



**TITLE:** BUS TRAFFIC IN AND AROUND SCHOOL SITES

**NUMBER:** BUL-910

**ISSUER:** Michael A. Eugene, Business Manager  
Business Services Division

**DATE:** April 13, 2004

**POLICY:** School administrators are to inform and remind students and school staff of the safety procedures to be observed whenever there are moving vehicles in or around the school grounds. Buses are to be escorted at all times when on school campuses and service roads.

**MAJOR CHANGES:** This revision replaces Bulletin C-42 (Rev.), of the same subject, dated March 5, 2001. The content has been updated to provide schools with current information.

**GUIDELINES:** I. STUDENT AWARENESS OF THE HAZARDS OF VEHICULAR TRAFFIC

Periodic assemblies and other programs throughout the school year should include reminders that accidents can very easily happen through unsafe acts and “horse play” around moving vehicles. Teachers, administrators and supervising personnel must assure the safety of students around such areas. Adherence to and enforcement of the eight-miles-per-hour speed limit on school grounds is imperative.

II. ADEQUATE ACCESSIBILITY TO AND FROM LOADING AREAS

Loading and unloading areas should be arranged to minimize the movement of vehicles. Many accidents happen when vehicles maneuver in very tight areas. When loading areas lack ideal accessibility, the driver must be guided whenever the vehicle is in motion on school grounds. This assistance must be provided by a teacher or administrator, not a student.

III. BUSES ENTERING AND LEAVING SCHOOL GROUNDS

Requests for buses to enter and leave school grounds must be indicated on Form 78.20x. Specific directions to and from the loading and unloading area must be provided on the form. Two District representatives must meet the bus upon arrival at the gate and escort it through the school grounds.

**ROUTING**

Administrators  
Local District  
Administrators  
School Staff



When the bus departs, it must be escorted back to the gate. One escort must be in front of and one must be behind the vehicle. Whenever more than one bus enters at the same time, an escort must be in front of the first bus and another behind the last bus.

Bus drivers are not allowed to enter school grounds unless such assistance is provided. When students come within ten feet of a vehicle while it is in motion, the driver must stop until the way is clear.

#### IV. DESIGNATED LOADING ZONES

Schools using bus transportation for school activities, student body trips, athletic or other trips, may designate specific loading areas for such trips. These loading areas should be at the street curb zones whenever possible, unless adequately accessible areas have been established on campus. These loading areas must be specified on the Form 78.20x under the section that reads "Departure From."

**AUTHORITY:** This is a policy of the Chief Operating Officer.

**RELATED RESOURCES:** None

**ASSISTANCE:** For assistance, please call Clarence Hutchison, Transportation Services Manager, at (323) 342-1390 or Paul Kiefer, Transportation Dispatch Manager, at (323) 342-1460.