

SITE OPERATIONS CIRCULAR NO. 1012
Transportation and Distribution Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 29, 2018

To: Elementary School Principals and
Child Development Administrators

Subject: BUS SAFETY EDUCATION PROGRAM FOR 2018-2019

**Department and/or
Persons Concerned:** Site Administrators, Teachers, School Secretaries

Due Date: As prescribed on attached schedule

Reference: California Education Code, Section 39831.5

Action Requested: Review attached schedule and determine the feasibility of conducting the drill if weather is inclement, prior to scheduled drill date.

Attachments:

1. Bus Evacuation Master Schedule 2018-2019
2. Dear Parent/Guardian Letter – English
3. Dear Parent/Guardian Letter – Spanish
4. School Bus Safety Instructions & Emergency Bus Evacuation Report

Brief Explanation:

The California Education Code requires that at least once each year school districts conduct appropriate instruction in safe riding practices and pupil participation in emergency bus evacuation drills. The 2018-2019 program requires instructions and evacuation drills on the bus. The Bus Evacuation Master Schedule (Attachment 1) indicates the proposed dates for the 2018-2019 Bus Safety Education Program. No formal school assembly is necessary.

Procedures for the Bus Safety Education Program are as follows:

1. Send home the informational bulletin explaining the program with a space provided for parents to indicate if their child should not take part in the practice jump (Attachments 2 and 3). All students will be asked to execute a practice jump; however, they should not be forced.
2. Adult helpers should be available to assist K-3 students when they jump; however adult helpers should not execute the practice jump with the student. Please make sure the adult helpers are present and assisting the Instructors as needed.
3. Determine from the Bus Evacuation Master Schedule, how many buses are assigned to your school. Child Development Centers and state preschool pupils will also participate in the Bus Safety Education Program. Please include these students when making your master schedules.

4. The school bus will arrive at the presentation site approximately 20 minutes prior to the first presentation to set up (*times may vary depending on school bell time and schedule*). Please schedule groups of 60 students per bus according to the following schedule:


1 st Presentation:	9:00 a.m.
2 nd Presentation:	9:30 a.m.
3 rd Presentation:	10:00 a.m.
4 th Presentation:	10:45 a.m.
5 th Presentation:	11:15 a.m.

5. To reduce waiting time, use runners to send for the next class. The instruction for each group will last approximately 30 minutes. Bilingual instruction, if required, may take up to 40 minutes per presentation. A site bilingual staff member should be scheduled to assist the safety instructor.
6. Determine the feasibility of conducting the drill if the weather is inclement. For drill cancellation and rescheduling or to address concerns on the day of your evacuation drill, please call Transportation Services Dispatch at (858) 496-8460.
7. Upon completion of your school bus evacuation drill, please email or fax the completed the "School Bus Instruction & Emergency Bus Evacuation Report (Attachment 4) to the Transportation Department as instructed on bottom of the form.

Questions and/or concerns regarding the Bus Safety Education Program may be directed to Jennifer Cherniss, Transportation Operations Supervisor, at jcherniss@sandi.net or (858) 496-8780.

Marceline Marques
Operations Support Officer
Transportation and Distribution Services

APPROVED:


Greg K. Ottinger, Ed.D.
Chief Business Officer

GR:lmk

Attachments (4)

Distribution: Lists B, C, and D