

## **Tumwater School District Procedures**

### **TRANSPORTATION**

The District's transportation program shall comply in all ways with state law and regulations. Therefore, the Tumwater recognizes that criteria for routes and bus stops should be established in the following manner:

1. Routes should avoid, whenever possible, left hand turns when entering or exiting high speed roadways.
2. Not have students cross a multiple-lane road.
3. Minimize stopping on multi-lane roads, unless the bus can pull 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 or who would have to walk on a roadway declared unsafe by the board.
6. Provide, whenever possible, no more than a thirty (30) minute one-way bus ride.
7. Deliver students to their school no more than thirty (30) minutes before school starts. It is desired that students arrive at school within ten (10) to twenty (20) minutes of starting time.
8. Normally, 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 thirty (30) minutes.
9. Allow a minimum time between runs. Unless approved by the transportation supervisor, all waiting time shall be on school property or approved layover locations.
10. Not have buses travel down dead end roads, unless it is necessary within these guidelines and there is ample, safe area in which a bus can turn around.
11. Have minimum overlap or duplication in bus routes serving the same school.
12. Avoid travel through mobile home parks or apartment complexes.
13. Avoid travel over speed bumps.

The Tumwater School District also recognizes that criteria for bus stops be established in the following manner:

1. Bus stops will be frequent enough so students do not have to walk more than one (1) mile to and from the bus.
2. Bus stops will be located where students can be at least four feet away from the main roadway or wait on a side road or private driveway.
3. Where possible, buses will pull completely off the roadway to load and unload passengers.
4. Bus stops should allow at least 300 feet unobstructed visibility on 35 mile per hour roadways and 500 feet unobstructed visibility on 50 miles per hour roadways. If this is not attainable, a request for placement of a "School Bus Stop Ahead" sign will be forwarded to the appropriate jurisdiction.
5. Buses will travel into housing developments to pick up middle and high school students if any student must walk one mile or more or if there is no safe waiting area.
6. School buses will travel into housing developments for elementary age children if there is no safe waiting area or if there are more than twenty children waiting along a 50 mile per hour roadway. Children may disembark at the development entrance during the take home run.
7. When possible, stops should be located where no damage might occur to private property and when in the opinion of transportation officials the number of students waiting does not create unsafe conditions and/or situations. The district does not assume responsibility for students at the bus stop.
  - A. A safe waiting area is one of the following:
    - a. An area predetermined by the developer or transit authority to be a bus waiting area.
    - b. A sidewalk
    - c. An area of ground adjacent to the stop that allows the number of children at the stop to stand comfortably and remain at least four feet from the roadway.
    - d. An area of roadway in the development that allows ample room for the children to stand.
8. Comply with State law, rules and regulations.

### **Student Bus Rosters**

Each Tumwater School District driver will develop and will maintain a roster of students riding all of his or her elementary, secondary, kindergarten and/or special education transportation routes. The roster is needed for proper student identification for reasons of safety, discipline and emergency.

1. ***Kindergarten, Special Education and Elementary Routes:*** Initially, bus drivers will be given rosters including student name, address, and telephone number. Drivers will add the number of the student's bus stop. Copies of the roster then will be made and filed in both the Transportation and school. Additionally for

kindergarten and special education routes, drivers will contact parents at the beginning of each school year to confirm stops.

2. **Secondary Routes:** Initially, riders will complete forms to be placed in buses for all routes. Rosters will include student name, address and telephone number. Drivers will add the number of the student's bus stop. Copies of the roster then will be made and filed in both the Transportation and District Office.
3. Drivers will make roster additions and deletions during the course of the year, reporting changes to the Transportation Office in writing.

### **Route or Bus Stop Changes**

All changes in Tumwater School District bus routes and stops must be approved in writing by the Supervisor of Transportation. Bus route maps and written descriptions of routes must be altered accordingly so that information is up-to-date and accurate for administrative, state or public review. Temporary route or stop changes may be made on an emergency basis by drivers so long as the action is reported to the Transportation Supervisor and the alteration occurs only on a short-term basis.

1. All external (student, parent, district patron) requests for bus route and/or stop changes will be referred to the Supervisor of Transportation for evaluation.
2. All internal (driver or other district staff) recommendations for bus route and/or stop changes will be referred to the Supervisor of Transportation for evaluation. Such requests will be made by completing a form available in the Transportation Office.
3. The Supervisor of Transportation will investigate requests and recommendations for bus route and/or stop changes.
4. If approving a request or recommendation, the Supervisor will respond to the originator either verbally or in writing and will be certain that route maps and written descriptions are changed in accordance with requirements of this procedure.
5. If disapproving the request or recommendation, the Supervisor of Transportation will respond to the originator either verbally or in writing.

**ADOPTED: December 12, 2013**