

**SITE OPERATIONS CIRCULAR NO. 1012**

Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** September 8, 2005

**To:** Elementary School Principals and Child Development Administrators

**Subject:** BUS SAFETY EDUCATION PROGRAM FOR 2005-2006

**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 the weather is inclement, prior to scheduled drill date.

**Brief Explanation:**

The California Education Code requires that school districts, annually conduct appropriate instruction in safe riding practices and pupil participation in emergency bus evacuation drills. The 2005-2006 program requires instructions and drills on the bus. The Bus Evacuation Master Schedule (Attachment 1) indicates the proposed dates for the 2005-2006 Bus Safety Education Program. No formal school assembly is necessary.

Procedures for the Bus Safety Education Program are as follows:

1. Send home an informational bulletin explaining the program with a space provided for parents to indicate if their child should not take part in the practice jump (Attachment 2). All students will be asked to execute a practice jump; however, they should not be forced. A student may be unable to do so because of illness, physical condition or other valid reason.
2. Adult helpers should be available to assist K-3 students when they jump.
3. Based on the Bus Evacuation Master Schedule, determine 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 pupils when making your master schedules.

Please schedule groups of 60 students per bus. The school bus will arrive at the presentation area according to the following schedule:


- First presentation: 9:00 a.m.
- Second presentation: 9:30 a.m.
- Third presentation: 10:00 a.m.
- Fourth presentation: 10:45 a.m.
- Fifth presentation: 11:15 a.m.

4. 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. All buses must depart the school site by 12:00 noon.
5. Determine the feasibility of conducting the drill, if the weather is inclement. For drill cancellation and rescheduling, please call (858) 496-8460 before 8:30 a.m. For calls after 8:30 a.m. dial (858) 496-8755.

Direct your questions and/or concerns, regarding the Bus Safety Education Program, to Al Lamar at (858) 496-8755 or [alamar@sandi.net](mailto:alamar@sandi.net).

Peter M. Iverson  
Chief Business Officer  
Business Operations Division

APPROVED:



Leslie Fausset  
Interim Superintendent

PMI:AR:lmk

Attachments (2)

Distribution: Lists B, C, and D

**BUS EVACUATION MASTER SCHEDULE  
2005-2006**

DATE	INSTRUCTOR #1	INSTRUCTOR #2	INSTRUCTOR #3	INSTRUCTOR #4	INSTRUCTOR #5
09/13/05	HAMILTON	HAMILTON	HAMILTON	HAMILTON	HAMILTON
09/14/05	BROOKLYN	BROOKLYN	BURBANK	BURBANK	FLORENCE
09/15/05	ADAMS	ADAMS	ADAMS	HAWTHORNE	HAWTHORNE
09/20/05	ZAMORANO	ZAMORANO	ZAMORANO	ZAMORANO	ZAMORANO
09/21/05	CHOLLAS	CHOLLAS	CHOLLAS	MEAD	OCEAN BEACH
09/22/05	CENTRAL	CENTRAL	CENTRAL	CENTRAL	CROWN POINT
09/27/05	CHAVEZ	CHAVEZ	CHAVEZ	ANGIER	ANGIER
09/28/05	BOONE	BOONE	BOONE	LOMA PORTAL	LOMA PORTAL
09/29/05	ROSA PARKS	ROSA PARKS	ROSA PARKS	ROSA PARKS	ROSA PARKS ANNEX
10/04/05	BALBOA	BALBOA	BALBOA	BALBOA	SCHOOL AT THE PARK, ROSA PARKS
10/05/05	PARADISE HILLS	PARADISE HILLS	DEWEY	CABRILLO	BARNARD
10/06/05	EMERSON	EMERSON	BANDINI	BANDINI	FLETCHER
10/11/05	JACKSON	JACKSON	JACKSON	JACKSON	TUBMAN
10/12/05	ENCANTO	ENCANTO	ENCANTO	ENCANTO	NORTH PARK
10/13/05	BAKER	BAKER	BIRNEY	BIRNEY	CUBBERLEY
10/18/05	KING	KING	KING	GARFIELD ELEMENTARY	GARFIELD ELEMENTARY
10/19/05	BAY PARK	BAY PARK	CADMAN	ALCOTT	ALCOTT
10/20/05	PORTER	PORTER	PORTER	JUAREZ	JUAREZ
10/25/05	KIMBROUGH	KIMBROUGH	KIMBROUGH	KIMBROUGH	SDCC
10/26/05	HANCOCK	HANCOCK	HANCOCK	CLAY	CLAY
10/27/05	SHERMAN	SHERMAN	SHERMAN	BENCHLEY WEINBERGER	BENCHLEY WEINBERGER

BUS EVACUATION MASTER SCHEDULE  
2005-2006

DATE	INSTRUCTOR #1	INSTRUCTOR #2	INSTRUCTOR #3	INSTRUCTOR #4	INSTRUCTOR #5
11/01/05	EUCLID	EUCLID	EUCLID	LA JOLLA ELEMENTARY	LA JOLLA ELEMENTARY
11/02/05	HORTON	HORTON	HORTON	TIERRASANTA	TIERRASANTA
11/03/05	LINDA VISTA	LINDA VISTA	LINDA VISTA ANNEX	TORREY PINES	TORREY PINES

11/08/05	CARSON	CARSON	CARSON	BETHUNE	BETHUNE
11/09/05	ERICSON	ERICSON	ERICSON	McKINLEY	McKINLEY
11/10/05	EDISON	EDISON	EDISON	JONES	JONES

11/15/05	WEBSTER	WEBSTER	WALKER	WALKER	WALKER
11/16/05	MARSHALL ELEMENTARY	MARSHALL ELEMENTARY	MARSHALL ELEMENTARY	DARNALL	DARNALL
11/17/05	HARDY	HARDY	JOHNSON	JOHNSON	CARVER

11/22/05		<u>THANKSGIVING</u>	<u>BREAK</u>		
11/23/05		<u>THANKSGIVING</u>	<u>BREAK</u>		
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11/29/05	CURIE	CURIE	DOYLE	DOYLE	DOYLE
11/30/05	HAGE	HAGE	HAGE	ELLEN BROWNING SCRIPPS	ELLEN BROWNING SCRIPPS
12/01/05	AUDUBON	AUDUBON	AUDUBON	SEQUOIA	SEQUOIA

12/06/05	SANDBURG	SANDBURG	SANDBURG	SESSIONS	SESSIONS
12/07/05	LOGAN	LOGAN	LOGAN	LOGAN	TOLER
12/08/05	LONGFELLOW	LONGFELLOW	LONGFELLOW	DAILARD	DAILARD

12/13/05	CHESTERTON	CHESTERTON	PERRY	PERRY	WEGEFORTH
12/14/05	JERABEK	JERABEK	JERABEK	FULTON	FULTON
12/15/05	FREESE	FREESE	FREESE	BIRDROCK	BIRDROCK

12/19/05 – 12/30/05		<u>WINTER</u>	<u>BREAK</u>		
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BUS EVACUATION MASTER SCHEDULE  
2005-2006

DATE	INSTRUCTOR #1	INSTRUCTOR #2	INSTRUCTOR #3	INSTRUCTOR #4	INSTRUCTOR #5
01/03/06	BAYVIEW TERRACE	BAYVIEW TERRACE	FIELD	FIELD	SPRINGALL ACADEMY
01/04/06	DINGEMAN	DINGEMAN	DINGEMAN	KUMEYAAY	KUMEYAAY
01/05/06	LAFAYETTE	LAFAYETTE	MARVIN	MARVIN	WASHINGTON
01/10/06	SILVERGATE	SILVERGATE	HEARST	HEARST	
01/11/06	GRANT	GRANT	LEE	LEE	LEE
01/12/06	GREEN	GREEN	GAGE	GAGE	
01/17/06	HOLMES	HOLMES	JEFFERSON	JEFFERSON	
01/18/06	KNOX	KNOX	KNOX	ROLANDO PARK	ROLANDO PARK
01/19/06	LINDBERGH/SCHWEITZER	LINDBERGH/SCHWEITZER	LINDBERGH/SCHWEITZER	ROSS	ROSS
01/24/06	NYE	NYE	NYE	PACIFIC BEACH ELEMENTARY	PACIFIC BEACH ELEMENTARY
01/25/06	MASON	MASON	MASON	MASON	
01/26/06	OAK PARK	OAK PARK	OAK PARK	WHITMAN	WHITMAN
01/31/06	HICKMAN	HICKMAN	HICKMAN	FOSTER	FOSTER
02/01/06	LANGUAGE ACADEMY	LANGUAGE ACADEMY	LANGUAGE ACADEMY	VISTA GRANDE	VISTA GRANDE
02/02/06	ROWAN	ROWAN	HERBERT IBARRA	HERBERT IBARRA	HERBERT IBARRA
02/07/06	SPRECKLES	SPRECKELS	SPRECKELS	CHEROKEE PT.	CHEROKEE PT.
02/08/06	MILLER	MILLER	MILLER	MILLER	CHILDREN'S DAY TREATMENT @ MARCY
02/09/06	FRANKLIN	FRANKLIN	VALENCIA PARK	VALENCIA PARK	VALENCIA PARK
02/14/06	MIRAMAR RCH	MIRAMAR RCH	MIRAMAR RCH	SUNSET VIEW	SUNSET VIEW
02/15/06	PENN	PENN	PENN	PERKINS	PERKINS

Dear Parent/Guardian:

**RE: BUS SAFETY EDUCATION PROGRAM**

California state law requires schools to instruct students in safe riding practices while aboard a school bus. This instruction includes an annual drill in exiting a bus quickly. Your child's Bus Safety Education Program is scheduled for: \_\_\_\_\_.

As part of this program, every student will take part in a practice jump from a parked bus. The drill will be instructed by a specially trained school bus driver. The jump is from the emergency exit door of the school bus onto a padded mat. If your child is unable to jump because of illness, physical condition, or other valid reason, please indicate so by completing and returning the form below:

Sincerely,



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-  
**RETURN THIS PORTION (TO THE SCHOOL) ONLY IF YOUR CHILD CANNOT TAKE PART IN JUMP INSTRUCTION:**

SCHOOL	
CHILD'S NAME	

*My child is unable to jump in the Bus Safety Education Program because:*

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

DATE

## Estimados Padres o Tutores:

La ley estatal requiere que los alumnos que usan el servicio de transporte escolar reciban instrucción respecto al las prácticas de seguridad al viajar en estos vehículos. Esta instrucción incluye un ejercicio de práctica una vez al año en el cual se ilustra la manera de salir del autobús con rapidez en caso de emergencia. Nuestro programa de instrucción sobre seguridad está para la siguiente fecha:

\_\_\_\_\_.

Como parte de éste programa, cada alumno participará en la práctica para saltar desde un autobús estacionado. Estas prácticas se llevarán a cabo bajo la dirección de un conductor del autobús especialmente capacitado para éste propósito. La práctica de salto se hará por la puerta de salida de emergencia del autobús. Los alumnos saltarán del autobús y caerán sobre una superficie acolchonada.

Si su hijo/hija no puede participar en dicha práctica debido a enfermedad, condición física, u otra razón, por favor indíquelo y sírvase devolvernos este formulario.

Atentamente,



**DEVOLVER ESTA PORCIÓN DE LA HOJA (A LA ESCUELA) SÓLO SI SU HIJO/HIJA NO PUEDE TOMAR PARTE EN EL EJERCICIO DEL SALTO DE EMERGENCIA:**

NOMBRE DE LA ESCUELA	
NOMBRE DEL ALUMNO/ALUMNA	

*Mi hijo/hija está incapacitado para realizar la práctica de salto del Programa de Instrucción para Emergencias del Autobús por la siguiente razón:*

**FIRMA DE PADRES O TUTOR**

**FECHA**