

## **Transportation To and From School**

### **Purpose**

This procedure guides the transportation of students through the establishment of safe and efficient routes, bus stops, and loading/unloading processes.

### **Scope**

This procedure applies to the Superintendent, Transportation Supervisor, bus drivers, staff, students, and parents or guardians.

### **Procedure**

#### **1. GENERAL GUIDELINES**

- 1.1. The Superintendent and the Transportation Supervisor will review bus routes and stops periodically to ensure that student transportation decisions align with district goals and policies.
- 1.2. Safety must be considered and applied throughout the process of routing and establishing bus stops. Factors to consider include but are not limited to the availability of walkways, shoulder width, traffic volume and type, walking distance, and general safety of passengers and other vehicles.
- 1.3. Where an alternate route may be considered without sacrifice of efficiency or economy, preference should be given to a route more directly serving the largest number of students.
- 1.4. Buses will maintain a fixed schedule, so far as weather and road conditions permit, and will not wait for students beyond the scheduled time of departure from a bus stop or school.
- 1.5. The Superintendent and/or Transportation Supervisor will work with appropriate public officials to ensure proper signage exists along bus routes.

#### **2. ROUTE GUIDELINES**

- 2.1. Road types and conditions will be considered when establishing bus routes, including, but not limited to, the following factors:
  - 2.1.1. Dead-end roads must have a safe and adequate turn around area. Students living on dead-end roads may be required to walk or be transported to the bus stop by parents or guardians.
  - 2.1.2. Turn-around areas must meet city/county standards and conditions. The district will, whenever possible, avoid backing up as a means of turning around the bus.
  - 2.1.3. Road conditions and topography will support safe driving and transportation. Travel will be on regularly maintained public roadways in good condition. Road curves, hills, sightlines, size (width and length) and travel distance will be considered.

2.1.4. Routes should be established to avoid left-hand turns when entering or exiting high speed roadways, having students cross a four-lane road, and stopping on multi-lane roads.

2.1.5. Factors and conditions may exist that are beyond the district's control. The district will work, as reasonable, with appropriate city/county/state officials to address issues that may impact student safety.

2.2. Bus route schedules should support delivery of students 10-30 minutes prior to the start of classes and, at dismissal, pickup of students within 5-15 minutes.

### **3. RAILROAD CROSSING REQUIREMENTS**

3.1. Routes should avoid, if possible, railroad crossings.

3.2. Bus drivers will obey all rules and procedures concerning rail grade crossings contained in the School Bus Driver Handbook and related trainings.

3.3. Should a route include one or more rail grade crossings, district bus drivers will use the flashing amber hazard lamps prior to stopping and follow listening and visibility procedures. In addition, once the bus is stopped, drivers are required to engage the parking break during the time he/she is observing and assessing for safe clearance of the rail grade, and proceed to cross with caution.

### **4. BUS STOP GUIDELINES**

4.1. Bus stop locations will be established appropriately, in accordance with Policy 6601 and with consideration given to the distance from and between student homes and stops, number of students served, hazardous walking conditions, location and size of waiting area, and driver sight distances.

4.2. Designated areas will be established for buses to load and unload students at each school. These areas should be marked with signs to limit or exclude other vehicles during times of use.

4.2.1. During periods before school and after dismissal, until all buses are dispersed, the school principal and/or designee(s) are responsible for the supervision of students waiting for buses and during the loading/unloading process.

4.3. Drivers, students, and parents or guardians will adhere to the guidelines established in district procedures 6601P2-Student Drop-Off Procedures and 6601P3-School Delays, Closures or Early Releases Due to Weather.

4.3.1. Alternate locations for student pick-up or delivery, which vary from regular routes and established routines, must be arranged in advance through the school office.

### **Supporting Documentation**

*School Bus Driver Handbook, OSPI (current issue)*

**Document History**

<b>Action:</b>	<b>Date:</b>
New	August 17, 2016
Revised	
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