



PROCEDURES: 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 (See Rail Grade Crossing Exemptions);
- 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(s) not more than 30 minutes before school starts. NOTE: It is desired that students arrive at school within 10 to 20 minutes of starting time.
- G. Pick up students at school within 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 30 minutes.
- H. Allow for a minimum "deadhead" time between and to runs and no more than 15 minutes standby time between runs when possible, provided that unless approved by the superintendent/designee, all waiting time shall be on school property when possible;
- I. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;
- J. Have minimum overlap or duplication in bus routes serving the same school;
- K. Avoid travel on private roads, drives or property and on unimproved roads (not surfaced to county/city standards) or roads which are in such bad condition as to cause damage to a bus.

Bus Stop Guidelines

Bus stops shall be established which:

- A. Are frequent enough so students do not have to walk more than one 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 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;
- 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.

Emergency Exit Drills

One emergency evacuation drill shall be held within the first six weeks of school each fall. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.

1. Shut off motor, set air brake and pull keys.
2. The driver shall point out the location and explain the operation of emergency equipment as follows:
 - a) Instruct students on opening, closing, and exiting from emergency exit doors and windows. The driver shall personally supervise the exiting of students through the exit door with older students or staff members standing on each side of the door to assist students exiting the bus. Persons assisting in the exiting drill shall offer a helping hand, palm up and avoid grasping a student's hand or arm.

During emergency exit drills, students will exit only through the side or rear exit doors; however, in an actual emergency they should be instructed to use any and all exit doors that are not blocked.

Only those students whose participation in an exit drill poses a substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Students who are excluded from participation shall be given oral instruction in bus safety and exit drills at least three times during the school year.

- b) Show students where fire extinguishers are located and instruct students on how to remove and operate the fire extinguishers. Fire extinguishers are not to be actually used during the emergency drill.
 - c) Show students the location of emergency warning devices and advise them of the proper use of these devices.
 - d) Show students the location and operation of 2-way radio/cellular phone if bus is so equipped.
3. In a real emergency situation, a student shall use the 2-way radio/cellular phone to summon assistance if the driver is unable to do so. In the event the 2-way radio/cellular phone is inoperable, an older student shall be sent to the telephone to call the bus garage or, if not during office hours, the local police department and/or the Washington State Patrol. The proper phone numbers for these organizations shall be listed in the bus book.
4. On completion of emergency exit drills, drivers shall complete the official-School Bus Emergency Exit Drill Check List and return it to the superintendent or his/her designee.

Rail Grade Crossings

The following requirements apply to drivers of school buses during rail grade crossings:

All school buses shall stop at all rail grade crossings except:

1. Where traffic is controlled by a police officer or duly authorized flagman;
2. Where an official traffic control device gives notice that the general stopping requirements do not apply.