

Transportation

Route Guidelines

Routes should be established so as to:

- A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;
- B. Avoid students crossing a four-lane road;
- C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;
- D. Avoid, if possible, crossing railroad tracks;
- E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the board;
- F. Deliver students to their school no more than thirty (30) minutes before school starts. NOTE: It is desired that students arrive at school within five (5) to ten (10) minutes of starting time;
- G. Pick up students at school within five (5) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty (30) minutes;
- H. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that, unless approved by the superintendent, all waiting time will be on school property;
- I. 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;
- J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;
- K. Have minimum overlap or duplication in bus routes serving the same school; and
- L. Avoid travel on private roads, drives or property, on unimproved roads (not surfaced to county/city standards), or roads which are in such bad condition as to cause damage to a bus.
- M. Bus drivers must sound the horn at least one time prior backing up a bus in order to follow OSPI bus driver training standards.

Bus Stop Guidelines

Bus stops will be established which:

- A. Are frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking;
- B. Are located where students can stand a safe distance from the road;
- C. Allow, where possible, the bus to get completely off of the road;
- D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways;
- E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways; and
- F. 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.

School Bus Routing Criteria

The application of this procedure is contingent upon the availability of adequate funds, while maintaining the philosophy that the transportation expenditure does not go beyond the maximum ridership allocation.

1. A school bus route shall be a county or state roadway, regularly maintained on a year round basis by the respective road department. County or state road department may advise whether road conditions are unsafe for vehicle, passenger, and/or driver. The vehicle assigned to the school bus route shall be adequate to safely handle the road, turn around(s), and conditions.
2. Within the first sixty days of each school year all school bus routes shall be evaluated to provide the best service for the funding available.
3. School bus routes traveling outside the school district boundaries will be limited to: accessing an in-district stop, accessing a safe turn around, and homeless students. Unusual circumstances will be considered on a case-by-case basis.
4. A total of at least five (5) students shall be served on an extension, as funds are available. The required total number of students served, shall be adjusted as transportation allocation and/or levy funding permits.
5. The AM or PM riding time of other students shall not be affected by an extension by more than 15 minutes.
6. A Transportation Committee shall present school bus routing changes to the superintendent for evaluation. The Transportation Committee consists of two community members, a County Road Department representative, and the Transportation Supervisor.
7. In lieu of transportation may be provided for special education students, and shall be computed for the specific transportation needs of the student as stated in their IEP (Individualized Education Program).

Extra-Curricular Trip Guidelines

Responsibilities - To standardize the role and responsibilities of coach/supervisor and driver the following shall apply:

1. Both Coach/Supervisor and Driver
 - a. Be punctual
 - b. Complete evacuation procedure and sign off. WAC 392-145-080-6
 - c. Report any unsafe conditions to his/her supervisor.
 - d. Secure all gear.
 - e. When a teacher, coach, or other staff member is assigned to accompany students on a bus, such person shall be responsible for the behavior of the students in his/her charge. However, the bus driver shall have final authority and responsibility. WAC 392-145-021-4
 - f. Passengers under the age of 18 must be affiliated with the team or class, i.e...athlete, team manager or class room student. (reference the district insurance program)
2. Coach/Supervisor (a and b are before departure)
 - a. Discuss the route to be taken and schedule all stops for food or restrooms with the driver.
 - b. When overnighing, provide the driver with a time schedule and eating and motel information.
 - c. Sick or injured students/passengers shall remain with the coach/supervisor.

- d. When more than one team is on the bus, all students shall stay with the coach until they are ready to load.
- e. Try to keep break times under 30 minutes—this can change with large bus groups.
- f. Insure that all chaperones are aware of their responsibilities.
- g. React quickly to any driver's concerns.
- h. At the end of the trip you are to supervise bus clean up including trash or any other mess made.
- i. Coaches are responsible for every student on the bus.

3. Driver

- a. Follow the schedule as established by the athletic director, coach supervisor, or school administrator.
- b. Notify the coach/supervisor immediately if the noise level or student activity in the bus is distracting.
- c. Is responsible for normal bus clean up; i.e.: sweeping, dumping garbage, etc.
- d. The bus driver is solely responsible for the bus, not students.

Constancy and Rules: It is essential that everyone be consistent with some basic rules on extra-curricular trips. There is some flexibility included, but it is expected that only the expressed flexibility is assumed.

- 1. At night only two lights can be on in the rear of the bus of the bus if the driver is comfortable with it.
- 2. **No screaming.** Talking is to be kept at a reasonable level and only headphone music is permitted.
- 3. Students are not allowed to walk on the seats, sit backward, or be constantly changing seats.
- 4. Students are not allowed to use emergency doors without driver approval.
- 5. No straws, sunflower seeds, popcorn, ice cream, open cans or fountain drinks are allowed on the bus.
- 6. No aerosol cans or glass containers are allowed on the bus. WAC 392-145-016-6
- 7. For safety reasons, at the driver's request, any noises or lights caused from cell phones, flashlights, cameras, or DVD players must be turned off.
- 8. There shall be no articles in the following areas that could impede normal movement, visibility, or emergency egress:
 - a. Service entrance step well.
 - b. Entire main aisle from front to rear and aisle or passageways to any emergency door.
 - c. The entire shelf area between the rearmost passenger seat and the rear emergency window.
- 9. There will be no articles hanging from the windows impeding visibility.
- 10. Unless there is a coach/supervisor on the bus, no driver, except in an emergency, shall leave the immediate vicinity of his/her bus with passengers still aboard.
- 11. No changing of clothes while on the bus.
- 12. No student will be dropped off without a note and parent present at the drop site unless in direct proximity of the student's home.
- 13. With the exception of the eating rule, all normal bus-riding regulations apply. On the back page, you will find a complete set of district rules concerning conduct on the bus.
- 14. As a basic rule, the bus will not stop for meals unless we are one hour or more from Tonasket. (Brewster)
- 15. Shoes with cleats of any type are not to be worn on the bus.

Consequence: Administration and Driver's Supervisor will meet to develop consequences to back up the coach/supervisor and/or the bus driver should the student(s) continue to be non-compliant. The same is applicable should a coach/supervisor and or driver be non-compliant.

Rules for Safety and Conduct on the Bus

Students are expected to know and follow bus rules and regulations. The ability to ride the bus is a privilege not a requirement. Every student on the bus has the right to ride safely. In order for the bus to be safe, students are required to exhibit the following behaviors and rules when on the bus:

1. The driver is in full charge of the bus and students. Students must obey the driver promptly. All district and building policies apply.
2. Students are to remain seated and facing forward while the bus is in motion and are not to get on or off the bus until it comes to a full stop. They must enter and leave the bus in an orderly manner. No student shall be permitted to leave the bus except at his/her regular stop without permission from school authorities and parents.
3. Each student may be assigned a seat in which he/she must be seated at all times unless permission to change is given by the bus driver. Students are not to change seats when the bus is in motion.
4. Outside of ordinary conversation, classroom conduct must be observed. Students must treat each other, the bus drivers and the buses with respect.
5. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Students must also refrain from throwing refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised.
6. No student shall use or possess drugs, alcohol, vaping or tobacco on the school bus. (RCW 28A.210.310)
7. Students will refrain from using vulgar or obscene language or gestures.
8. No student shall at any time extend head, hands, arms or any body parts out the windows.
9. Students may have nothing in their possession that may cause injury to another, such as sticks, breakable containers, lighters, matches, any type of firearm or weapon, straps, etc. (RCW 9.41.280) Also, no animal, insect, reptile fish or fowl is permitted on the bus.
10. Students are to keep their feet and personal property out of the aisles. Special permission must be granted by school authorities to transport large items.
11. Students are not permitted to sit in the driver's seat nor to the immediate right or left of the driver. Tampering with bus controls and equipment is prohibited. Students shall not damage or destroy any bus equipment.
12. In the event of an actual emergency, students must follow exit procedures as established by the emergency exit drills.

Some of our trips are extremely long requiring many hours sitting in a bus. This needs to be taken into consideration when the above rules are enforced.

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