

TRANSPORTATION GUIDELINES POLICY

Western Heights Public Schools Oklahoma School Transportation Guidelines

In the state of Oklahoma, pupil transportation is a service provided for its students by school districts. The mission of school transportation providers is to assure the citizens of Oklahoma that transportation services are provided in a manner which accomplishes three goals:

1. To ensure children in our schools are transported in the safest manner possible.
2. To ensure transportation services provided are cost effective.
3. To ensure that all transportation services are rendered in an equitable manner.

The following terms as used in the School Transportation Guidelines are defined:

- (1) **Supervisor of Transportation** – person appointed by the Board of Education responsible for the operation of pupil transportation services.
- (2) **School Bus Driver** – any person operating a school bus transporting school children under the direct auspices of the Board of Education.
- (3) **School Bus** – any vehicle owned or leased by the Board of Education with a designed seating capacity of 11 or more including the driver and used to transport school children to and from school and related events as defined by the Oklahoma State Board of Education (OSBE) regulations, School Laws of Oklahoma, and the National Highway Traffic Safety Administration (NHTSA).

I. School Bus Maintenance Guidelines

- A. All school buses purchased and used by the school district shall meet or exceed any and all state and federal minimum safety construction standards for the year of their manufacture.
(School Laws of Oklahoma: 70 O.S. § 9-109; State Department of Education (SDE) regulations, 210:30-5-1, p.6).

- B. Annual Inspections

All school districts shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (Oklahoma Vehicle Laws: 47 O.S. – 13-103; SDE regulations, 210:30-5-1, p. 6).

- C. Pre-trip Inspection

The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the Supervisor of Transportation for a period of 90 days (SDE Regulation). (Appendix, p. A-12)

- D. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a qualified automotive technician.

- E. It is the driver's responsibility to maintain a clean environment inside the bus to ensure all students are transported in a manner conducive to learning. It is also the responsibility of all school bus drivers to inform the Supervisor of Transportation when maintenance is required.
- F. School buses shall not transport a greater number of children than is designated by the manufacturer (47 O.S. § 6-101).
- G. A preventive maintenance program shall be implemented to reduce maintenance expenses and maintain a high level of safety.

II. School Bus Driver Guidelines

- A. Any person employed as a school bus driver, whether full or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus (47 O.S. § 6-101).
- B. All school bus drivers must notify the Supervisor of Transportation eight hours prior to reporting to work of any medicine they are taking, either prescription or over the counter.
- C. Any person employed as a school bus driver, whether full or part-time, shall successfully complete a school bus driver course and hold a school bus drivers certificate as required by the SDE (70 O.S. § 9-118).
- D. The driving records of all school bus drivers will be checked annually and must meet requirements. All new drivers must pass a felony check prior to employment, meeting all SDE requirements.
- E. All school bus drivers shall pass an annual health exam and receive a signed health certificate from a licensed physician. This certificate shall be on file in the office of the Supervisor of Transportation (OAC 210:30-5-1, p. 7). (Appendix, p. A-9)
- F. The use of tobacco by a school bus driver is prohibited while transporting students. The use of any intoxicating alcoholic beverage by the driver eight hours prior to or during the operation of a school bus is strictly prohibited. The use of any controlled dangerous substance 72 hours prior to or during the operation of a school bus is strictly prohibited. The possession of any controlled dangerous substance on a school bus is strictly prohibited (OAC 210:30-5-1, p. 7).
- G. All provisions of the Omnibus Transportation Employees Testing Act shall be strictly met. (pp. 8-11)
- H. All school bus drivers shall be evaluated annually for job performance. All new drivers will be evaluated within the first 90 days of the beginning of employment. All drivers will receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to, and including the written evaluation form, will be on file in the office of the Supervisor of Transportation. These procedures will be available to any interested party upon request.

Any school bus driver receiving a deficiency or reprimand may respond in writing to the Supervisor of Transportation within ten working days. A written plan of improvement will be furnished to the driver. A formal reevaluation will be scheduled within 30 days. All evaluations shall be made available to the Board of Education

and may be introduced as evidence in any disciplinary action or termination of employment proceedings. Immediate termination of employment shall occur for any of the following reasons:

- I. A school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.
- J. School bus drivers shall report any conviction of a traffic violation on or off duty to the Supervisor of Transportation within ten days. (Motor Carrier Safety Regulations: 383.31).
- K. School bus drivers shall comply with requirements of the Supervisor of Transportation regarding participation in inservice and periodic safety meetings for the purpose of increased student safety. (Appendix pp. A-5-A-6)
- L. All school bus drivers shall dress appropriately for the safe operation of a school bus. Prohibited articles of clothing include:
 - 1. Thong-type sandals.
 - 2. Halter tops or see-through blouses or shirts.
 - 3. Dresses shorter than four inches above the knee.
 - 4. Shorts must be no more than six inches above the knee.
 - 5. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually explicit or suggestive, and phrases containing profanity.
 - 6. Any gang-related paraphernalia.
- M. Substitutes and activity school bus drivers shall comply with all the requirements prescribed for regular school bus drivers.
- N. All full-time school bus drivers will be awarded 3 days per year for personal leave. Any accumulated personal leave may be purchased upon separation from the school district based upon the daily salary schedule at the time of separation. No driver may accumulate more than 3 days personal leave.
- O. All full-time school bus drivers will be awarded 10 days per year for sick leave. Any accumulated sick leave may be purchased upon separation from the school district based upon the daily salary schedule at the time of separation. No driver may accumulate more than 150 days sick leave.
- P. All school bus drivers shall report motorists violating the school bus stop law in accordance with Motor Vehicle Laws of Oklahoma (47 O.S. § 11-705). (Appendix p. A-18)
- Q. School bus drivers shall not consume food or drink while operating a school bus; drivers shall NOT use cell phones in any manner while operating/moving a school bus.

III. School Bus Route Procedures

- A. Transportation shall be restricted to the students of a school district residing within the boundaries of the school district. However, a reciprocal agreement may be approved by both boards of education to cross district lines to transport

students. All SDE regulations regarding school bus routes shall be strictly followed.

- B. The school district is not required to transport any child whose home is within one and one half (1 ½) miles from the school attended by a commonly traveled road.
- C. All school bus stops will be selected with the safety of the children at the bus stop as the first consideration. Whenever possible, a bus stop will be located within one-half (1/2) mile of the home of every child being transported.
- D. All school bus routes shall be evaluated annually. (p. 12) A copy of the evaluation will be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers will exercise caution. Route and bus stop changes may be made at the discretion of the Supervisor of Transportation.
- E. School bus drivers shall not deviate from established school bus routes without the written permission of the Supervisor of Transportation unless an immediate hazard presents itself.
- F. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. Children may not board any school bus except at a designated bus stop.
- G. Children shall not be discharged from a school bus at any point except the designated bus stop unless written permission from the parent or guardian is furnished to the Supervisor of Transportation. Furthermore, no child shall be released to anyone except the person(s) having legal custody unless written permission is furnished to the Supervisor of Transportation.
- H. The ignition keys shall be removed at all times in which the bus is unoccupied by the driver or an attendant.
- I. School bus drivers are prohibited from backing a school bus unless a route turnabout is required, and in those instances, strict backing procedures shall be followed.
- J. Student equipment and accessories shall be properly secured. (p. 18)
- K. Routes may be canceled or delayed based upon inclement weather. (p. 19)
- L. Route maps shall be provided to regular and substitute drivers on which bus stops, route hazards, safe havens, inclement weather routes, and storm shelters are designated.

IV. Auxiliary or Activity Transportation Procedures

- A. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
- B. School buses shall not be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations (OAC 210:30-5-1, p. 3).

- C. It is the responsibility of the parents or legal guardian of all students riding activity buses to have their children at the designated site for departure and arrival of all activity trips at the required time.
- D. Adults transported to activity trips in a school bus must be designated sponsors.
- E. Groups wishing to utilize school buses for purposes other than transporting students must be approved by the Board of Education of the school district. Reimbursement to the school shall be at a reasonable cost based on actual operational costs and district drivers shall be utilized, furthermore any group utilizing school buses shall furnish vehicle insurance to the Board of Education for qualified drivers (70 O.S. § 5-130).
- F. All requests for auxiliary transportation must be filed in writing with the Supervisor of Transportation two weeks prior to a trip. Any person failing to make such a request may be denied transportation services.
- G. Activity trips are strictly limited to the site of the activity, with the exception only of meal stops en route.
- H. Equipment such as band instruments shall be properly stored and secured. (p. 18)
- I. Activity trips may be canceled based upon inclement weather. (p. 19)

V. Non-school bus transportation

- A. Any vehicle with a designed seating capacity of 11 or more including the driver whose use includes the transportation of students to and from school or related events shall meet all state and federal school bus safety specifications.
- B. Pre-trip Inspection: All vehicles must be inspected prior to each trip. A written copy of the inspection shall remain on file with the Supervisor of Transportation for 90 days. (p. 26)
- C. Overcrowding: Vehicles cannot transport more individuals than the designed seating capacity allows. Every occupant must utilize an age and weight appropriate restraint system at all times.
- D. General Operations: All drivers shall observe school bus speed limits and operate all vehicles with headlights on.
- E. Traffic Violations: All drivers shall notify the Supervisor of Transportation of any citations for traffic violations as soon as possible.
- F. Accident Procedures: In the event of an accident, school bus accident procedures shall be observed.
- G. Driving Records: Driving records shall be checked for all drivers of school vehicles, and the regulations of the Oklahoma State Board of Education for school bus drivers shall apply to all persons transporting students in vehicles other than school buses.
- H. Physicals: All persons transporting students on a regular basis in district-owned vehicles shall obtain an annual physical examination.

- I. Privately Owned Vehicles Operated By Volunteers: All persons transporting students on a volunteer basis to school board approved events shall observe all district policies governing transportation. In addition, the owners and/or operators of such vehicles shall furnish insurance verification, a copy of their driver's license, driving record, and the vehicle must have a valid inspection sticker and tag.
- J. Inclement Weather: Activity trips may be canceled based upon inclement weather. (p. 19)

VI. Student Passenger Behavioral Procedures

- A. Based upon the serious nature of pupil transportation, disruptive behavior which might endanger the life of any student shall not be tolerated on any school bus.
- B. All students will be presented with a copy of the school bus rider rules during a school assembly or upon enrollment. These rules must be discussed with students by their parent or legal guardian. Each parent or legal guardian must submit a written statement to the transportation Supervisor of Transportation supporting the school district in the enforcement of these rules (pp. 22-23). This statement must be returned to the Supervisor of Transportation within two weeks of enrollment at the beginning of school. Students will not be transported without the consent form.

Bus rules and consequences for offenses are listed in each school site's student handbook.

- C. Students carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose their school bus riding privileges for the remainder of the school year and be reported to the appropriate law enforcement agency.
- D. All school bus riding rules and discipline policies apply to both school bus routes and activity trips.

VII. School Bus Accident and Emergency Procedures

- A. Students transported in school buses shall receive instructions in safe riding practices and participate in emergency evacuation drills within the first two weeks of each semester. Students transported for activity trips will also receive this instruction. These drills will be conducted on the school grounds under the direction of the Supervisor of Transportation. Documentation of these drills shall be kept on file at the office of the Supervisor of Transportation and will be available to interested parties (SDE Regulations, 210:305-1, p. 6). (Appendix p. A-8)
- B. On the event of an accident, the bus driver shall adhere to the following procedures:
 1. Stop the bus and preserve the accident scene. Evacuate the students from the school bus if necessary, and render first aid to the best of their ability to any injured children or parties.
 2. Notify the proper authorities and the Supervisor of Transportation.
 3. No comments will be made to any party involved, witnesses, or students except to furnish proof of a drivers license and school bus driver certification upon request. Any comments made to the investigating officer will be limited to answering direct questions. The school bus driver shall not submit to any

media or press interviews unless approved by the Supervisor of Transportation. The school bus driver will obtain the name and address of all witnesses to the accident.

- C. The Assistant Superintendent will be responsible for any communications with the press or media. A designated spokesperson will be appointed in the absence of the Assistant Superintendent.
- D. In the event of serious injury or death of a student, the Assistant Superintendent will contact the mental health authorities and the ministerial alliance to arrange counseling sessions for parents, students, and all school employees that request such services.
- E. All school bus accidents shall be investigated and the proper reports will be submitted to the State Department of Public Safety (DPS) and the SDE as required by state law and regulations. (Appendix pp. A-13-A-16)
- F. In the event of any serious school bus accident, especially any involving personal injury, the assistant superintendent shall inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier will be made. The school bus shall be inspected by an independent, state-certified automotive technician at the independent technician's location in the event mechanical defects are suspected.

VIII. Parental Grievance Procedures

- A. All parental grievances relating to student discipline and transportation services shall be initiated with the building administrator. Unauthorized entry to the bus for confrontational reasons by parents may result in the suspension of riding privileges of their student.
- B. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the building administrator will be final.
- C. All inquiries regarding school bus stops shall be initiated with the Supervisor of Transportation.
- D. Any complaints regarding unsafe driving practices involving a school bus driver will be directed to the Supervisor of Transportation for formal action. Documentation forms will be available in the office of the Supervisor of Transportation (p. 25).
- E. No person shall enter a school bus at any time unless authorized by the Supervisor of Transportation or driver. Assaults, either verbal or physical, directed toward any driver, attendant, or student shall result in criminal charges.

DRUG TESTING POLICY

I. General Provisions

It is the policy of the Western Heights Board of Education to comply with the Omnibus Transportation Testing Act of 1991 and to establish programs that help prevent accidents and injuries resulting from misuse of alcohol and controlled substances by drivers of commercial vehicles. Unless specified in other Board Policies, these rules apply to any Western Heights School employee who has a Commercial Driver's License and is using school vehicles.

A. Notice to Employees

The Supervisor of Transportation will, before performing an alcohol or controlled substance test, notify the driver that the test is required.

B. Alcohol Concentration

No driver will report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.04 or greater. A driver testing less than 0.04 but more than 0.02 cannot go back to work until 24 hours have passed, a new test is taken, and the alcohol concentration has dropped below 0.02.

C. Behavior or Appearance

No driver will report to duty requiring the performance of safety sensitive functions or remain on such drug if exhibiting characteristics through behavior or appearance of alcohol (or other controlled substance) use.

D. Alcohol Possession

No driver will be on duty or operate a school-owned vehicle while in possession of alcohol or other controlled substances.

E. On-Duty Use

No driver will use alcohol (or other controlled substance) while performing safety sensitive functions.

F. Alcohol Use Following Accidents

No driver who has an accident while performing safety sensitive functions will use alcohol for eight hours following the accident, unless the driver has been given a post accident test.

G. Test Procedures

Testing may be conducted by the employer, outside contractor, a consortium, or any other entity.

1. Alcohol Testing

A Certified Breath Alcohol Technician (BAT) will use evidential breath test devices (EBTs) with the following capabilities:

- a. Printing three copies of each test result;
- b. Numbering each test consecutively;
- c. Processing an air blank (test of ambient air) with printed record;
- d. External calibration; and,
- e. Distinguishing alcohol from acetone at a 0.02 concentration.

2. Controlled Substance Testing

("Drugs" or illegal substances containing the following; Amphetamine/Methamphetamine, Cannabinoids [Marijuana], Cocaine metabolites, Opiates [Heroin, Morphine, Codeine], PCP [Phencyclidine]). A medical technician trained in urine sample collection in an approved location will take samples. Samples will be transported to a Health and Human Services laboratory to be tested. Results of the test will be given to a Medical Review Officer (MRO) who will determine disposition.

If the district has actual evidential knowledge that the driver is guilty of B, C, or D above, the district will not permit the driver to perform or continue to perform the safety sensitive function. No driver will refuse to submit to alcohol (or controlled substance) post-accident testing, random, tests, reasonable suspicion tests, return to duty tests, or follow-up tests.

II. Required Testing

At a minimum the district will purchase or have access to an evidential breath test. Device. More invasive testing techniques may be required by the district at no cost to the employee.

A. Pre-employment/pre-duty Testing

Prior to the first time a driver performs safety sensitive functions, the driver will undergo testing for alcohol/controlled substances. The district may test during the hiring process, before starting the safety sensitive function, or both.

B. Post-accident Testing

Before release from duty on the day of an accident, the district will test the driver for the presence of alcohol and controlled substances. Post-accident testing will be required if (a) there is a fatality, and/or (b) one or more persons require medical treatment away from the accident scene, and/or (c) one of the vehicles must be towed from the scene, and/or (d) the driver receives a citation arising from the accident. If the test is not administered within two hours following the accident, the school district must prepare and maintain on file a record stating why the test was not promptly administered. After eight hours have passed, the district must cease attempts to administer the test and record why the district was unable to administer the test. A driver who is subject to post accident testing and leaves the scene of an accident without a valid reason prior to submission to such test may be deemed by the district to have refused to submit to testing. Nothing in this subsection will be construed to require a delay of necessary medical attention for injured persons or the seeking of assistance in responding to the accident. The district will provide drivers with necessary post-accident information, procedures and instruction prior to the driver operating a vehicle, so that drivers will be able to comply with the requirements of this section.

C. Random Testing

The district will, at various times, randomly select drivers for an unannounced drug or alcohol testing. The selection of drivers to be tested will be a scientifically valid method so that each driver will have an equal chance of being tested each time testing occurs.

1. The dates for the unannounced testing of randomly-selected drivers will be spread throughout the school year.
2. The number of drivers to be tested will equal an annual rate of 50 percent for controlled substances and 25 percent for alcohol of the total number of drivers employed by the district or as specified by the governing agencies.
3. The district will require each driver who is notified of random testing to proceed to the testing site immediately.

D. Reasonable Suspicion Testing

The district will require any driver to submit to an alcohol test (or test for controlled substances) when the district has reasonable suspicion the driver as violated the provisions of this policy.

1. The district's determination that reasonable suspicion exists will be based on specific observations concerning the behavior, appearance, speech, or body odors of the driver. The required observations will be made by a Supervisor of Transportation who is trained in detecting the symptoms of alcohol and/or controlled substance misuse.
2. Alcohol and/or controlled substance testing is authorized by this section only if the observations required by paragraph D.1 are made during or preceding the period of the work day. The covered driver may be required to undergo reasonable suspicion testing while the driver is driving, before the driver performs his/her safety sensitive function, or after he/she has driven.
3. Alcohol and/or controlled substance testing is authorized by this section only if the observations required by paragraph D.1 are made during or preceding the period of the work day. The covered driver may be required to undergo reasonable suspicion testing while the driver is driving, before the driver performs his/her safety sensitive function, or after he/she has driven.

E. Return-to-Duty Testing

The Western Heights school system requires that before a driver returns to duty requiring the performance of a safety sensitive function, after engaging in conduct prohibited by this policy, the driver will be suspended without pay and will undergo a return-to-duty alcohol (or controlled substances) test. Drivers who test positive a second time will be terminated.

F. Follow-up Testing

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol or controlled substance misuse, the district will ensure that the driver is subject to unannounced follow-up alcohol/controlled substance testing as directed by a substance abuse professional.

III. Maintenance of Records

The district will maintain records of its alcohol/controlled substance misuse prevention program. The period of retention for these records will be as follows:

A. Five years

Records of driver alcohol/controlled substance tests with positive results, documentation of refusals to take required tests, calibration tests for evidential breath test devices (EBTs), and driver evaluation and referrals.

B. Two years

Records related to the collection processes and training.

C. One year

Records of negative test results.

SCHOOL BUS ROUTE EVALUATION

Driver's Name _____

Route # _____

Date _____

	Adequate	Deficient*	N/A
1. Location/Condition of bus stop (sight distance, pullouts, waiting space, safe area, etc.)	_____	_____	_____
2. Road Condition (road surface, hazards, width, visibility, bridge conditions, etc.)	_____	_____	_____
3. Intersection (traffic control devices, visibility, etc.)	_____	_____	_____
4. Turnabout Site (sight distance, backup space, etc.)	_____	_____	_____
5. Railroad crossing (warning distance visibility, signage, regulatory devices, stopping distance, etc.)	_____	_____	_____

***For any item marked "deficient," complete the appropriate Detailed Deficiency Report specific to that area and attach it to this form.**

**LOCATION/CONDITION OF BUS STOP
Detailed Deficiency Report**

Driver's Name _____ Route # _____

Date _____ Location of deficient bus stop _____

	Adequate	Deficient*	N/A
1. Is there adequate sight distance (500 feet) to allow traffic time and distance to stop?	_____	_____	_____
2. Is there a pullout at the bus stop?	_____	_____	_____
3. Is there adequate space for students to wait on the school bus a safe distance from traffic?	_____	_____	_____
4. Is there evidence of gang or illegal drug-related activity near the school bus stop?	_____	_____	_____
5. Is the bus stop located at a dangerous intersection?	_____	_____	_____
6. Excessive speed limit for traffic at the bus stop?	_____	_____	_____

Other Comments: _____

*For any item marked "deficient," use the comment section to more fully describe the deficiency.

**ROAD CONDITION
Detailed Deficiency Report**

Driver's Name _____ Route # _____

Date _____ Location of deficient road condition _____

	Adequate	Deficient*	N/A
1. Is width of road adequate to accommodate two vehicles?	_____	_____	_____
2. Is there adequate space for emergency evasive maneuvers?	_____	_____	_____
3. Is there adequate visibility upon approach to all narrow bridges?	_____	_____	_____
4. Is the weight rating of bridges adequate to permit loaded school buses to cross?	_____	_____	_____
5. List any special conditions that may be considered hazardous (example: steep downgrades).			

Other Comments: _____

*For any item marked "deficient," use the comment section to more fully describe the deficiency.

**INTERSECTION
Detailed Deficiency Report**

Driver's Name _____ Route # _____

Date _____ Location of intersection _____

	Adequate	Deficient*	N/A
1. Are traffic control devices present?	_____	_____	_____
2. If yes, are the devices active (signals) or passive (signs)?	_____	_____	_____
3. Are there any obstructions to visibility (all directions)?	_____	_____	_____
4. Estimated traffic flow at route time: _____ light _____ medium _____ heavy	_____	_____	_____

Other Comments: _____

*For any item marked "deficient," use the comment section to more fully describe the deficiency.

**TURNABOUT SITE
Detailed Deficiency Report**

Driver's Name _____ Route # _____

Date _____ Location of turnabout _____

	Adequate	Deficient*	N/A
1. Is there adequate sight distance (500 feet) to allow traffic time and distance to stop?	_____	_____	_____
2. Is there room to safely back the bus from the roadway?	_____	_____	_____
3. Posted speed limit: _____ mph	_____	_____	_____

Other Comments: _____

*For any item marked "deficient," use the comment section to more fully describe the deficiency.

**RAILROAD CROSSING
Detailed Deficiency Report**

Driver's Name _____ Route # _____

Date _____ Location of railroad crossing _____

	Adequate	Deficient*	N/A
1. Is there sufficient distance between the rail-grade and advanced warning signs?	_____	_____	_____
2. Is the vision to advanced warning signs obstructed?	_____	_____	_____
3. Are pavement markings clearly visible?	_____	_____	_____
4. Are the regulatory signs (cross bucks) clearly visible?	_____	_____	_____
5. Are the regulatory devices _____ passive (cross bucks) or _____ active (lights, gates, and bells)?	_____	_____	_____
6. Are the active regulatory devices functioning properly?	_____	_____	_____
7. When stopped fifteen (15) feet from the nearest rail, is there an unobstructed sight distance of at least one thousand (1000) feet in both rail directions?	_____	_____	_____
8. Are there multiple tracks at this crossing? If yes, are all tracks clearly visible?	_____	_____	_____
9. If the rail is parallel to the roadway, is there sufficient distance to stop without interfering with traffic?	_____	_____	_____
10. Is the rail-grade crossing perpendicular to the roadway?	_____	_____	_____

Other Comments: _____

*For any item marked "deficient," use the comment section to more fully describe the deficiency.

EQUIPMENT TRANSPORTED ON SCHOOL BUSES

- A. The transportation of band instruments and personal possessions of student is discouraged except in buses equipped with storage compartments (1995 National Standards for School Buses and Operations; Storage Compartments, p. 43).
- B. In the event it becomes necessary to transport band instruments or personal possessions of students in regular route buses, the following must be observed:
 - 1. All such equipment must be transported in cases designed for such instruments.
 - 2. All such cases shall not extend above seat height or extend into the passenger aisle or block any emergency exit.

INCLEMENT AND VIOLENT WEATHER

Certain weather conditions may occur which will necessitate the cancellation or delay of school, school bus routes, and activity trips. In the interest of safety, the following procedures shall be followed.

A. Ice and Snow

1. The decision to suspend or delay school or routes shall be made based upon recommendations of law enforcement and road maintenance authorities. At the earliest possible time, various media outlets shall be notified. Parents should recognize that buses may operate behind schedule on inclement weather days.
2. Extracurricular trips may be canceled at the discretion of the school authorities based upon the same criteria as the decision to dismiss school.
3. In the event a school bus is en route to and from school or an extracurricular event and road conditions become unsafe, drivers should proceed immediately to a prearranged shelter and parents and school authorities notified.
4. At the discretion of the Supervisor of Transportation, drivers must use alternate inclement weather routes.

B. Fog

1. The decision to suspend school bus routes or extracurricular trips based upon limited visibility shall be based upon recommendations of law enforcement authorities.
2. In the event a school bus is en route to or from school or an extracurricular event and heavy fog sets in, the driver shall proceed immediately to the nearest "safe haven" identified on the route map or trip sheet and remain at that point until the fog lifts.
3. At the discretion of the Supervisor of Transportation, school bus routes shall use alternate inclement weather routes.

C. Rain and Flooding Conditions

1. The decision to suspend school bus routes or extracurricular trips shall be based upon the recommendations of law enforcement or road maintenance authorities.
2. Drivers shall not drive into flooded areas or any roadway covered with swift moving water.

D. Tornado Procedures

1. School officials shall monitor weather reports. In the event a tornado warning is issued for a district, school bus routes or auxiliary trips should be delayed until the warning expires.
2. In the event a possible tornado occurs en route, the school bus driver shall proceed immediately to the nearest Western Heights School site.
3. In the event a tornado is encountered en route, the school bus shall be immediately evacuated and the students moved to a shelter if available.

School Bus Policy and Rules

TO: Parents of Transported Students

FROM: Western Heights Board of Education

The school bus driver has a great responsibility in transporting our most “precious cargo” to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted. This is dangerous and cannot be allowed. It is necessary that student safety rules and regulations be enforced and followed without question. Each parent must see that their child understands the importance of good behavior while riding on a bus.

Riding a school bus is not a right, but a service extended to those who are eligible and abide by the rules and regulations. A student should not be allowed to ride a school bus when he/she continues to jeopardize the safety of others. The Board of Education realizes that a hardship may result in parents having to take children to and from school, but it is sometimes necessary.

Because of this necessity, the school district requires parents to sign an agreement that their child will abide by the rules and regulations. If the rules are broken punishment will be administered on an increased scale.

Riding the bus is a privilege, which may be revoked if behavior is inappropriate. Students will be under the direct control and supervision of the bus driver. If there are problems, the driver will file a written report with the school administration.

Other bus rules and consequences for offenses are listed in each school site’s student handbook.

Severe Offenses: Some acts of misconduct may be so severe that the routine plan of action may be bypassed and action appropriate to the severity of the misconduct may be taken immediately. The Supervisor of Transportation will be notified immediately when the principal determines that a severe offense has taken place.

The bus driver accepts the responsibility of getting students to and from school safely. Therefore, what he/she observes and reports to the principal is final. The driver is there to report any misconduct or behavior that might keep him/her from properly doing his/her job.

Any student who is involved in damage to a school bus will be required to pay for that damage.

Bus Riding Safety Rules

- While waiting for the bus, stay away from the road and traffic. Pay attention to the traffic moving toward and past you.
- When the school bus approaches, line up away from the road. Wait until the bus has stopped and the door opens before you step in.
- When you step onto the bus, use the handrail.
- Once on the bus, find a seat and sit down. Do not distract the driver.
- Never put your head, arms, or hands out of the window.
- Keep books or bags out of the aisle. Aisles must be kept clear in case of an emergency.
- Wait for the bus to stop completely before you get up from your seat. When exiting the bus, use the handrail.
- If you have to cross the street in front of the bus, walk at least ten (10) feet ahead of the bus along the side of the road, until you can turn around and see the driver. Make sure the driver can see you and wait for a signal from the driver before you cross the street. When the driver signals, walk across the road, keeping an eye out for moving traffic.
- Stay away from Danger Zones around the bus. The most dangerous areas are near the front and rear wheels of the bus. If you drop something near the bus, DON'T pick it up. The driver may not see you. Tell the driver and follow his/her instructions. Do not walk close to the bus again, the driver may not see you.
- **Students are to ride only those buses that they have been assigned to ride. Students must get on and get off at their assigned pick-up and drop-off points. No Middle School student is to ride a High School bus. If a student needs to ride a different bus, the parent must notify in writing, or by phone, a principal or the transportation director for special permission. Failure to receive special permission may result in disciplinary action by the administration.**

THIS FORM MUST BE COMPLETED IN ORDER TO RIDE THE SCHOOL BUS ELEMENTARY

To the Western Heights School System:

We will read and discuss the school bus policy and rules (in the student handbook) with our children.

We agree with the school system that these rules should be enforced and that any student who cannot abide by these simple rules will be disciplined and/or counseled according to this policy.

As parents/guardians, should our children be involved in bus incidents, we will further counsel our children on proper bus conduct.

Sincerely,

Parent/legal Guardian Signature(s)

Date

Address

Phone Number

Please provide the name(s) and grade of each child in your family that will be riding the school bus. This statement will be in effect for the current school year.

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

**THIS FORM MUST BE COMPLETED IN ORDER TO RIDE THE SCHOOL BUS
SECONDARY**

Please return this form to your school site within the first two weeks of school.

To the Western Heights School System:

We have read and discussed the school bus policy and rules (in the student handbook) with our children.

We agree with the school system that these rules should be enforced and that any student who cannot abide by these simple rules will be disciplined and/or counseled according to this policy.

As parents/guardians, should our children be involved in bus incidents, we will further counsel our children on proper bus conduct.

Sincerely,

Parent/legal Guardian Signature(s)

Date

Address

Phone Number

Please provide the name(s) and grade of each child in your family that will be riding the school bus. This statement will be in effect for the current school year.

Name _____ Grade _____ School Site _____ Route # _____

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Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

Name _____ Grade _____ School Site _____ Route # _____

**REQUIRED PROCEDURES REGARDING WEAPONS
AND VIOLENT ATTACKS ON SCHOOL BUSES**

It is recognized that school buses are not immune to weapons violations and that violent attacks can occur on the bus, or directed at the bus by any number of parties. Therefore, strict adherence to the following procedures shall be observed by every member of the transportation department.

- A. A voice communication code shall be established in which the drivers, attendants, or student passengers may communicate any unsafe situation to the Supervisor of Transportation or person designated in the absence of the Supervisor of Transportation. This code shall include language to indicate if the situation is threatening or an actual violation or attack.
- B. If a situation presents itself, the driver shall make every attempt to keep the communication device "open," such as leaving a cellular phone in the talk mode, or a radio microphone "keyed up."
- C. Law enforcement authorities shall be immediately notified of any possibility of violence.
- D. Suspicion or actual weapon on the bus
 - 1. The driver or attendant shall notify the school by voice communication.
 - 2. If possible, all students except the suspect should be evacuated from the bus.
 - 3. If evacuation is not possible, the driver shall attempt to negotiate with the suspect in a calm voice.
 - 4. All student passengers shall be instructed to assume a crash position in the seating area and remain quiet.
- E. In the event of a hostage situation or unauthorized entry into the bus by violent parties the same procedures shall be followed.
- F. All school bus drivers shall immediately report to the Supervisor of Transportation any noticeable change in behavior of a coworker or student. Any rumors concerning possible weapons violations or threats of violence shall be immediately reported to the Supervisor.
- G. All school bus drivers and attendants shall receive inservice training from the local law enforcement authorities regarding recognizing concealed weapons, hostage situations, and procedures for violent attacks.
- H. In the event a student becomes violent, the school bus drivers have the authority to use reasonable force to restrain the student.
- I. Following any violent incident, the School Bus Violence Report (Appendix A-11) should be immediately completed and placed on file in the office of the Supervisor of Transportation, with a copy sent to the Transportation Division of the State Department of Education.

Unsafe Driving

1. Time of incident: _____
Date of incident: _____
School bus number: _____
Tag number: _____

2. Please state the nature of the inappropriate driver behavior or traffic offense: _____

3. Names of any witnesses: _____

4. Person filing formal complaint:

Signature _____ Date _____

5. Disposition of offense: _____

6. Additional comments: _____

Signature of Transportation Supervisor _____ Date _____

Signature of School Bus Driver _____ Date _____

Vehicle Inspection Report
Non-school Bus
 (This form must remain on file 90 days)

Operative	Inoperative	
_____	_____	Current insurance verification and tag
_____	_____	Headlights
_____	_____	Tail Lights
_____	_____	Brake lights
_____	_____	Valid inspection sticker
_____	_____	Directional signals
_____	_____	Reverse light
_____	_____	Hazard warning lights
_____	_____	Tag light
_____	_____	Horn
_____	_____	Steering
_____	_____	Brakes
_____	_____	Parking brake
_____	_____	Exhaust
_____	_____	Seat belts
_____	_____	Heater/defroster
_____	_____	Bumpers
_____	_____	Tires (minimum of 4/32 inch tread on front tires; 2/32 inch on rear tires)
_____	_____	Mirrors

WESTERN HEIGHTS SCHOOL DISTRICT NO. I-041

8401 S.W. 44th
Phone (405) 350-3410

Oklahoma City, OK 73179
Fax (405) 745-6322

Office of the Superintendent

To: Parents of Elementary Students Below the 3rd Grade (Younger than 8 years old)

From: Dwight D. Moore, Supervisor of Transportation

Subject: Parents Meeting the Bus

Dear Parent/Guardian:

If your child is in pre-kindergarten, kindergarten, 1st grade or 2nd grade, you must meet the bus in the afternoon before the driver will allow your child off the bus. We require a child be at least 8 years of age to get off the bus without someone at the stop to receive them.

I know some of the younger students have brothers and sisters that ride the bus; in order for a brother or sister to escort a younger sibling home, that brother or sister must be in the 4th grade or higher.

We want to make sure all the younger students get home safely; with that being said, we cannot allow a younger student to be taken home by any other student except an older brother, sister or cousin who is in 4th grade or higher.

We must have a parent, older brother, older sister or older cousin present before the younger student(s) will be allowed off the bus.

If you have any questions or comments, please feel free to call anytime between the hours of 5:30 a.m. and 4:30 p.m. If no one answers the phone, please leave a message.

Your child's safety while riding the bus is our primary concern.

Cc: Joe Kitchens
Rita Morgan
Brayden Savage
Pete Parker

Rev. 11-09-09

Rev. 02-10-14

Rev. 10-13-14