

Superintendent Procedure 6600SP Transportation

Approved by: s/Larry Nyland Date: 6/13/17

Dr. Larry Nyland, Superintendent



I. OVERVIEW

Transportation is responsible for providing safe, timely and efficient transportation for all eligible students, for recommending Service Standards for School Board approval, and for maintaining and updating these Service Standards.

II. SCOPE OF THESE PROCEDURES

These procedures cover areas including:

- Route Guidelines
- Bus Stop Guidelines
- Routes and Schedules
- Emergency Routes and Schedules
- Funding
- Rules of Conduct
- Emergency Exit Drills
- Transportation for Students with Disabilities
- Assigning Transportation for Students with Disabilities
- Bus Monitors on Special Needs Transportation
- Routing Time
- Special Needs Driver Orientation
- Special Equipment
- Safety Advisory Committee
- District Provided Transportation Safety
- Video Cameras

III. PROCEDURES

A. Route Guidelines

Routes should be, whenever possible, established so as to:

- Avoid, to the extent possible, left-hand turns when entering or exiting high speed roadways.
- Avoid students crossing a four-lane road.
- Avoid, to the extent possible, crossing railroad tracks.

- Provide transportation to eligible students who live within the distance specified for state funding or who would have to walk on a roadway deemed unsafe.
- Deliver students to their school no more than thirty (30) minutes before school starts. NOTE: If possible, students should arrive at school within fifteen (15) to twenty (20) minutes of starting time so that students can participate in the breakfast program.
- Pick up students at school within ten (10) minutes of dismissal, unless a delay is caused by a double run or other circumstances.
- Avoid travel on dead-end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around without backing.
- Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines.
- Have minimum overlap or duplication in bus routes serving the same school.
- Avoid travel on private roads, drives or property, and on unimproved roads (not surfaced to county/city standards).

B. Bus Stop Guidelines

Bus stops shall be established that:

- Are frequent enough so that students do not have to walk more than one (1) mile to and from their assigned stop in accordance with the current year's approved transportation service standards. Stops may be more frequent when the road has been declared unsafe for walking.
- Are located where students can stand a safe distance from the road.
- Allow warning signals to be enabled at least 300 to 500 feet before the stop on roadways of speed limits in excess of 35 or 50 miles per hour, respectively.
- Require as few students as possible to cross roadways, with no students crossing multiple lane roads and highways.
- Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

C. Routes and Schedules

The Superintendent or his or her designee will be responsible for scheduling district provided transportation, including the determination of routes and stops, as well as overseeing the transportation program.

The purpose of district provided transportation scheduling and routing is to achieve maximum service with a minimum fleet of vehicles insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service.

The Superintendent or his/her designee is authorized to permit a parent of a student enrolled in school to ride in district-provided transportation when excess seating is available and private or other public transportation is not reasonably available.

In order to operate the transportation system as safely and efficiently as possible, the following factors will be considered in establishing routes:

- Where an alternate route may be considered without sacrifice of efficiency or economy, preference will be given to that route more directly serving the largest number of students.
- Location of stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their assigned stop provided that the walking route is safe.
- School schedules will be adjusted to allow maximum utilization of each routed vehicle.

D. Emergency Routes and Schedules

The district will develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the Superintendent's or designee's judgment, too hazardous. Within three (3) months of the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain additional emergency information.

E. Funding

The district will apply for state transportation apportionment funds and will maintain the records required to obtain such funding.

F. Rules of Conduct

At the beginning of each school year, a copy of the rules of conduct for students riding district provided transportation will be provided to each student who is scheduled to ride. The school staff and/or driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district's transportation office.

G. Emergency Exit Drills

One emergency evacuation drill shall be held within the first six weeks of each school semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill as required by WAC 392-145-040.

H. Transportation for Students with Disabilities

Students who require specialized transportation services as determined by their Individualized Education Program (I.E.P) or require medical transportation as approved by the District's Health Services office shall be offered transportation options as provided for in WAC 392-172A-02095.

The Transportation Service Standards shall require bus arrival and departure times for special needs students to be the same as general education students unless specified differently by the students I.E.P or 504 plan. Bus loading zones

for special needs buses may only be separate from general education buses when a legitimate, non-discriminatory reason exists, and is documented by the student's I.E.P or 504 plan for the student's safety, or as determined necessary to meet the individualized disability-related needs of the student.

I. Assigning Transportation for Students with Disabilities

Various options or modes of transportation shall be offered to students with disabilities, including students eligible to receive special education as determined by the District's Special Education or Health Services departments in conjunction with the District's Transportation Department, to provide students with an appropriate placement in the least restrictive environment.

Transportation options include:

- Yellow School Bus – curbside pick-up
- Yellow School Bus – corner pick-up
- Paratransit or Taxi – curbside pick-up
- Public Transit Pass
- In-Lieu of Transportation

J. Bus Monitors on Special Needs Transportation

Due to the nature of a student's Individualized Education Program (I.E.P.), a monitor may be assigned to a special needs student's mode of transportation to maintain continuous observation of the student.

K. Routing Time

Route time, whenever reasonably possible, will not exceed sixty (60) minutes one way.

L. Special Needs Driver Orientation

All special needs drivers are required to undergo an annual orientation to familiarize themselves with challenges associated with the transport of students with disabilities.

M. Special Equipment

On-vehicle type special equipment that may be required for busing students with disabilities, such as lifts, wheelchair holders, restraining harnesses, seatbelts, lapbelts, etc., will be provided from District resources.

N. Safety Advisory Committee

The Superintendent or his or her designee is authorized to establish a Safety Advisory Committee (SAC) to develop a school trip safety program and to review safety concerns. The Superintendent or designee will develop specific

responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

O. District Provided Transportation Safety

The Superintendent or his or her designee is authorized to develop written rules establishing the procedures for safety, emergency exit drills and for student conduct while riding on all forms of district provided transportation. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the Superintendent and/or his or her designee(s) to ride the bus to and from any school activity.

The district-contracted transportation driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the vehicle. No driver will order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the Superintendent or his or her designee. In order to assure the safety of all, the driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Drivers are expressly prohibited from using corporal punishment. Drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the Superintendent and/or his or her designee(s).

P. Video Cameras

The purpose for recording the transportation environment is to provide school officials, drivers and parents/guardians/custodians with documentation when dealing with inappropriate student behavior on school buses. Disciplinary action for student infractions while riding District-operated buses will be in accordance for rules for passengers riding District authorized transportation.

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Cross Reference: Policy No. 6600