

Posted January 18, 2023

West Park Elementary School District

Board of Trustees
Special Meeting

Cafeteria
West Park School District
2695 S. Valentine
Fresno, CA 93706

Thursday, January 19, 2023
5:30 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Devon Corrente at (559) 233-6501. Notification by noon on the Friday preceding the board meeting, or at least 48 hours prior to the meeting, will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 2695 S. Valentine, Fresno, CA 93706, during normal business hours. Public writings related to regular meeting open session agenda items distributed less than 72 hours in advance of a board meeting will be made available to the public at the time the document is distributed to the majority of the board.

The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call (559) 233-6501, 48 hours in advance of the meeting, so arrangements can be made for an interpreter. *El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretación llame al (559) 233-6501, 48 horas antes de la junta, para poder hacer arreglos de interpretación.*

Community members have two opportunities to address the Board of Trustees. While the Board's meeting will be available for the public to view live online to the full extent possible (absent technical difficulties), public comments during the Board meeting must be made in person. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three (3) minutes. Time limitations are at the discretion of the President of the Board.

Individuals have an opportunity to address the Board during the Period for Public Discussion on topics within the subject matter jurisdiction of the Board **not** listed on this agenda. If you wish to speak on an item not on the agenda, please fill out a request form and turn it in to the clerk prior to the meeting. You will be called upon to make your comments under "Comments from the Public". Comments will be limited to three (3) minutes, with a total of twenty (20) minutes designated for this portion of the agenda. If you have questions on school district issues, please submit them in writing. Presentations will be limited to a maximum of ten

(10) minutes, with a total of thirty (30) minutes designated for this portion of the agenda. Individuals with questions on school district issues may submit them in writing. The Board will automatically refer requests to the Superintendent.

AGENDA

I. OPENING BUSINESS

- A. Call Public Session to Order
- B. Roll Call: Fernando Alvarez ____ Aida Garcia ____ Araceli Lopez ____
Ezekiel Rodriguez ____ Mark Vivenzi ____
- C. Pledge of Allegiance
- D. Adopt Agenda

II. PUBLIC COMMENT PERIOD

Public Comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes pursuant to Board Policy. Public comment will also be allowed on each specific agenda item prior to Board action thereon.

Norms

We will be conducting this meeting with the following norms; we will

- 1. Communicate in a positive and appropriate manner
- 2. Be respectful in word and deed
- 3. Listen to understand
- 4. Be prepared to contribute and participate positively
- 5. Be supportive.

These are norms employed by our District and will be upheld to ensure a productive meeting.

III. ACTION ITEMS

- 1. APPROVAL: Preschool Continued Funding Application Resolution 2022-23-14
- 2. APPROVAL: Classified Salary Schedule Change (Minimum Wage Increase)
- 3. APPROVAL: Transportation Safety Plan

IV. PUBLIC COMMENT PERIOD RE: CLOSED SESSION ITEMS

General public comment on any closed session item that will be heard. The Board may limit comments to no more than three (3) minutes pursuant to Board policy. Following public comment on closed session agenda items, the Board will immediately recess into closed session.

V. CLOSED SESSION

- A. Public employee appointment/employment
(Government Code Section 54957)
Title: Pupil Service Specialist
Title: Director of Business Services

VI. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

VII. ADVANCED PLANNING

- A. Regular Board meeting: February 16, 2023

VIII. ADJOURNMENT

ITEM: Preschool Continued Funding Resolution 2022-23-14

PRESENTER: Dr. Brian Clark

DATE: January 19, 2023

BOARD DECISION: Request approval

California State Preschool Program (CSPP) Contractors that intend continue services into the next contract year are required to complete and submit a Continued Funding Application (CFA). Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.

BOARD RESOLUTION

2022-23-14

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2023-24.**

RESOLUTION

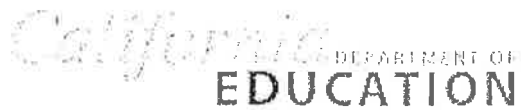
BE IT RESOLVED that the Governing Board of West Park Preschool, 6253,
authorizes entering into local agreement with the State of California and that the person/s who is/are
listed below, is/are authorized to sign the transaction for the Governing Board.

NAME	TITLE	SIGNATURE
<u>Dr. Brian Clark</u>	<u>Superintendent</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

PASSED AND ADOPTED THIS 19th day of January, 2023, by the Governing Board of
West Park ESD of Fresno County, California.

I, Araceli Lopez, Clerk of the Governing Board of West Park,
of Fresno County, California, certify that the foregoing is a full, true and correct
copy of a resolution adopted by the said Board at a Special Board meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

<u></u>	<u></u>
Clerk's Signature	Date



[Home](#) / [Specialized Programs](#) / [Early Education](#) / [Contractor Information](#)

Continued Funding Application

Fiscal Year 2023–24 Continued Funding Application information, forms, and instructions for California State Preschool Program contractors.



Due: December 9, 2022

California State Preschool Program (CSPP) Contractors that intend to continue services into the next contract year are required to complete and submit a Continued Funding Application (CFA). Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.

Program Questions: If you have questions regarding the CFA, please contact your assigned Early Education Division (EED) Regional Consultant or contact the Early Education Division by email at CFA@cde.ca.gov. If you have feedback regarding the CFA process, please email CFA@cde.ca.gov.

Document	Description
Management Bulletin 22-06	Additional Information for Contractors
Continued Funding Application Instructions (DOCX)	Written Instructions for Completing the FY 2023–24 CFA
Fiscal Year 2023-24 Continued Funding Application	Electronic Fiscal Year 2023–24 CFA
Frequently Asked Questions	Frequently Asked Questions for the FY 2023–24 CFA
Instructional Program Webinar 📺 (Video; 56:09)	Instructional program webinar for the FY 2023–24 CFA
Instructional Program Webinar Slides (PPTX)	Instructional program webinar slides for the FY 2023–24 CFA
Erratum #1	Erratum 1 for the FY 2023–24 CFA

The following table provides links to the attachments to the CFA:

Resource	Description	Instructions
EED 9730 (XLSX)	Fiscal Year 2023–24 Program Calendar (EED 9730)	Required for all contractors.
EED 3704A (PDF)	Program Narrative Change (EED 3704A)	Required for agencies with program narrative and/or calendar changes.
EED 3704B (PDF)	Subcontractor Information (EED 3704B)	Required for agencies with subcontractors.
STD 204  (PDF)	State of California, Payee Data Record	Required for non-public agencies only.
STD 205  (PDF)	State of California, Payee Data Record Supplement	Required for non-public agencies only.
CO-005 (PDF)	California Civil Rights Laws Certification	Required for all contractors.
CCC 042017 (PDF)	Contractor Certification Clauses	Required for all contractors.
CO.8 (PDF)	Federal Certifications	Required for all contractors.
Sample Resolution (PDF)	Sample of Board Resolution	This is a sample template that may be used as a reference for the board resolution or minutes of meeting.
Self-Certification for Classroom Exemption from Title 22 Requirements (PDF)	Self-Certification for Classroom Exemption from Title 22 Requirements	Complete this form only if your agency is a local educational agency (LEA) operating a California State Preschool Program (CSPP) and choosing to be exempt from licensure pursuant to Health and Safety Code (H&SC) Section 1596.792(o).
Child Development Management Information System (CDMIS) Logon	Login information for the CDMIS	Required for all contractors. Update contractor information and attach the certification page to the CFA.

Secretary of State

Web page for the
Secretary of State

Required for non-public agencies only. Print the contractor's information page and attach to the CFA.

California
Community
College
Chancellor's Office



Directory of
California Community
Colleges and
Community College
Districts

Required for all California Community Colleges and Community College Districts. Print the contractor's information page and attach to the CFA to verify your district name and address.

California School
Directory

Directory of
California Schools

Required for all public agencies. Print the contractor's information page and attach to the CFA to verify your district name and address.

Questions: Early Education Division | CFA@cde.ca.gov

Last Reviewed: Friday, December 23, 2022

ITEM: Classified Salary Schedule Change
Minimum Wage Change 01/01/2023

PRESENTER: Tamita Boyd, Director of Human Resources
Helen Bellonzi, Consultant

DATE: January 19, 2023

BOARD DECISION: Request for Approval

Due to the increase in the minimum wage on January 1, 2023, the Classified Salary needs to be updated to reflect the change to three cells that were below the minimum wage.

Also, since Class D is no longer being used, we have reflected that Class as being inactive.

West Park Elementary School District **2022-2023 Classified Salary Schedule** **Effective January 1, 2023** **(minimum wage increase)**

2.50% 2.50%
 ↓ →

Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Class A	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19	19.67	20.16	20.66	21.18	21.71
Class B	15.50	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19	19.67	20.16	20.66	21.18
Class C	15.50	15.50	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19	19.67	20.16	20.66
Class D (inactive)	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27						

* Employees who exceeded the current schedule prior to 2017-18 have grandfathered terms not reflected on the salary schedule.

Longevity

Longevity increments added to salary provided the provision has been met	
15 years of continual service with West Park Elementary School District in a classified position	
2% compound on current salary will be added, starting the 15th year and a flat longevity amount following the corresponding years of service to West Park Elementary School District	
15-19 years	1,000
20-24 years	1,500
25+ years	2,000

College Incentives

Must be enrolled in a College or University with the minimum of 6 units per semester or 12 units per year	
Must turn in registration and transcripts within the current year	
\$250 Semester	
\$500 Yearly	

Classifications

Class A	Administrative Assistant, Administrative Financial Assistant, Technology Technician
Class B	Paraprofessional, Clerical, Registrar
Class C	Bus Drivers, Custodian, Maintenance, Cooks
Class D	Pre School Aides

ITEM: Transportation Safety Plan

PRESENTER: Ruben Rangel

DATE: January 19, 2023

BOARD DECISION: Request approval

West Park Elementary School District is providing a Transportation Safety Plan and would like the Board of Trustees approval for this plan. The following guidelines are to help ensure the safest and most efficient form of student transportation.

WEST PARK SCHOOL DISTRICT

TRANSPORTATION SAFETY PLAN

(EC 39831.3)



“Putting Children First”

FOR CRITICAL ISSUES CALL OUR
TRANSPORTATION DEPARTMENT

(559) 233-6501

WEST PARK SCHOOL DISTRICT



2695 South Valentine Ave, Fresno CA, 93706
Tel 559-233-6501 Fax 559-497-1944
www.westpark.k12.ca.us



To All Stakeholders of West Park School District Transportation,

It is our pleasure to provide safe transportation for the students of our district. We have provided a Transportation Safety Plan that will explain our policies and procedures. A copy of this plan will be kept at our West Park School Office. The following guidelines are to help ensure the safest and most efficient form of student transportation. District Administrative Regulations regarding transportation have been adopted by our Board of Trustees (AR 3543 a-f) and are available upon request. Communication is the key to a successful school year and is an essential part of the educational process. West Park School District Transportation Services is a free service for district students who reside within our District boundaries and is a privilege that is not mandated by the State of California for regular education students.

We encourage parents to refer any questions regarding bus stop schedules to the appropriate department. For information regarding bus delays in the event of fog, please check your local news stations or their websites.

If a parent has concerns regarding their child's transportation they should call and speak to the Director of Transportation at (559) 233-6501. The safety and well-being of our students is the district's top priority and student transportation services strive to ensure that all students will be transported safely to school, to activities, and to their homes. We invite parents with questions and concerns to call the office of Maintenance, Operations and Transportation (MOT) at (559) 233-6501.

Sincerely,

Ruben Rangel
Director
Maintenance, Operations and Transportation

BOARD OF TRUSTEES

Aida Garcia
(President)

Fernando Alvarez

Mark Vivenzi

Ezekiel Rodriguez

Araceli Lopez
(Clerk)

Transportation Services shall identify all stops requiring students to be escorted across the highway or road and the drivers shall identify the individual students requiring an escort at those stops before loading or unloading students.

Upon registration, the parents or guardian of all students not previously transported in a school bus shall be provided with written information on school bus safety by the administrator of the school of attendance. The information shall include all of the following:

- 1) General Rules of Conduct at school bus loading zones and red light crossing instructions.
- 2) A list of school bus stops near a pupil's residence. A copy of the bus routes, stops, and times may also be obtained from the school site, district website or the Department of Maintenance, Operations and Transportation (MOT).
- 3) Walking to and from school bus stops.

The plan shall be kept current and on file at each school site and made available, upon request, to any officer of the California Highway Patrol.

District Policy requires the following:

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

Students will do the following:

- Ride only those buses to which students are eligible and assigned to, and normally take to and from school.
- Listen and obey all directions from the driver.
- Arrive at their assigned bus stop a minimum of five (5) minutes before the scheduled pick-up time.
- Respect the people and property at and around the bus stop and loading zones.
- Never throw objects at a bus or out of bus windows.
- Conduct themselves properly while waiting for their buses and after returning from school.
- Form a single line and remain a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- Board and exit buses in an orderly manner without pushing or crowding.
- Sit in seats and areas assigned by the bus driver.
- Identify himself or herself to the driver when requested to do so.
- Remain seated while the bus is in motion.
- Keep all portions of their body inside the bus at all times.
- Wear shoes, unless otherwise directed by the driver. Athletic shoes with metal cleats must be carried.
- Exit the bus through the front door only, unless otherwise directed by the driver.
- Cross roadways in front of the bus (all grades) and escorted by the driver (grades T-K through 8th grade inclusive). Grades 9-12 escorting is permissive and may be required if necessary.

Students will not do the following:

- Threaten, harm or endanger the safety of the passengers and/or drivers.
- Possess matches or butane lighters, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices or weapons, pressurized containers (hair spray, perfume, paint, etc.).
- Engage in boisterous conduct, fighting or throwing of any object inside or outside of the bus.
- Use profane, vulgar/abusive language or gestures.
- Use tobacco, consume food or beverages, or chew gum.
- Write on seats, walls or intentionally damage any portion of the bus.
- Tamper with emergency exits or bus controls.
- Throw substances on or at the bus.
- Cross divided highways to get onto the bus.

Loading at a Designated School Bus Stop:

- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop.
- Once stopped, the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle code.
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated before allowing students to enter the bus.
- In the event any pupils will need to cross the roadway upon which the bus is stopped (Transitional Kindergarten, Kindergarten and any grades 1-12 inclusive) the driver shall escort them across the roadway. The driver shall use an approved hand-held "STOP" sign when escorting students.
- The driver shall require all students to walk in front of the bus as they cross the roadway upon which the bus is stopped.
- If a student drops papers or other objects while boarding the bus, he/she should get the attention of the driver. The student shall never go under or near the school bus to retrieve objects since the driver cannot see the student.
- The drivers shall ensure that all students who need to cross the roadway/highway, upon which the bus has stopped, have crossed safely, and that all pedestrians are safe distance from the bus. The driver shall then cancel the flashing red lights and ensure it is safe before setting the bus in motion.

Unloading at a Designated Bus Stop:

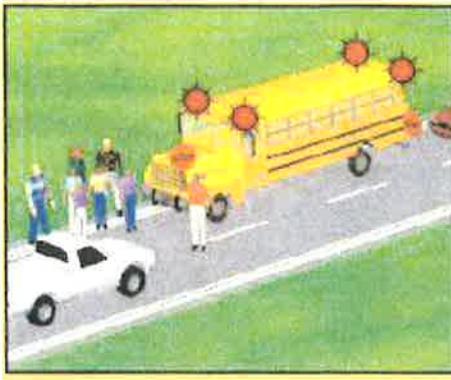
- Drivers shall be familiar with the proper procedures and requirements for the use of flashing red lights and escorting students across the roadway. The driver shall escort student passengers who attend a pre-kindergarten or elementary school up to grade 8 across the highway. Grades 9 – 12 may be escorted.
- The driver shall use an approved hand-held "STOP" sign (18" Octagonal "stop" sign) while escorting all students.
- Drivers shall approach the bus stop and activate the flashing amber warning light system, if so equipped, 200 feet before the bus stop.
- Oncoming traffic from both directions are required to stop when the flashing red signal lights are activated:



- The driver shall identify the students who must cross the roadway/highway and prepare the students to disembark the school bus.
- The driver shall ensure that the flashing red signal lights and stop arm, if so equipped, are activated and ensure it is safe to exit the bus.
- The driver shall require all students who are crossing the roadway to walk in front of and between the bus and driver.
- If a student drops papers or other objects while exiting the bus, he/she should get the attention of the driver. The student shall never go under or near the school bus to retrieve objects since the driver cannot see the student.
- The driver shall ensure that all students who need to cross the highway or private road, upon which the bus is stopped, have crossed safely and that all pedestrians are safe distance from the bus.
- The driver shall re-enter the school bus and will cancel the flashing red lights just prior to putting the bus in motion. It is the intent of Transportation Services to have all buses at the school sites prior to the afternoon dismissal bell time. It is our goal to depart the school site no later than ten (10) minutes after the dismissal bell.

Ensuring students cross the street safely:

- The driver shall identify and determine if students require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112.



Loading School Buses at a School Site:

- The driver may not activate the flashing amber warning light system, the flashing red light signal system, and stop signal arm at any school.
- The driver shall not activate the flashing red lights to unload the students at the school site.
- The driver will monitor the students at the school site to ensure orderly and safe exiting.
- When the students have disembarked, the driver will depart the school site when safe.
- This procedure will be the same for activity trips.



ACTIVITY TRIPS

Loading School Buses at a School Site:

- The driver shall not activate the flashing amber warning light system when loading/unloading.
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading.
- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.
- Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

Loading/Unloading at the Activity Destination Site:

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and loading/unloading students can be reasonably controlled.
- The driver will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus.
- When it is clear and safe, the driver will have the students disembark the bus. (The flashing red signal lights will not be activated).
- When the group is accounted for and is ready to depart, the driver will depart when safe.

Instructions for Special Needs Students:

- Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school students.
- The driver shall not activate the flashing red light system where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus; providing the assistance extends the length of the time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance. (OST instructors Guide Unit VII pg. 67).
- Activate the flashing amber warning light system 200 feet before the designated stop, if so equipped. Pull up to the designated stop and secure the bus. Turn off the flashing amber lights.
- Once stopped, the driver shall activate the flashing red signal light system, as defined in Section 22112 of the Vehicle code.
- When loading/unloading a wheelchair student, the flashing red lights shall NOT be activated. The driver will assist with the loading process and depart the bus stop when safe.

Unassigned Bus Stop:

- No student shall be allowed to utilize any designated bus stop other than the student's primary designated stop without the written permission of the pupil's parent/guardian and approval and direction from the site administrator/principal. This permission shall include the full name of the parent/guardian, the home and or work phone number and a legal signature giving the department this permission. No pupil shall be allowed to disembark at a location

other than a district approved designated bus stop. Disembarking at a stop other than the student's designated stop will be sufficient cause to suspend the student's riding privilege.

Mechanical Breakdown:

- When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the rear of, 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 shall not activate the flashing red light system while loading and unloading passengers unless arriving from the opposite direction. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

Adverse Driving Conditions

Vehicle Code Section 34501.6 states that the governing board of a local educational agency providing for the transportation of students 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.

For purposes of this safety plan, the department procedures shall be as follows:

- The individuals responsible for reporting from "spotting stations" located throughout the transportation area will notify the Director of MOT and South West Transportation that atmospheric conditions reduce visibility to 200 feet or less.
- The Director of MOT or designee will contact the Superintendent's Office.

Walking to and from Bus Stops

1. Go directly between the bus stop and home.
2. Plan the safest route with the fewest streets to cross.
3. If possible, cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear light colored clothing or something reflective).
9. Leave home early enough so you do not have to run.
10. Be at the Bus Stop a minimum of 5 minutes before the scheduled pick-up time.

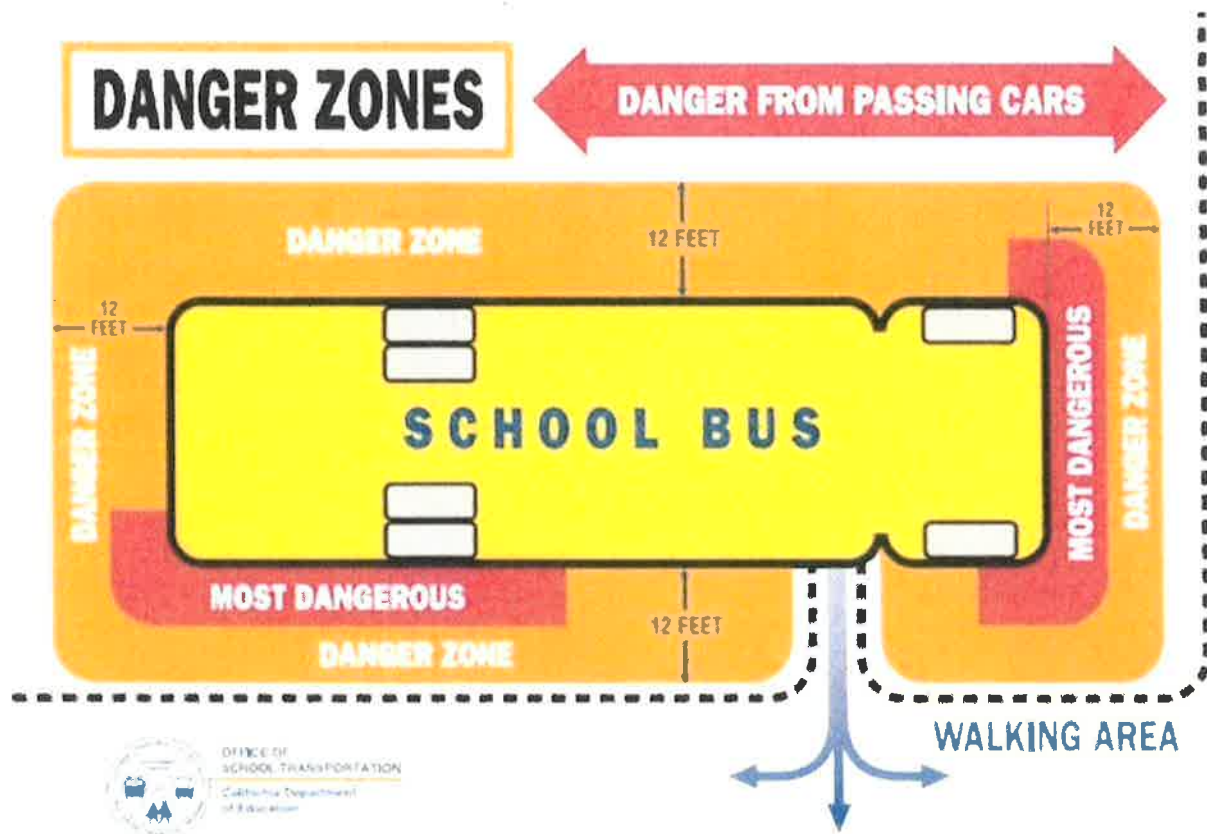
Safety Tips for Parents

The greatest risk is not while riding the bus, but approaching or leaving the bus. It is essential that automobile drivers know the rules:

1. When backing out of a driveway or leaving a garage, watch for children walking or bicycling to school.
2. When driving in neighborhoods with school zones, watch out for young people who may be focused on getting to school but may not be thinking about safety.
3. Slow down. Watch for children playing and gathering near bus stops or walking in the street, especially if there are no sidewalks.
4. Be alert. Children arriving late for the bus may dart into the street without looking for traffic.
5. Learn and obey the school bus laws in California.
6. Always STOP when a school bus has activated their Flashing Red Lights, do not proceed until they are completely off and then proceed with caution.
7. Always slow down when a bus has activated the flashing amber warning light system and prepare to stop once the flashing red signal lights are activated.



“Danger Zones”: In 2009, the California Department of Education extended the “danger zone” around buses to 12 feet. This applies to the danger of passing cars while loading or unloading at stops or being out-of-view of the driver:



TRANSPORTATION RULES AND REGULATIONS

The West Park School District Board of Trustees has adopted the following policy:

- 1) Students are to ride only those buses to which they are assigned and normally take to and from school.
- 2) Students are to be at their bus stop a minimum of five (5) minutes before the scheduled pick up time.
- 3) Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- 4) Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- 5) Students are to board and exit buses in an orderly manner without pushing or crowding.
- 6) Students are to sit in seats and areas assigned by the bus driver.
- 7) Students will remain seated facing forward in their seats at all times. Legs, feet or other objects are not to obstruct the aisle.

- 8) Students are to remain seated while the bus is in motion.
- 9) Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
- 10) Students will cross roadways in front of the bus (all grades) and be escorted by the driver (Grades T-K through 8 inclusive).
- 11) Students will be respectful and courteous to the driver and other staff at all times.
- 12) Students will identify himself or herself to the driver when requested to do so.
- 13) Students will not smoke or light matches on the school bus at any time.
- 14) Students will not fight, create excessive noise, litter, tamper with equipment or deface property (cut seats, etc.).
- 15) Students are not permitted to eat or drink on the bus.
- 16) Students will not possess matches or lighters, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, weapons or pressurized containers (hair spray, perfume, paint, etc.)
- 17) Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- 18) Students will not use abusive language or gestures on or near the bus.
- 19) Students will never extend any part of their body or any of their possessions out of the window of the school bus.

Note: All drivers are required to inspect the entire bus upon returning to the bus barn. This procedure is to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus (Education Code: 39831.3 (b) (4).

In compliance with the above regulation and the new VC 28160 Child Safety Alert System, we have also installed a Child Check Mate System on all of the district's buses. This System has to be deactivated by the driver after he inspects the whole interior of the bus and pushing the deactivating button in the back of the bus.

MISCONDUCT CITATION

This citation process is the driver's Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do his/her best to observe any student misconduct, rather than to just take the word of other students when issuing citations. This document is a three (3) part form with copies that are given or sent to:

1. WHITE: The Parent/Guardian
2. YELLOW: Driver
3. PINK: Office/Administrator

Under normal circumstances, if a citation is warranted, the Principal or designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate the reason for the citation, if time off the bus is indicated and the length or duration of the suspension of school bus riding privileges. In general, a period of forty eight (48) hours is

allowed for parent notification. The driver should not take for granted that parent notification has occurred and should confirm with the Principal or designee before denying transportation services. Generally, students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday normally will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

STUDENT DISCIPLINE: Title 5 California Administrative Code (CAC) 14103 - Authority of a Bus Driver

AUTHORITY OF THE DRIVER: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, being escorted across the street, or at a Firebaugh-Las Deltas Unified School District bus stop.

DENIAL OF TRANSPORTATION: Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be “denied transportation.” The Firebaugh-Las Deltas Unified School District Board of Trustees has adopted rules and regulations to enforce this provision. (5 CAC 14103)

UNAUTHORIZED ENTRY: 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 6 months, by a fine of not more than one thousand dollars (\$1000.00) or by both. (EC 39842)

VIDEO SURVEILLANCE: Video surveillance cameras, with audio, are installed on district vans and buses to ensure student and driver safety.

POLICY ESTABLISHED BY THE WEST PARK SCHOOL DISTRICT BOARD OF TRUSTEES SUGGESTS SOME GUIDELINES TO HELP AVOID STUDENT MISCONDUCT.

Infraction:

- Consistently being late or arriving too early at a bus stop.
- Moving about or changing seats while the bus is in motion.
- Sitting backward in the seat.
- Failure to cross the street in front of the bus.
- Spitting on people or equipment.
- Failure to remain seated until the bus comes to a complete/full stop.
- Eating or drinking on the bus.
- Throwing objects in and out of the bus.
- Refusing to follow the directions of the driver.
- Tampering with the driver’s seat, emergency door(s) or other equipment on the bus.
- Smoking, lighting matches, or lighters, setting off fireworks or stink bombs on the bus.
- Crossing the street behind the bus.

Immediate Suspension:

- A physical threat and action toward the driver or passengers.
- Destroying the driver’s, students, or school property. Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as weapons.

- Throwing objects at the bus or other vehicles after getting off the bus.

(6.1. C) THE DRIVER OF A WEST PARK SCHOOL DISTRICT SCHOOL BUS 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.



TRANSPORTATION SAFETY AND EMERGENCIES

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2016 (SB 826, Ch. 23, Statutes of 2016) extends the suspension of these requirements through the 2016-17 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus or, if no defect or deficiency was discovered or reported, shall so indicate. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
 - a. Is designed for carrying 16 or fewer passengers and the driver
 - b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)**Unauthorized Entry**

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or youth bus

Such procedures shall include, on or before the beginning of the 2018-19 school year, the installation of a child safety alert system at the interior rear of each bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. A student activity bus may be exempt from this requirement under the conditions specified in Vehicle Code 28160.

5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

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

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference: (see next page)