

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-6600

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### TRANSPORTATION

#### ELIGIBILITY - To/From School:

These procedures will be used to determine which students are eligible for transportation to and/or from their school of attendance.

- A. **OVERFLOW STUDENTS** will be provided transportation from their home school or local/home bus stop.
- B. **OPEN ENROLLED STUDENTS** may be permitted to ride the school bus if there is space available, however, **BUS ROUTES WILL NOT BE ALTERED.**
- C. **DAY CARE STUDENTS** may be provided transportation to a location in their school attendance area that qualifies for busing and is on the bus route. Students at day care locations outside their school of attendance will be treated the same as open enrolled students.
- D. **SPECIAL PROGRAMS STUDENTS** may be provided busing with prior approval of the transportation supervisor.
- E. **High School** students may obtain a **VALLEY TRANSIT PASS**, at no cost to them, at the beginning of each school year under the following conditions:
  - 1. The student must live at least one (1) radius mile (not road mile) but less than two (2) radius miles from their school of attendance.
  - 2. There is no school bus service near their residence.
  - 3. Application must be received at the transportation office by September 15 of each school year.

Applications can be acquired from the high school Attendance Office. They must be completely filled out and signed by a parent/guardian. After the address on the application is verified by the school designee, it will be directed to the Transportation Department for final approval. (Applications not properly filled out or that are incomplete will be returned to the school.)

The Transportation Department will obtain the pass and direct it back to the school's Attendance Office, where the pass will be issued to the student. Disapproved applications will be returned to the school with reason for denial on the reverse side of the application.

Only applications from new students registering in the district for the first time or students who move during the school year, who qualify, will be accepted after September 15.

If a Valley Transit pass is lost, a replacement pass can be obtained directly from Valley Transit by the applicant for a fee, which the applicant will pay.

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### Route Guidelines

Routes should be established which:

- A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways.
- B. Eliminate the need for students to cross 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. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that unless approved by the superintendent, all waiting time shall be on school property.
- G. 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 safely.
- H. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines.
- I. Have minimum overlap or duplication in bus routes serving the same school.
- J. Avoid travel on private roads, drives, or property and on unimproved roads (not surfaced to county/city standards) or roads which are in such bad condition as to cause damage to a bus.

### Bus Stop Guidelines

Bus stops shall be established which:

- 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. 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; or have posted sign "school bus stop ahead" by state, county, or city Road Department.
- D. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways.
- E. 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.

### Emergency Exit Drills

One emergency evacuation drill shall be held within the first six weeks of school each summer. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.

- A. Shut off motor, set air brake and pull keys.
- B. The driver shall point out the location and explain the operation of emergency equipment as follows:

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1. Instruct students on opening, closing, and exiting from emergency exit doors and windows. The driver shall personally supervise the exiting of students through the exit door with older students or staff members standing on each side of the door to assist students exiting the bus. Persons assisting in the exiting drill shall offer a helping hand, palm up and avoid grasping a student's hand or arm.

During emergency exit drills, students will exit only through the side or rear exit doors; however, in an actual emergency they should be instructed to use any and all exit doors that are not blocked.

Only those students whose participation in an exit drill poses a substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Students who are excluded from participation shall be given oral instruction in bus safety and exit drills at least three times during the school year.

2. Show students where fire extinguishers are located and instruct students on how to remove and operate the fire extinguishers. Fire extinguishers are not to be actually used during the emergency drill.
  3. Show students the location of emergency warning devices and advise them of the proper use of these devices.
  4. Show students the location and operation of cellular phone if bus is so equipped.
- C. In a real emergency situation, a student shall use the cellular phone to summon assistance if the driver is unable to do so. In the event the cellular phone is inoperable, an older student shall be sent to the telephone to call the bus garage or, if not during office hours, the local police department and/or the Washington State Patrol. The proper phone numbers for these organizations shall be posted on the bus.
- D. On completion of emergency exit drills, drivers shall complete the official Bus Emergency Exit Drill Report and return it to the superintendent or designee.

### Rail Grade Crossings

- A. All school buses shall stop at all rail grade crossings except:
1. Where traffic is controlled by a police officer or duly authorized flagman;
  2. Where an official traffic control device gives notice that the general stopping requirements do not apply;
  3. Where, as determined by local regulation and/or the superintendent/designee, safety hazards would be reduced by ensuring that buses continue across the rail grade crossing without stopping first.

Rail Grade Crossing Exemption: Myra & Rose

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