

General School Bus Operations During Pre-Pandemic COVID-19; Loading and Unloading at Designated Bus Stops, School Sites

Berkeley Unified School District Transportation Department shall follow the recommended protocols, safeguards and practices for transporting students on school buses.

1. Will resume school bus transportation for all eligible Berkeley students for the 2021-2022 school year. All students shall wear a face mask at all times while being transported on the school bus.

Loading and Unloading Procedures:

- All entries on a school bus shall be authorized by the school bus driver. Unauthorized passengers, parents and school officials shall not enter onto the school bus at any time.
- As the school bus approaches, students and parents who congregate at a designated bus stops should stay 12 feet from the bus entrance door. For groups of students and parents waiting at the bus stop shall maintain 6 feet distance, and wait for the school bus drivers' directive when to approach.
- The school bus driver will give directive to students to stay in an orderly manner prior to entering the bus. Bus drivers will refer to loading and unloading procedures at designated bus stops and at school sites according to state regulations.
- BUSD Transportation Department recommends parents be present at all times for all TK, Pre-K and KG students. A school official is required to meet the bus at a school site. Parents, school officials shall maintain a safe from the school bus entrance door and wearing a face mask.
- No pre-screening and health check with a non-contact thermometer will be performed by the school bus driver. Parents, adults or guardians for any students who may exhibit any complications from sickness, illness it is recommended that the student stay home and not be transported on the school bus.
- Each student shall have a face mask while transported on the school bus. A student who does not have a face mask when the school bus arrives at the

designated bus stop may be provided one by the school bus driver, if available to transport to their school. If school bus driver does not have a face mask to provide to the student, transportation shall not be denied to the student. The school bus driver will inform the parent of the situation and contact the dispatch office. Every school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated by their parent, adult or guardian in proper disposal of used tissues. Dispose of tissues after each run will be part of disinfecting the bus. Face mask is recommended not be used:

- Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face-mask without assistance
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- School bus drivers can consider increased natural ventilation whenever possible by opening windows, roof hatches while transporting students. School bus drivers shall take into account outdoor air temperature, conditions (e.g. rain) prior to opening windows, roof hatches. Students need to be comfortable in weather climate conditions.
 - Students may be assigned to a bus seat by their school bus drivers. Determine if siblings from the same household may ride together near each other.

School Buses Transporting Special Needs Students

- Establish seat assignments considering special needs student's one-on-one assistants if required.
- School bus drivers shall wear a face covering, gloves and optional a clear face shield when assisting special needs students transported in a wheelchair, safety harness, car seat, etc. Some special needs students may not be able to wear a face covering due to their disability or is deemed a health risk to the student.

Note: Transportation management will communicate updated student transportation, loading and unloading protocols with staff, parents, administrators and school officials.

CA Department of Motor Vehicles (Vehicle Code 22112):

On approach to a school bus stop where students 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" system will operate in accordance with VC 22112 during the entire time the bus is stopped for loading and unloading passengers. Punctuality will help prevent excessive backup of traffic in front of and behind the school bus while at the bus stop.

School Bus General Safety Regulations & Bus Rules for Student Misconduct

1. Walking to and from school bus stops: When walking to and from designated bus stops, students should be respectful of other personal property. Students are to:

- Walk off the roadway or as close to the edge of the roadway as possible
- Check traffic carefully before crossing any roadway
- Go directly to their designated school bus stop or home
- Wait for the bus driver to escort them across the street as described below, and
- Not cause any destruction of private property.

2. General Rules of Conduct on a School Bus & Designated Bus Stop. Student conduct on a school bus should be the same as required on the school grounds. Actions such as failing to follow bus drivers' directives, removing face covering, not wearing a seat belt, moving from their assigned seat, horse playing and any other unruly behavior is not acceptable. Student misconduct at the bus stop will be dealt with in the same manner as misconduct on the school bus. BUSD Transportation Department Bus Rules and Regulations is available on our webpage.

3. Authority of the Driver (Title 5 CCR 14103). 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.

4. Ejection of Pupils (Title 13 CCR 1217). 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.

5. EDC 44808...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.

NOTE: As a school bus approaches a bus stop, during the loading and unloading procedures, and when the bus leaves the stop, when does the drivers responsibility for a pupil's safety begin and end? A school bus driver responsibility begins when they recognize a student(s) on the approach to a school bus stop, and can visibly see a student(s) when departing from a school bus stop after dropping in the afternoon.

SCHOOL BUS DANGER ZONES

