

## **Transportation**

### **Route Guidelines**

Routes should be established so as to:

1. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;
2. Avoid the need for students to cross a four-lane road;
3. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;
4. Avoid, if possible, crossing railroad tracks;
5. 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;
6. Deliver students to their school no more than thirty (30) minutes before school starts;
7. 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. 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;
8. 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;
9. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;
10. Have minimum overlap or duplication in bus routes serving the same school; and
11. 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:

1. 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;
2. Are located where students can stand a safe distance from the road;
3. Allow, where possible, the bus to get completely off of the road;
4. 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;
5. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways; and
6. 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.

### **Emergencies**

The transportation supervisor shall review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

1. Determine the nature of the accident;
2. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
3. Contact the state patrol regarding the accident;
4. Advise the superintendent of schools;
5. Investigate the accident and gather the names of all students and witnesses;
6. Dispatch another bus to transport the student to their destination; and
7. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.