

## **Bus/Vehicle Safety Program Procedures and Guidelines\*\***

Students who are regularly transported by MESD shall receive the following instruction within the first six weeks of each half of the school year:

1. Safe bus/vehicle riding procedures, including but not limited to loading, unloading, crossing, etc.;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the bus/vehicle in case of an emergency, including participation in actual evacuation drills.

Students who are not regularly transported by MESD shall be given the following instruction at least once in the first half of each school year:

1. Safe bus/vehicle riding procedures; and
2. Use of emergency exits.

The MESD shall document and maintain records of the content and dates of instruction.

### **Requirements:**

1. Buses/vehicle shall not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises.
2. Passengers shall be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law shall be provided at all times.
3. A person who weighs 40 pounds or less shall be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055.
4. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she reaches four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup>

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<sup>1</sup>“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

5. A person who is taller than four feet nine inches or eight years of age or older shall be properly secured with a safety belt or harness that meets the requirements under ORS 815.055.
6. In accordance with ORS 811.210 and 811.215 vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts shall meet child car seat requirements as set forth in law.

During adverse weather conditions, the Superintendent may alter bus schedules or temporarily suspend bus services. The Superintendent or designee shall advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students shall be carried out according to MESD's emergency plan.

The Risk Management Oversight Committee shall study accidents involving district buses/vehicles and shall make recommendations to avoid similar accidents.