

MANAGEMENT SUPPORT**Transportation - Route and Schedules****1.0 Route and Schedule Guidelines**

Routes should be established so as to:

- 1.1 Avoid, whenever possible, left-hand turns when entering or exiting high-speed roadways.
- 1.2 Design routes to go on streets with lower traffic volumes and lower speeds.
- 1.3 Avoid students crossing a three-lane or four-lane road.
 - 1.3.1 If unavoidable, adults must be present to physically cross students.
 - 1.3.2 Elementary students will not be dropped off until an adult is present to cross students.
- 1.4 Minimize stopping on multi-lane roads, unless the bus can get completely off the road.
 - 1.4.1 Hazard lights are required at these stops.
- 1.5 Avoid, if possible, crossing railroad tracks.
 - 1.5.1 Bus drivers will stop at ALL railroad crossings, using the state mandated sequence.
 - In order to lessen the potential for collisions, school bus drivers shall use simultaneously flashing amber hazard lamps within two hundred feet prior to stopping for a rail grade crossing.
 - The school bus driver shall open the door and driver window to listen for approaching trains.
 - Drivers shall take reasonable action to insure that passengers are quiet and shall turn off all noise making devices such as fans and radios while listening for approaching trains.
 - Drivers shall not proceed until the door is closed, visibility is clear, and the school bus can safely proceed across and completely clear the rail grade.
 - Driver shall not change gears of a school bus equipped with a manual transmission while the school bus is crossing a rail grade. (WAC 392-145-070)
- 1.6 Know the weight limit of a bridge if on a county road or highway, before routing over the bridge.
- 1.7 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.
 - 1.7.1 Residence is beyond the one mile radius from the school which the student is assigned
 - 1.7.2 Transit passes will be issued to middle school and high school students who reside beyond the one mile radius from the school
- 1.8 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.

- 1.9 Pick up students at school within ten (10) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within thirty (30) minutes.
- 1.10 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 shall be on school property.
- 1.11 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.
 - 1.11.1 Avoid backing. If backing up is unavoidable, pick up students before backing. When dropping students off, drop students only after backing up and being in a position to drive forward.
- 1.12 Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines.
- 1.13 Have minimum overlap or duplication in bus routes serving the same school.
- 1.14 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.
 - 1.14.1 Absolutely no driving on un-graveled dirt roads.
- 1.15 Where feasible, keep the maximum time on any single route to 45 minutes.

2.0 Bus Stop Guidelines

Satisfactory school bus stops must be identified along streets and highways where buses can travel with the least amount of risk.

- 2.1 Stops will be 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.
- 2.2 Stops will be located where students can stand a safe distance from the road.
 - 2.2.1 Driver will establish where students will line up and how far back from the bus. Twelve foot (12') rule. Driver will tell the students where it is safe.
- 2.3 Bus stops will be located as to require as few students as possible to cross roadways with no students crossing multiple lane roads and highways.
 - 2.3.1 If unavoidable, adults must be present to physically cross students.
 - 2.3.2 Elementary students will not be dropped off until an adult is present to cross them.
- 2.4 Bus stops should be corner stops and not midblock stops. Corner stops are preferable because driver expectations for stopping occur at corners.
 - 2.4.1 Consider blocking the cross traffic for better safety.
 - 2.4.2 Avoid locating school bus stops at busy intersections.

- 2.5 Bus stops will not be located in cu-de-sacs unless the vehicle is picking up students with disabilities.
- 2.6 Avoid stops that require backing up.
- 2.6.1 If backing is unavoidable, pick up students before backing. When dropping students off, drop off students only after backing up and being in a position to drive forward.
- 2.7 Allow, where possible, the bus to get completely off of the road.
- 2.7.1 Hazard lights are required to be used.
- 2.8 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.
- 2.8.1 A school bus stop sign will be posted if distance is not adequate.
- 2.8.2 Depending on whose jurisdiction where the stop is located, the city or county will be contacted to place appropriate signage.
- 2.9 No bus stop will be located in close proximity to rail road crossings.
- 2.10 Students may not cross multiple lane roads and highways unless there are adult crossing guards or there is a traffic control signal within 300 feet of the bus stop.
- 2.11 Bus stops will be 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. Property owners will be asked to sign a hold harmless agreement where transportation vehicles use private property.
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- 2.13 When adding a new SPED student onto a route, it may take up to three (3) days to start on the route, since the pickup times for other students may need to be adjusted.
- 2.14 Kindergartens will be met by parent/guardian or designated adult.
- 2.14.1 If no adult is present, student will be taken back to their assigned school and the parent will then be responsible for transporting their student home.
- 2.15 The school district views the bus stop as an extension of the school grounds and will enforce all school district policies (i.e. bus discipline, bullying, harassment, weapons, tobacco, etc.) at the bus stop.
- 2.16 If a regular education bus stop is not active for a two (2) week period, the stop will be put on a will call status.
- 2.17 If a student on a SPED route does not ride for three (3) days in a row, and does not call transportation to cancel their ride for those days, the stop will be put on a will call status.
- 2.18 Drivers will not change a bus stop, add a stop to a route or do undocumented route sheet stops without first checking with the transportation supervisor. The supervisor will have the final say if it will be a stop or not.

- 2.19 Drivers shall be provided with a route sheet or manifest, with stops sequenced by, or under the direction of, the transportation director

3.0 Emergency Routes and Schedules

During adverse weather conditions it may become necessary to exercise one or a combination of the following emergency operating procedures. All announcements of alternate operating schedules and/or school closures will be communicated via the following radio stations. These announcements will start by 6:00 a.m. and/or as required in an early closure situation.

- KQQQ (1150) and KHTR (104.3 FM)
- KRPL (1400 AM) and ZFUN (106.1 FM)
- KWSU (1250 AM) and KRFA (91.7 FM)
- KCLX in Colfax (99.5 FM)
- KRLF in Pullman (88.5 FM)

The following television channels are also contacted: Channels 2, 4 and 6 in Spokane; and Channel 3 in Lewiston.

3.1 Emergency Rural Bus Routes

These schedules will be distributed to all rural bus riders by their bus drivers.

3.2 Late School Starting Time

It may be necessary to delay school starting times by one to two hours in order to take advantage of daylight hours and/or improving weather and/or road conditions. This will also allow in-town students more time to get to school and avoid heavy traffic periods. The delay will be announced via the above radio and television stations. Schools will be open and students may come earlier, if necessary. Schools will normally be dismissed at the regular time.

3.3 No School Buses

Under extreme or prolonged days of bad weather it may be necessary to operate without any school buses running. Under these conditions it will be necessary for parents and students to provide their own transportation to school. Normally, schools will operate both morning and afternoon kindergarten under these circumstances.

3.4 Early School Dismissal

On some occasions weather conditions may deteriorate during the school day and necessitate early dismissal of schools. Rural students will be returned to their homes only if there is adult supervision and/or a vehicle to receive them at the point they leave the bus. Rural students who cannot be transported to their home will be returned to their applicable school where arrangements will be made for staying at their emergency in-town address. In-town elementary students without parents at home will not be released until arrangements have been made for a baby-sitter and/or alternate supervision.

3.5 Transit System Not Operating

If the in-town transit system is not operating and school buses are operating, those middle and high school students who are normally transported to school via the city transit system, should walk to the school nearest their home where they will be picked up by a Pullman school bus.

3.6 School Closure

Closure will be announced via the mentioned radio stations. When school is closed, all activities and athletic events will be cancelled at home or away. At the discretion of the high school principal, high school varsity sports or other major activities may hold “non-required practices”.

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