

## **Procedure – 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 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 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.

### **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 Sponsored Activity Trips**

The following is a prioritized list when determining the type of transportation used when hauling students to school-sponsored events.

- A. Use district-owned school bus, operated by certified district-employed bus driver.
- B. Use district-owned van, operated by district-employee, provided it would be more appropriate to transport students in a vehicle that is smaller than a bus.
- C. Use district-owned van, operated by a district-approved volunteer, provided the volunteer has been pre-approved by the district office.
- D. Use a private vehicle operated by a district-approved volunteer, with prior approval from a district administrator, and provided there are no district vehicles available and the event cannot be rescheduled. Saving money by using a private vehicle that is operated by a district-approved volunteer will not be considered as a reason for using this step. Insurance by the owner of the private vehicle will be "first insured" and the school district "secondary insured".

### **School Bus Accident**

Before the bus leaves the Transportation shop for a school-sponsored student activity the Transportation Supervisor and Athletic Director will make telephone calls to determine if the roads and weather permit a safe trip to the scheduled event.

The coach will 1) board the bus with the students; 2) provide a copy of a passenger list to the driver; and 3) retain medical files for each passenger on the list.

While in route towards the student-activity destination, the bus driver will make the decision to continue on, pull over and wait for better weather, or turn around and head back home. The bus driver may consider seeking input from the Transportation Supervisor, Washington State Patrol, County Transportation office, or anyone else s/he determines to be helpful.

If the bus is in an accident, the following procedures will be used:

- 1) The bus driver will make a 911 call.
- 2) The bus driver will call the Washington State Patrol.
- 3) The bus driver will call the district's insurance company.
- 4) While the bus driver is making calls, the coaches will:
  - a. Determine if all passengers are accounted for.
  - b. Determine which passengers are needing the most medical attention.
- 5) The bus driver and the coaches will continue to stay with the passengers until the medics arrive.
- 6) The passengers will be taken to the hospital and be checked out.
- 7) The legal guardians of the passengers will be contacted by the coaches and be told what occurred and, if known by then, what the doctor's assessment is for their son/daughter.
- 8) The passengers will return home with the game to be canceled.

### **TRANSPORTING SPORT TEAMS TO SCHOOL SPONSORED ATHLETIC EVENTS**

Coed bus – minimum of two coaches will ride the bus, one coach sitting in the front half of the bus and one coach sitting in the back half of the bus.

Single sex bus with more than 15 athletes – minimum of two coaches will ride the bus, one coach sitting in the front half of the bus and one coach sitting in the back half of the bus.

Single sex bus with less than 15 athletes – minimum of one coach will ride the bus.

Exceptions – Exceptions to this procedure can **only** be made with direct approval of Athletic Director or Building Principal.

**Updated: 2.26.2020**  
**Classification: Encouraged**  
**Okanogan School District**

