



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3543
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Business and Non-Instructional Operations

Transportation: Procedures for Emergencies: Safety

Transportation During Emergencies

1. Purpose and Scope

To establish procedures for transportation in the event of emergencies.

2. Regulations

The primary concern and responsibility of school officials is the safety and welfare of the students. There is also an obligation to assist the local community during times of emergency when district equipment and personnel are available.

The following rules will be followed during emergencies:

- A. Teachers/adult advisors riding on a school bus will assist the drivers in areas of safety, discipline, leadership and rendering aid to injured passengers.
- B. In the event a major earthquake, flood or fire occurs while transporting students, the driver should contact the Transportation or Public Safety Department via the two-way radio for directives.
 - (1) If unable to make radio contact, the driver should take the students to school if it is safe to do so, and the principal will assume responsibility for the bus.
 - (2) If the bus is delivering students to their homes, the drivers should continue. If unable to return the students to their home or their regular bus stop, the students should be returned to the school, and the principal will assume responsibility for the bus.
- C. In the event of military or nuclear disaster, it may be necessary for the driver to take the following action:
 - (1) Deliver the students to school.

Transportation: Procedures for Emergencies: Safety (continued)

- (2) Deliver the students to a shelter.
- (3) Pull off the road and take cover.

Transportation During Emergencies (continued)

The driver should make every effort to verify conditions and make a decision as to appropriate action under the circumstances.

- D. Should a disaster occur while drivers are off duty, they should report to the dispatcher or transportation manager for instruction.
- E. In the event of a disaster, strike, or an emergency closing of a school, transportation personnel and equipment will be utilized to transport students, staff and community upon authorization of the Superintendent or his/her designee.

All equipment usage will be coordinated through the Transportation Department.

Bus Transportation in Event of Fog

1. Purpose and Scope

To provide bus drivers and staff of the district guidelines to follow in the event of a heavy fog.

2. Regulations

- A. School buses will not operate when fog restricts the driver's visibility for safe operation of the bus. A minimum of 250 feet of visibility is required. The final decision as to safety rests with the driver.
- B. If buses are late due to heavy fog, they will be in operation as soon as it is safe to do so.
- C. When the Transportation Department receives information of heavy fog impairing safety, the dispatcher will notify the school concerned and radio station KWIZ - 1480 AM. KWIZ will broadcast spot announcements of school bus operation to inform students of transportation changes.

Transportation: Procedures for Emergencies: Safety (continued)

Bus Transportation in Event of Fog (continued)

- D. Cancellations of school bus runs or trips will be reported immediately to the Transportation Manager, and the Transportation Manager will notify the Assistant Superintendent of Business and the principal of the school or his/her designee.
- E. If students are late due to fog or bus problems, they will be issued late passes.
- F. Classes will be held on a regular basis on foggy days for those students within walking distance of the school and for those whose transportation isn't restricted.
- G. Transportation will remain on standby to return students to their homes or bus stops when the fog lifts or until all students have been picked up from school and delivered home.

Regulation
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