle Condition 13 CCR 1215(g) "...Repairs. Unless the driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repairs of the bus or its equipment except necessary emergency repairs on the road.

Steering Failure

If hard steering develops:

- Slow Down.
- Find a safe location to pull off of the roadway.
- Activate four-way hazard lights.
- Set out warning reflectors (if applicable).
- Check tires for low air pressure.
- Check broken power steering belt.

Contact dispatch for assistance.

Windshield Wipers Fail

- Look out the side windows to keep sight of the road.
- Apply the brakes cautiously.
- Signal a lane change.
- Pull over as far as possible, preferably off the road.
- Stop the vehicle

- Set out warning reflectors (if applicable)
- Contact dispatch for assistance.

Accelerator Sticks

If a driver is confronted with a stuck accelerator, the driver should be prepared to act quickly and intelligently. This could happen when starting the engine or it could happen in traffic when the vehicle is accelerating. Braking will be of limited effectiveness because the engine will overpower the brakes.

- Shift the transmission into neutral.
- Push down on the accelerator hard two or three times or attempt to pull it up with your foot.
- If the vehicle does not slow down, turn off the engine and pull to the side of the road when safe. Be cautious, some vehicles may lose or lock power steering.
- Set out warning reflectors (if applicable)
- Contact dispatch for assistance

Hood Flies Up

- Stay Calm
- Keep your sense of direction and use the windows and mirrors.
- Apply the brakes moderately.
- Activate the proper turn signal.
- Steer with caution out of the traffic lane and stop
- Turn on the four-way hazard lights
- Contact dispatch for assistance.

Tire Blowout (Rapid Air Loss)

In the event of a front tire blowout, it may cause the vehicle to pull to the left or right and create a loud noise. This could frighten the driver and passengers. To keep control of the vehicle:

- Stay calm.

- Grip the steering wheel firmly and steer straight down the center of your lane. The position of your hands on the steering wheel should be at 9 and 3 or 10 and 2 (as on the face of a clock); your thumbs should not be over a spoke.
- The driver should briefly apply the accelerator to preserve vehicle momentum, and offset the pulling caused by the blown tire by counter steering to keep the vehicle in its lane.
- Once the vehicle has stabilized, the driver can gently slow down and begin to pull over to the side of the road.
- Turn on hazard lights.
- Evacuate the bus, if necessary.

Hydraulic Brake Failure

Some procedures to consider when confronted with partial or total loss of hydraulic brakes are:

- Pump the brake pedal
- Downshift transmission to the lowest gear possible.
- If necessary, apply the parking brake gradually. The mechanical hand brake may burn out soon at high speeds but will slow you some. Be careful not to lose steering control while reaching for the brake.
- Select a path for leaving the roadway that will minimize the possibilities for injuries and property damage.
- If there is an upgrade, stay on the road and let the upgrade help the vehicle slow down.

Air Brake Failure

Some procedures to consider when confronted with partial or total loss of air brakes are:

- Partial loss of air allows the driver time to slow the vehicle and gently pull to the side of the roadway. The vehicle should not be used to transport passengers until the system is functioning properly.

- Full air loss (modulated system). If the vehicle has a modulated system, once the spring brake sets, the driver will have enough air supply to release the emergency brake and move the bus and make one last application of the brakes.
- Full air loss (dual air system). If the vehicle has a dual air system, once the spring brake sets, the driver will not be able to move the vehicle until air is restored. The driver must have the knowledge of what the vehicle will do so that the driver will be able to respond to this emergency situation.

UNEXPECTED SITUATIONS

Bicycles

It is important to use defensive driving techniques while driving in and about bicycle traffic because these collisions often are fatal to the cyclist.

Bicycles are classified as vehicles, and cyclists are expected to obey the same traffic rules and regulations as drivers, such rules include keeping to the right, using hand signals, and obeying all traffic signs and signals.

However, many cyclists are children and they may not know nor obey the rules. Therefore, we must protect them by slowing down and allowing them ample room when overtaking or passing them. Particularly watch for cyclists getting between the bus and the curb.

Three Feet For Safety.... 21760(c) VC A driver of a motor vehicle shall not overtake or pass a bicycle proceeding in the same direction on a highway at a distance of less than **three feet** between any part of the motor vehicle and any part of the bicycle or its operator.

Many children who live within walking distance of their school ride their bicycles. Therefore, as bus drivers we are likely to encounter many bicycles during our daily routes.

If at all possible, when sufficient clearance is lacking, keep the cyclist in front of the bus until there is sufficient room for the cyclist to pull over and allow the bus to pass. Keep in mind that, when passing, you will lose sight of the cyclist.

Look out for cyclists trying to hook a ride by holding on to the side or back of the bus to be pulled along.

Animals

A word of warning should be given about the problems of animals.

Where there are children, there may be animals. Instruct students to keep pets away from the bus stop so animals will not come in conflict with the passengers or the vehicle.

Nature and Value of Dogs ...491 PC Dogs are personal property, and their value is to be ascertained in the same manner as the value of other property.

The following are additional animals that may present a hazard:

- Horses
- Deer
- Cattle
- Cats
- Ducks
- Wild Turkeys

Aggressive Driving (Road Rage)

Drivers that are angry or violent have become a greater problem in our state.

Suggestions for avoiding confrontation:

- Do not retaliate.
- Do not make eye contact with an angry driver.
- Be polite and courteous.
- Slow down and relax.

If another driver harasses you, contact law enforcement or drive to a police station.

Remember, the safety of our passengers comes first!

CONCLUSION

As a safe and professional driver you are prepared both mentally and physically to adjust your basic and advanced defensive driving skills. This preparation will reduce collisions by allowing you to adjust driving skills to current weather and traffic conditions.

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Unit 7

Passenger Loading and Unloading



Reference material in Unit 7 study guide is derived from the California Department of Education Instructors Manual for California's Bus Driver's Training Course, California Vehicle Code, California Code of Regulations, Federal Code of Regulations, California Educational Code, California Commercial Drivers Handbook, California Drivers Handbook and other related sources.

This guide is specifically geared for the School Bus Driver.

The objective of Unit 7 of the Instructors Manual for California's Bus Driver's Training Course is to explain the necessary equipment for loading and unloading passengers, the laws that pertain to loading and unloading passengers and the driver's responsibilities during the loading and unloading procedures.

This handout covers all the subject matter in Unit 7 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

Abbreviations

| | |
|---------|--|
| CDE | California Department of Education |
| CHP | California Highway Patrol |
| EC | Education Code |
| FL | Farm Labor Vehicle |
| FMVSS | Federal Motor Vehicle Safety Standards |
| SB | School Bus |
| SPAB | School Pupil Activity Bus |
| TB | Transit Bus |
| VC | Vehicle Code |
| YB | Youth Bus |
| 13 CCR | Title 13, California Code of Regulations |
| NHTSA | National Highway Traffic Safety Administration |
| NTSB | National Transportation Safety Board |
| NSC | National Safety Council |
| NASDPTS | National Association of State Directors of Pupil Transportation Services |

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INTRODUCTION



One of the most important procedures a school bus driver will perform is the loading and unloading of students. This function creates some of the greatest hazards bus drivers and their passengers face. The task of passenger loading and unloading must be done in a safe and consistent manner in order to maintain a safe environment for passengers and prevent accidents. All bus drivers must learn and then use the proper procedures for controlling traffic, loading and unloading passengers, and escorting students across the highway. The instruction in this unit forms the foundation for each driver's future success as a professional school bus driver.

LAWS AND PRINCIPLES OF BUS ROUTE SAFETY

Transportation Safety Plan 39831.3 EC

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

School Bus Emergency Procedure and Passenger Safety39831.5 EC

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, 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. 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 school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

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

Bus Evacuation Instruction.... 5 CCR 14102

Each school year, the governing board shall provide, and require each pupil who is transported from home to school in a school bus to receive, appropriate instruction in safe riding practices and emergency bus evacuation drills.

School Bus and School Pupil Activity Bus (SPAB) Passenger Restraint System Use 5 CCR 14105

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code shall use the passenger restraint system. All pupils described in subdivision (a) of Education Code Section 39831.5, shall be instructed in an age-appropriate manner in the use of passenger restraint systems required by Education Code Section 39831.5(a)(3). The instruction shall include, but not be limited to, the following information:

(a) Proper fastening and release of the passenger restraint system:

(1) Fastening: To fasten, insert the latch plate (the metal "tongue" attached to one side of the webbing) into the proper buckle (the receptacle that comes out from the "bight" in the back of the seat, a slot in the seat cushion, or from the side). The latch plate inserts into the buckle until you hear an audible snap sound and feel it latch. Make sure the latch plate is securely fastened in the buckle.

(2) Unfastening: To unfasten, push the buckle release button and remove the latch plate from the buckle. The buckle has a release mechanism that, when

manually operated during “unbuckling,” breaks the bond and separates the two sections.

(b) Acceptable placement of passenger restraint systems on pupils: Adjust the lap belt to fit low and tight across the hips/pelvis, not the stomach area. Place the shoulder belt snug across the chest, away from the neck. Never place the shoulder belt behind the back or under the arm. Position the shoulder belt height adjuster so that the belt rests across the middle of the shoulder. Failure to adjust the shoulder belt properly would reduce the effectiveness of the lap/shoulder belt system and increase the risk of injury in a collision.

(c) Times at which the passenger restraint system should be fastened and released: Passenger restraint systems shall be used at all times the school bus or school pupil activity bus is in motion except when exempted in subdivisions (e) and (f) of this section.

(d) Acceptable placement of the passenger restraint systems when not in use: When not in use, passenger restraint systems shall be fully retracted into the retractors so that no loose webbing is visible, or stored in a safe manner per the school bus manufacturer's instructions.

(e) This section does not apply to a passenger with a physically disabling condition or medical condition which would prevent appropriate restraint in a passenger restraint system, providing that the condition is duly certified by a licensed physician or licensed chiropractor who shall state in writing the nature of the condition, as well as the reason the restraint is inappropriate.

(f) This section also does not apply in case of any emergency that may necessitate the loading of school children on a school bus in excess of the limits of its seating capacity. As used in this section, “emergency” means a natural disaster or hazard (as determined by the school district superintendent or their designee) that requires pupils to be moved immediately in order to ensure their safety.

School Bus Passenger Restraint System 27316 VC

(a) Unless specifically prohibited by the National Highway Traffic Safety Administration, all school buses purchased or leased for use in California shall be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system, if the school bus is either of the following:

(1) Type 1, as defined in paragraph (1) of subdivision (b) of Section 1201 of Title 13 of the California Code of Regulations , and is manufactured on or after July 1, 2005.

(2) Type 2, as defined in paragraph (2) of subdivision (b) of Section 1201 of Title 13 of the California Code of Regulations , and is manufactured on or after July 1, 2004.

(b) For purposes of this section, a “passenger restraint system” means any of the following:

(1) A restraint system that is in compliance with Federal Motor Vehicle Safety Standard 209, for a type 2 seatbelt assembly, and with Federal Motor Vehicle Safety Standard 210, as those standards were in effect on the date the school bus was manufactured.

(2) A restraint system certified by the school bus manufacturer that is in compliance with Federal Motor Vehicle Safety Standard 222 and incorporates a type 2 lap/shoulder restraint system.

(c) No person, school district, or organization, with respect to a school bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted thereunder requiring a passenger to use a passenger restraint system, if a passenger on the school bus fails to use or improperly uses the passenger restraint system.

(d) It is the intent of the Legislature, in implementing this section, that school pupil transportation providers work to prioritize the allocation of school buses purchased, leased, or contracted for on or after July 1, 2004, for type 2 school buses, or on or after July 1, 2005, for type 1 school buses, to ensure that elementary level school bus passengers receive first priority for new school buses whenever feasible.

School Pupil Activity Bus (SPAB) Passenger Restraint System 27316.5 VC

(a) Unless specifically prohibited by the National Highway Traffic Safety Administration, all type 2 school pupil activity buses, manufactured on or after July 1, 2004, purchased or leased for use in California shall be equipped at all designated seating positions with

a combination pelvic and upper torso passenger restraint system.

(b) For purposes of this section, a “passenger restraint system” is either of the following:

(1) A restraint system that is in compliance with Federal Motor Vehicle Safety Standard 209, for a type 2 seatbelt assembly, and with Federal Motor Vehicle Safety Standard 210, as those standards were in effect on the date that the school pupil activity bus was manufactured.

(2) A restraint system certified by the school pupil activity bus manufacturer that is in compliance with Federal Motor Vehicle Safety Standard 222 and incorporates a type 2 lap-shoulder restraint system.

(c) No person, school district, or organization, with respect to a type 2 school pupil activity bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted thereunder requiring a

passenger to use a passenger restraint system, if a passenger on the school pupil activity bus fails to use or improperly uses the passenger restraint system.

Child Safety Alert System28160 VC

(a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018–19 school year, each school bus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) A “child safety alert system” is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

(d) For purposes of this section, the following definitions apply:

(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code.

Walk-Ride-Walk: Getting to School Safely ProgramNHTSA, NSC

Although school buses are one of the safest forms of transportation, substantial pedestrian risks are associated with their trips to and from school. The risks exist because the trip usually extends from home to school and back home again. It is critical that training in school bus pedestrian safety be started at an early age and reinforced yearly. To accomplish this goal, the National Highway Traffic Safety Administration (NHTSA), in cooperation with the National Safety Council (NSC), has produced the Walk-Ride-Walk pedestrian safety program. The Walk-Ride-Walk program seeks to assist school and transportation administrators in developing and implementing policies and procedures for the safety of schoolchildren who are both pedestrians and school bus passengers.

Identification and Evaluation of School Bus Route and Hazard Marking SystemsNASDPTS

To help ensure the safe transportation of students on school buses, NHTSA establishes and enforces a series of Federal Motor Vehicle Safety Standards governing the safety performance and manufacture of school buses. In addition, NHTSA's Guideline #17, Pupil Transportation Safety, establishes minimum recommendations for a pupil transportation safety program, including the identification, operation, and maintenance of buses used for transporting students; training of passengers, pedestrians, and bicycle riders; and administration. Even with these specific federal programs, and our own state and local school bus safety programs, several safety problems continue to exist. In October 1995, a fatal school bus accident in Illinois brought to light one of these still existing safety problems. At the conclusion of the accident investigation, The National Transportation Safety Board (NTSB) identified one of the factors contributing to the crash as an inadequate school district routing and hazard marking system.

The National Association of State Directors of Pupil Transportation Services (NASDPTS), under a grant from NHTSA, has produced a report titled Identification and Evaluation of School Bus Route and Hazard Marking Systems. This report seeks to assist school and transportation administrators in developing and implementing policies and procedures necessary for the safety of school buses, their passengers, and the public.

Safe Transportation of Preschool-Age Children in School BusesNHTSA

School-age children transported in school buses are safer than children transported in motor vehicles of any other type. As more preschool-age children are transported to school, often in school buses, the school bus industry and the public have increasingly asked NHTSA to recommend procedures for safely transporting these children. In response NHTSA conducted crash tests to determine the safest way to transport preschool- age children. The recommendations based on these tests are found in NHTSA's Guideline for the Safe Transportation of Preschool-Age Children in School Buses. The Guideline seeks to assist school and transportation administrators in developing and implementing policies and procedures for the safe transportation of preschool-age children in school buses

Handrails, Drawstrings, and ToysNHTSA, NASDPTS

Current styles and fads in children's clothing and toys, and increased use of backpacks by pupils, have created new injury risks. These items, especially the drawstrings on such items, can cause death or injury if they catch on bus doors or handrails. Some of the items that can catch in a bus handrail or door are jackets, sweatshirts, and clothing with drawstrings at the neck or wrist; backpack straps; dangling key chains; toys; scarves; belt buckles; and other loose clothing.

A drawstring at the waist, hood, or neck on clothing, or a backpack strap or dangling toy, can catch in the small gaps in a bus handrail, or on a bolt, or on the door as the child exits the bus. A drawstring with a large toggle or knot at the end or a large toy or figure dangling from a backpack is most likely to get caught. If the bus door is closed and the driver does not see the child, he or she could be caught, dragged, and injured.

Hand-Held Items

According to national statistics compiled by the Kansas Department of Education, each year approximately 50 percent of the children killed in school bus accidents are pedestrians. Several of these children are killed after they have exited the school bus while carrying loose items in their hands, such as papers, books, or

artwork when they drop these items, they become lost from the driver's view. School transportation providers and their drivers should consider developing and implementing policies that recommend that students do not carry loose items in their hands while boarding and unloading from school buses. These items may be safely carried in students' backpacks or shoulder bags.

Safe Seating....NHTSA, NASDPTS

The *Title 13, California Code of Regulations*, Section 1217(a) states that, Except as provided in subsection (e), the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, school pupil activity buses, youth buses, and farm labor vehicles, the number of passengers specified by the seating capacity rating set forth in the departmental Vehicle Inspection Approval Certificate.

NHTSA recommends that all passengers be seated entirely within the confines of the school bus seats while the bus is in motion. Federal Motor Vehicle Safety Standard (FMVSS) No. 222, School Bus Passenger Seating and Crash Protection, requires that the interior of large buses provide occupant protection so that children are protected without the need to "buckle up." Occupant crash protection is provided by a protective envelope consisting of strong, closely spaced seats that have energy- absorbing seat backs. Persons not sitting within or sitting partially outside of these seats will not be afforded the occupant protection provided by the seats.

NASDPTS believes that all children riding in school buses or other buses used to transport pupils to and from school or school-related activities should be properly and safely seated facing forward. In addition, NASDPTS supports NHTSA's position that there should be adequate space on the seat for the child to be seated completely within the seating compartment.

LAWS AND REGULATIONS

Seating Capacity13 CCR 1217(a)



Except as provided in subsection (e), the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, school pupil activity buses, youth buses, and farm labor vehicles, the number of passengers specified by the seating capacity rating set forth in the departmental Vehicle Inspection Approval Certificate.

Step Wells13 CCR 1217(c)

Passengers shall not be permitted in the front step well of any bus while the vehicle is in motion.

Seat beside the Driver13 CCR 1217(d)

No more than two pupils shall be allowed to occupy the seating space beside the driver of a Type 2 school bus.

Standing Passengers13 CCR 1217(e)

A vehicle shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion. Standing passengers are permitted only on a bus (except a school bus, SPAB, or youth bus) operated in regularly scheduled passenger stage service or urban and suburban service by a common carrier or publicly-owned transit system, and equipped with grab handles or other means of support for standing passengers, and constructed so that standing room in the aisle is at least 74 in. high.

Open Doors13 CCR 1217(f)

While passengers are aboard, a vehicle shall not be put in motion until the doors are closed. The doors shall not be opened until the vehicle is stopped. The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers in the school bus.

Ejection of Pupil at Other Than Pupils Regular Stop13 CCR 1217(i)

The driver of a school bus, youth bus, or SPAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.

Exemptions13 CCR 1217(k)

The provisions of subsections (c) and (e) shall not apply to persons testing or training a driver, maintenance personnel, a sales or manufacturers' representative, or an adult acting upon a request by a school bus or SPAB driver to supervise or assist a pupil.

Driver's Vision13 CCR 1223

The driver shall not allow any person to occupy a position that will interfere with the driver's vision to the front or sides, or in the rear view mirrors.

Unsafe Load24002(a) VC

It is unlawful to operate any vehicle or combination of vehicles which is in an unsafe condition, or which is not safely loaded, and which presents an immediate safety hazard.

General Property13 CCR 1216(c)

Drivers and motor carriers shall not permit any greater quantity of freight, express, or baggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.

Authority of Driver5 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.

Starting or Backing of Parked Vehicles22106 VC

No person shall start a vehicle stopped, standing, or parked on a highway, nor shall any person back a vehicle on a highway until such movement can be made with reasonable safety.

REQUIRED EQUIPMENT

School Bus Signal and Stops22112(d)(1) VC

Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

School Bus Warning Signal System25257 VC

(a) Every school bus, when operated for the transportation of schoolchildren, shall be equipped with a flashing red light signal system.

(b) (1) Every school bus manufactured on or after September 1, 1992, shall also be equipped with a stop signal arm. Any school bus manufactured before September 1, 1992, may be equipped with a stop signal arm.



(2) Any school bus manufactured on or after July 1, 1993, shall also be equipped with an amber warning light system, in addition to the flashing red light signal system. Any school bus manufactured before July 1, 1993, may be equipped with an amber warning light system.

(4) A "stop signal arm" is a device that can be extended outward from the side of a school bus to provide a signal to other motorists not to pass the bus because it has stopped to load or unload passengers, that is manufactured pursuant to the specifications of Federal Motor Vehicle Safety Standard No. 131, issued on April 25, 1991.

School Buses27906(a)(c)

(a) Every school bus, while being used for the transportation of school pupils at or below the 12th-grade level shall bear upon the front and rear of the bus a plainly visible sign containing the word "school bus" in letters not less than eight inches in height. The letters on school bus signs shall be of proportionate width.

(c) Every school bus, when operated for the transportation of school pupils at or below the 12th-grade level, shall bear upon the rear of the bus, below the rear windows, a plainly visible sign containing the words "Stop When Red Lights Flash" in letters not less than six inches in height. The letters on school bus signs shall be of proportionate width.

PARKING

Prohibited Stopping, Standing, or Parking22500 VC

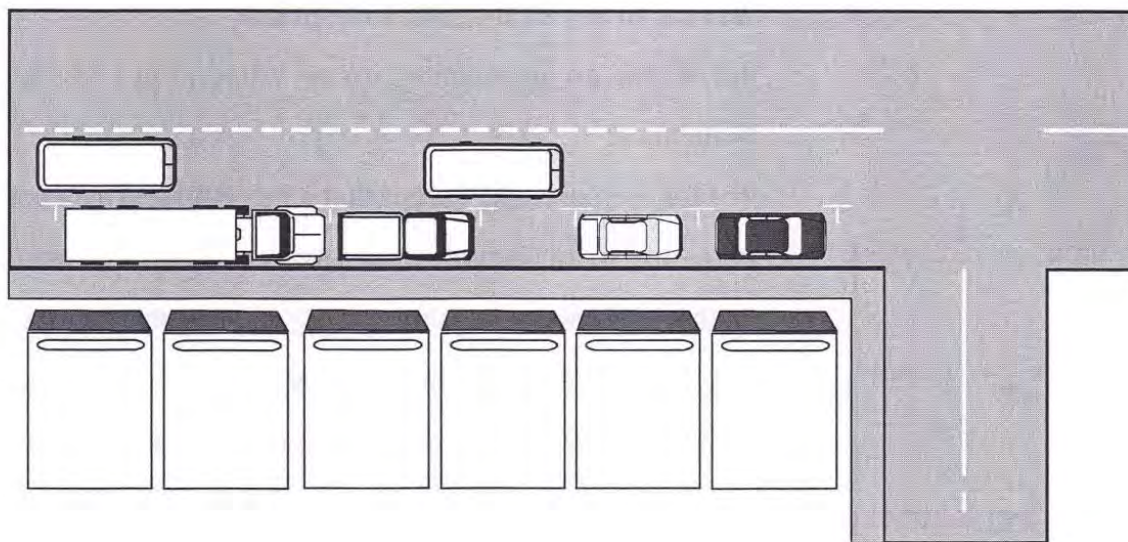
A person shall not stop, park, or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device, in any of the following places:

- (a) Within an intersection, except adjacent to curbs as may be permitted by local ordinance.
- (b) On a crosswalk, except that a bus engaged as a common carrier or a taxicab may stop in an unmarked crosswalk to load or unload passengers when authorized by the legislative body of a city pursuant to an ordinance.
- (c) Between a safety zone and the adjacent right-hand curb or within the area between the zone and the curb as may be indicated by a sign or red paint on the curb, which sign or paint was erected or placed by local authorities pursuant to an ordinance.
- (d) Within 15 feet of the driveway entrance to a fire station. This subdivision does not apply to any vehicle owned or operated by a fire department and clearly marked as a fire department vehicle.
- (e) In front of a public or private driveway, except that a bus engaged as a common carrier, school bus, or a taxicab may stop to load or unload passengers when authorized by local authorities pursuant to an ordinance.

In unincorporated territory, where the entrance of a private road or driveway is not delineated by an opening in a curb or by other curb construction, so much of the surface of the ground as is paved, surfaced, or otherwise plainly marked by vehicle use as a private road or driveway entrance, shall constitute a driveway.

- (f) On a portion of a sidewalk, or with the body of the vehicle extending over a portion of a sidewalk, except electric carts when authorized by local ordinance, as specified in Section 21114.5. Lights, mirrors, or devices that are required to be mounted upon a vehicle under this code may extend from the body of the vehicle over the sidewalk to a distance of not more than 10 inches.
- (g) Alongside or opposite a street or highway excavation or obstruction when stopping, standing, or parking would obstruct traffic.

(h) On the roadway side of a vehicle stopped, parked, or standing at the curb or edge of a highway, except for a school bus when stopped to load or unload pupils in a business or residence district where the speed limit is 25 miles per hour or less.



Double Parking in a Business District

(i) Except as provided under Section 22500.5, alongside curb space authorized for the loading and unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb erected or painted by local authorities pursuant to an ordinance.

(j) In a tube or tunnel, except vehicles of the authorities in charge, being used in the repair, maintenance, or inspection of the facility.

(k) Upon a bridge, except vehicles of the authorities in charge, being used in the repair, maintenance, or inspection of the facility, and except that buses engaged as a common carrier in local transportation may stop to load or unload passengers upon a bridge where sidewalks are provided, when authorized by local authorities pursuant to an ordinance, and except that local authorities pursuant to an ordinance or the Department of Transportation pursuant to an order, within their respective jurisdictions, may permit parking on bridges having sidewalks and shoulders of sufficient width to permit parking without interfering with the normal movement of traffic on the roadway. Local authorities, by ordinance or resolution, may permit parking on these bridges on state highways in their respective jurisdictions if the ordinance or resolution is first approved in writing by the Department of Transportation. Parking shall not be permitted unless there are signs

in place, as may be necessary, to indicate the provisions of local ordinances or the order of the Department of Transportation.

(l) In front of or upon that portion of a curb that has been cut down, lowered, or constructed to provide wheelchair accessibility to the sidewalk.

(m) In a portion of a highway that has been designated for the exclusive use of public transit buses.

Additional Prohibited Stopping, Standing, or Parking: Fire Lane ...22500.1 VC

In addition to Section 22500, no person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device along the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the fire department or fire district with jurisdiction over the area in which the place is located.

The designation shall be indicated:

- (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane,
- (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE", which are clearly visible from a vehicle, or
- (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE".

Unincorporated Area Parking22504(a) VC

(a) Upon any highway in unincorporated areas, a person shall not stop, park, or leave standing any vehicle, whether attended or unattended, upon the roadway when it is practicable to stop, park, or leave the vehicle off such portion of the highway, but in every event an unobstructed width of the highway opposite a standing vehicle shall be left for the free passage of other vehicles and a clear view of the stopped vehicle shall be available from a distance of 200 feet in each direction upon the highway. This section shall not apply upon a highway where the roadway is bounded by adjacent curbs.

(b) This section does not apply to the driver of any vehicle which is disabled in such a manner and to such extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle on the roadway.

Unattended Vehicles22515 VC

(a) No person driving, or in control of, or in charge of, a motor vehicle shall permit it to stand on any highway unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(b) No person in control of, or in charge of, any vehicle, other than a motor vehicle, shall permit it to stand on any highway without first effectively setting the brakes thereon, or blocking the wheels thereof, to effectively prevent the movement of the vehicle.

Curb Parking22502 VC

(a) Except as otherwise provided in this chapter, a vehicle stopped or parked upon a roadway with adjacent curbs or class IV bikeways, as defined in Section 890.4 of the Streets and Highways Code(**page 7-22**), shall be stopped or parked with the right-hand wheels of the vehicle parallel to, and within 18 inches of, the right-hand curb or the right-hand edge of the class IV bikeway, except that a motorcycle shall be parked with at least one wheel or fender touching the right-hand curb or edge. If no curbs, barriers, or class IV bikeways bound a two-way roadway, right-hand parallel parking is required unless otherwise indicated.

(b)

(1) The provisions of subdivision (a) or (e) do not apply to a commercial vehicle if a variation from the requirements of subdivision (a) or (e) is reasonably necessary to accomplish the loading or unloading of merchandise or passengers on, or from, a vehicle and while anything connected with the loading, or unloading, is being executed.

(2) This subdivision does not permit a vehicle to stop or park upon a roadway in a direction opposite to that in which traffic normally moves.

(c) Notwithstanding subdivision (b), a local authority may, by ordinance, prohibit a commercial vehicle from stopping, parking, or standing on one side of a roadway in a business district with the wheels of the vehicle more than 18 inches from the curb or the edge of a class IV bikeway. The ordinance shall be effective only if signs are placed clearly indicating the prohibition in the areas to which it applies.

(d) This section does not apply to vehicles of a public utility when the vehicles are being used in connection with the operation, maintenance, or repair of facilities of the public utility or are being used in connection with providing public utility service.

(e)

(1) Upon a one-way roadway, a vehicle may be stopped or parked as provided in subdivision (a) or with the left-hand wheels parallel to, and within 18 inches of, the left-hand curb or left-hand edge of a class IV bikeway, except that a motorcycle, if parked on the left-hand side, shall have either one wheel or one fender touching the curb or edge. If no curb, barriers, or class IV bikeway bound a one-way roadway, parallel parking on either side is required unless otherwise indicated.

(2) This subdivision does not apply upon a roadway of a divided highway.

California Bicycle Transportation Act890.4 SHC

As used in this article, “bikeway” means all facilities that provide primarily for, and promote, bicycle travel. For purposes of this article, bikeways shall be categorized as follows:

(a) Bike paths or shared use paths, also referred to as “**Class I bikeways,**” which provide a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.

(b) Bike lanes, also referred to as “**Class II bikeways,**” which provide a restricted right-of-way designated for the exclusive or semi exclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted.



(c) Bike routes, also referred to as “**Class III bikeways,**” which provide a right-of-way on-street or off-street, designated by signs or permanent markings and shared with pedestrians and motorists.

(d) Cycle tracks or separated bikeways, also referred to as “**Class IV bikeways,**” which promote active transportation and provide a



right-of-way designated exclusively for bicycle travel adjacent to a roadway and which are separated from vehicular traffic. Types of separation include, but are not limited to, grade separation, flexible posts, inflexible physical barriers, or on-street parking.

School Bus Idling13 CCR 2480

(a) Purpose. This airborne toxic control measure seeks to reduce public exposure, especially school age children's exposure, to diesel exhaust particulate matter and other toxic air contaminants by limiting unnecessary idling of specified vehicular sources.

(b) Applicability. Except as provided in subsection (d), this section applies to the operation of every school bus, transit bus, school pupil activity bus, youth bus, general public paratransit vehicle, and other commercial motor vehicle as defined in subsection (h).

(c) Idling Control Measure.

(1) A driver of a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle:

(A) must turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school, and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school; and

(B) must not cause or allow a bus or vehicle to idle at any location greater than 100 feet from a school for:

(i) more than five consecutive minutes; or

(ii) a period or periods aggregating more than five minutes in any one hour.

(2) A driver of a transit bus or of a commercial motor vehicle not identified in (c)(1):

(A) must turn off the bus or vehicle engine upon stopping at a school and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school; and

(B) must not cause or allow a bus or vehicle to idle at any location within 100 feet of, but not at, a school for:

(i) more than five consecutive minutes; or

(ii) a period or periods aggregating more than five minutes in any one hour.

(3) A motor carrier of a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle must ensure that:

(A) the bus or vehicle driver, upon employment and at least once per year thereafter, is informed of the requirements in (c)(1), and of the consequences, under this

section and the motor carrier's terms of employment, of not complying with those requirements;

(B) all complaints of non-compliance with, and enforcement actions related to, the requirements of (c)(1) are reviewed and remedial action is taken as necessary; and

(C) records of (3)(A) and (B) are kept for at least three years and made available or accessible to enforcement personnel as defined in subsection (g) within three business days of their request.

(4) A motor carrier of a transit bus or of a commercial motor vehicle not identified in (c)(1) must ensure that:

(A) the bus or vehicle driver, upon employment and at least once per year thereafter, is informed of the requirements in (c)(2), and of the consequences, under this section and the motor carrier's terms of employment, of not complying with those requirements;

(B) all complaints of non-compliance with, and enforcement actions related to, the requirements of (c)(2) are reviewed and remedial action is taken as necessary; and

(C) records of (4)(A) and (B) are kept for at least three years and made available or accessible to enforcement personnel as defined in subsection (g) within three business days of their request.

(d) Exemptions. This section does not apply for the period or periods during which:

(1) idling is necessary while stopped:

(A) for an official traffic control device;

(B) for an official traffic control signal;

(C) for traffic conditions over which the driver has no control, including, but not limited to: stopped in a line of traffic; or

(D) at the direction of a peace officer;

(2) idling is necessary to ascertain that the school bus, transit bus, school pupil activity bus, youth bus, general public paratransit vehicle, or other commercial motor vehicle is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;

(3) idling is necessary for testing, servicing, repairing, or diagnostic purposes;

(4) idling is necessary, for a period not to exceed three to five minutes (as per the recommendation of the manufacturer), to cool down a turbo-charged diesel engine before turning the engine off;

(5) idling is necessary to accomplish work for which the vehicle was designed, other than transporting passengers, for example:

- (A) collection of solid waste or recyclable material by an entity authorized by contract, license, or permit by a school or local government;
- (B) controlling cargo temperature; or
- (C) operating a lift, crane, pump, drill, hoist, mixer, or other auxiliary equipment other than a heater or air conditioner;

(6) idling is necessary to operate:

- (A) a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
- (B) a heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional needs aboard;

(7) idling is necessary to operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers, or as otherwise required by federal or State motor carrier safety regulations; or

(8) idling is necessary solely to recharge a battery or other energy storage unit of a hybrid electric bus or vehicle.

Health and Safety Code – HSC, Division 26: Air Resources, Part 2: State Air Resources Board

Chapter 3.4 School bus Idling and Idling at Schools

Reduce Exhaust Exposure39640 HSC

The purpose of this chapter is to reduce public exposure, especially school age children's exposure, to diesel exhaust particulate matter and other toxic air contaminants by limiting unnecessary idling of vehicular sources.

Toxic Control Measures39641 HSC

The state board has adopted regulations establishing toxic control measures to limit school bus idling and idling at schools. (School Bus Idling13 CCR 2480)

Idling Fines39642 HSC

The regulations described in Section 39641 may be enforced by the state board, peace officers, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of the Penal Code, and their respective law enforcement agencies' authorized representatives, and the air districts. **A violation of any provision of the regulations described in Section 39641 is subject to a minimum civil penalty of three hundred dollars (\$300)** additional civil penalties as provided in Section 39674, and to criminal penalties as provided in Article 3 (commencing with Section 42400) of Chapter 4 of Part 4.

SCHOOL BUS STOPS

School Bus Signal and School Bus Stop22112 VC

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, **beginning 200** feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. ***The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils.***



The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or the head or principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

- (1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school

bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

- (2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.
- (3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

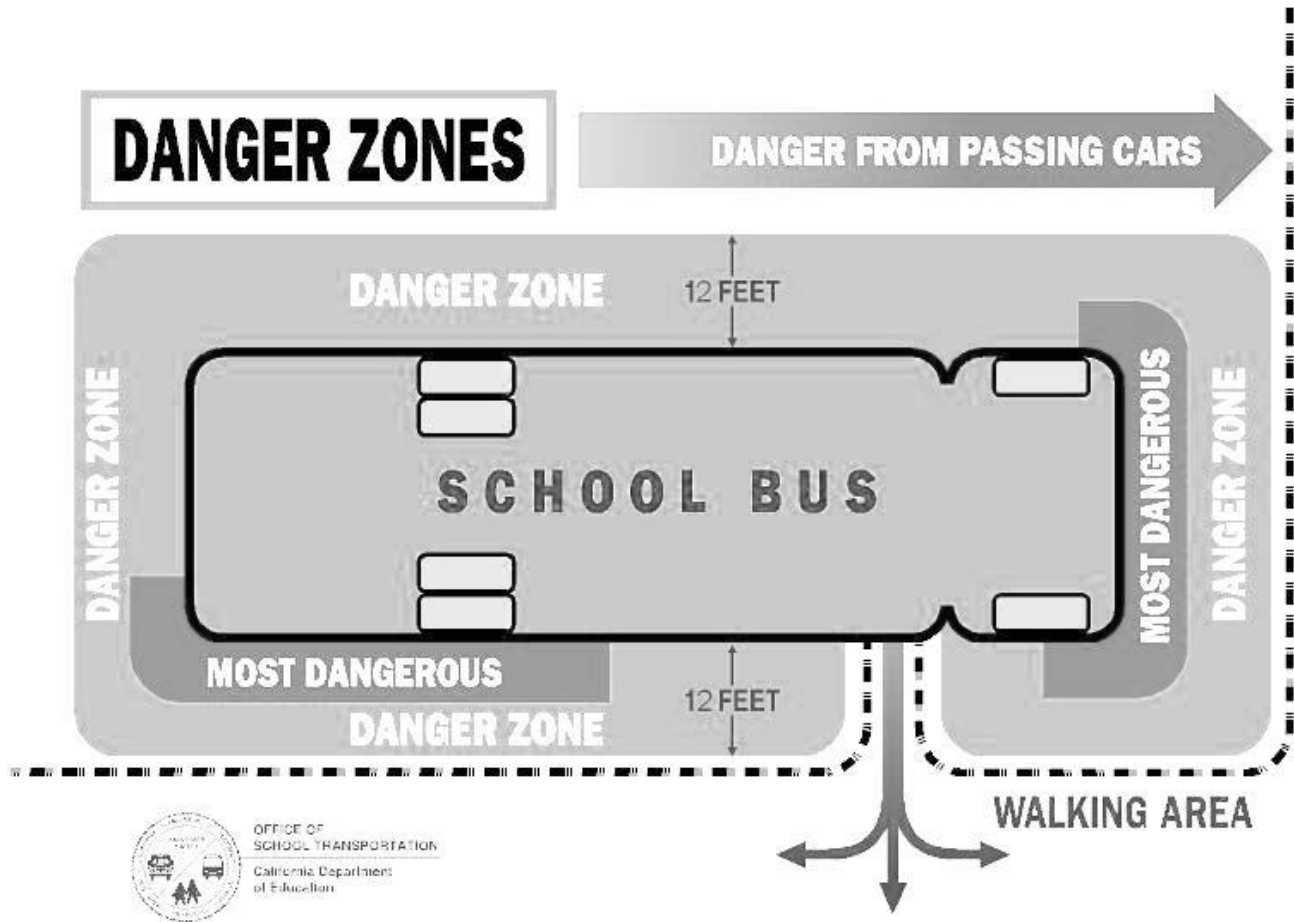
(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

- (1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.
- (2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus 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 school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.
- (4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.
- (5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
- (6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

Danger Zones

Drivers must be aware of the many dangers associated with the areas outside the vehicle referred to as the danger zones. Drivers must check all mirrors for any pupils, pedestrians, or other problem objects in the danger zones prior to moving the vehicle. It is critical that proper mirror procedures be used before and during any movement of the vehicle.



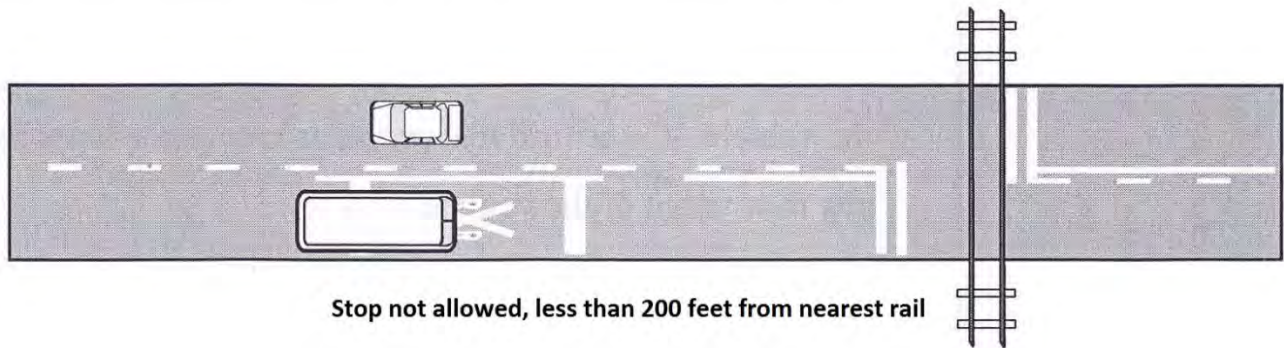
School Bus Stops13 CCR 1238 (a)

Designated Stops. School bus and SPAB stops made for receiving and discharging pupils shall be designated by the school district superintendent.

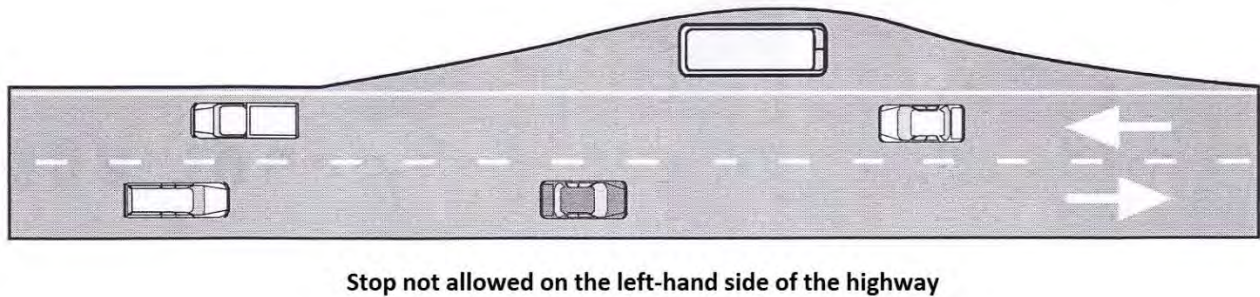
Prohibited Stops13 CCR 1238 (b)

A school bus stop shall not be designated at the following locations:

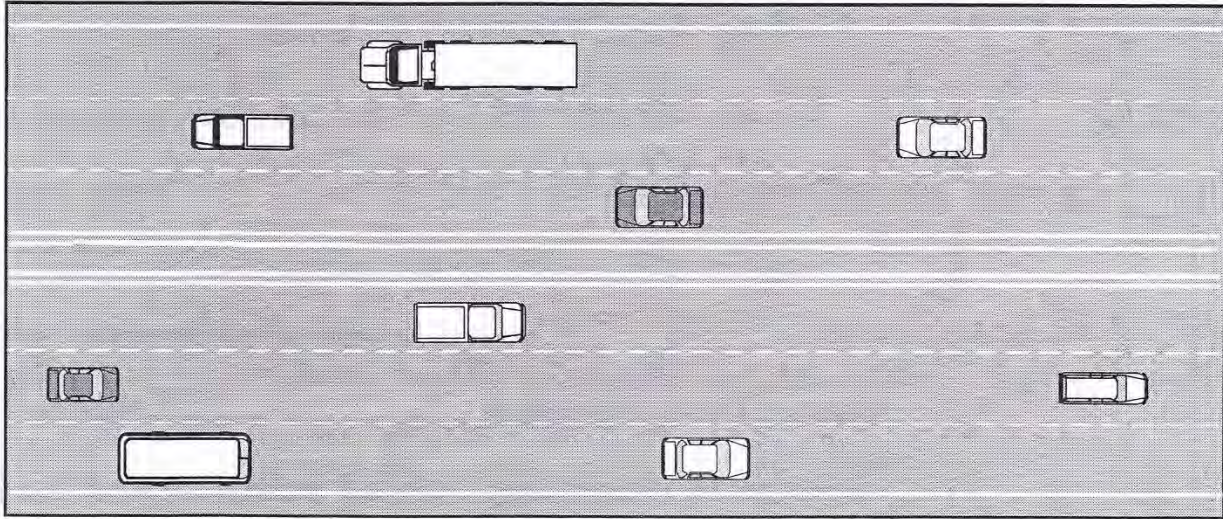
(1) Within 200 ft of the nearest rail of any railroad crossing or grade, except at railroad stations or on highways that parallel the railroad tracks



(2) The left-hand side of any highway



(3) On a divided or multiple-lane highway where pupils must cross the highway to board or after exiting the bus, unless traffic is controlled by a traffic officer or official traffic control signal. For the purposes of this subsection, a multiple-lane highway is defined as any highway having two or more lanes of travel in each direction.



Stop not allowed on a divided highway where pupils must cross

CHP Approved Stops ...13 CCR 1238 (c)

CHP Approval: Unless approved by the department, a school bus stop shall not be designated at the following locations:

- (1) Upon the main traveled portion of a highway where there is not a clear view of the stop from 500 ft in each direction along the highway and the speed limit is more than 25 mph.
- (2) On a highway, pursuant to Vehicle Code Section 22504(c) (**page 7-32**)

Leaving Drivers Compartment13 CCR 1226

When a pupil is aboard, the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. On vehicles with automatic transmissions which do not have a park position, the transmission shall be placed in neutral.

Authority of District Boards13 CCR 1202 (b)

The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.

Note: The governing board of a school district may require school bus drivers to escort high school pupils across the highway.

Road ... 527 VC

(a) “**Road**” means any existing vehicle route established before January 1, 1979, with significant evidence of prior regular travel by vehicles subject to registration pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Division 3; provided, that “road” does not mean any route traversed exclusively by bicycles as defined in Section 39001 , motorcycles as defined in Section 400 , motor-driven cycles as defined in Section 405 , or off-highway motor Vehicles as defined in Section 38012.

(b) Even though nature may alter or eliminate portions of an existing vehicle route, the route shall still be considered a road where there is evidence of periodic use.

(c) A vehicle route need not necessarily be a publicly or privately maintained surface to be a road, as defined, for purposes of this section. Nothing contained herein shall pertain to any property in an incorporated area or properties held in private ownership.

(d) This section is definitional only and nothing contained herein shall be deemed to affect, alter, create, or destroy any right, title, or interest in real property, including, but not limited to, any permit, license, or easement; nor shall this chapter be deemed to affect the liability, or lack thereof, of any owner of an interest of real property based upon the use, possession, or ownership of such interest in real property or the entry upon such property by any person.

(e) This section shall only apply in a county where the board of supervisors has adopted a resolution or enacted an ordinance providing for such application.

Roadway ... 530 VC

A “roadway” is that portion of a highway improved, designed, or ordinarily used for vehicular travel.

Highway360 VC

“Highway” is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes street.

Private Road or Roadway ... 490 VC

“Private road or driveway” is a way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner but not by other members of the public.

Official Traffic Control Signal 445 VC

An “official traffic control signal” is any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and proceed and which is erected by authority of a public body or official having jurisdiction.

(Most commonly they are traffic signal lights showing red, amber, and green.)

Traffic Officer 625 VC

A “traffic officer” is any member of the California Highway Patrol, or any peace officer who is on duty for the exclusive or main purpose of enforcing Division 10 (commencing with Section 20000, Accidents and Reports) or 11 (commencing with Section 21000, Rules of the Road).

(Adult or student crossing guards are not traffic officers.)

Unincorporated Area Parking; School Bus Stops 22504 (c) VC

(1) A schoolbus stop shall not be designated where there is not a clear view of a proposed or existing schoolbus stop from a distance of 200 feet in each direction along a highway, or upon the main traveled portion of a highway where there is not a clear view of the stop from 500 feet in each direction along the highway and the speed limit is more than 25 miles per hour, unless approved by the Department of the California Highway Patrol upon the request of the school district superintendent or the head or principal of a private school.

If the schoolbus stop is approved by the Department of the California Highway Patrol, the Department of Transportation, in respect to state highways, and local authorities, in respect to highways under their jurisdiction, shall place sufficient signs along the highway to give adequate notice to motorists that they are approaching such bus stops.

(2) A school bus stop shall not be designated on any divided or multiple-lane highway where pupils must cross the highway to board or after exiting the bus, unless traffic is controlled by a traffic officer or official traffic control signal. For purposes of this section, a multiple-lane highway is defined as any highway having two or more lanes of travel in each direction.

Transit System Stops 22500.5 VC

Upon agreement between a transit system operating buses engaged as common carriers in local transportation and a public school district or private school, local authorities may, by ordinance, permit school buses owned by, or operated under contract for, that public school district or private school to stop for the loading or unloading of passengers alongside any or all curb spaces designated for the loading or unloading of passengers of the transit system buses.

Divided Highway 21651 VC

(a) Whenever a highway has been divided into two or more roadways by means of intermittent barriers or by means of a dividing section of not less than two feet in width, either unpaved or delineated by curbs, double-parallel lines, or other markings on the roadway, it is unlawful to do either of the following:

- (1) To drive any vehicle over, upon, or across the dividing section.
- (2) To make any left, semicircular, or U-turn with the vehicle on the divided highway, except through an opening in the barrier designated and intended by public authorities for the use of vehicles or through a plainly marked opening in the dividing section.

(b) It is unlawful to drive any vehicle upon a highway, except to the right of an intermittent barrier or a dividing section which separates two or more opposing lanes of traffic. Except as otherwise provided in subdivision (c), a violation of this subdivision is a misdemeanor.

(c) Any willful violation of subdivision (b) which results in injury to, or death of, a person shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code , or imprisonment in a county jail for a period of not more than six months.

PASSING SCHOOL BUSES

School Bus: Meeting and Passing22454 VC

(a) The driver of any vehicle, upon meeting or overtaking, from either direction, any school bus equipped with signs as required in this code, that is stopped for the purpose of loading or unloading any schoolchildren and displays a flashing red light signal and stop signal arm, as defined in paragraph (4) of subdivision (b) of Section 25257, if equipped with a stop signal arm, visible from front or rear, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop signal arm, if equipped with a stop signal arm, cease operation.

(b) (1) The driver of a vehicle upon a divided highway or multiple-lane highway need not stop upon meeting or passing a school bus that is upon the other roadway.

(2) For the purposes of this subdivision, a multiple-lane highway is any highway that has two or more lanes of travel in each direction.

(c) (1) If a vehicle was observed overtaking a school bus in violation of subdivision (a), and the driver of the school bus witnessed the violation, the driver may, within 24 hours, report the violation and furnish the vehicle license plate number and description and the time and place of the violation to the local law enforcement agency having jurisdiction of the offense. That law enforcement agency shall issue a letter of warning prepared in accordance with paragraph (2) with respect to the alleged violation to the registered owner of the vehicle. The issuance of a warning letter under this paragraph shall not be entered on the driving record of the person to whom it is issued, but does not preclude the imposition of any other applicable penalty.

(2) The Attorney General shall prepare and furnish to every law enforcement agency in the state a form letter for purposes of paragraph (1), and the law enforcement agency may issue those letters in the exact form prepared by the Attorney General. The Attorney General may charge a fee to any law enforcement agency that requests a copy of the form letter to recover the costs of preparing and providing that copy.

(d) This section also applies to a roadway upon private property.

Violations22454.5 VC

Notwithstanding Section 42001, a person convicted of a first violation of Section 22454 shall be punished by a fine of not less than one hundred fifty dollars (\$150) or more than two hundred fifty dollars (\$250). A person convicted of a second separate violation of Section 22454 shall be punished by a fine of not less than five hundred dollars (\$500) or more than one thousand dollars (\$1,000). If a person is convicted of a third or subsequent violation of Section 22454 and the offense occurred within three years of two or more separate violations of Section 22454, the Department of Motor Vehicles shall suspend the person's privilege to operate a motor vehicle for one year.

BUS DRIVER'S RESPONSIBILITY

As a school bus approaches a bus stop, during the loading and unloading procedures, and when the bus leaves the stop, when does the driver's responsibility for a pupil's safety begin and end?

The driver's responsibility starts approximately at the point where the driver can recognize the pupil as the bus approaches or leaves a bus stop.

If a driver observes a pupil misbehaving or failing to follow rules or procedures while at the bus stop (e.g., destroying property, playing in the roadway, running across the roadway to the bus), the driver (for the safety of the pupil and the public) must take appropriate action to correct the situation. The driver must report the problem to his or her supervisor.

While the bus is stopped to load or unload pupils, the pupils are the direct responsibility of the driver.

Rights and Duties44808 EC *This Education Code addresses the schools' liability for pupils when the pupils are not on school property:*

Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.

Reporting Unattended Pupil Disciplinary Action 39843 EC

(a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver's employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.

(2) Made a finding that the driver's actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, "gross negligence" means the want of even scant care or an extreme departure from the ordinary standard of conduct.

Unattended Pupil – Contract Services 39860 EC

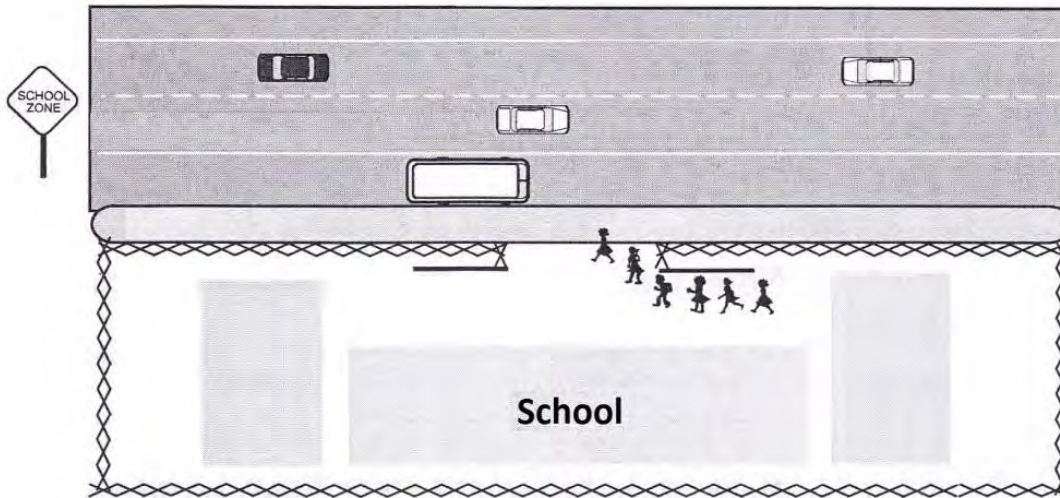
(a) The governing board of a school district may contract for the transportation of pupils attending schools within the district to and from any exposition or fair, school activities, or other activities that the governing board of the school district determines to be for the benefit of the pupils, in this state, and may pay for the transportation out of any funds of the school district available for the purpose.

(b) The governing board of a school district shall require that any contract for the transportation of pupils under this section shall include the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus in accordance with paragraph (4) of subdivision (a) of Section 39831.3 .

PROCEDURES FOR LOADING PASSENGERS

Passenger Loading - Red Light Exempt, Right Side, Non escorted (1)

All pupils should be waiting on the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Loading - Red Light Exempt, Right Side, Nonescorted

1. Begin slowing the bus in preparation for the designated stop.
2. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
3. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
4. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.
5. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).
6. **Do not stop any closer than 12 feet from the waiting pupils.** Pupils should be facing the approaching bus. (Ref: **Danger Zones Graphic, page 7-22**)
7. Once the bus is stopped, cancel the right-side turn signal lamps, and apply the

parking brake.

8. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

9. Turn Off Engine

Regulation (13 *CCR* 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 *CCR* 2480 for exceptions).

10. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the entrance door opens.

The signal for pupils to begin loading the bus will be the opening of the entrance door and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 *EC*).

11. Have the pupils go directly to their seats

12. Ensure that all pupils have safely boarded and then close the entrance door.

Pupils must be seated before you place the bus in motion.

13. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.

14. Restart the engine.

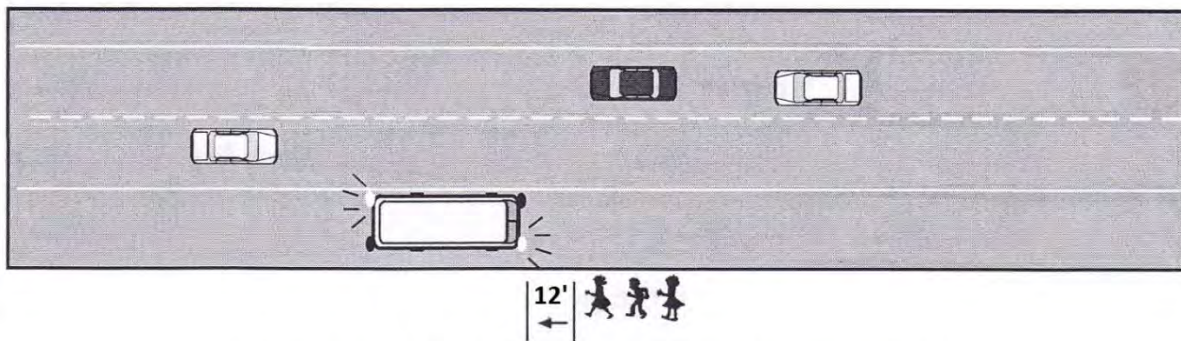
ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

15. Place the transmission in gear, and release the parking brake.

16. Check the traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Loading - Right Side, Non escorted (2)

All pupils should be waiting on the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Loading-Right Side, Nonescorted

1. Begin slowing the bus in preparation for the designated stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.
6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).
7. **Do not stop any closer than 12 feet from the waiting pupils.** Pupils should be facing the approaching bus.

#'s 8, 9, 10 should be done simultaneously

8. Once the bus is stopped, cancel the right-side turn signal lamps, and apply the

parking brake.

9. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

10. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights⁰ and stop signal arm, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

11. Turn off the engine.

Regulation (13 CCR 2480) requires that school bus drivers must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).

12. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the flashing red light signal system has been activated and the entrance door opens.

The signal for pupils to begin loading the bus will be the activation of the flashing red light signal system and the opening of the entrance door, and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

13. Have pupils go directly to their seats.

14. Ensure that all pupils have safely boarded and then close the entrance door.

Pupils must be seated before you place the bus in motion.

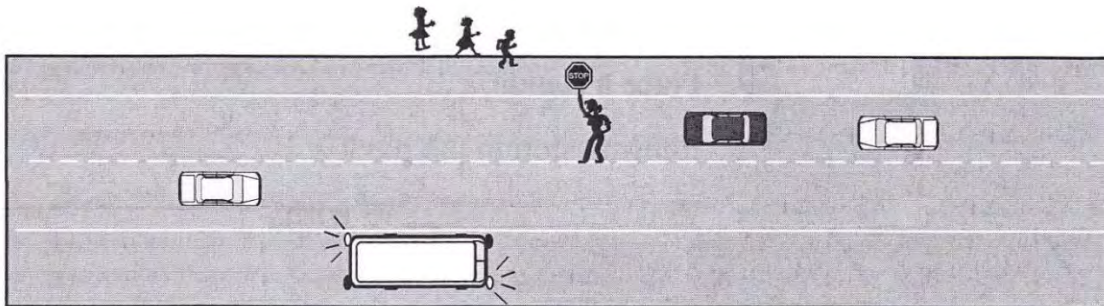
15. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.
16. Restart the engine.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

17. Place the transmission in gear, and release the parking brake.
18. Turn off the flashing red light signal system (crossover lights) and stop signal arm, if so equipped.
19. Check the traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Loading-Escorted Crossover (3)

Pupils should be waiting on the left side of the highway or private road and will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Loading-Escorted Crossover

1. Begin slowing the bus in preparation for the designated stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.

5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.
6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).
7. **Do not stop any closer than 12 feet from the waiting pupils.** Pupils should be facing the approaching bus.

#'s 8, 9, 10 should be done simultaneously

8. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.
9. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

10. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

11. Turn off the engine.
12. Remove the ignition key and keep it in your possession.
13. Open the entrance door and look in all directions on the right side of the bus before exiting.
14. Remove the **hand-held stop sign** from its holder.
15. Step off the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway.

The signal for pupils to begin loading the bus will be the activation of the flashing red light signal system, the presence of the school bus driver in the center of the highway or private road holding a hand-held stop sign, and verbal direction by the school bus driver to begin crossing the highway to enter the bus, and not the bus's simply coming to a stop. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who

receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

16. Turn toward the bus, look up, and verify that the amber warning light system is off and the flashing red light signal system is activated (red lights are flashing alternately).

If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the escorting of pupils, the escort procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.

17. Walk from the right edge of the roadway away from the bus at a 45 degree angle and toward the center of the roadway. Stop prior to entering the traffic lane and look in all directions for traffic. This position allows the best view of traffic coming from the left while you are still in a protected position. Remember that the hand-held stop sign shall be used for all escorted crossings and should be held vertically, above waist level; with the printed words STOP facing traffic in both directions. You are now in one of the most dangerous environments on earth, a public highway; do not assume that any vehicle will stop or that all pupils will follow procedures. Vehicles may try to pass the bus, and pupils may attempt to run across the roadway before you are ready. **Take charge of the situation.** Upon reaching the center of the roadway, turn and face the pupils (left side of the roadway). This position enables you to have a clear view of the pupils and traffic in both directions.
18. When traffic has stopped in both directions, tell the pupils to walk, not run, as they cross the highway or private road. Do not use hand motions or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. The pupils must cross the roadway between you and the front of the bus, never behind you or to the rear of the bus.

School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.

19. When the last pupil has crossed the middle of the roadway, turn and face the bus (right side of the roadway). When the last pupil has reached the right side of the roadway, walk immediately to the right side of the roadway, continuing to hold the stop sign so as to be visible to traffic in both directions. Check under and around the exterior of the bus to make sure that no pupil is in the danger zones. Enter

the bus.

20. On entering the bus, ensure that all pupils have safely boarded and go directly to their seats.
21. Immediately place the **hand-held stop sign** in its holder, close the entrance door.
22. Sit down in the driver's seat and fasten the driver's seat belt.
23. Check to see that all pupils are accounted for and properly seated.

Pupils must be seated before you place the bus in motion.

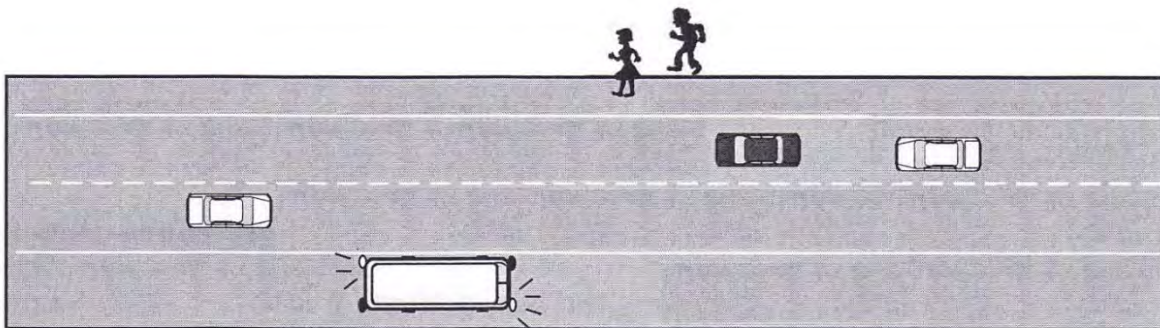
24. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.
25. Restart the engine.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

26. Place the transmission in gear, and release the parking brake.
27. Turn off the flashing red light signal system (crossover lights), and the stop signal arm, if so equipped.
28. Check the traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Loading-Non escorted Crossover (4)

Secondary grade-level pupils only (**High School Students, Grades 9th to 12th**) should be waiting on the left side of the highway or private road and will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Loading-Nonescorted Crossover

1. Begin slowing the bus in preparation for the designated stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the bus stop.
6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).
7. Do not stop any closer than 12 feet from waiting pupils. Pupils should be facing the approaching bus. (Ref: Danger Zones Graphic)

#'s 8, 9, 10 should be done simultaneously

8. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.
9. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

10. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

11. Turn off the engine.

Regulation (13 CCR 2480) requires that school bus drivers must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods

aggregating more than five minutes in any one hour (13 CCR 2480 for exceptions).

12. Check all Mirrors

13. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the flashing red light signal system has been activated, all traffic has stopped, the entrance door is opened, and verbal direction is given by the school bus driver to cross the highway or private road upon which the school bus is stopped.

The signal for pupils to begin loading will be the activation of the flashing red light signal system, all traffic has stopped, and the entrance door is opened and verbal direction by the school bus driver to cross the highway or private road, and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC). School administrators should adopt a policy that standardizes signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.

14. When traffic has stopped in both directions and it is safe for the pupils to cross the roadway, tell the pupils to walk, not run, as they cross the highway or private road. Do not use a hand motion or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. You may use the public address system (if applicable) to reinforce this procedure. Pupils must cross the street in front of the bus, never to the rear of the bus.

If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the crossing of pupils, the crossing procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.

15. When pupils reach the left edge of the roadway prior to crossing it, instruct them to stop and look in both directions to make sure the roadway is still clear and safe to cross.

16. When the last pupil has entered the bus, close the entrance door, turn off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.

17. Have the pupils go directly to their seats.
18. Check to see that all pupils are accounted for and properly seated.

Pupils must be seated before you place the bus in motion.

19. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.
20. Restart the engine.

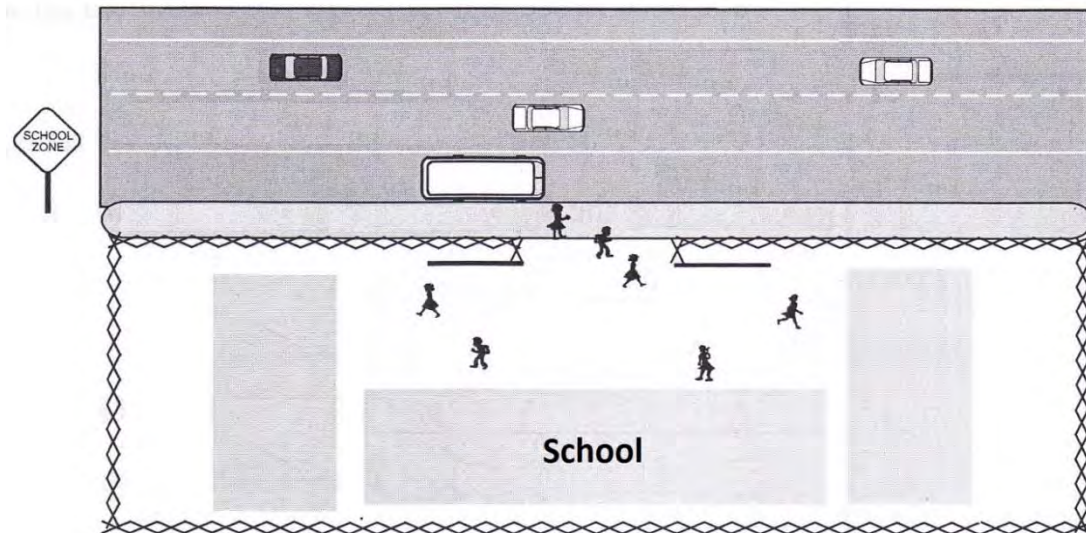
ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

21. Place the transmission in gear, and release the parking brake.
22. Check the traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps, and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop. Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.

PROCEDURES FOR UNLOADING PASSENGERS

Passenger Unloading—Red Light Exempt, Right Side, Non escorted (5)

All pupils will be exiting from the school bus to the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Unloading-Red Light Exempt, Right Side, Nonescorted

1. Begin slowing the bus in preparation for the designated Stop.
2. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
3. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
4. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.
5. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).
6. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.
7. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

8. Turn off the engine.

Regulation (13 CCR 2480) requires that school bus drivers must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).

9. Check all mirrors again to ensure it is safe to unload pupils.

10. Open the entrance door when ready to unload pupils.

11. Unload pupils.

Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

12. Close the entrance door.

Pupils must be seated before you place the bus in motion.

13. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.

14. Restart the engine.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS!

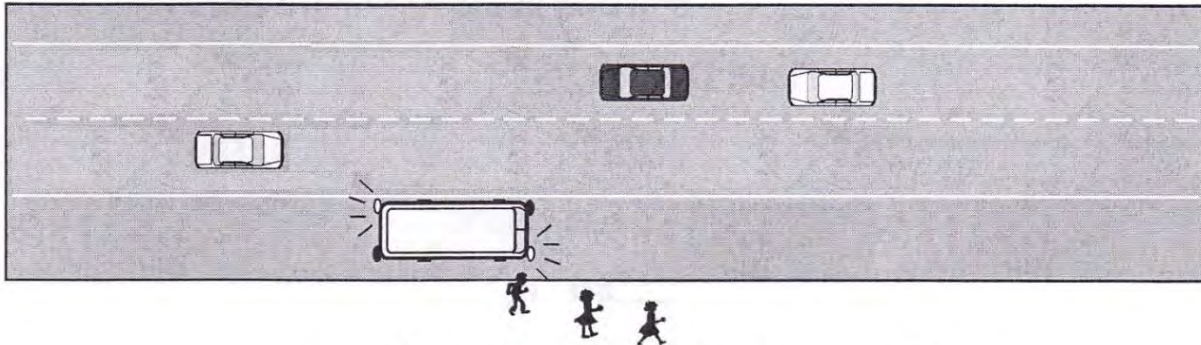
15. Place the transmission in gear, and release the parking brake.

16. Do not move the bus until all pupils and other pedestrians are out of the danger zones and a safe distance away from the bus.

17. Check traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps, and when it is safe to do so, pull into the

flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Unloading-Right Side, 'Non escorted' (6) All pupils will be exiting from the school bus to the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Unloading-Right Side, Nonescorted

1. Begin slowing the bus in preparation for the designated stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication that the bus is preparing to stop.
4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.
6. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).

#'s 7, 8, 9 should be done simultaneously

7. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.
8. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

9. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

10. Turn off the engine.

Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).

11. Check all mirrors again to ensure it is safe to unload pupils.

12. Open the entrance door when ready to unload pupils.

13. Unload pupils.

Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to—school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

14. Close the entrance door.

15. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.

16. Restart the engine.

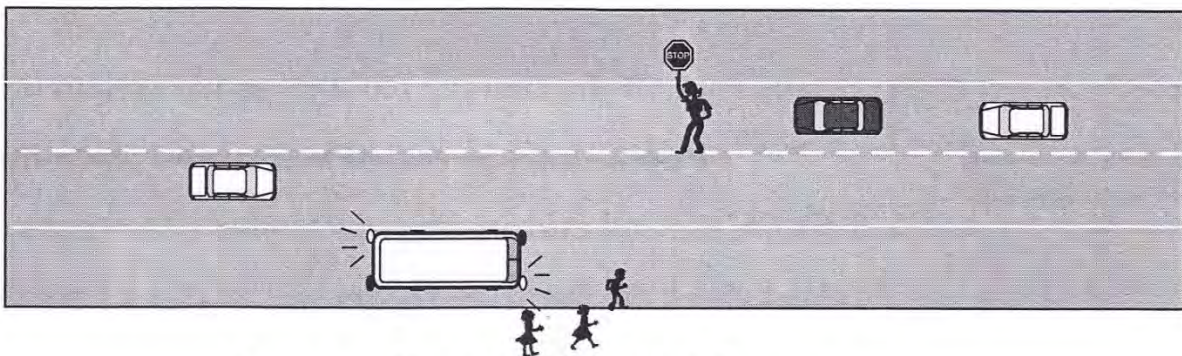
ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS!

17. Place the transmission in gear, and release the parking brake.
18. Do not move the bus until all pupils and other pedestrians are out of the danger zones, and a safe distance away from the bus.
19. Turn off the flashing red light signal system (crossover lights)

Pupils must be seated before you place the bus in motion.

20. Check traffic and the danger zones using all mirrors before moving the bus; activate the left-side turn signal lamps and when safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Unloading-Escorted Crossover (7) Pupils will be exiting from the school bus to the right side of the highway or private road and will need to be escorted across the highway or private road upon which the school bus is stopped (22112 VC).



Passenger Unloading-Escorted Crossover

1. Begin slowing the bus in preparation for the designated bus stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication the bus is preparing to stop.
4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
5. Activate the right—side turn signal lamps during the last 100 feet prior to turning into the stop.
6. Approach the stop slowly and with extreme care, giving due consideration to the

roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc).

#'s 7, 8, 9 should be done simultaneously

7. Once the bus is stopped, cancel the right—side turn signal lamps and apply the parking brake.
8. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

9. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

10. Turn off the engine.
11. Remove the ignition key, which shall remain in your possession.
12. Instruct pupils who are unloading at this stop to move to the front of the bus and to wait for your direction to exit.
13. Open the entrance door and look in all directions on the right side of the bus before exiting.
14. Remove the hand-held stop sign from its holder.
15. Step off the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway.
16. Turn toward the bus, look up, and verify that the amber warning light system is off and the flashing red light signal system is activated (red lights are flashing alternately).

If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the escorting of pupils, the escort procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.

17. Have pupils carefully exit through the entrance door and wait at the right front corner of the bus.

Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

18. Walk from the right edge of the roadway away from the bus at a 45-degree angle and toward the center of the roadway. Stop prior to entering the traffic lane and look in all directions for traffic. This position allows the best view of traffic coming from the left while you are still in a protected position. Remember that the hand-held stop sign shall be used for all escorted crossings and should be held vertically, above waist level, with the printed words STOP facing traffic in both directions. You are now in one of the most dangerous environments on earth, a public highway; do not assume that any vehicle will stop or that all pupils will follow procedures. Vehicles may try to pass the bus, and pupils may attempt to run across the roadway before you are ready. **Take charge of the situation.** Upon reaching the center of the roadway, turn and face the pupils (right side of the roadway). This position enables you to have a clear view of the pupils and traffic in both directions.
19. When traffic has stopped in both directions, tell the pupils to walk, not run, as they cross the highway or private road. **Do not use hand motions or gestures to signal pupils.** Some motorists may mistake a hand gesture as a signal for them to proceed. **The pupils must cross the roadway between you and the front of the bus, never behind you or to the rear of the bus.**

School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.

20. When the last pupil has crossed the middle of the roadway, turn and face the left side of the roadway, making sure the last pupil has safely crossed. When the last pupil has reached the left side of the roadway, turn and walk immediately to the right side of the roadway, continuing to hold the stop sign so as to be visible to traffic in both directions. Check under and around the exterior of the bus to make sure that no pupil is in the danger zones. Enter the bus.
21. Immediately place the hand-held stop sign in its holder and close the entrance door.
22. Sit down in the driver's seat and fasten the driver's seat belt.
23. Check to see that all pupils are accounted for and properly seated.

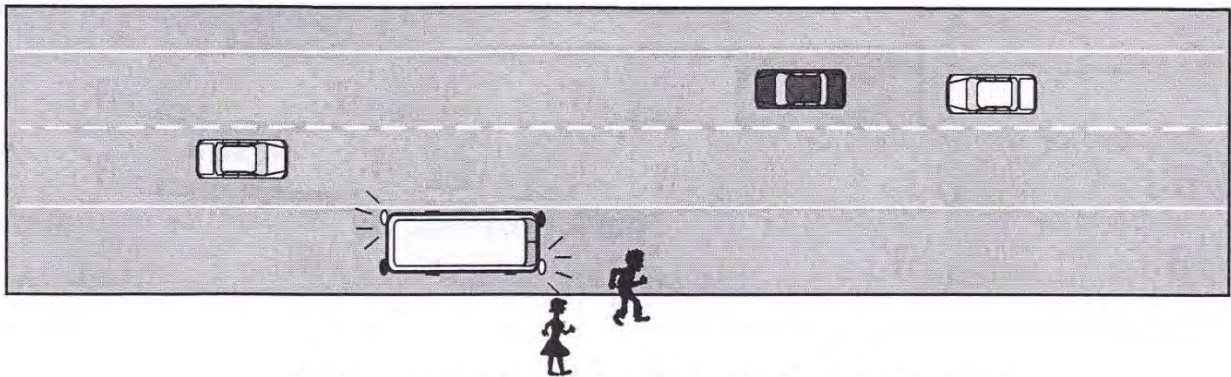
Pupils must be seated before you place the bus in motion.

24. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.
25. Restart the engine.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

26. Place the transmission in gear, and release the parking brake.
27. Turn off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.
28. Check the traffic and the danger zones using all mirrors before moving the bus; turn on the left—side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Passenger Unloading-Non escorted Crossover (8) Secondary grade-level pupils only (**High School Students, Grades 9th to 12th**) will be exiting from the school bus to the right side of the highway or private road, and will need to cross the highway or private road upon which the school bus is stopped without driver escort (22112 VC).



Passenger Unloading-Nonescorted Crossover

1. Begin slowing the bus in preparation for the designate stop.
2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the stop.
3. Apply the brakes with enough pressure to activate the stop lamps so that following vehicles will have an indication the bus is preparing to stop.

4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.
5. Activate the right—side turn signal lamps during the last 100 feet prior to turning into the stop.
6. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc).

#'s 7, 8, 9 should be done simultaneously

7. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.
8. Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.

9. Deactivate the amber warning light system and activate the flashing red light signal system (crossover lights) and stop signal am, if so equipped, and wait for traffic to stop.

Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).

10. Turn off the engine.

Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or Within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).

11. Instruct pupils who are unloading at this stop to move to the front of the bus and to wait for your direction to exit.

12. Check all mirrors

13. Open the entrance door and have pupils look in all directions on the right side of the bus as they carefully exit through the entrance door and wait at the right front corner of the bus.

Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to—school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).

14. When it is safe to do so, have the pupils walk approximately 10 feet in front of the bus before turning to enter the roadway. Instruct the pupils to look up at the flashing red light signal system (crossover lights) and make sure they are flashing alternately.
15. Make sure pupils stop prior to entering the roadway and look in all directions for traffic. This position allows the pupils better Vision of traffic coming from the left while they are still in a protected position.
16. Make sure that the pupils understand that under no circumstances should they begin to cross the highway or private road until all traffic has stopped and you tell them to cross the roadway.

If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the crossing of pupils, the crossing procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.

17. When traffic has stopped in both directions and it is safe for the pupils to cross the roadway, tell the pupils to walk, not run, as they cross the highway or private road. Do not use a hand motion or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. You may use the public address system (if applicable) to reinforce this procedure. Pupils must cross the street in front of the bus, never to the rear of the bus

School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing—impaired pupils when it is safe to cross the highway.

18. When the last pupil has safely reached the left side of the roadway, close the entrance door, turn off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.
19. Check that all pupils are accounted for and properly seated.

Pupils must be seated before you place the bus in motion.

20. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.

21. Restart the engine.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

22. Place the transmission in gear, and release the parking brake.

23. Check the traffic and the danger zones using all mirrors before moving the bus; turn on the left—side turn signal lamps and when safe it is to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.

Additional Safety Concerns

School bus drivers must remember that they are responsible for the safety of pupils loading and unloading from the bus and of those that must cross the highway.

Loading and unloading zones at school sites can be extremely dangerous.

Train pupils not to push and shove others when getting on or off the bus.

Instruct them to use handrails, go directly to their seats, and face forward in their seats at all times. When unloading at a school loading zone, always be sure that all pupils are out of the danger zones before moving the bus. If you cannot be sure, you may have to get out of the bus and look for pupils or ask for adult assistance.

School bus drivers shall ensure that all pupils who must cross the highway cross safely and that all other pupils are a safe distance from the school bus before placing the bus in motion.

Example: A parent or legal guardian is waiting for a pupil on the opposite side of a highway from a bus stop.

The pupil's residence is on the right side of the highway and routinely does not need to be escorted across the highway. The stop is not a designated red light crossing. The parent or guardian insists that the pupil cross the highway on this day. In this situation the school bus driver is still responsible for crossing the pupil under the protection of the red lights and the escort procedures. The school bus driver must explain to the parent or guardian that they are obligated by law to provide such protection and should try to enlist the cooperation of the parent. If the parent or guardian refuses to cooperate and allow the pupil to be escorted or the use of the red lights, notify your supervisor immediately and ask for assistance. If the parent or guardian continues to refuse the legal requirement of red light protection and the escort process, advise the parent or guardian that they should be on the side of the highway the school bus is parked on and release the pupil directly into the parent's custody. Advise the parent or guardian that you have now relinquished custody and they have full responsibility for the safety and welfare of the pupil. Advise your supervisor immediately regarding the incident.

As a school bus driver you must know each pupil who rides your bus and which stop is hers or his.

Example: If five pupils normally cross at a stop every day and on arriving at that stop you see only four pupils, as soon as you step into the roadway, ask the first pupil if she or he knows where the missing pupil is. This pupil may say that the missing pupil was taken to school by a parent or is ill today. Be cautious and continue looking for the

missing pupil to come running to the bus. Late arriving pupils can create a very dangerous situation.

Never become complacent with the routine events at a bus stop; always look for unusual conditions and situations during the loading and unloading of pupils and be prepared to adapt to those conditions and situations.

In another situation, the pupils may have already crossed the roadway before the bus arrives. If so, count the pupils once you have pulled into the stop to see if everyone is there. If everyone is not there, start looking across the roadway for a late pupil. **Pupils should be instructed never to cross the roadway while the bus is approaching; they should wait until the driver implements the required crossover procedures.**

In the case of pupils in grades nine through twelve, the driver may, but is not required to, physically escort the pupils across the roadway. In either case, the driver must provide these pupils the protection of the flashing red signal lights and stop signal arm (if applicable). Pupils should never cross a roadway until the driver is prepared for them to cross and verbally instructs them to do so. **Note: School administration policies and procedures may require school bus drivers to escort high school pupils across highways.**

During any bus loading or unloading situation, always look for preschool age children who may be close by. Preschoolers tend to be fearless of the size and power of a school bus and may want to approach or be near it.

Additionally, animals, such as dogs, can cause problems. Warn pupils to keep their pets away from bus stops. Be sure that all pedestrians and animals are far enough away from the bus and out of the danger zones before moving the bus.

Remember, the loading and unloading of passengers is one of the most dangerous procedures you have to perform.

There is no room for mistakes!

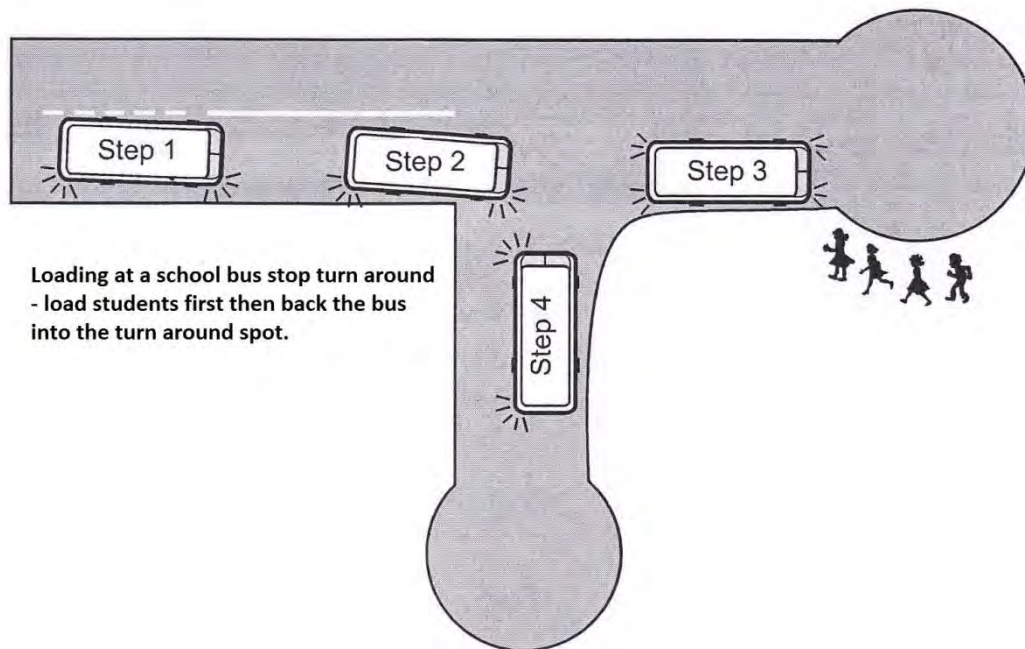
SPECIAL LOADING AND UNLOADING CONDITIONS

Loading and Unloading at a Bus Turnaround

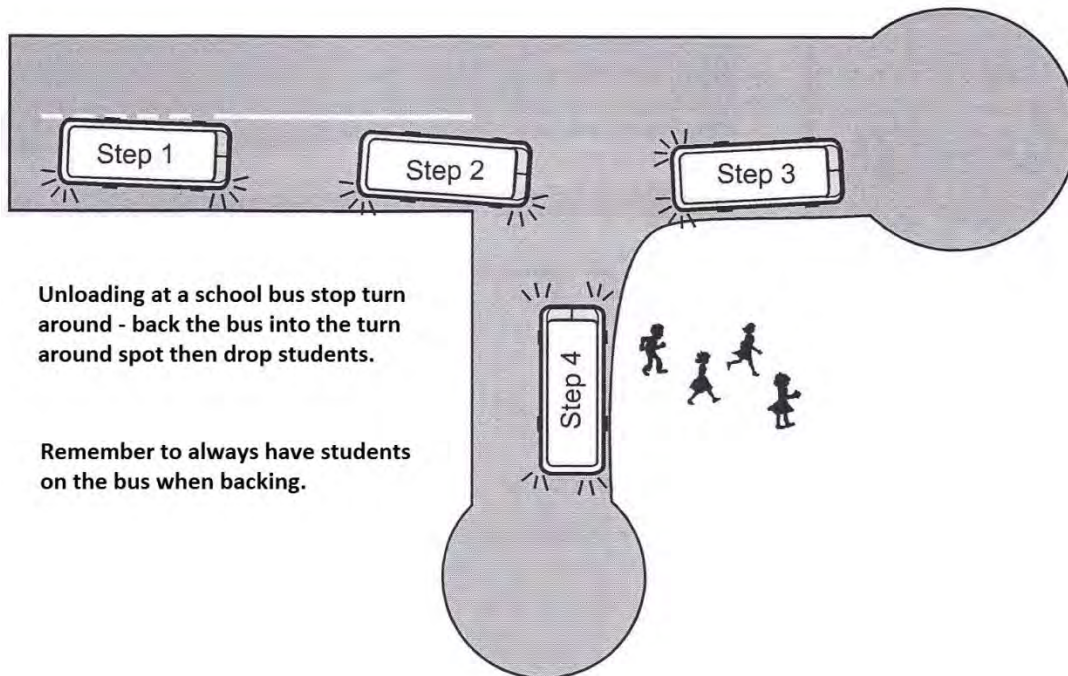
It is best not to back a bus anytime when pupils are present unless an adult is assisting on the outside. If you must back, sound the horn before backing to warn people around the bus.

You may use your emergency flashing lights (these are your front and rear turn signal lights [amber] that flash simultaneously

Example: You are on a morning route picking up pupils at a turnaround point. Always stop and load the pupils before turning around. By loading them first, you will know where the pupils are. Then perform the backing maneuver.



On the return route always perform the backing maneuver first. During behind—the—wheel training, you will receive instructions on the proper procedures to use during this maneuver.



Never take it upon yourself to make a decision about where a bus stop should be located. Discuss the issue with your supervisor. All bus stops must be approved before being used. If you feel a concern for safety at a stop, call the situation to the attention of your supervisor.

School Site Loading and Unloading Zones

Vehicle Code Section 22112 does not require a school bus driver to operate the flashing red signal lights and stop signal arm at school bus loading zones on or adjacent to school grounds when lawfully stopped or parked.

School parking lots and loading zones can be very hazardous for school bus drivers. Use extreme caution when driving into and out of school loading zones. These areas become even more hazardous when the weather is bad and traffic increases.

As a professional bus driver, it is extremely important that you learn procedures at all the schools. Some of the items that you need to be aware of are:

- Number of buses at the school.
- Loading and unloading times.
- Parent traffic.

- If more than one bus, who is the lead driver or person in charge?
- Type of schedules (staggered or single dismissal).
- If buses are assigned parking locations, are they assigned by bus number or route number, and where are their parking positions?
- If buses are parallel parked, they should be bumper to bumper to prevent pupils from running between the buses and into the path of another vehicle.
- Location and related problems with visitor parking and faculty parking areas.
- Problems that could be created by the location of the playground, bicycle racks, etc.
- Entrances and exits, width of roads, sharp turns, dips in the road, speed bumps, and trees or shrubbery that may obstruct the vision of the driver in the loading zones.
- The order of leaving the loading areas. Drivers must carefully observe the movements of pupils walking, riding bicycles, or driving cars when leaving a school.
- If a roof or canopy covers the loading zone, be certain that the height of the canopy will accommodate the highest school bus.
- Problem objects such as gateposts or swinging gates.
- Some of the larger transit buses with automatic transmissions need more clearance between the roads surface and the lower part of the transmission. Buses could get hung up on some driveways and suffer extensive damage.

Bus driver should be aware of the following additional concerns regarding school loading and unloading zones and the areas surrounding school sites. Bus drivers must not succumb to the frustrations of or become complacent about these added dangers. They must remain patient and cautious. Specific district and/or company policies relating to loading and unloading zones must be followed.

- The school site may be located so that traffic flows in only one direction.
- Pupils who are not transported and walk to and from home may be in the area.
- Many times parents transport their children to school in private vehicles. These parents are often in a hurry and may not be driving cautiously.

- Sometimes a bus driver must back the bus in the loading and unloading zones. This maneuver creates a very dangerous situation, and district or company policies and procedures regarding backing must be followed to ensure pupils' safety.
- Some school loading and unloading zones may not be designed to accommodate the larger buses. A situation may occur where other buses must wait on adjoining surface streets to enter the school site.

SPECIAL EDUCATION PASSENGER LOADING AND UNLOADING

The following procedures are recommended practices for the safe loading and unloading of special education pupils. The Department recommends these practices for a majority of loading and unloading situations faced by transportation providers. These recommended practices are not all— inclusive, and care should be taken when conditions, circumstances, and individual disabilities require adjustments.

The Individual with Disabilities Education Act (IDEA) requires the IEP team, including transportation professionals, to consider these special circumstances when rendering transportation criteria. Transportation providers of special education pupils must understand that each pupil, because of his or her individual disability and environment is unique creating special conditions that must be taken into consideration when providing transportation.

Loading and Unloading

Special education pupils are usually picked up and discharged at their place of residence. Regular procedures would be followed step by step when approaching the stop and up to the point of opening the door or lowering the lift and leaving the stop.

During the loading and unloading of pupils, Title 13 CCR section 2480 requires that school bus drivers (refer to 13 CCR 2480 for exceptions) must turn off the bus engine upon stopping at a school or Within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour.

Loading Ambulatory Pupils

If the pupil's disability does not affect the use of his or her legs, arms, or hands; allows walking; and requires no assistance, the driver would follow regular loading procedures. Do not move the bus until the pupil is seated and the seat restraint is fastened, if the bus is so equipped. If the pupil's disability requires assistance for the pupil to board the bus, utilize the following procedures.

Loading Through the Front Door, Assistance Required

Stop the bus at a loading zone that is approved and safe. The loading zone should be on flat, level ground, without rough surfaces or barriers.

- Set the vehicle's parking brake.
- Place a standard transmission in first or reverse gear and an automatic transmission in the park position.
- Turn off the engine, remove the ignition key, and unfasten the driver's seat belt.
- Exit the vehicle, and stand behind the pupil during the pupil's entry into the vehicle (you can assist pupils from this location).
- Follow the pupil to the seat and assist him or her with the seat restraint, if necessary.
- Return to the driver's seat and follow the regular procedures for leaving the bus stop.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

Loading Wheelchair Pupils

Prior to transporting pupils in wheelchairs, drivers must read and be proficient with the wheelchair lift and wheelchair securement system manufacturer's instructions and procedures. Drivers must stay focused on the task of loading pupils safely, taking great care to avoid potentially dangerous distractions and inattention.

Stop the bus at a loading zone that is approved and safe. The loading zone should be on flat, level ground, without rough surfaces or barriers, and with sufficient space for the wheelchair lift to unfold and provide access for the wheelchair to safely be positioned on the lift.

- Set the vehicle's parking brake.
- Place a standard transmission in first or reverse gear and an automatic transmission in the park position.
- Turn off the engine, remove the ignition key, and unfasten the driver's seat belt.
- Exit the vehicle, open and secure the lift door(s), and lower the lift from the outside. Check the pupils' wheelchair for compliance with 13 CCR Section 1293(g) (brakes, restraining belt, and batteries if so equipped), and check that the wheelchair will properly fit on the lift platform. If the wheelchair is equipped with the vehicle transportation option, locate the four securement points. These securement points should be labeled with a hook symbol.
- When the lift is at ground level, manually back the wheelchair onto the lift so that the pupil faces outward and as close to the vehicle as possible without interference with the lift. The wheelchair's electric power should be off while the wheelchair is entering or exiting the lift and at all times while on the lift. With the power off, make sure that either the wheelchair's motor gears are locked and/or the independent brake system is locked. Secure the wheelchair's brakes, and if the lift is equipped with a safety belt, it must be used. If the wheelchair is electric powered, turn off the power at the controls or joystick.
- Instruct the pupil to keep his or her hands on the lap, safely away from the lift; make sure that the lift safety or toe guard is operating properly.

Note: Follow district or company policy on the position of the driver during the operation of the lift. Some districts or companies require that the driver ride the lift with the pupil, and others require the driver to remain on the ground next to the lift.

- Stand balanced on the lift platform with one hand solidly holding the wheelchair and the other hand available to operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift.
- Stand to the side of the lift with one hand solidly holding the wheelchair, and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift. Do not stand under or in front of the lift when it is being raised or lowered.



13 CCR Section 1293(e): “No loading device shall be constructed or operated in a manner that requires the driver to leave a pupil unattended on the loading device outside the passenger compartment, nor shall any driver permit a pupil to be unattended on a loading device outside the passenger compartment.”

- Once the lift has reached vehicle floor level; release the wheelchair brakes check the clearance between the pupil’s head and the top of the lift door opening.

- Manually (including powered wheelchairs) move the pupil off the lift and inside the vehicle to the wheelchair securement position, and lock the wheelchair brakes. Secure the wheelchair securement devices or fasteners according to district or company policy and the securement system manufactures instructions.



- Secure the lift, place the lift cover over the lift, and close the lift door.
- Enter the vehicle and follow the regular procedures for leaving the bus stop.

Account For All Pupils Before Moving The Bus.

Unloading Ambulatory Pupils

Pupils must remain seated until the bus comes to a complete stop. If the pupils disability does not affect the use of her or his legs, arms, or hands and allows walking, follow the regular unloading procedures. If the pupil’s disability requires the use of braces, crutches, or other appliances, utilize the following procedures.

Account For All Pupils Before Moving The Bus.

Unloading Through the Front Door, Assistance Required

Stop the bus at an unloading zone that is approved and safe. The unloading zone should be on flat, level ground, without rough surfaces or barriers.

- Set the vehicle’s parking brake.
- Place a standard transmission in first or reverse gear, or an automatic transmission in the park position.

- Turn off the engine, remove the ignition key, and unfasten the driver's seat belt.
- Help the pupil remove the seat restraint (if necessary). The pupil walks behind you to the front of the vehicle.
- Exit the vehicle first and stand outside, facing the pupil (you can assist pupils from this location). If necessary, assist the pupil as the pupil exits the vehicle.



- Enter the vehicle and follow the regular procedures for leaving the bus stop.

Account For All Pupils Before Moving The Bus.

Unloading Wheelchair Pupils

Prior to transporting pupils in wheelchairs, drivers must read and be proficient with the wheelchair lift and wheelchair securement system manufacturer's instructions and procedures. Drivers must stay focused on the task of unloading pupils safely, taking great care to avoid potentially dangerous distractions and inattention.

Stop the vehicle at an unloading zone that is approved and safe. The unloading zone should be on flat, level ground, without rough surfaces or barriers, and with sufficient space for the wheelchair lift to unfold and provide access for the wheelchair to safely leave the lift.

- Set the vehicles parking brake.
- Place a standard transmission in first or reverse gear and an automatic transmission in the park position.
- Turn off the engine, remove the ignition key, and unfasten the driver's seat belt.
- Exit the vehicle, open and secure the lift door(s), position the lift at vehicle floor level, and reenter the vehicle.



- Remove the wheelchair securement devices, unlock the wheelchair brakes, check the clearance between the pupil's head and the top of the lift door opening, and manually (powered wheelchairs included) position the pupil's wheelchair on

the lift. The wheelchair should be positioned on the lift so that the pupil faces outward and as close to the vehicle as possible without interference with the lift. Secure the wheelchair's brakes, and if the lift is equipped with a safety belt, it must be used. If the wheelchair is electric powered, turn off the power at the controls or joystick while the wheelchair is on the lift. The wheelchair's electric power should be off while the wheelchair is entering or exiting the lift and at all times while on the lift. With the power off, make sure that the wheelchair's motor gears are locked and/or the independent brake system is locked.

- Instruct the pupil to keep his or her hands on the lap, safely away from the lift; make sure that the lift safety or toe guard is operating properly.

Follow district or company policy on the position of the driver during the operation of the lift. Some districts or companies require that the driver ride the lift with the pupil, and some require the driver to remain on the ground next to the lift.

- Stand balanced on the lift platform with one hand solidly holding the wheelchair and the other hand available to operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift.
- Stand to the side of the lift with one hand solidly holding the wheelchair, and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift. Do not stand under or in front of the lift when it is being raised or lowered.

“No loading device shall be constructed or operated in a manner that requires the driver to leave a pupil unattended on the loading device outside the passenger compartment, nor shall any driver permit a pupil to be unattended on a loading device outside the passenger compartment.”

- Once the lift has reached ground level, release the wheelchair brakes and manually move the pupil forward off the lift. Set the wheelchair's brakes, secure the wheelchair, and on powered wheelchairs reengage the power.
- Secure the lift, place the lift cover over the lift, and close lift door.
- Store the wheelchair securement devices or fasteners as required in I3 CCR Section 1293(f)(3)(A) and district or company policy.
- Reenter the bus and follow the regular procedures for leaving the bus stop.

ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.

Every year in California there are several school bus collisions in which school bus drivers have driven off with the wheelchair lift down or extended. There is no excuse for this type of accident. Be sure all pupils, wheelchairs, and equipment are secured before placing the school bus in motion.

ACCIDENT SCENARIOS

The following examples of accidents illustrate how easily bus drivers can become involved in potentially life-threatening situations. The following scenarios illustrate the reasons bus drivers should never take anything for granted. Drivers must use all of their mirrors and look several times in all directions before moving the bus. In addition, drivers should teach their passengers to stay in front of the bus far enough (at least 12 feet) so that passengers can be seen and avoid the danger zones.

Scenario #1:

A school bus has pulled off the roadway and stopped at a bus stop to discharge an elementary student who lives on the left side of the highway. In such situations the school bus driver is required by law to escort the student across the roadway and use the amber lights (if the bus is so equipped); the flashing red signal (crossover) lights; and the stop signal arm (if so equipped). However, the school bus driver failed to follow these requirements; and the child was struck by a truck and killed.

Was this collision preventable?

Scenario #2:

The bus stop is located on the right side of the highway. One day, the driver was turned around in his seat talking with pupils as they boarded the bus. After several pupils had entered the bus, the driver turned to face forward, closed the door, checked traffic on the left side, and started to merge into the traffic lane. Suddenly, all on board the bus felt it strike an object. The driver did not see a little boy who was late and was running toward the bus from the rear, and the driver ran over the child, causing fatal injuries. The driver was turned facing the entrance door and was distracted by the other passengers. This fatal mistake was compounded by the driver's failure to properly use the bus's mirrors and ensure that the danger zones were clear before moving the bus.

This example teaches us that children must be shown the correct procedures to follow under such conditions. It also teaches us that if a driver's attention is diverted away from following the proper loading and unloading procedures, he or she must make sure that no one is in the bus danger zones prior to the driver moving the bus. It is imperative that drivers recheck all mirrors before moving from their stopped position.

JUDICIAL PERSPECTIVE ON COMPLIANCE

Education Code Section 44808 addresses the liability of school districts and their employees with respect to pupils when not on school property, as follows:

“Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school—sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.”

In the case entitled *Farley v. E] Tejon Unified School District (1990), 225 Cal.App.3d 371*, the appellate court reviewed a situation wherein a student was struck by an automobile when crossing the road after getting off the school bus. The bus driver did not activate the flashing red light signal system.

The court observed that Education Code section 44808 is recognition by the Legislature that “once a school district undertakes to provide transportation for its pupils it has a duty to exercise reasonable care under the circumstances... The measure of the [bus driver] duty is well defined under Vehicle Code section 22112 which specifically provides that flashing red lights be activated on the school bus to allow the children to cross the highway.” (Farley, supra, at pages 376 and 377.) Determining that triable issues of material fact exist for the trial court to hear, the appellate court held:

“Before a duty of compliance with Vehicle Code section 22112 and regulation 1227 may be imposed upon a school bus driver, evidence must be presented that the driver, or the school district through its officers or employees, knew, or in the exercise of reasonable care, should have known, that at least one pupil being discharged from the bus must cross the highway or roadway to get to his or her place of residence or other customary after school destination.” (Farley, supra, at page 379.)

However, the question whether duty of compliance with these statutory provisions existed in any particular case is not necessarily dispositive. (Farley, supra, at page 379.)

The California Supreme Court has held that:

“[a]lthough a school district is not an insurer of its pupils’ safety. . . , our cases have long established that a school district has a legal duty to exercise reasonable care in supervising students in its charge and may be held liable for injuries proximately caused by the failure to exercise such care...” (Hoyem v. Manhattan Beach City School District [1978] 22 Cal.3d 508, 513.)

Communication is one of the driver’s most important responsibilities. It is essential that a driver communicates effectively with pupils, parents, and transportation administrators regarding the proper loading and unloading procedures and the continually changing conditions of school bus stops.

Driving instructors can provide additional training to develop a trainee’s communication skills and vastly improve the trainee’s effectiveness as a transportation professional.

With respect to communication, the Farley case includes an example. Two years prior to the accident, the principal of the El Tejon School sent a letter to parents of children attending that school. In the letter the principal acknowledged that a “dangerous problem” existed at the bus stop in question. This kind of communication, recognizing a known hazard, on a bus route could be relevant in determining the level of care being exercised by the bus driver and the district. **Knowing that a particular hazard exists and failing to address the situation and take corrective actions often results in courts finding in favor of the plaintiffs and against the school district.**

Communication between children, drivers, school district administration and parents is essential in providing the highest level of safety and security in school transportation.

CONCLUSION

Although providing a safe and efficient passenger transportation system to the public is a team effort involving highly motivated and caring professionals, the ultimate responsibility of loading and unloading passengers safely rests with the driver.

Professional drivers must be diligent and consistent in following the recommended procedures if they are to prevent accidents from occurring. Dedication to this goal is not only desired but also demanded of the industry.

The public expects and demands a degree of safety be provided to passengers at a level that far exceeds that expected of the average motorist. Zero tolerance for error is the goal; a mistake by a bus driver may cost someone a daughter or son, a brother or sister, a father or mother.

**SUPPLEMENT
TO
UNIT 7**

Passenger Loading
and
Unloading



The Paul Lee School Bus Safety Law was created after 19-year-old Paul Lee, a Whitter student who had severe autism, was left on a bus in the heat in September 2015. He was found dead hours later. Lee could not verbally communicate and needed special care.

The Paul Lee School Bus Safety Law requires:

- All buses to be equipped with a “child safety alert system,” which is a device located at the interior rear of the bus. The driver must manually contact the device before exiting to ensure all seats were checked for children at the end of every shift.
- Bus drivers will also be required to receive training in child-safety check procedures upon renewal of their annual school bus driver safety certification.
- If a student is left unattended onboard a bus, school officials must notify the CA Department of Motor Vehicles. This authorizes the department to refuse to issue or renew, and to revoke or suspend, a bus driver certificate on these grounds.
- The law also imposes penalties for bus drivers, school districts or contractors who knowingly transport students in a bus without an operable child safety alert system.
- The law directs the CHP to promulgate rules to implement the new requirements and provide a list of child-safety alarms that are approved for use in school buses and a qualified technician or mechanic that can install the system.

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Unit 8

Emergency Procedures



Curriculum in this handout is from the
Instructors Manual for California's Bus Driver's Training Course.

This handout is specifically geared for the School Bus Driver.

The objective of Unit 8 of the Instructors Manual for California's Bus Driver's Training Course is to explain the responsibility in an emergency situation and explain and demonstrate the use of required emergency equipment.

This handout covers all the subject matter in Unit 8 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.

This handout refers to many different codes and laws. "VC" stands for Vehicle Code, "CCR" stands for California Code of Regulations, and "EC" stands for the Education Code.

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INTRODUCTION

During driving experiences, there will be times when knowing what, how, and when to do something during an emergency will be of great value to you and your passengers. The training received during this unit is a very important part of being a good bus driver. When an emergency develops, every passenger looks to the driver for direction. The parents of the passengers you will be transporting expect performance from you in an emergency.

It is your responsibility to know what to do and be able to instruct your passengers on emergency procedures in advance so they will know what to do in the event you are unable to give assistance when it is needed.

Many passengers have owed their lives to their bus drivers who were trained properly and made the right decision at the right time.

LAWS AND REGULATIONS

Definition of a School Bus Accident12517.1 VC

(a) A "school bus accident" means any of the following:

(1) A motor vehicle accident resulting in property damage in excess of one thousand dollars (**\$1,000**), or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public paratransit vehicle transporting a pupil.

(2) A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 22112 or when the school bus is stopped for the purpose of loading or unloading pupils.

(3) Injury of a pupil inside a vehicle described in paragraph (1) as a result of **acceleration, deceleration, or other movement** of the vehicle.

(b) The Department of the California Highway Patrol shall investigate all school bus accidents, except that accidents involving only property damage and occurring entirely on private property shall be investigated only if they involve a violation of this code.

School Bus Accidents13 CCR 1219

(a) Reporting. Whenever any school bus accident occurs, the driver shall stop at the scene, immediately notify or cause to be notified the department, his or her employer, and the school district for which the bus may be operated under contract.

(b) Sending for Help. In the event of an accident or emergency, a driver shall not leave the immediate vicinity of the bus to seek aid unless no pupil aboard can be sent to summon help.

Reporting of Accidents13 CCR 1237

Whenever a school bus, SPAB, or youth bus driver is involved in an accident specified in Section 1219, that requires the Department to be notified immediately by the driver, the carrier shall ensure the accident has been reported within 24 hours to the department and the superintendent of the school district for which the bus was operated. If the driver is physically incapable of reporting the accident, the carrier shall make the required notifications immediately upon becoming aware of such accident.

Authority of Driver5 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.

Ejection of Pupils13 CCR 1217(i)

(i) Ejection of Pupils. The driver of a school bus, youth bus, or SPAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.

School Bus Signal22112(e)(2) VC

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus **shall not** activate the amber warning light system, the flashing red light system, and stop signal arm.

Discontinuance from Use13 CCR 1220

When a bus is rendered unsafe for continued operation due to accident damage or a mechanical failure, the driver shall discontinue use of the bus and notify the motor carrier of these circumstances. The driver or motor carrier shall then make the necessary arrangements to have the pupils safely transported to their destinations.

Leaving Drivers Compartment13 CCR 1226

When a pupil is aboard, the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. On vehicles with automatic transmissions which do not have a park position, the transmission shall be placed in neutral.

Duty to Stop at Scene of Accident (excerpted)20001 VC

(a) The driver of a vehicle involved in an accident resulting in injury to a person, other than himself or herself, or in the death of a person shall immediately stop the vehicle at the scene of the accident and shall fulfill the requirements of Sections 20003 and 20004.

(b) (1) Except as provided in paragraph (2), a person who violates subdivision (a) shall be punished by imprisonment in the state prison, or in a county jail for not more than one year, or by a fine of not less than one thousand dollars (\$1,000) nor more than ten thousand dollars (\$10,000), or by both that imprisonment and fine.

Duty Where Property Damaged20002 VC

(a) The driver of any vehicle involved in an accident resulting only in damage to any property, including vehicles, shall immediately stop the vehicle at the nearest location that will not impede traffic or otherwise jeopardize the safety of other motorists. Moving

the vehicle in accordance with this subdivision does not affect the question of fault. The driver shall also immediately do either of the following:

(1) Locate and notify the owner or person in charge of that property of the name and address of the driver and owner of the vehicle involved and, upon locating the driver of any other vehicle involved or the owner or person in charge of any damaged property, upon being requested, present his or her driver's license, and vehicle registration, to the other driver, property owner, or person in charge of that property. The information presented shall include the current residence address of the driver and of the registered owner. If the registered owner of an involved vehicle is present at the scene, he or she shall also, upon request, present his or her driver's license information, if available or other valid identification to the other involved parties.

(2) Leave in a conspicuous place on the vehicle or other property damaged a written notice giving the name and address of the driver and of the owner of the vehicle involved and a statement of the circumstances thereof and shall without unnecessary delay notify the police department of the city wherein the collision occurred or, if the collision occurred in unincorporated territory, the local headquarters of the Department of the California Highway Patrol.

(b) Any person who parks a vehicle which, prior to the vehicle again being driven, becomes a runaway vehicle and is involved in an accident resulting in damage to any property, attended or unattended, shall comply with the requirements of this section relating to notification and reporting and shall, upon conviction thereof, be liable to the penalties of this section for failure to comply with the requirements.

(c) Any person failing to comply with all the requirements of this section is guilty of a misdemeanor and, upon conviction thereof, shall be punished by imprisonment in the county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both that imprisonment and fine.

Duty Upon Injury of DeathVC 20003

(a) The driver of any **vehicle** involved in an accident resulting in injury to or death of any person shall also give his or her name, current residence address, the names and current residence addresses of any occupant of the driver's **vehicle** injured in the accident, the registration number of the **vehicle** he or she is driving, and the name and current residence address of the owner to the person struck or the driver or occupants of any **vehicle** collided with, and shall give the information to any traffic or police officer at the scene of the accident. The driver also shall render to any person injured in the accident reasonable assistance, including transporting, or making arrangements for

transporting, any injured person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that treatment is necessary or if that transportation is requested by any injured person.

(b) Any driver or injured occupant of a driver's **vehicle** subject to the provisions of subdivision (a) shall also, upon being requested, exhibit his or her driver's license, if available, or, in the case of an injured occupant, any other available identification, to the person struck or to the driver or occupants of any **vehicle** collided with, and to any traffic or police officer at the scene of the accident.

Duty Upon DeathVC 20004

In the event of death of any person resulting from an accident, the driver of any **vehicle** involved after fulfilling the requirements of this division, and if there be no traffic or police officer at the scene of the accident to whom to give the information required by Section 20003, shall, without delay, report the accident to the nearest office of the Department of the California Highway Patrol or office of a duly authorized police authority and submit with the report the information required by Section 20003.

Accident Reports (excerpted)VC 16000

(a) The driver of a motor vehicle who is in any manner involved in an accident originating from the operation of the motor vehicle on a street or highway, or is involved in a reportable off-highway accident, as defined in Section 16000.1, that has resulted in damage to the property of any one person in excess of one thousand dollars (\$1,000), or in bodily injury, or in the death of any person shall report the accident, within 10 days after the accident, either personally or through an insurance agent, broker, or legal representative, on a form approved by the department, to the office of the department at Sacramento, subject to this chapter. The driver shall identify on the form, by name and current residence address, if available, any person involved in the accident complaining of bodily injury.

(b) A report is not required under subdivision (a) if the motor **vehicle** involved in the accident was owned or leased by, or under the direction of, the United States, this state, another state, or a local agency.

Permitted Flashing Lights25251 (a) (2,3) VC

(a) Flashing lights are permitted on vehicles as follows:

(2) When disabled or parked off the roadway but within 10 feet of the roadway, or when approaching, stopped at, or departing from, a railroad grade crossing, turn signal lamps may be flashed as warning lights if the front turn signal lamps at each side are being flashed simultaneously and the rear turn signal lamps at each side are being flashed simultaneously.

(3) To warn other motorists of accidents or hazards on a roadway, turn signal lamps may be flashed as warning lights while the vehicle is approaching, overtaking, or passing the accident or hazard on the roadway if the front turn signal lamps at each side are being flashed simultaneously and the rear turn signal lamps at each side are being flashed simultaneously.

Flashing Lights: School Buses25257.5 VC

To warn other motorists or pedestrians on a roadway during a backing maneuver, the operator of a school bus may flash turn signal lamps if the front turn signal lamps at each side are flashed simultaneously and the rear signal lamps at each side are flashed simultaneously.

EMERGENCY EQUIPMENT

A school bus is required to have specified emergency equipment available for use. The driver will be better prepared to use the equipment when they understand the use and limitations of each required piece of equipment.

Fire Extinguishers

Portable fire extinguishers provide a first line of defense against small fires. Used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Portable extinguishers, however, are not designed to fight large or spreading fires. Even against small fires, they are useful only under certain conditions.



In order to understand how fire extinguishers work, you first need to know a little about combustion. The easiest way to understand is known as the Triangle of Tetrahedron. It symbolizes the three elements of Oxygen, Heat and Fuel, which are required to start fire and allow combustion to continue. You must have sufficient oxygen, maintain a temperature above a certain level and have sufficient fuel and have a chemical reaction. Each side of the tetrahedron represents one of the elements. Essentially, fire extinguishers put out fire by taking away one or more of the fire tetrahedron.

The Fire Tetrahedron

Once you have three sides of the fire triangle you promote a fourth element, a chemical reaction, consequently you have a fire "tetrahedron." It is Chemical Reaction and must be present with all the other elements at the same time in order to produce fire. The four elements are:

1. Enough oxygen to sustain combustion
2. Enough heat to raise the material to combustion temperature
3. Some sort of fuel or combustible material, and
4. The chemical, exothermic reaction that is fire



The important thing to remember is, take any of the three things away, you will not have a fire or the fire

will be extinguished.

To extinguish a fire by the fourth element you need to interfere with the chemical reaction. One way is to mop up the free radicals in the chemical reaction using certain chemicals. Halon extinguishers will achieve this; it creates an inert gas barrier, however this type of extinguisher is being phased out. In the future other extinguishing agents may be found using this principal.

Fire safety is based upon the principle of keeping fuel sources and ignition sources separate.

Types of Fires

Class A: Ordinary combustibles such as wood, cloth, paper, rubber, and many plastics.

Class B: Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas.

Class C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Class D: Flammable metals, i.e. magnesium wheels or other component parts.

Fire Extinguishers13 CCR 1242

Every motor vehicle or combination of vehicles (except those otherwise specified below) shall be equipped with one fully charged fire extinguisher having at least a 4B:C rating.

(a) Approvals. Each fire extinguisher shall have been rated and labeled by one of the following test labs approved by the State Fire Marshal to test and label portable fire extinguishers for sale in California.

(1) Underwriter's Laboratories, Northbrook, Illinois. All sizes and classifications.

(2) Factory Mutual Research Corporation, Norwood, Massachusetts. Sizes 10B:C, 1A 10B:C, 2A 40B:C, 3A 40B:C, and 4A 80B:C fire extinguishers filled with Halon 1211 or Halon 1301.

(b) Prohibited Extinguishers. Fire extinguishers using any carbon tetrachloride, chlorbromomethane, or methyl bromide as extinguishing agents shall not be carried for use in or about any vehicle.

(c) Exceptions. This section shall not apply to vehicles (except school buses, SPABS, youth buses, farm labor vehicles, and GPPVs) operated solely within a 5-mile radius of one or adjoining municipalities, vehicles subject to more restrictive provisions in this title or other code, or vehicles in any “driveaway-towaway operation” as defined in Section 303 of the Vehicle Code.

(d) Securement. Each fire extinguisher shall be securely mounted on the motor vehicle or trailer in a conspicuous place or a clearly marked compartment and readily accessible.

(e) Maintenance. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.

(f) School Bus Fire Extinguishers. In addition to the other requirements of this section, school buses shall be equipped with one or two extinguishers having an aggregate rating of not less than 8B:C units, provided each extinguisher is rated at not less than 4B:C. A wheelchair school bus shall be equipped with two extinguishers, each one rated at not less than 8B:C; one to be placed in the driver's compartment and the other at the wheelchair loading door or emergency exit.

(1) School bus fire extinguishers shall be inspected and serviced only by a person, firm, or organization authorized to do so by the State Fire Marshal.

(2) Inspection or servicing shall be done at yearly intervals or at intervals prescribed in regulations adopted by the State Fire Marshal, whichever intervals are shorter.

Remember the 'PASS' word

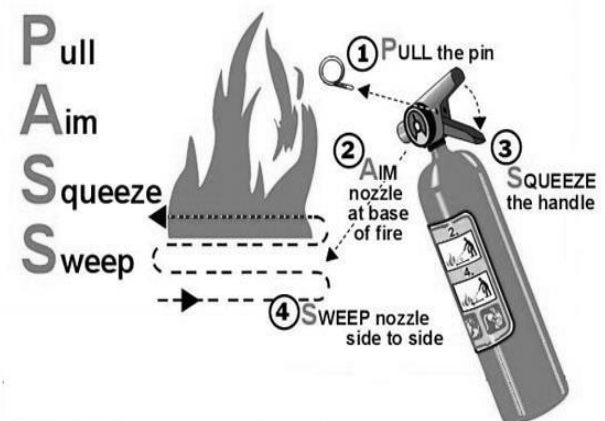
(P) Pull the pin: This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other lever- release mechanisms.

(A) Aim low: Point the extinguisher nozzle (or hose) at the base of the fire.

(S) Squeeze the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever.)

(S) Sweep from side to side: Moving carefully toward the fire, keep the

To operate an extinguisher:



extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

In the event there is a fire in the vehicle, follow these easy to remember steps:

- If the vehicle is in route, bring the vehicle to a safe stop.
- Apply the park brake and turn off the engine.
- If passengers are aboard, evacuate the vehicle.
- Recruit someone to notify the fire department.
- Use the fire extinguisher as a temporary aid.
- Notify your operation personnel of your location and problem.
- Remember your role is to protect your passengers and that safety is your main concern. Equipment can be replaced; lives cannot.

FIRST AID KITS13 CCR 1243

(a) Vehicles required to carry Kits. Every school bus, youth bus, farm labor vehicle, and GPPV shall carry a readily visible, accessible, and plainly marked first aid kit.

(b) Construction. The kit shall be constructed to prevent dust and moisture from reaching the contents and maintained in good condition. The kit shall be removable from the place secured.



(c) Minimum Requirements. The required contents of school bus first aid kits and the required number of units (determined by the number of passengers a school bus is designed to carry) are shown in Table I. Each youth bus and farm labor vehicle shall be equipped with a 10-unit first aid kit (Table I). First aid kits in use that conform to the former U. S. Department of Transportation regulations on first aid kits for buses will continue to be accepted.

Note: S.P.A.B. buses are not required to carry a first aid kit.

Table I. Required Units in First Aid Kits

| Unit | Number of Passengers | | |
|--|----------------------|-----------|------------|
| | 1-16 | 17-42 | 43 or more |
| 1-in. adhesive compress..... | 1 | 2 | 2 |
| 2-in. bandage compress..... | 1 | 2 | 2 |
| 3-in. bandage compress..... | 1 | 1 | 2 |
| 4-in. bandage compress..... | 1 | 1 | 2 |
| Eye dressing packet (3 cotton eye pads, 3 sets adhesive plastic strips)..... | — | — | 1 |
| Plain gauze pads (3 x 3-in.)..... | 1 | 1 | 1 |
| Gauze roller bandage (2 rolls, 2 in. x 6 yd.)..... | 1 | 1 | 2 |
| Plain absorbent gauze (1/2 sq. yd.)..... | 1 | 2 | 4 |
| Plain absorbent gauze(24 x 72-in.).. | 1 | 2 | 3 |
| Triangular bandages (40-in.)..... | 1 | 3 | 4 |
| Scissors, tweezers..... | 1 | 1 | 1 |
| TOTAL UNITS | 10 | 16 | 24 |

Roadside Warning Devices13 CCR 1292

Every school bus shall be equipped with and display emergency reflectors as specified in Vehicle Code Section 25300.

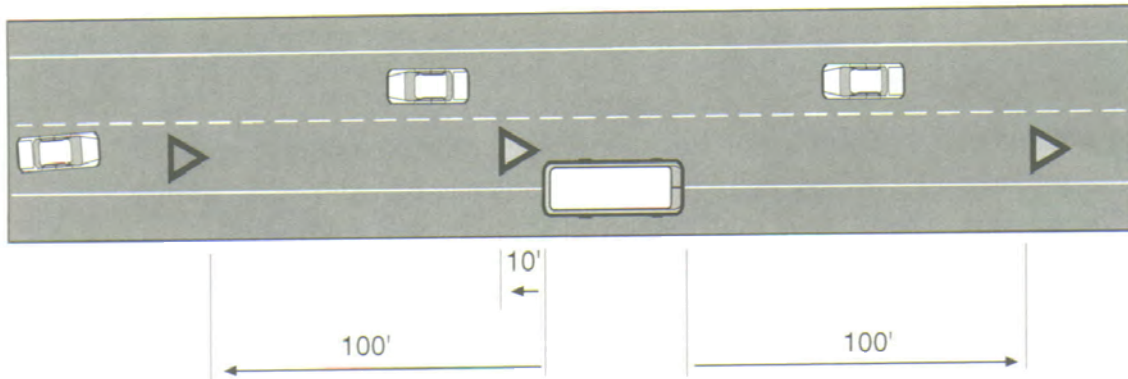
Emergency Reflectors25300 VC

(a) Every **vehicle** which, if operated during darkness, would be subject to the provisions of Section 25100, and every truck tractor, irrespective of width, shall at all times be equipped with at least three red emergency reflectors. The reflectors need be carried by only one **vehicle** in a combination. All reflectors shall be maintained in good working condition.



(b) When any such **vehicle** is disabled on the roadway during darkness, reflectors of the type specified in subdivision (a) shall be immediately placed as follows:

Two-Way Traffic

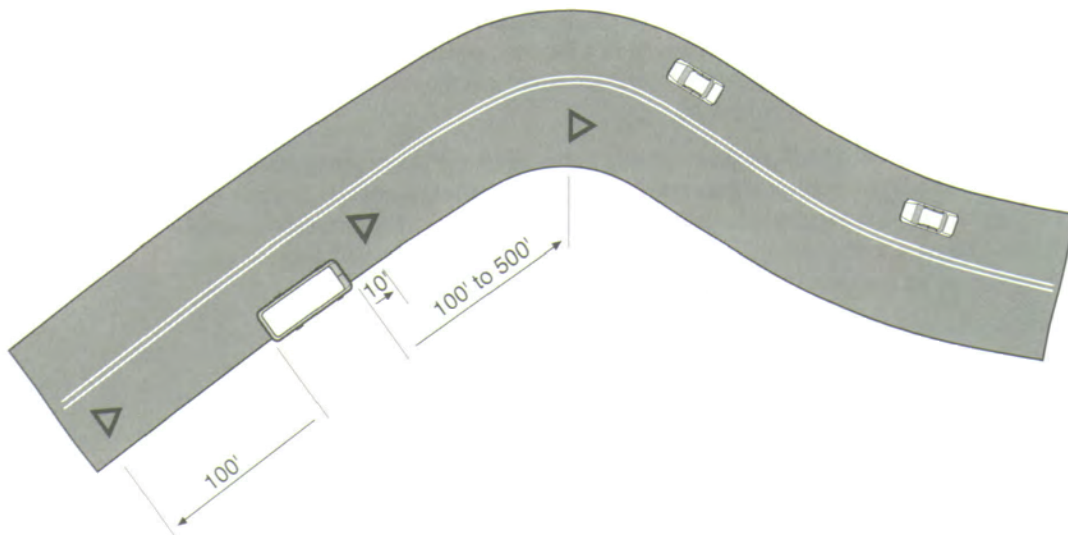


(1) One at the traffic side of the disabled **vehicle**, not more than 10 feet to the front or rear thereof;

(2) One at a distance of approximately 100 feet to the rear of the disabled **vehicle** in the center of the traffic lane occupied by such **vehicle**; and

(3) One at a distance of approximately 100 feet to the front of the disabled **vehicle** in the center of the traffic lane occupied by such **vehicle**.

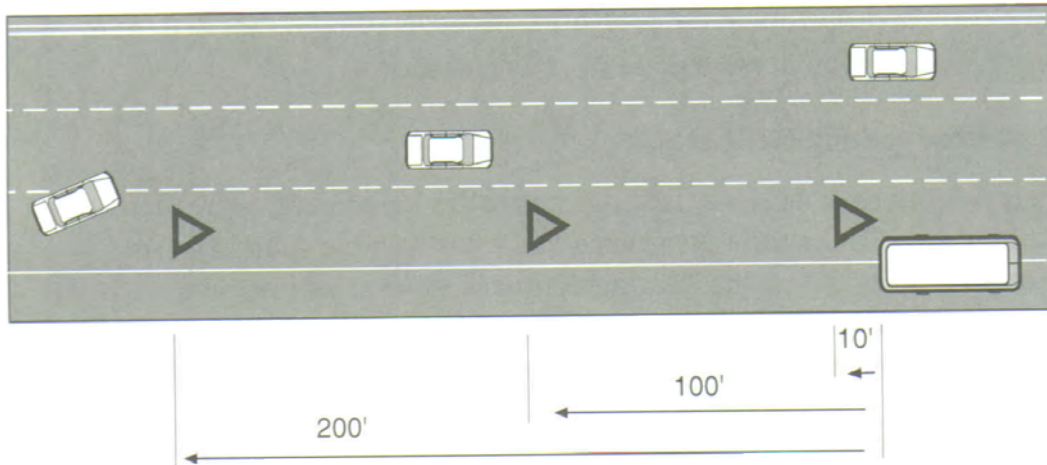
Two-Way Traffic



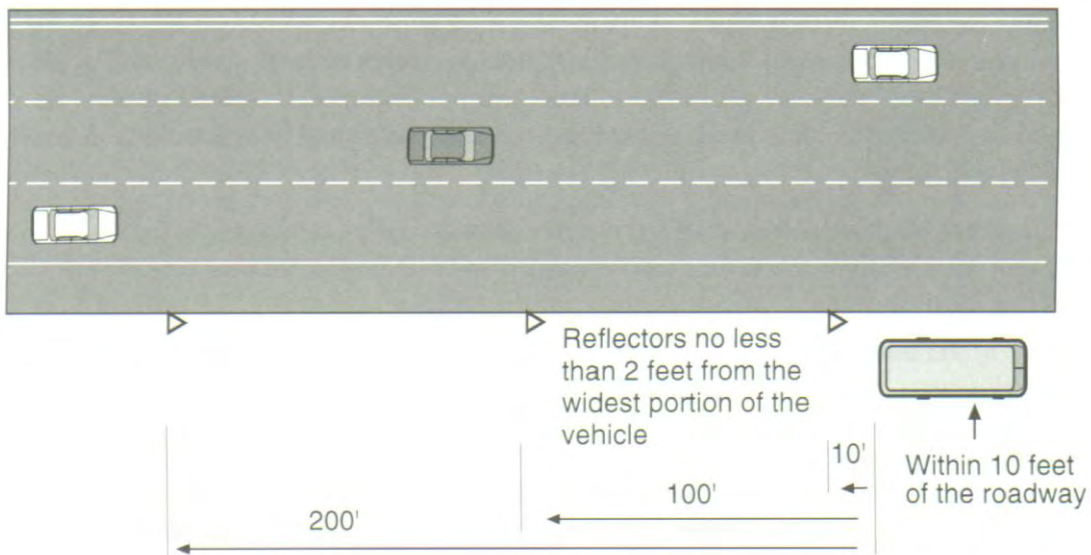
(4) If disablement of any such **vehicle** occurs within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall so place the reflectors in that direction as to

afford ample warning to other users of the highway, but in no case less than 100 nor more than 500 feet from the disabled **vehicle**.

One-Way Traffic



(5) If disablement of the **vehicle** occurs upon any roadway of a divided or one-way highway, the driver shall place one reflector at a distance of approximately 200 feet and one such reflector at a distance of approximately 100 feet to the rear of the **vehicle** in the center of the lane occupied by the stopped **vehicle**, and one such reflector at the traffic side of the **vehicle** not more than 10 feet to the rear of the **vehicle**.



(c) When any such **vehicle** is disabled or parked off the roadway but within 10 feet thereof during darkness, warning reflectors of the type specified in subdivision (a) shall be immediately placed by the driver as follows: one at a distance of approximately 200 feet and one at a distance of approximately 100 feet to the rear of the **vehicle**, and one at the traffic side of the **vehicle** not more than 10 feet to the rear of the **vehicle**. The reflectors shall, if possible, be placed between the edge of the roadway and the **vehicle**, but in no event less than two feet to the left of the widest portion of the **vehicle** or load thereon.

(d) Until the reflectors required by this section can be placed properly, the requirements of this section may be complied with temporarily by either placing lighted red fuses in the required locations or by use of turn signal lamps, but only if front turn signal lamps at each side are being flashed simultaneously and rear turn signal lamps at each side are being flashed simultaneously.

(e) The reflectors shall be displayed continuously during darkness while the **vehicle** remains disabled upon the roadway or parked or disabled within 10 feet thereof.

(f) Subdivisions (b), (c), (d), and (e) do not apply to a **vehicle** under either of the following circumstances:

(1) Parked in a legal position within the corporate limits of any city.

(2) Parked in a legal position upon a roadway bounded by adjacent curbs.

(g) In addition to the reflectors specified in subdivision (a), an emergency warning sign or banner may be attached to a **vehicle** which is disabled upon the roadway or which is parked or disabled within 10 feet of a roadway.

Fusees



A warning device that may be transported on our vehicles is a fusee. Remember that fusees are a commodity that is easily ignited and can present a severe health hazard because of the toxic smoke it creates.

Fusees are classified as flammable solids that can cause fire by self-ignition or spontaneous combustion if exposed to certain conditions, such as becoming wet, crushed, or coming in contact with corrosive materials (being stored near vehicle batteries) or outside heat sources.

When carried on a vehicle, fusees shall be confined to a metal

container and stored in an area inaccessible to passengers. Fusees can be dangerous if placed in the wrong hands or exposed to some ignition source.

Fusees are a benefit during poor weather conditions such as fog or darkness during a mechanical breakdown. Fusees do not take the place of the required three emergency triangles.

25300 VC Until the reflectors can be placed correctly on the roadway, the requirement of Vehicle Code, Section 25300 may be complied with temporarily by placing lighted fusees in the required locations.

- a. No person shall place, deposit, or display upon or adjacent to any highway any lighted fusee, except as a warning to approaching vehicular traffic of an existing hazard upon or adjacent to the highway.
- b. It is unlawful to use any fusee, which produces other than a red light Liquid burning flares, fusees, oil lanterns, or any signal produced by a flame shall not be carried on any commercial vehicle using compressed natural gas.

How to use fusees

- Grasp fusee in hand.
- Pull tape from the cap to expose sandpaper on top of cap.
- Twist cap off the fusee.
- Strike fusee across the sandpaper surface on the cap.
- Strike away from your body and point the burning end down toward to ground. The smoke is toxic.
- Do not hold in an upright position because hot residue will fall onto your body and cause injury. Use caution as the fusee can burn clothes and damage footwear.
- Place fusee at the same location as the red emergency reflectors. Be aware of dry brush that can be ignited by the fusee.
- Extinguish the fusee by placing the burning end in soft dirt, or a continuous tap on your tip of your toe. Do not attempt to stomp on the fusee.

MECHANICAL BREAKDOWN

The risk of roadside collisions increases substantially on interstate highways and rural roads with high-speed traffic. It is worse during darkness when depth perception is reduced and drivers have a tendency to "lock in" on the taillights ahead, following them without paying attention to vehicle speed. It is important to understand this danger and the steps that must be taken to minimize danger for themselves and their passengers.

Note: Because the circumstances of each mechanical breakdown are different, the sequence of procedures to be followed may vary; but the following general procedures are recommended and you need to know all local policies applicable to mechanical breakdown.

Procedures for mechanical breakdowns:

- Do not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in the appropriate gear, and removing the ignition keys, which shall remain in the driver's possession.
- Activate the emergency hazard flashers, and place the reflectors in an appropriate position, if conditions warrant.
- If possible, request two different passing motorists to notify operations officials of the vehicle's location and believed mechanical failure. The driver should provide the assisting motorists with the proper number to call. The driver should remain with the vehicle.
- Keep the passengers on the vehicle in most cases. Passenger safety is the highest priority. However, if safety conditions warrant evacuation of the vehicle, the driver should give precise instructions as to where the passengers should relocate and what they should do.
- On arrival, 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 does not activate the flashing red signal light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to unloading and loading of passengers.
- The driver of the relief vehicle will open the door, exit the vehicle, and stand in a position to assist passengers in safely loading the vehicle. The driver of the disabled vehicle shall instruct passengers to board the relief vehicle in an orderly manner, staying in single file.

COLLISION PROCEDURES

Proper driver actions after a collision are necessary to protect the passengers and vehicle from further damage. While there are required steps and procedures that must be followed there may be additional procedures in place by the motor carrier. A clear understanding of all procedures to follow in the case of a collision is the responsibility of the driver.

- Evaluate the scene
- Properly secure the vehicle before leaving the driver's seat
- Remain calm and reassure the passengers.
- Check for fire
- Check for injuries and account for all passengers. If a passenger is injured, follow the recommended first-aid procedures
- Keep passengers in the vehicle unless safety hazards warrant evacuation. The safety of the passengers is the highest priority. If evacuation is deemed necessary, follow the recommended procedures for evacuation.
- Request the assistance from the California Highway Patrol, local law enforcement agency, fire department, or emergency medical services, and notify the local carrier's administration of the accident. Assistance should be requested via the bus two-way radio, cellular telephone, and if necessary having a passing motorist notify the agencies listed above immediately.
- Protect the passengers and accident scene from further damage.
- Activate the emergency hazard flashers, and place the reflectors in the designated locations (if applicable).
- Make a passenger-seating chart. Write down important accident information such as other vehicle(s) license number, other driver(s) name, and driver license number, etc. This is important to complete as soon as possible, accident scenes are chaotic and victims, vehicles, and other drivers may soon leave the scene.
- Take pictures of the accident scene, and chalk tires so if the vehicle needs to be moved prior to law enforcement arrival the correct vehicle location is marked.
- When reporting any bus accident, the driver shall:
 1. Stop at the scene.
 2. Immediately notify or cause to be notified the California Highway Patrol or local law enforcement agency.
 3. Notify his or her carrier (employer).
 4. If appropriate, notify the school district to which the bus is under contract.

5. Drivers involved in an accident are required to give their name, address, driver license number, and vehicle information to others involved in the accident. The bus driver should also get the names and addresses of witnesses to the accident. Remove insurance documents for law enforcement review.
6. Discuss facts relating to the accident only with investigating law enforcement officers, and carrier representatives.
7. If the vehicle is rendered unsafe for continued operation because of damage or mechanical failure, discontinue use of the vehicle and notify the carrier of these circumstances. The driver or carrier shall then make the necessary arrangements to have the passengers safely transported to their destinations.

Required Action

When you are involved in an accident or you arrive at the scene of an accident, you need to take prompt and proper action to prevent further damage or injury and to comply with state laws regarding reporting of vehicular accidents. As a review, the basic steps to be taken at any accident scene are to:

- Protect the scene
- Notify authorities
- Render assistance
- Collect information

EMERGENCY PROCEDURES AND PASSENGER SAFETY

California requires students to be instructed in various safety related procedures involving their transportation to and from school and while on school activity trips.

The evacuation of passengers is to be done only when the safety of the students is threatened by remaining inside the bus. Care and consideration must be given to the safety and control of students once they are outside the bus.

School Bus Emergency Procedures and Passenger Safety ...39831.5 EC

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, 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. 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 school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6,

Inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

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

Door Warning Devices13 CCR 1281.1

On all school buses, except Type 2 buses manufactured prior to July 1, 1970, every emergency door and every floor level door located to the rear of the driver's seat shall have an electrical warning device that **is both audible and visible from the driver's seating position while the ignition switch is on**. The visible device shall be a green or red light. The warning device shall be activated as follows:

(a) On Type 1 school buses manufactured on or after January 1, 1950, and all school buses manufactured on or after April 1, 1977, when the door latch is not in the closed position.

(b) On Type 2 buses manufactured on or after July 1, 1970, and prior to April 1, 1977, by opening the door.

(c) On all school buses manufactured after January 1, 1993, when the latch mechanism is not fully engaged and securing the door in the closed position. The warning device shall be activated by movement of the latch mechanism and shall activate prior to the latch reaching a position which would allow the door to open. A warning device which can be deactivated by operating the door handle or latch mechanism without closing the door does not meet this requirement.

Note: Authority and reference cited: Section 34508, Vehicle Code.

Emergency Exits- Type 1 School Buses13 CCR 1282

Type 1 school buses constructed on and after January 1, 1950, shall comply with the following requirements:

(a) Location and Type. Each school bus shall be equipped with an emergency door located on the left side near the rear of the bus at floor level, and a center rear emergency exit, which may be either a floor level door or an emergency window. The location requirement for a left side emergency door shall not apply to buses manufactured on or after May 9, 1996, in compliance with FMVSS 217 (49 CFR 571.217). If a bus is equipped with a center rear, floor level emergency door, the left side floor level emergency door may be located anywhere on the left side to the rear of the driver's seat. A school bus equipped to transport fewer than 26 passengers may meet the requirement with a single, center rear, floor level emergency door.

(b) Openings. Each emergency door shall provide an unobstructed opening of not less than 24 inches wide and 45 inches high.

(c) Rear Emergency Windows. Each emergency window shall provide an unobstructed opening of not less than 16 x 54 inches, and shall be designed to ensure against accidental closing.

Note: Authority cited: Sections 34501.5 and 34508, Vehicle Code. Reference: Sections 34501.5 and 34508, Vehicle Code.

Emergency Exits- Type 2 School Buses13 CCR 1283

Type 2 school buses constructed on and after July 1, 1970, shall have at least one emergency exit to the rear of a line drawn crosswise to the bus directly to the rear of the driver's seat. When the required emergency exit is not located at the rear of the bus, emergency exits shall be provided on both the left and right sides. Emergency exits shall provide at least 564 sq in. of escape area with a minimum dimension of 12 in.

Emergency Exits-All School Buses13 CCR 1284

On all school buses, except Type 2 school buses manufactured prior to July 1, 1970, emergency exits shall meet the following requirements:

(a) Opening. Emergency exits shall be capable of being opened outward from both the interior and exterior of the bus except as exempt in 1293(d)(1)(C). The emergency exit shall be equipped with a positive latching device to keep it closed, but of a type that can be readily opened for authorized use.

(b) Latch Obstruction. No obstruction shall be placed over the handle of an emergency exit.

(c) Identification and Operation of Controls. All interior controls for emergency exits shall be readily identifiable and operable by passengers; control of such exits from the driver's seat is not permitted.

(1) Buses manufactured on or after April 1, 1977, shall have operating instructions describing the motions necessary to unlatch and open the emergency exit, in letters at least 3/8 in. high, of a color that contrasts with its background, and located within 6 in. of the door handle on the interior.

(2) A sign reading "Emergency Exit" in letters at least 2 in. high shall be on the interior and exterior of the bus at each emergency exit. Interior letters shall be in a color that contrasts with the background. Exterior letters shall be black, at or above eye level.

(d) Door Glass. All doors shall be equipped with approved safety glazing material.

(e) Side Doors. Single-paneled side emergency doors, if hinged, shall be hinged on the forward edge.

(f) Attachments. No part of a seat shall be a part of or attached to an emergency door.

(g) Aisle to Side Floor-Level Door. The aisle leading between the seats to a side floor-level emergency door shall not be obstructed by any post, wheel housing, or other obstacle. For purposes of this subsection, a seat is not an obstacle if applicable provisions of FMVSS 217 are met.

(h) Door Guard. Each emergency door opening may be provided with a securely attached safety guard installed completely across the interior of the door opening. On at least one end, the guard shall be equipped with an easily detachable quick release that is releasable under tension and secured at points on each side of the door frame not more than 6 in. above or below the horizontal centerline of the door. The guard shall not interfere with the opening of the door.

(i) Additional Emergency Exits. Additional emergency exits may be installed, but all shall conform with the minimum specifications in the applicable FMVSS.

(j) Emergency Exits in Wheelchair School Buses. School buses used to transport physically handicapped pupils in wheelchairs shall conform to the provisions of this section as well as the provisions of Section 1293 of this subchapter.

Note: Authority and reference cited: Sections 34501.5 and 34508, Vehicle Code, and 39831, Education Code.

BUS EVACUATION PROCEDURE



Bus Evacuation Instructions5 CCR 14102

Each school year, the governing board shall provide, and require each pupil who is transported from home to school in a school bus to receive, appropriate instruction in safe riding practices and emergency bus evacuation drills.

By law, all school buses operating in California must provide at least two methods or routes of escape; however, modern buses may have additional exits. These may include roof hatches; push out emergency windows and additional floor level emergency doors. Different types of evacuations would utilize the appropriate exit depending on the circumstance. With proper training, you will know each route and how to operate each emergency exit.

Occasionally, prevailing conditions will warrant the evacuation of passengers from a vehicle. When the driver deems evacuation necessary, correct procedures must be followed in conducting the evacuation. The following suggested drill patterns are used as a plan of action to familiarize both the driver and passengers with a procedure to follow in the event of an emergency requiring evacuation of a vehicle.

Contingency Plans

Evacuation Plans For:

1. Adverse weather conditions
2. Earthquake evacuations
3. Hazardous spills
4. Terrorism threat
5. Special needs evacuation

Use of Passenger Assistance

The use of passenger assistants on vehicles can promote safety for all passengers. On each regular route and on activity trips, the driver should request that four mature and responsible passengers serve as assistants. Passenger assistants should be instructed as to responsibilities, duties, and procedures. In addition, assistants should know procedures to follow in case the driver is incapacitated.

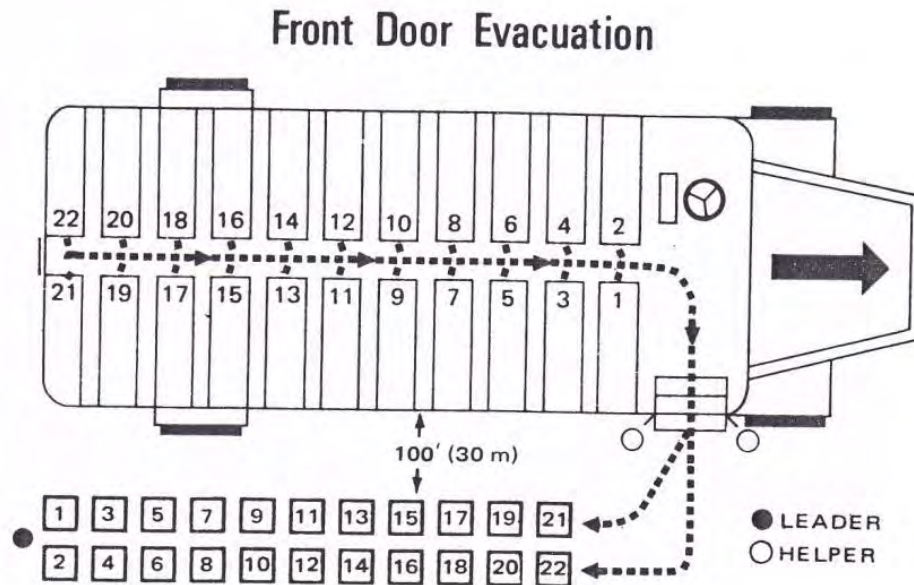
Position and duties of rear—door assistants

- One assistant should be positioned on each side of the aisle in the seat nearest the rear door. The third assistant should sit in the next— to-the-last seat on the right side next to the aisle.
- Assistants should prevent passengers from touching the emergency door.
- Assistants should open the door on command of the driver, or if the driver is unable to give such instruction, open the rear emergency door when a rear evacuation is necessary.
- Assistants should help passengers as they exit from the bus when the door is used.
- Assistants should check the bus to make certain all passengers are out of the bus when the front—door evacuation is utilized.
- The third rear-door assistant will, in a rear-door evacuation, lead passengers to safe place and assist in keeping order to maintain safety.

Position and duties of front-door assistants

- The assistants help the driver in the event he or she is incapacitated.
- In a front door evacuation, the assistants depart the bus first and lead the passengers to a place of safety. Passengers should know how to operate front door.
- If the driver is incapacitated, the front—door assistant should make certain all passengers have departed the bus when rear—door evacuation procedures are used.

Front Door Evacuation Procedures

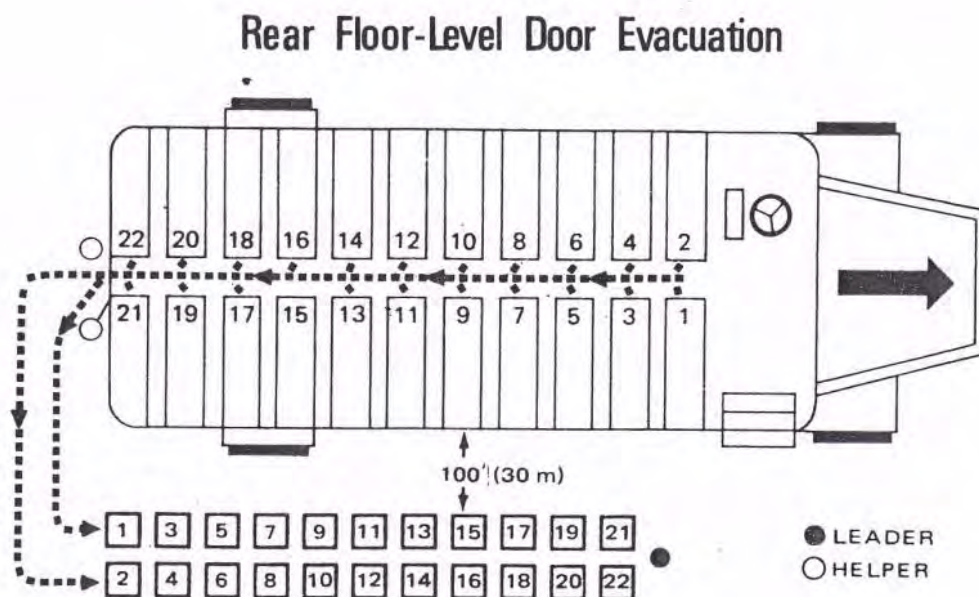


- Stop the bus in a preselected location on the school grounds.
- Secure the park brake.
- Place the transmission in first or reverse gear.
- Shut off the engine.
- Remove the ignition key.
- Stand, open the front door, and face the passengers.
- Give the command: “Front Door Emergency Evacuation Drill.”
- Direct the two helpers to their places near the front door.
- Stand between the first occupied seats, facing the front of the bus.
- Starting with the right—hand seat, ask the leader to lead all pupils at least 100 feet or 40 paces from the bus, and instruct the other occupants of the right seat to follow. Warn all passengers to walk, do not run.
- Hold your hand against the occupants of the left-hand seat in a restraining

gesture.

- When the pupils in the right—hand seat have moved forward enough to clear the aisle, dismiss the occupants of the left—hand seat.
- Continue the evacuation procedure as described, right and left seats alternatively, until the vehicle is empty.
- When the last seat is empty, walk to the front of the bus, and check to ensure that everyone is out.

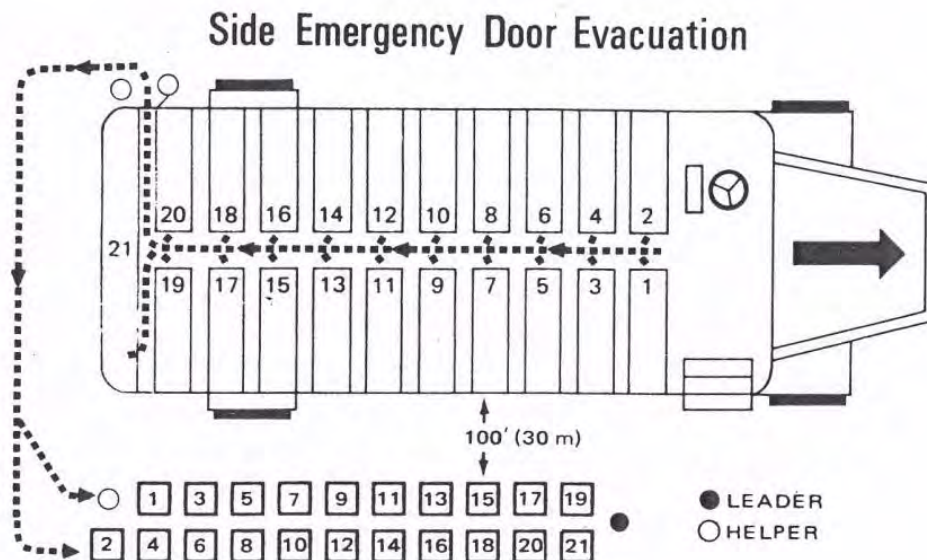
Rear Door Evacuation Procedures



- Stop the bus in a preselected location on the school grounds.
- Secure the park brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without park position, place in neutral.
- Shut off the engine.

- Remove the ignition key.
- Stand, face the passengers, and get their attention.
- Give the command “Rear Door Emergency Evacuation Drill.”
- Walk to the rear of the bus, and face the rear door.
- Use the left hand to restrain occupants of the right rear seat.
- Ask the assistant to open the emergency door, exit the vehicle and take position.
- Have the second assistant exit the vehicle and take position.
- Have the leader stand in the doorway to lead the rest of the passengers off the bus to a position at least 100 feet or 40 paces from the bus.
- Before the leader exits the vehicle, turn around, face the front of the vehicle, and explain in what rotation the pupils are to leave their seat, reminding them to remain seated until it is their turn to exit.
- Face the doorway and move between the left rear seats to clear the aisle. Command the leader to assume a semi—squat position, reach out and place both hands on tops of the assistant’s hands, exit the bus, and go to a position at least 100 feet or 40 paces away from the vehicle.
- Inform the passengers seated in the right rear seat to leave the bus, and then call for the pupils in the next left seat to leave; then the next right seat, until the bus is empty.
- Stay near the emergency door to space pupils so that each pupil has cleared the area prior to the next pupil exiting. Make sure each pupil has plenty of room to assume a semi-squat or sitting position before exiting. Keep passengers under control at the rear door to prevent any shoving or pushing.
- When the last pupil has exited, walk to the front of the bus and check to ensure that everyone has exited.
- Exit the bus and join the waiting pupils.

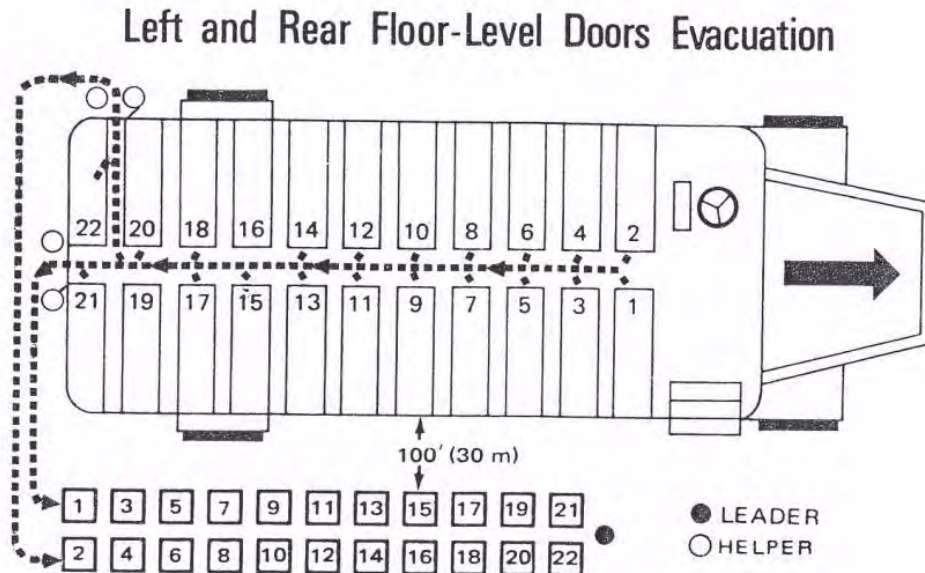
Side Emergency Door Evacuation Procedures



- Stop the bus in a preselected location on the school grounds.
- Secure the park brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without park position, place in neutral.
- Shut off the engine.
- Remove the ignition key
- Stand, face the children, and get their attention.
- Give the command: "Side Emergency Door Evacuation Drill - Remain Seated."
- Walk to the emergency door.
- Ask the assistant to open the emergency door, exit the vehicle and take position.
- Have the second assistant exit the vehicle and take position.
- Have the leader exit the bus and prepare to lead the other pupils 100 feet or 40 paces from the bus.

- Face the rear of the bus and ask pupils seated in the first right seat to exit the bus, then left, then right, until all pupils have left.
- Face the front of the bus, and ask pupils in the first left seat forward of the emergency door to exit the bus; then right, then left, until the bus empty.
- Stay near the emergency door to space pupils so that each pupil has cleared the area prior to the next pupil exiting. Make sure each pupil has plenty of room to assume a semi-squat or sitting position before exiting. Keep passengers under control at the rear door to prevent any shoving or pushing.
- When the last pupil has exited: Check all seats to see that everyone is out.
- Exit through the emergency door in the same manner as the pupils and join the waiting pupils.

Left and Rear Doors Evacuation Procedures



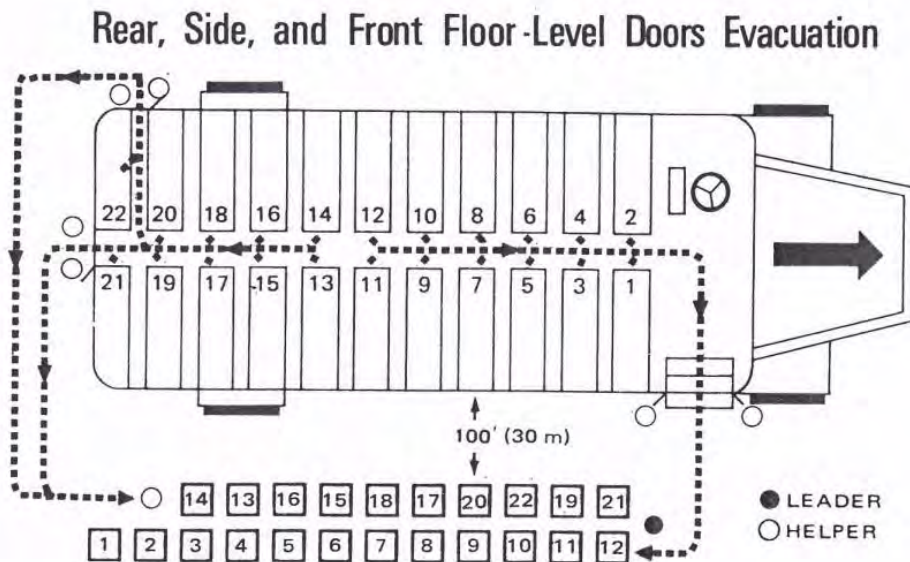
- Stop the bus in a preselected location on the school grounds.
- Secure the park brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without

park position, place in neutral.

- Shut off the engine.
- Remove the ignition key.
- Stand, face the children, and get their attention.
- Give the Command: "Left and Rear Door Emergency Evacuation Drill - Remain Seated."
- Walk to the rear row of seats and face the rear door.
- Ask one assistant to open the rear door and jump out to take a position. Ask the second assistant to take a position.
- Turn, face the left - side emergency door, and ask the third assistant to open the emergency door, and jump out to take a position. Ask the fourth assistant to take a position.
- Ask the leader to take a position in the rear doorway.
- Face the front of the bus and explain to the children what order they are to leave their seats, reminding them to remain seated until it is their turn to move.
- Ask the leader to assume a semi squat position, reach out and place both hands on top of the assistants' hands, hop out, and go to a position at least 100 feet or 40 paces away from the bus.
- Start the evacuation with the right rear seat, then left rear seat, then right, then left, until the bus is empty. All pupils seated on the right side of the bus leave through the rear door; all pupils seated on the left leave through the left rear door.
- Ask the pupils in the first right rear seat to leave through the rear door. Ask the pupils in the first left seat to leave through left rear door, and so on.
- Stand in a position to control both doors to prevent pushing and shoving, allowing ample room for each pupil to assume a semi— squat position before jumping.

- This can be done by having the first pupil go out the rear door and the next pupil go out the left rear door - then rear, then left, spaced to allow each pupil who has jumped ample time to clear the area.
- Walk to the front of the bus, and check to ensure that everyone is out. Leave through the front door, and join the waiting pupils.

Rear, Side, and Front Doors Evacuation Procedures

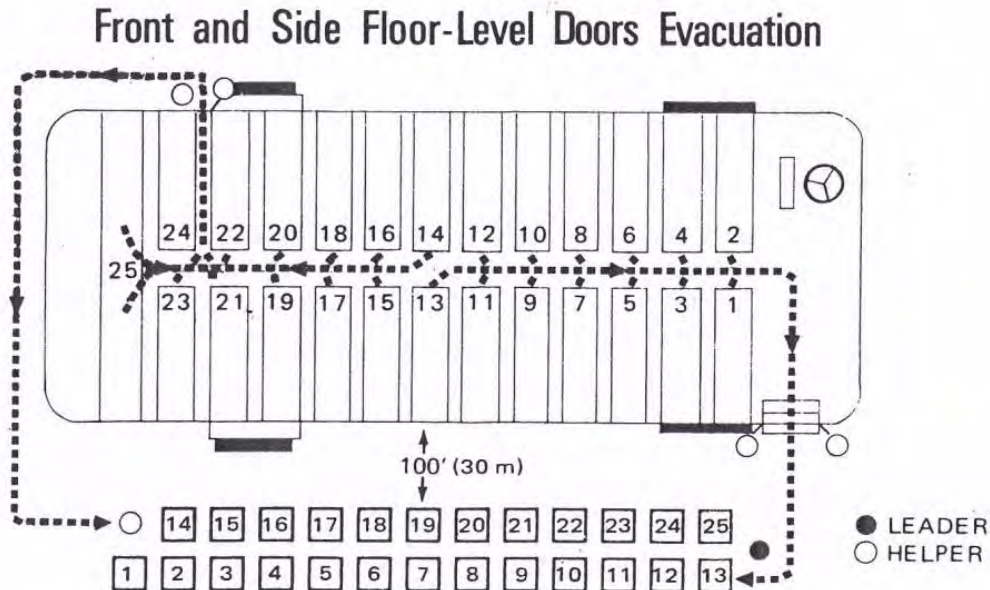


- Stop the bus in a preselected location on the school grounds.
- Secure the vehicle.
- Set the park brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without park position, place in neutral.
- Shut off the engine.
- Remove the ignition key.
- Stand, face the children, and get their attention. Open the front door.
- Give the command: "Rear, Side, and Front Door Emergency Evacuation Drill —"

Remain Seated."

- Ask the front first and second assistants to take their positions outside the front entrance door.
- Walk to the rear door and ask assistant number three to open the rear emergency door, drop the safety chain, and jump out to take a position. Ask assistant number four to jump and take a position.
- Face left rear emergency door. Ask assistant number five to open the door, drop the safety chain, and jump out to take a position. Ask assistant number six to take a position. ‘
- Walk to the front of the bus. Ask the leader to leave through the front door and take a position at least 100 feet or 40 paces from the bus. Start with the left front seat and ask those pupils to leave through the front door, and then seat number three, then four, and then five. Back down the aisle, releasing pupils from seats on alternate sides of the bus, until the center of the bus is reached.
- Ask the rest of the pupils to stay seated. Walk back to the left side emergency door. Starting at the rear of the bus, ask all remaining pupils seated on the left side to leave by the left side emergency door. Stand at the left door to control the pupils and space their jumps so that each pupil has cleared the area before allowing the next pupil to jump.
- After the pupils on the left side of the bus have left the bus, turn to the rear door and ask the pupil closest to the rear door to leave. All remaining pupils are to leave through the rear emergency door. Again, see that each pupil has cleared the area before allowing the following pupils to jump.
- Walk to the front and check to ensure that everyone has left the bus. Exit through the front door, and go to the waiting pupils.

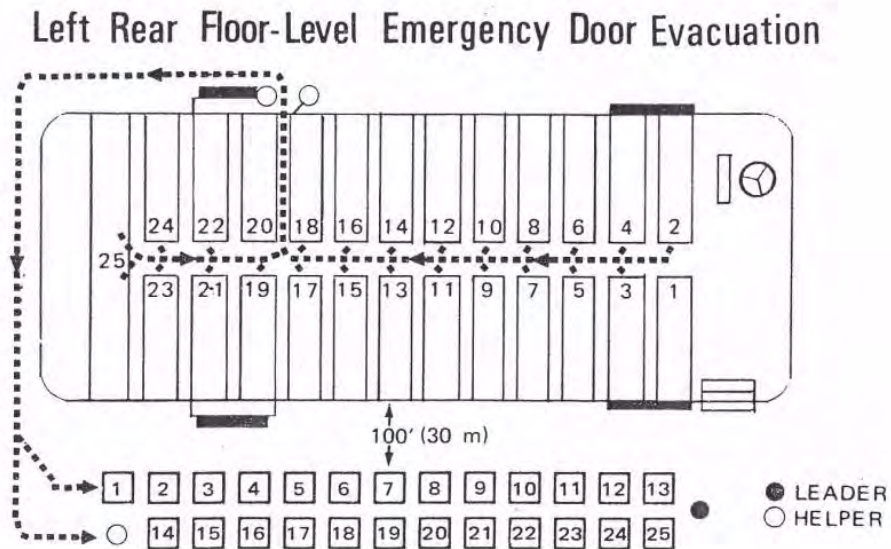
Front and Side Doors Evacuation Procedures



- Stop the bus in the preselected location on the school grounds away from traffic. Be sure ample adult supervision is at the location before drill is held.
- Shut off the engine and secure the parking brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without park position, place in neutral.
- Remove the ignition key.
- Give the command: "Front and Side Door Emergency Evacuation Drill - Remain Seated."
- Stand between the first two seats and ask assistant number one to open the front door (using the emergency release, if so equipped).
- Ask assistants one and two to take their positions outside, one on each side of the front door.
- Stand, face the children, and get their attention.
- Ask the leader to take a position at least 100 feet or 40 paces from the bus.

- Release the pupil in the left front seat, stop back and release the pupils in the next right hand seat, then left, and so on, until the center is reached.
- Ask the rest of the pupils to remain seated.
- Walk back to the left emergency door. Ask assistant number three to open the emergency door and jump to the ground.
- Ask assistant number four to jump out and take a position.
- Ask pupils seated behind the emergency door to leave first, in proper rotation, right—left—right.
- As soon as the rear seats are empty, ask pupils seated forward of the emergency door to leave, starting with the right seat, then left, and so on, until all pupils are out.
- Be sure all pupils stay seated until their turn to leave. Stay near the side emergency door to ensure that each pupil clears the area before allowing the next pupil to jump.
- Check each seat to ensure that everyone is out and leave the front door to join the waiting pupils.

Left Rear Floor—Level Emergency Door Evacuation



- Stop the bus in the preselected location on the school grounds away from traffic. Be sure ample adult supervision is at this location before drill is held.
- Shut off the engine and secure the parking brake.
- Place the transmission in first or reverse gear. Automatics in park, buses without park position, place in neutral.
- Remove the ignition key.
- Have the second assistant jump out and take a position.
- Ask the leader to stand at the emergency door.
- Explain to the pupils in what order they are to leave their seats (starting with the right rear or divan seat, the left, then right, and so on) until the bus is empty. Remind pupils to remain seated until it is their turn to move.
- Ask the leader to assume a semi squat position, reach out and place both hands on top of the assistants' hands, hop out, and go to a position at least 100 feet or 40 paces away from the bus.

- Remain near the emergency door to control pupils leaving the bus and to prevent shoving or pushing. See that each pupil assumes a semi squat or sitting position before jumping.
- Make sure that each pupil who has jumped clears the area before allowing the next pupil to jump.
- After the last pupil leaves the bus, walk to the front of the bus, and check to ensure that everyone is out.
- Go out the front door and join the waiting pupils

Responsibilities of Vehicle Passengers

In summary, accidents do happen. When they do, it is too late to begin teaching an emergency procedure. The main purpose is the education and training of passengers on their responsibility. These responsibilities include; knowing about all escape routes, where they are, how each one works, and the proper procedure for leaving a vehicle in an emergency.



HIJACK: Preparing now For the Unthinkable later...

HIJACKING AND KIDNAPPING

In the past, school buses have been hijacked both by a pupil passenger and by persons who were not passengers. Also, several threats have been made but not actually carried out. Consequently, this is a subject that needs to be addressed. You, as a school bus driver, must know both what to do and what not to do in the event that you are ever faced with a hijacking situation or a kidnapping.

You should understand the following definitions:

- **Predation.** Kidnapping for money or for personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.
- **Pathological.** Abduction for homicidal, suicidal, or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person, and the person with suicidal tendencies are examples of pathological behavior.
- **Political or social.** Hostage taking as a means of securing political, social, or personal objectives is included in this category.
- **Escape.** Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act. The trapped felon or the skyjacker are examples of escape-hostage situations.

Student hijacks bus, kills himself

Associated Press

SALT LAKE CITY — A ninth-grade student wearing a cowboy hat and carrying a .357 Magnum revolver hijacked his school bus on Tuesday, shot the driver, then led police on a high-speed chase before killing himself.

Police believe 15-year-old Justin Allgood put the gun in his mouth and pulled the trigger before the bus careened into a house. Officers fired tear gas into the bus, then found him strapped in the driver's seat.

Allgood was carrying the printed obituaries of three close friends that died in traffic accidents over the last two weeks, including one who was killed on Monday, said Salt Lake County sheriff's Sgt. Jim Potter.

Salt Lake County Sheriff Aaron Kennard said the boy's family was devastated.

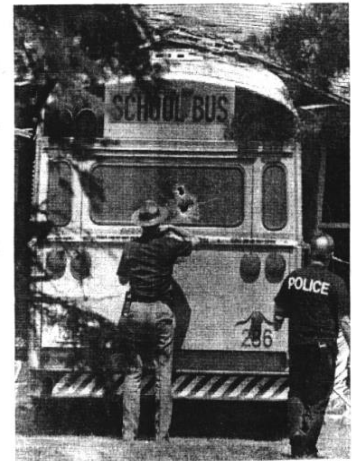
"All the information we have is he's a good kid who has gone through some personal tragedies in his life that have pushed him over the edge," Kennard said.

Police said Allgood boarded the bus at about 7:20 a.m., pulled out the revolver and ordered the driver and his friend, Adam Mortensen, to get off.

"You better not take that to school or you could get in pretty bad trouble," driver Sula Bearden reportedly said, reaching out for Allgood to hand over the gun.

Without a word, he shot her in the thigh.

Allgood took the wheel as other students scattered and the driver got off the bus. Then he



ASSOCIATED PRESS

Sheriff's investigators in Salt Lake County secure a bus that was hijacked and crashed into a residence Tuesday.

led police on a high-speed, 30-block chase through suburban Taylorsville.

The bus rammed a car, flattened a chain-link fence, jumped a two-foot-wide creek and then slammed half its length into the living room of the house.

All of the situations described could be dangerous to hostages if these situations are not handled properly. The following are important items:

1. **Do not try to be a hero.** Accept your situation as it is, and be prepared to wait until help arrives. In a hostage situation, both the hostages and those holding hostages are under great stress. If the hostages are able to appear calm, then the stress on the kidnapper may be reduced.
2. The **first 15 to 45 minutes may be the most dangerous** for all who are involved in a hostage situation. Therefore, you should follow the instructions of your captors without upsetting them. You should keep in mind that the longer you're together, the less danger there is that you will be harmed. However, the tenser the situation is, the greater the danger is that the captor may act in an unpredictable and dangerous way.
3. **Do not speak unless you are spoken to** in a hostage situation. Be calm and courteous in responding to questions and instructions.
4. **Do not make suggestions** to your captors. The main reason for this is that if your suggestions go wrong, they may think that was the way you planned it.
5. **Do not try to escape** unless you are the only hostage. If you are the only hostage, be certain that you can make good your escape before trying it. Even if you are sure, consider it very carefully before you try it.
6. **Observe carefully** everything that occurs, everything that you see and hear.
 - a. Try to memorize the number of captors, their descriptions, their conversation, the number and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
 - b. Try to memorize the number and identity of other hostages, such as pupils. You may be released and if so, your information could help the police.
7. If permitted to speak on the telephone for any reason, you should follow the instructions of your abductor very carefully in what you say. **Be prepared to answer "yes" or "no"** only to questions asked by the person with whom you are speaking on the telephone. The party to whom you are speaking may ask questions regarding what your location is and what your problems are.

14-year-old Girl Hijacks School Bus in Louisiana

ABBEVILLE, La. - A school bus carrying middle and senior high school students home from school was hijacked on September 27.

As the bus stopped to drop off a 14-year-old female student at her assigned bus stop, she calmly announced that she didn't want to get off the bus. She then pointed a .22 caliber handgun at the bus driver and announced that she wanted to be taken to Texas to visit her father. The Texas-Louisiana state line is 140 miles from Abbeville.

According to Dr. Dan Dartez, superintendent of Vermilion Parish School District where the incident occurred, the 14 year old had moved to the district with her

8. **Do not turn your back** on your captors unless ordered to do so, but **do not stare** at them either. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
9. **Do not be argumentative.** Exhibit a cooperative attitude, and instruct other passengers to do the same.
10. **Avoid physical resistance.** You have little chance of success in resisting, and you may increase significantly the risk of harm to all who are involved.
11. If you have pupil passengers, your main concern must be for their safety. If you have the opportunity, ask your captors to permit you to give necessary instructions to the pupils. If you are firm and remain calm, your passengers will be more likely to follow your instructions and not panic.
12. **Be patient** and remember that time is in your favor. When the police arrive at the scene, remember that they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue you unharmed and as soon as possible.

SPECIAL CONSIDERATIONS

If you are driving a bus with special education pupils aboard, attempt to explain to the captors what type of pupils they are and what special care and special medication they need.

As you may realize, it would be very difficult to write instructions that would fit every situation. However, we believe and hope that these instructions will be of assistance to you.

Let's talk about a situation which could happen. You are driving your route and you see a person or persons trying to flag you down. There may be a vehicle alongside the roadway. Should you stop to see what the trouble is? If you do not know these people, the best thing to do is not stop and keep in mind that someone else may stop to see what their problem is. We may want to be a "good Samaritan," but remember that, if you do stop, you could create some serious problems for you and your passengers.

Unauthorized Entry 39842 EC

(a) 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.

(b) A school district or county superintendent of schools may place a notice at the entrance of a school bus or school pupil activity bus that complies with the requirements of paragraph (3) of subdivision (c) of Section 1256.5 of Title 13 of the California Code of Regulations and that warns against unauthorized entry.

HAZARDOUS MATERIALS

Hazardous material or waste is anything that can:

- Explode
- Burn easily
- Corrode
- Poison

Affect life through biological or in short, it is any material capable of posing an unreasonable risk to health, safety, and property during transportation.

Hazardous Materials13 CCR 1216

Motor carriers and drivers shall not transport, or knowingly permit passengers to carry, any hazardous material as defined in Vehicle Code Section 353.

These restrictions shall not apply to:

- Oxygen medically prescribed for, and in the possession of, a passenger and in a container designed for personal use.
- Personal use articles in the immediate possession of a passenger.
- Hazardous materials transported by a carrier subject to federal jurisdiction in compliance with provisions of subpart E, part 177, 49 CFR.

Hazardous materials are defined in Chapter 2, Subchapter 6, Title 13 of the California Code of Regulations.

Basically, hazardous materials are:

- Radioactive material
- Poison
- Flammable liquids, solid, or gas
- Nonflammable gas

- Oxidizer
- Corrosive or irritating material
- Combustible liquid
- Other regulated material

Actions taken at scenes of accidents involving hazardous materials must be prompt and effective. There are many potential dangers these materials can pose, whether you are involved in the accident or come upon the accident scene. For example, smoke, fumes, or residue from a hazardous material spill may have a secondary and/or long-term effect on health that is undetectable during exposure.

Another example is driving through spilled materials. Flammable solids can cause fires by self-ignition or spontaneous combustion if exposed to certain conditions such as becoming wet, being exposed to air, being crushed (buses running over material), or coming in contact with corrosive materials or outside heat sources.

If your vehicle is positioned at the accident scene downwind from spilled materials such as poisons, injury and death may result if persons remain in contact with or inhale the substance in moderate quantities.

Subsequently, do not use flares and keep other ignition sources away from spilled materials. Flammable solids are strongly reactive with water. Oxygen (pressurized liquid) coming in contact with fuel, oil, or any combustible materials can cause explosions.

EMERGENCY PROCEDURES — HAZARDOUS MATERIALS

If you encounter hazardous materials at the scene of an accident, you must take the following precautions:

- Avoid smoke, fumes, or residue from a hazardous spill.
- Do not walk or drive through spilled materials.
- Do not stand downwind from spilled materials.
- Do not use fusees or other ignition sources near spilled materials.

Concern for the passengers is primary and all activities are performed with this concern in mind. Some or all of the following activities may be necessary, depending on the emergency situation:

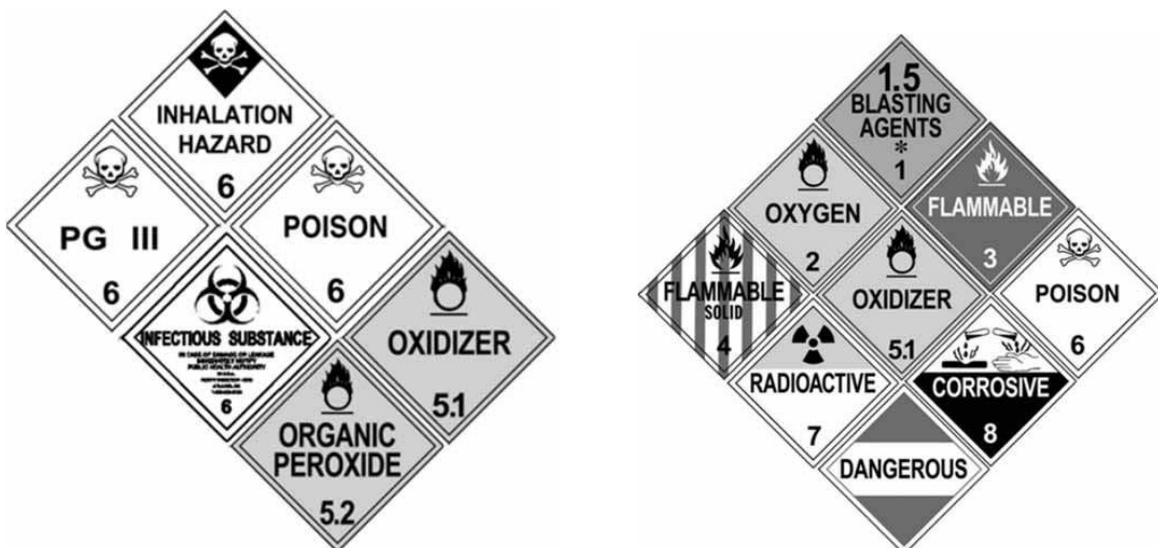
- Turn off ignition switch.
- Set brakes.
- Remain calm and reassure passengers.

- Be alert regarding fire or the possibility of hazardous spills.
- Place warning devices.
- Check for injury to passengers and, if injured, follow first-aid procedures.
- Keep all passengers in the bus, again noting exceptions:
- Possibility of fire
- Evacuate only when necessary if any hazardous materials are capable of posing an unreasonable risk to health, safety, and property at the accident scene.
- Determine wind speed and direction of wind. Evacuate the bus to a safe area if hazardous material is gaseous and moving towards disabled vehicle.
- Determine roadway slope. If hazardous materials are liquid and flowing towards the vehicle, evacuate. Some materials within the vehicle (battery acid) could react with the spilled hazardous materials.

Identify spilled hazardous material. This will assist law enforcement officials to notify appropriate emergency personnel to handle accidents involving hazardous materials. Shipping papers are required by law to be in the cab of the vehicle. If possible, retrieve them. Information will include:

- Trade name
- Chemical name
- Manufacturer
- U.N. number
- Shipper's name
- Carrier's name

If unable to obtain shipping papers, remember, there are placards to the front, rear, and sides of the vehicle, for identification.



Identify container type:

- Bulk
- Drums
- Bottles
- Cylinders
- Boxes

If container is broken and materials are leaking, identify form of materials:

- Solid
- Granule
- Liquid
- Powder
- Gas
- Radioactive

Notify the California Highway Patrol. Inform them the accident involves hazardous materials. Based upon the above information, you can provide assistance and information on identification of the hazardous material.

Notify appropriate operational personnel of location of bus accident. If evacuation is necessary, remember some of the hazardous materials require distance, depending upon circumstances. Make sure there is a clear and present danger before evacuating the bus.

Evacuation may be necessary upon determination by the driver that a hazardous material is present and poses an unreasonable risk to health, safety, and property at the accident scene.

- Continue accident procedures
- Protect the scene
- Exchange information
- Cooperate with operation personnel
- Continue on route after vehicle is released and information is gathered.

CONCLUSION

Emergencies of every type occur on school buses across the country each year. Although buses have an excellent safety record, the road is a dangerous place and collisions are a fact of life. Modern school buses are built to survive most collisions remarkably well, but the potential for a severe crash always exists.

Through effective training, experience with critical situations reduces the emotional impact and increases the chance of making the correct responses. Drivers can improve their responses to emergencies through effective training and “what if” situations.

Remember, you the driver are responsible for your passengers and must protect them at all times.

SUPPLEMENT

Floods

- Follow instructions on two-way radio
- Never drive through water when unsure of roadway
- Look for the centerline of the roadway
- Do not allow students to walk through water if depth is unknown
- Check brakes periodically if driving through water
- If at all possible do not drive through water
- Gas engines will die when submerged, diesel will not
- Flooding usually builds up over long period of time and advance planning and school closures can be made
- Drivers should immediately notify dispatch of these areas flooding.



Earthquakes

- Follow DROP, COVER and HOLD commands if ordered.
- Drivers in buses may not even be aware of an earthquake.
- Be alert for cracked road surfaces.
- Always keep two-way radio on for instructions.
- Transport to shelter if so ordered.



Emergency or Disaster Transportation Services

In the case of most emergencies or disasters, we will be relied upon by the schools and school districts to provide transportation services as needed to transport students home, or evacuate students and faculty to central care facilities. These decisions will be made by school administrators in conjunction with emergency officials and this Agency. Taking care of the needs of the schools and students will be our first priority. That being accomplished, we may be called upon by local authorities to evacuate the general public to disaster shelters or other areas.

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Unit 10

Activity Trips



Curriculum in this handout is from the
Instructors Manual for California's Bus Driver's Training Course.
This handout is specifically geared for the School Bus Driver.

The objective of Unit 10 of the Instructors Manual for California's Bus Driver's Training Course is to explain the different situations a driver will encounter on a field trip and to help the driver understand the difference in the types of circumstances encountered.

This handout covers all the subject matter in Unit 10 of the Instructors Manual for California's Bus Driver's Training Course and has additional material to help an applicant or driver understand the material more thoroughly.



Golden Gate Bridge

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WHAT IS AN ACTIVITY TRIP?

An activity trip is the transportation of passengers to an activity, athletic event, educational event, and so forth, other than home-to— school transportation.

An activity trip should be a positive experience for all people involved. The success of these trips depends greatly on the attitude, interest, and cooperation of the driver. In order for drivers to give the best service possible, they should take advantage of all information and training available and prepare in advance.



A favorite destination: San Francisco

ACTIVITY TRIP TRAINING

Once you have successfully completed original behind—the—wheel training, additional specialized training should be made available to prepare you for activity trips. Most operations designate a period of time before you are allowed to drive activity trips. This time period is established so the specialized training may be given.

ACCIDENTS

Federal school bus accident reports indicate that many of the serious and/or fatal accidents each year occur on activity trips. The leading causes are as follows:

1. Unfamiliar with the bus,
2. Unfamiliar with the area(mountains, freeway, etc.)
3. Unfamiliar with the route being traveled
4. Not properly trained
5. Improper planning of the trip
6. Faulty equipment

There are several laws and regulations designed to prevent activity trip accidents.

Driving proficiency ...13 CCR 1229

Motor carriers shall require each driver to demonstrate that the driver is capable of safely operating each different type of vehicle or vehicle combination (i.e., vehicles with different controls, gauges of different size, or vehicles that require different driving skills) before

driving such vehicle(s) on a highway unsupervised. The driver's capability to operate the vehicle shall include special equipment such as wheelchair lifts, ramps, or wheelchair tie—downs.

Unlawful operation13 CCR 1230

No motor carrier shall knowingly require or permit the operation of any vehicle that is not in safe operating condition or not equipped and maintained as required by any law or regulation; or knowingly require or permit any driver to drive in violation of any law or regulation.

Permitting Unlicensed Persons to Drive14606 VC

No person shall knowingly permit or authorize the driving of a motor vehicle, under his/her control, upon the highways by any person unless the person is then licensed for the appropriate class of vehicle to be driven.

Violation of License Restriction14603 VC

No person shall operate a vehicle in violation of the provisions of a restricted license issued to him/her.

Certificate Restrictions13 CCR 1207

It shall be unlawful for the holder of a certificate to violate any restriction placed on the certificate.

Driving Hours13 CCR 1212

The driver of a bus shall not drive more than 10 hours within a work period or drive after 16 consecutive hours have elapsed since first reporting for duty.

Exceptions

(1) Adverse Conditions. A driver may be permitted or required to drive more than the regulated hours if the excess hours are due to snow, sleet, fog, or other adverse conditions of weather, road, or traffic. This extended driving period is permitted even though the adverse conditions were known before the trip began.

(2) Emergencies. In the event of a traffic accident, medical emergency, or disaster, a driver may complete the trip if the trip could reasonably have been completed under normal conditions without exceeding the regulated hours.

(3) Relief Point. Drivers (other than school bus or SPAB) in urban or suburban service may exceed their regulated hours in order to reach a regularly established relief point, providing the additional time used does not exceed one hour.

BASIC DRIVING REQUIREMENTS

Basic Speed Law22350 VC

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

Maximum Speed Law22406 VC

No person shall drive a school bus or farm labor vehicle transporting any passengers on a highway at a speed in excess of 55 miles per hour.



Minimum Speed Law21656 VC

On a two—lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, a slow—moving vehicle, behind which five or more vehicles are formed in line, shall turn off the roadway at the nearest place designated as a turnout by signs erected by the authority having jurisdiction over the highway, or wherever sufficient area for a safe turnout exists, in order to permit the vehicle following it to proceed. A slow-moving vehicle is one which is proceeding at a rate of speed less than the normal flow of traffic at the particular time and place.

Designated Lanes21655 VC



A school bus transporting any pupil shall be driven in the lane or lanes designated whenever signs have been erected giving notice of such designation.

When specific lanes have not been so designated, any such vehicle shall be driven in the right—hand lane for traffic or as close as practicable to the right lane for traffic or as close as practicable to

the right edge or curb. If, however, specific lanes have not been designated on a divided highway having four or more clearly marked lanes for traffic in one direction, any such vehicle may also be driven in the lane to the immediate left of such right—hand lane, unless otherwise prohibited under the provisions of the Vehicle Code.

When overtaking and passing another vehicle proceeding in the same direction, such drivers shall use either the designated lane, the lane to the immediate left of the right-hand lane, or the right—hand lane for traffic as permitted under the provisions of the Vehicle Code. This section shall not apply to a driver who is preparing for a left or right—hand turn

or who is in the process of entering into or exiting from a highway or to a driver who must necessarily drive in a lane other than the right—hand lane to continue on the intended route.

Distance Between Vehicles21704 VC

(a) The driver of any motor vehicle subject to the speed restriction of Section 22406 that is operated outside of a business or residence district, shall keep the vehicle he is driving at a distance of not less than 300 feet to the rear of any other motor vehicle subject to such speed restriction which is preceding it.

(b) The provisions of this section shall not prevent overtaking and passing nor shall they apply upon a highway with two or more lanes for traffic in the direction of travel.

Caravans21705

Motor vehicles being driven outside of a business or residence district in a caravan or motorcade, whether or not towing other vehicles, shall be so operated as to allow sufficient space and in no event less than 100 feet between each vehicle or combination of vehicles so as to enable any other vehicle to overtake or pass.

Passing on Grades21758 VC

In the event any vehicle is being operated on any grade outside of a business or residential district at a speed of less than 20 miles per hour, no person operating any other motor vehicle shall attempt to overtake and pass such slow—moving vehicle unless the overtaking vehicle is operated at a speed of at least 10 miles per hour in excess of the speed of the overtaken vehicle, nor unless the passing movement is completed within a total distance not greater than one—quarter of a mile.

Standing Passengers13 CCR 1217(e)

A vehicle shall not be put in motion until all passengers are seated, and all passengers must remain seated while the vehicle is in motion. Standing passengers are permitted only on a bus (except a school bus, SPAB, or youth bus) operated in regularly scheduled passenger stage service or urban and suburban service by a common carrier or publicly owned transit system, and equipped with grab handles or other means of support for standing passengers, and constructed so that standing room in the aisle is at least 74 inches high.

Exemptions: A person testing or training a driver, maintenance personnel, sales or manufacturer's representative, or an adult acting upon a request by a school bus or SPAB driver to supervise or assist a pupil may stand.

DIFFERENT SITUATIONS TO BE AWARE OF

As a driver, you may be called upon to drive special trips with various groups. These may occur between regular home-to-school routes, late afternoon, evenings, or on weekends. Driving activity trips can present problems that are different from regular home-to-school routes. Some of the situations you will encounter on an activity trip are:



1. Being assigned to drive a bus other than the one you usually drive
2. Transporting different age groups than you normally do
3. Driving long periods at one time
4. Driving roadways and freeways and driving in and out of cities that you may not be familiar with
5. Driving at night
6. Driving in all kinds of weather and road conditions
7. Transporting extra equipment *
8. Working with chaperons and/or teachers
9. Adjusting to the activities and the spirit of the trip
10. Handling of emergencies that may occur away from home

ACTIVITY TRIP PLANNING

Proper planning of an activity trip will help ensure a successful and safe trip. Some of the items to take into consideration when planning your trip are:

1. Destination of trip and route to be followed
2. Departure, arrival and return times
3. Number of passengers and grade level
4. Number of teachers and/or chaperons
5. Any extra equipment to be transported
6. Bus being assigned to the trip
7. Order of buses (if more than one is going)
8. Food and rest stops (when, where how long)
9. Fuel stop (if needed)
10. Extra equipment needed for the trip



EXAMPLE: Extra clothes if it's an overnight trip. Money for travel expenses (bridge fares, parking fees, meals) tire changes, spare tire, funds of fuel credit cards, tools, flashlight, extra set of keys, and any other additional items that may fit the trip.

Reduced Visibility34501.6 VC



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 visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus

operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

DRIVER'S RESPONSIBILITY

Once this information is given to you, your responsibility starts even if someone else prepares the vehicle for the trip. You should consider the following:

1. Prepare yourself mentally for the trip.
2. Make sure you are proficient in the bus you are scheduled to use.
3. Check to be sure the bus is clean and serviced and any extra equipment needed is ready.
4. If the trip is going to the snow, be sure the chains fit the tires and you know how to use them.
5. Make sure all routing and parking directions are clear.
6. Carry with you a Mutual Aid book if one is available. If not, be sure to include the phone number of persons you may want to reach in case of emergency.

Some long activity trips can be very tiring for you as well as your passengers. The following should be considered:

1. Get plenty of rest before the trip.
2. You may want to rest during waiting time before starting the return trip.
3. Watch your eating habits while on the trip. Large, heavy meals may cause drowsiness, especially on the return trip.
4. Stay within the driving hours.

If emergencies happen on the road follow emergency procedures you have been taught. Never unload your passengers unless it is absolutely necessary. Follow district or company policies as to what is required by law.

Instruction in Emergency Procedures39831.5 VC (a) (4)

Prior to departure on a school activity trip, all pupils riding on a school bus 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.

COMMUNICATION WITH ADULT AND PUPIL PASSENGERS

Once the passengers are on board and the seating arrangements are completed, you should do the following:

1. Briefly explain the basic bus rules. Tell the passengers they can help make the trip a success by controlling noise level, and so forth.
2. Point out emergency procedures. (Example: Location of emergency exits, operating of emergency releases for the front door, location of first-aid kit.) You may have passengers aboard who are not regular bus passengers, and they may be unaware of safety procedures, such as remaining silent during the railroad grade crossings.

TRANSPORTING EXTRA EQUIPMENT

Many buses have luggage space either under or in the rear of the bus. In some cases where large items are to be transported, another vehicle is used.

Many times, however, special equipment and personal belongings have to be placed in the passenger compartment. In this case empty seats in the rear of the bus can be used. Heavy items should be stored first and as low as possible. Nothing should extend above the seat back. Windows, aisles, and the emergency exits shall not be blocked.

Transportation of Property13 CCR 1216(c)

Drivers shall not permit any greater quantity of freight, express, or baggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.

RESPONSIBILITIES ON ARRIVAL AND THE RETURN TRIP

When you arrive at the destination, before unloading, consult with the chaperons, teacher in charge, and passengers as to what time to report back to the bus for the return trip; also, the location where the reloading will take place. There will be times when you must park at a location other than where the passengers are unloaded.



Once the passengers have unloaded, perform a complete vehicle inspection so any problems found can be corrected before the return trip.

The teacher in charge will have a list of names of the passengers for roll-call purposes during the loading process. However, to be on the

safe side, maintain a head count and count your passengers every time they leave the bus. Count again before leaving to double—check with the teacher to be sure everyone is aboard.

If a pupil is missing, work this problem out with the teacher in charge.

A phone call should be made back to the supervisor and/or principal to receive further instructions on what to do. You or the teacher in charge may want to notify the law enforcement in the area as to the problem. If you have to leave without this pupil, at least local law enforcement can locate the person and notify home base of the fact so other transportation can be arranged.

Many times parents travel to the same location and ask that their youngster travel back home or go elsewhere for the weekend with them. Here again, the teacher in charge must make that decision.

Generally, this type of situation is arranged before the trip is made.

Upon return to the original departure location, before unloading, a comment may be in order along the lines of a compliment for the cooperation you have received from the passengers.

Also, remind everyone to look around for belongings. After everyone is off the bus, walk through and check all seats for damage or lost articles. Check under the seats as well. If you find damage that was not there before, call it to the attention of the teacher in charge; then write up a report to your supervisor of that fact. Also, check for sleeping pupils.

REST, FOOD, OR FUELING STOPS

It is best to fuel the bus while the passengers are attending their activity. If you must make a fuel stop in-route, do the following:

1. Unload all passengers, and ask the teacher or chaperon to manage the pupils.
2. Stay with the attendant during the fueling process to be sure the correct fuel is placed in the fuel tank(s).
3. Supervise checking oil and water levels or check yourself.

CONCLUSION



Keep in mind that, when on an activity trip, you represent the district or company and should conduct yourself accordingly. Your conduct and the way you drive reflect back at home base. Equally important is the fact that the safety of the passengers lies in your knowledge of the equipment and your professional driving ability.

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