

2019-2020

Transportation Operations and Procedures



Kimberly School District
2019-2020

Kimberly School District

Pupil Transportation Operations

Procedures for Bus Safety

Bus Ridership Rules and Regulations

Student Code of Conduct: Riding a school bus is a privilege and not a right. It is a privilege which each rider can keep by maintaining appropriate behavior at the bus stop, in addition to loading, riding, and unloading the school bus. Proper conduct by the students contributes greatly to the **safety** of everyone on or in proximity of the bus.

1. **Stay Seated** --Nose and toes forward
2. **Respect Yourself**—Keep head, hands and voices inside the bus.
3. **Respect Others**—Comply to Drivers directive; Talk *Quietly*; Load and Unload bus orderly; Keep hands, objects, and unkind words to yourself.
4. **Respect Property**---Keep area clean; Avoid seat damage and tampering with emergency exits.
5. **Discard Food, Gum and Drink**---Keep all food and drink in pack until you are off the bus. *Water may be approved by driver.
6. **Be Accountable**--Student will enter/exit the bus at their designated stops.
Respective office/school administrator may grant permission for rider to exit the bus at the school loading/unloading zones.

Special Needs: The Transportation Department follows all IEP, BIP, IHP, and 504 requesting special physical, behavioral, and medical needs that have been submitted to the transportation department. Records of all SPED transportation needs are filed by route in the transportation office and are available for driver reference as needed.

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who has been suspended from the bus.

Cross Reference: Board Policy 8130, 3300 Corrective Actions Procedure
8140 Student Conduct on Buses

Legal Reference:

20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA)
IDAPA 08.02.03.109 Special Education Idaho Special Education Manual
I.C. § 33-1501 Transportation Authorized
I.C. § 33-205) Denial of school attendance

Monitors and Paras will be chosen for SPED students upon a council between the Transportation Director and the Special Needs Director. Each student will be placed with the best available assistance that meets their needs. All bus paras will submit their requested leave time and timecard to the Transportation Director.

Bus Inspections: The school buses will be maintained and operated according to state guidelines and regulations. The district shall provide for an annual inspection of all school buses of not more than twelve (12) months, and at intervals of not more than sixty (60) days during each school year, the district shall cause inspection to be made of all district school buses. Annual and sixty-day inspections are performed by the Kimberly transportation bus technician(s) in compliance with the school bus inspection forms mandated by Idaho State Department of Education, Idaho Bus Utilization System (IBUS) and the Standards of Idaho School Buses and Operations (SISBO).

Evaluation of Routes and Personnel

Route evaluations will be completed before each year begins. Appropriate officials will be advised of visual hazards such as tree limbs. Bus stops shall be chosen with safety in mind and protection of the health of the student.

Performance of each school bus driver will be evaluated at a minimum of twice a school year by the Transportation Director/Driver Trainer. The evaluation will be signed by driver, driver trainer, and director. Original document will be filed in driver training file.

The district shall request, each fiscal year, a driving record check report from the Idaho (or neighboring state or both states, as applicable) State Transportation Department, Motor Vehicles Division. (SISBO)

Drivers Training

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics;
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code § 33-1509.

Legal Reference:

I.C. § 33-1508 Operation of School Buses

I.C. § 33-1509 School Bus Drivers – Definition – Qualification - Duties

IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the Standards for Idaho School Buses and Operations. Documented training like that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

Before transporting any students at the beginning of the school year; experience drivers shall have at least three hours of school bus driver training. Drivers must also be current with required license, endorsements, DOT physical, and CPR/First aide cards. All documents will be filed with the Kimberly Transportation Department including all documentation of training hours.

Drivers review transportation policies and procedures annually and submit signed documentation stating that it is completed.

Pre-Trip

The driver shall ensure the safe condition of the school bus by conducting an initial and thorough pre-trip before each run segment. The pre-trip inspection is a method for the driver to locate defects that will affect the vehicle's safe operation. The pre-trip inspections can be the single most important function of the school bus driver's day. The pre-trip helps ensure the safety of the students.

School bus operators need to know and understand all components of the school bus. Each time a bus is prepared to transport students the pre-trip inspection will be performed and documented by the driver. (Refer to the driver's *inspection report* on the mileage log sheet, or resources below for step by step procedures).

(Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum pg. 8, Behind-the-Wheel Curriculum pg.11).

Please note the following:

- *Adjust Mirrors:* As part of each pre-trip driver shall adjust and clean mirrors. It is illegal to drive a bus with the mirrors out of adjustment. Ask for the assistance of the mechanic to help with readjustment of mirrors.
- School bus drivers shall properly **wear a seat belt** whenever the bus is in motion.

Post Trip

The purpose of the walkthrough inspection is to check on and under the seats for sleeping or hiding students ,to identify any items that may have been dropped or left aboard the bus, to secure and clean the bus, and to identify any maintenance items that require a maintenance report form to be submitted to the mechanic.

Drivers are responsible for conducting a walk-through inspection of the school bus following drop-offs at school and after the last delivery on each run segment. Prior to departing the bus for any length of time, a walkthrough inspection must be conducted. As part of the walkthrough, the driver will position an "empty bus" sign upon the rear door window to indicate that the bus has been checked and is clear of all students and items. **Note:** sign should **not** be placed by student, para, or anyone else. **Only** the driver.

The Kimberly Transportation Department also requires the following duties to be completed and marked off on the post trip inspection sheet.

1. Vehicle in neutral
2. Emergency brake set
3. Switches & lights turned off
4. Fuel level
5. Child check / Empty bus sign
6. Key in book

7. All windows closed
8. Bus clean and **swept**
9. Loose items removed
10. Empty trash can
11. Plug in block heater and/or
12. Set Webasto heater
13. Maintenance items reported

All post trip items will be observed. If the duty is **NOT** performed, then do not mark that it has been done. (for example: if the garbage is empty and no need to discard).

Student Stop Procedure

Be in the moment: Focus and concentration are the signs of a professional. If you are worrying about personal problems or thinking about errands you need to do after work, you can't load/unload children safely, or handle issues that may arise.

(Resource: (Loading and Unloading Best Practice) Classroom Curriculum)

- Buses shall arrive at each stop at a consecutive *designated time*.
- Professional drivers *know their riders*. Driver's will review their route maps, stops and SPED file (located in directors' office).

School Loading and Unloading Zones

Supervision: Providing supervision of loading and unloading areas at or near schools during unloading and loading of school buses. Schools shall provide an adequate number of supervisors for the size of the loading area and number of students present and ensure close, continuous and interactive supervision whenever students and/or buses are present in the loading area (Section 33-512(4), Idaho Code).

Idling: The school bus driver shall give consideration to engine idling during extended wait times. Consideration is given to varying climate conditions. All buses equipped with an auxiliary heater shall not be allowed to idle for more than five (5) consecutive minutes (exceptions: pre-trips). (see board policy 8195)

Danger Signal

Teach children a consistent Danger Signal so they know what to do if a motorist fails to stop for your stopped bus. When the bus driver "honks the horn" with a long steady blast, as the child is crossing it means; "return to the side of the road you started from at once". All drivers in the fleet has the charge to teach students the same signal.

Set up bus loading stop

1. When approaching a stop, be aware of traffic from all directions. Use mirrors.
2. Activate the amber lights of your 8-way system a minimum of 200 feet or 8-10 seconds before the designated stop.
3. When approaching the stop, position the bus in the **center** of the farthest **right** lane.
4. ***Make sure the bus comes to a complete stop*** (12 ft. before the students)
5. Activate the red lights and extend stop arm. Check mirrors and traffic, making sure all traffic has stopped.
6. With foot on the service brake, place transmission in neutral and set the park brake.
7. Count students, check traffic
8. Check mirrors. Open service door
9. While watching traffic, signal students to cross the road/enter the bus. (see crossing procedures below)
10. Load, recount students as they enter the bus.
11. Close door, ***keeping red lights activated***.
12. With foot on the service brake, release park brake and place transmission in drive
13. Check traffic and all mirrors in consecutive order; looking in student mirror last to ensure all students are seated.
14. While checking traffic from all directions, deactivate 8-way light system and retract stop arm.
15. Pull away from stop, making sure no one is running up along the side of the bus.
16. Proceed on route.

Setting up bus unloading stop

1. When approaching a stop, be aware of traffic from all directions. Use mirrors.
2. Activate the amber lights of your 8-way system a minimum of 200 feet or 8-10 seconds before the designated stop.
3. When approaching the stop, position the bus in the **center** of the farthest **right** lane.
4. When the ***bus comes to a complete stop***, activate the red lights and extend stop arm.
5. With foot on the service brake, place transmission in neutral and set the park brake.
6. Check mirrors and traffic, making sure all traffic has stopped.
7. Open service door, signaling to students that they may stand and exit the bus.
8. Unload, count students as they exit the bus.
9. Students walk 12 feet in front of bus.
10. Close door, ***keeping red lights activated***.
11. While watching traffic, signal students to cross the road. (see crossing procedures below)
12. Account for all students
13. With foot on the service brake, release park brake and place transmission in drive.
14. While checking traffic from all directions, deactivate 8-way light system and retract stop arm.
15. Pull away from stop, making sure no one is along the side of the bus.
16. Proceed on route.

Crossing Procedures:

Eye Contact:

Eye contact between driver and student must be established before the student begins to cross. Teach children the concept "I See You, You See Me."

(Resource: Loading and Unloading Best Practice; Idaho School Bus Driver Classroom Curriculum)

Signal to Cross:

Use a consistent Safe Crossing Signal when it's safe for the child to cross, pointing in the direction you want the child to walk. All bus drivers in our operation are directed to use the same Safe Crossing hand signal, and all children will be taught what it means. KSD transportation endorses the joined fingers, open palm, single arm wave (in the direction the child should walk) and eye contact between the student and the driver for a signal to cross student(s).

(Resource: (Loading and Unloading Best Practice) Idaho School Bus Driver Classroom Curriculum)

Upon your signal, the **student(s)** will be taught to:

1. Cross 12 feet in front of the school bus to be in the drivers view.
2. Walk to the left edge of the school bus, stop, and look again for your signal to continue to cross the roadway.
3. Look for traffic in both directions, making sure the roadway is clear.
4. Proceed across the roadway, continuing to look in all directions.

(Resource: Idaho Commercial Drivers Manual 10.2.3)

Unauthorized School Bus Entry

The district will affix notices approved by the State Department of Education on the steps of each school bus to warn individuals against unauthorized school bus entry. A person is guilty of a misdemeanor if that person 1) enters a school bus with the intent to commit a crime; 2) enters a school bus and disrupts or interferes with the driver; or, 3) enters a school bus and refuses to disembark after being ordered to do so by the driver.

Railroad Crossings Procedure

All school and activity buses shall stop at all railroad grade crossings in accordance with the law (Sections 33-1508, 49-648 and 49-649, Idaho Code, SISBO pg.72).

1. Driver activates hazard warning lights at least 100 ft. before railroad tracks.
2. Driver shuts off district radio, noisy heaters and quiets passengers.
3. Driver stops 15-50 ft. back from railroad tracks
4. Driver **fully** opens entrance door and driver's window.
5. Driver has visual and audible proof that no train is approaching.
6. Proceed to cross railroad tracks. Cross **all** tracks if multiple sets are present.
7. Driver does not shift out of low gear until bus has cleared railroad tracks.
8. Driver turns off hazard warning lights after clearing tracks.
9. Driver turns on district radio, any heater or electrical needs, and Thanks passengers.

Reporting of stop arm violations

School bus drivers shall report the license number of any vehicle, which violates any law endangering school children to his/her immediate supervisor. Driver shall complete a form on School Bus Passing Violation including an Affidavit to the county court.

(Section 33-1509, Idaho Code, SISBO pg.72).

Backing a School Bus

Buses shall **NOT** back up on route unless approved by the Board or Transportation Supervisor.

When Backing a School Bus All Steps **SHALL** be Covered:

1. Children on board
2. Activate 4 ways
3. Honk horn
4. Back slowly
5. Use mirrors
6. Spotters if available

(Resource: Idaho Code 33-1502. (Skill Level Two) Idaho BTW Curriculum. Idaho Commercial Driver's License Manual, 10.7.3. Federal Motor Carrier, 49 CFR 383-111.SISBO pg.71 H-2)

Accident Report

Drivers shall report all school bus accidents to Kimberly school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the SDE within fifteen (15) days. (SISBO pg. 67)

An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Submission to a drug and alcohol test will be required for accidents that involve an injury; citation issued, or estimated damages that exceed five-hundred dollars (\$500.) Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination. (reference: KSD Policy #8170P)

If there are students on the bus, driver will check for injury and report to supervisor. The superintendent/supervisor will contact parents of the situation and give instruction to them of how the process is to be handled.

*Emergency Procedures are as follows

Procedures for Emergency Exit Drills

A school bus emergency evacuation drill is to be conducted twice a year according to (Idaho's School Bus Driver Training Classroom Curriculum page 72, Kimberly Policy on Pupil Transportation #8190)

It is recommended that a bus evacuation drill be conducted, once in the fall semester and once in the spring semester (#8190)

Evacuation drill procedures are as follows:

- Pull off road in a (designated) safe location.
- Turn on emergency flashers
- Set park brake and turn off engine
- Communicate (call dispatch)
- Evaluate injuries
- Check all exits (blockage and damage)
- Position assigned helpers
- Direct passengers to proper exit and exit (leaving personal items on the bus)
- Check bus for passengers
- Remove emergency equipment
- Account for passengers and administer first aide

National Highway Safety Program Guideline 17

SPED evacuation plan

Buses with special needs students will have an evacuation plan written according to the needs of students. Paras and drivers will be educated by the supervisor and/or a state trainer about the written procedure of evacuation. Transportation will also adhere to **policy 8130** when transporting students of disabilities.

Fueling of Buses

Drivers' are not responsible for the primary fueling buses. When a fuel gauge indicates $\frac{1}{2}$ full, or the bus is going out on a long trip, the driver will record the *bus number* on the fuel list located in the drivers' lounge. *If a driver is on a long trip, they may have need to add fuel (fuel card provided by the district). No passengers allowed on the bus while fueling of bus.

Delay in Schedule

The driver is to notify the dispatch of a schedule delay. The director or administration will notify parents on that route/trip, through the all call system or individual phone call, if necessary.

Student Discipline: The bus is considered an extension of the classroom and bus drivers have the authority to discipline students. Disciplinary action for violation of the Student Ridership Rules and Regulations Procedures may involve, up to and including, suspension and/or forfeiture of transportation privileges. Legal Reference: Idaho Code 33-1508 and 33-1509

KSD Discipline Notice (pink slip)- In the situation where a student is not compliant with the directive of the Bus Driver, the driver will write up a disciplinary notice with the students' information and a description of the offense made by the student. This "pink slip" will be submitted to the transportation director, as well as the school principal.

Driver Assistant (Bus Monitor)-

Bus Monitor shall assist with the following:

1. Gain rapport with students.
2. Assist bus driver, by teaching expected student behavior and reinforcing bus rules to bus riders.
 - Stay Seated---Nose and Toes forward
 - Respect Yourself—Keep head, hands, and voices inside the bus
 - Respect Others----Comply to Drivers directive; Talk Quietly; Load and Unload bus orderly; Keep hands, objects and unkind words to yourself.
 - Respect Property---Keep area clean; Avoid seat damage and tampering with emergency exits.
 - Discard Food, Gum, and Drink---Keep all food and drink in pack until you are off the bus. *Water may be approved by bus driver.
 - Be Accountable---Students will enter/exit the bus at their designated stops. Respective office/school administrator may grant permission for rider to exit the bus at school loading/unloading zones.
3. Coordinate with transportation director, bus drivers, other bus monitors and other school staff as necessary to develop and maintain appropriate student conduct.
4. Model management systems and strategies for bus drivers to use when bus monitor is not present.

Wireless communication Devices

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is on the road.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except; (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Violations of this policy may subject the driver to disciplinary action up to and including termination.

(Reference: Board Policy 8185)

Extra-Curricular Activity Trips

Before departure of each activity trip, bus drivers will provide instruction to all students transported. Drivers will present each of the locations of **all emergency exits** and **demonstrations** of their operation. The activity advisor will sign the trip sheet verifying that the emergency instruction has been given by the driver. Note: No *balloons* or *flammable substances* are allowed on the bus for transport.

The activity must provide at least one instructor, coach, or adult sponsor for each bus on an activity/field trip who shall be familiar with this policy and the general rules for student conduct on buses. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

The bus driver will alert the advisor to problems they notice that require attention. If necessary, the bus will stop in a safe place. When the problem has been corrected the advisor will decide if the bus should continue the activity or return to school.

Students must follow all school bus rules with this exception: food and drink (not in glass containers) will be allowed on the bus with permission of the advisor. However, any debris must be cleaned up at the end of the trip and before students leave the bus. Advisors will walk the bus upon returning to KSD, checking for trash and items left on the bus.

Driver's will open all undercarriage compartment doors before loading and secure each compartment door before continuing the trip.

Limit the number of carry-on items, especially large items such as luggage, coolers, sports/band equipment, etc., in school buses. Aisles and emergency exits in school buses must always be kept clear. (SISBO pg.68 6-C) Cross Reference: (Board Policy 8400 and 3830 Extra Curricular and SISBO pg. 71-H) Legal Reference: (IDAPA – Program Operations)

Maximum Drive Time

To promote the safety of students riding in school buses, the Kimberly School District is implementing this policy concerning bus driver maximum drive time. It is the policy of the District that bus drivers, or any district employee providing transportation for students, shall adhere to the Federal Motor Carrier Safety Administration regulations. Drivers must have eight hours of continuous off duty time before long trips and cannot exceed 60 hours of driving in a week. The district will not transport students between the hours of 2:00 AM to 5:00 AM. Drivers shall use FMCSA over-the-road hours-of-service-trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one hundred (100) miles.

Subject to the exceptions and exemptions in §395.1:

(a) No motor carrier shall permit or require any driver used by it to drive a passenger-carrying commercial motor vehicle, nor shall any such driver drive a passenger-carrying commercial motor vehicle:

(1) More than 10 hours following 8 consecutive hours off duty; or

(2) For any period after having been on duty 15 hours following 8 consecutive hours off duty.

(b) No motor carrier shall permit or require a driver of a passenger-carrying commercial motor vehicle to drive, nor shall any driver drive a passenger-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after—

(1) Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or

(2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

[70 FR 50073, Aug. 25, 2005]

Cross Reference:

Board Policy [8115 Transportation](#)

Federal Motor Carrier Safety Administration § 395:

Maximum driving time for passenger-carrying vehicles.

Other Reference:

Idaho Department of Education, School Bus Driver Manual

Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Legal Reference:

I.C. § 33-1501 Transportation Authorized

I.C. § 33-1509(7) School Bus Drivers – Definition – Qualification – Duties

Locking up facility

Transportation building and gates will be locked after the last route of the day. Monday-Thursday that will be after ISDB PM. Friday, it will be locked after PM routes. Bus drivers are responsible for securing the gates and building after the last route has returned.

Activity Trip driver's will be responsible to unlock gates upon returning after route hours, and then securing bus yard and building when leaving. Building alarm is the responsibility of the driver

Electronic Surveillance

The transportation department, of Kimberly School District # 414, may use electronic surveillance on school buses to ensure the health, safety, and well-being of all staff, and students, and to safeguard district facilities and property.

The Transportation Department may use electronic surveillance: 1) to monitor and protect district property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline.

Electronic surveillance may be used to determine if staff, students, or visitors have violated board policies, administrative directives, bus rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct captured by electronic surveillance

Only the superintendent, school resource officer, or individuals authorized by the superintendent will have access to electronic surveillance recordings.

Cut-off rate (ad-hoc committee)

Traffic Citations

Seat Belt and Child Safety Restraint System (CSRS) Operations

A CSRS is any device (except a passenger system lap seat belt or lap/shoulder seat belt), designed for use in a motor vehicle to restrain, seat, or position a child who weighs less than 50 pounds.

The KSD Transportation Department follows all IEP, BIP, IHP, and 504 requesting special physical, behavioral, and medical needs that have been submitted to the transportation department.

The proper installation of a permanent CSRS is secured by the bus manufacturer. A transferable harness will be placed by a trained KSD bus technician or other CSRS trained personnel.

All personnel responsible for securing CSRSs onto school bus seats and children into CSRSs will obtain proper training and all personnel involved with CSRSs will be provided up-to-date information and training by KSD transportation director.

School-bus seats designated for CSRSs are located near the front of the bus to provide the driver with quick access to and a clear view of the CSRS occupants. In the case that a para is assigned to a wheelchair student in the rear of the bus, a transferable CSRS maybe placed near that para in order to have proximity to assist as needed. If other students share seats with the CSRSs, the CSRSs are placed in window seating position.

Never place CSRS's in the seat with a side emergency exit.

No students shall be allowed to sit in the seat directly behind a transferable CSRS.

Flexibility in seat spacing to accommodate special devices shall be permitted to meet passenger requirements.

All seating shall be forward-facing.

Any bus that weighs less than 10,000 pounds GVWR may be equipped with CSRSs and seat belts. Seats belts and CSRSs may not be used unless it is required in an IEP, BIP, IHP, and 504 requesting special needs. If a student needs assistance with the restraint and there is no para required; the driver will secure the bus at the loading/unloading stop using 8-ways/4-ways (as applicable to the stop) and assist the student.

Lap/shoulder seat belt Operations

A Type 2 lap/shoulder belt shall be provided for the driver. Driver must have belt on whenever the bus is in motion.

The assembly shall be equipped with an emergency locking retractor for the continuous belt system. This design will allow for easy adjustment in order to fit properly and to effectively protect driver. Currently, KSD does not have passenger lap/shoulder belts for student seating.

Each bus shall be equipped with durable webbing cutter having a full width handgrip and a protected, replaceable or non-corrodible blade. The required belt cutter shall be mounted in a visible location accessible to the seated driver in an easily detachable manner.

Bus Routes:

- a. Bus routes will be over public roads which are maintained by the Highway District. When roads become too rough, muddy, or hazardous, the route may be discontinued or rerouted until the situation is corrected. The Transportation Supervisor has the authority to change routes due to the above conditions.
- b. Travel over private roads is addressed on an individual basis and must be approved by the Board of Trustees.
- c. Adequate space must be provided for buses to turn around without backing up.
- d. If a bus turns around on private property is blocked, bus service will be discontinued. Bus services will continue when assurance is given to the Transportation Supervisor that the turn-around will constantly be open for legal turning standards.
- e. Suitable stopping places must be available if the bus is to stop for loading or unloading of students.
- f. The School District establishes routes with the aid of computers. These routes are established by the Transportation Supervisor and approved by the Superintendent of the School District and the Board of Trustees.
- g. Bus drivers are not permitted to make changes in routes unless authorized by the Transportation Supervisor and the Superintendent of Schools or designee. Any driver who makes an unauthorized change in the route will be subject to reprimand up to and including dismissal.

Safety busing is the transportation of a student who lives less than one and one-half (1 1/2) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1 1/2) miles from school when one or more of the following criteria are met:

1. unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age level comprehension of complex traffic hazards;
2. walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. walking beside or over unprotected waterways;
6. walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. walking routes interrupted by numerous high traffic volume business driveways;
8. other unique circumstances or extraordinary factors. The existence of any of the above criteria does not automatically qualify an area for safety busing.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three years.

Cross Reference:

8100 Transportation; 8110 Bus Routes, Stops and Non-Transportation Zones

Legal Reference:

I.C. § 33-1501 Transportation Authorized

First Reading: March 17, 2005

Adopted on: April 21, 2005

