

Student Transportation

I. Guidelines for School Bus Transportation

- A. School bus routes and bus stops shall be established in a manner to safely and efficiently serve all passengers to include:
1. On time arrival and departure from schools;
 2. A bus rider sign-up system for students attending secondary schools to confirm eligibility and placement of bus stops;
 3. Efficient placement of neighborhood bus stops (students shall not usually be required to travel more than ten blocks, as shown by 100 block designation on the district map to a district approved bus stop); and
 4. Bus routes, stops and schedules approved by the transportation supervisor or designee and altered only upon approval of the transportation supervisor or designee.
- B. The District may offer transportation to/from schools or programs outside of the school geographic attendance area in which the student resides as follows:
1. Students complete a school bus registration form;
 2. The transportation supervisor evaluates the feasibility and design for providing school bus route(s) to/from the school or program that would be funded by state's student transportation operations allocation; and
 3. The transportation supervisor offers students to ride on an established school bus route or access to a Spokane Transit Authority ("STA") bus pass to the school if the student qualifies under Section II of this procedure.
- C. School principals or designee shall monitor bus loading procedures for students.
- D. Specific rules for students riding school buses are contained in Procedure 3200 and will be posted in each bus, provided and reviewed with passengers.
- E. School buses, school bus operation, and school bus driver qualifications shall be in compliance with all applicable state and federal rules and regulations.
- F. School bus drivers and schools will each receive a copy of students eligible to ride the bus.
1. New students must be given a temporary school bus pass at the time of enrollment. This pass will be given to the driver the first day he/she rides.
 2. High school students must carry their student identification cards and present to driver when requested.

3. School bus drivers shall make and maintain a permanent roster of eligible student riders for each bus route.

G. Emergency Exit Drills will be held as follows:

1. One drill should be held within the first six weeks of each semester.
2. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers should be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills during the school year, as appropriate.
3. Students with mobility restriction should be seated in the front of the bus whenever possible and appropriate.
4. Drills should be held upon school premises.
5. When the bus driver directs the emergency exit drill, passengers shall calmly but expeditiously exit the bus through the nearest exit or the exit specified by the driver. Passengers shall not push, run, or shout.
6. After exiting the bus, passengers shall assemble at a point designated by the bus driver for passenger count, review of the drill, and other applicable instructions.
7. Student helpers shall be instructed on how to offer a helping hand at emergency exit doors.
8. Emergency exit drills should be timed to effect an orderly and expeditious exit from the bus.
9. In an actual emergency, the procedures practiced during the emergency exit drills should be followed.

II. Spokane Transit Authority (STA) Bus Pass

If school bus transportation is not provided, students who attend a school or program outside of the school geographic attendance area in which they reside are eligible to receive an STA bus pass, at District expense, if the following conditions are met:

1. Student is approved to attend a school or program outside of the school geographic attendance area in which the student resides or student has followed district rules to choice into a school from another district.
2. The closest STA bus stop to the student's residence is greater than one radius mile from the school of attendance.
3. The student and parent/guardian must sign a District Authorization Form allowing the District to issue an STA bus pass to the student, acknowledging that the District has no control over STA bus service, rules, routes, and schedules, and assuming the risk of all liability and hazard for their child using the STA bus service.
4. The student/parent requests an STA bus pass at least one week in advance of transportation count weeks so that the District is able to obtain State reimbursement for the student's transportation.

5. The District qualifies for State reimbursement for the student's transportation.

If a student loses his or her STA bus pass, the District will not provide the student with a new pass for the month in which the pass was lost.

The District retains discretion to provide STA bus passes at District expense for students who do not meet the above conditions if the Superintendent/designee determines that unique circumstances exist, including but not limited to educational and/or safety concerns.

Notwithstanding any provision in this Procedure to the contrary, a student's principal/designee retains the authority to suspend or terminate a student's STA bus pass for violation of school rules, pursuant to Policy/Procedure 3200.

III. Specialized Transportation Rules for Students with IEPs or 504 Plans

- A. **Bus Routes:** Bus routes and schedules shall be established for the welfare of students as provided by the student's IEP or 504 Plan. Students may be provided curb-to-curb services dependent on their IEP or 504 Plan. Buses shall not wait beyond regular scheduled stop time.
- B. **Bus Ride:** Whenever reasonably possible, no student should be required to ride more than 60 minutes one way per WAC 392-172A-02095.
- C. **Location of Bus Stop:** Parents shall be notified of the location and time of pickup for their child. If on occasion the parents wish their child to be left at a stop other than the child's authorized stop(s), they shall present a signed statement to the school principal or designee relieving the school district of responsibility for this different stop. Except in an emergency, parents should not request a change in the stop.
- D. **Responsibility of Parent at the Bus Stop:** As provided by a student's IEP or 504 Plan, a parent may be responsible for placing his or her child on the bus and picking the child up at the close of each school day. If no responsible adult is at the bus stop, the child shall be returned to the school and the parents shall be notified that they will need to arrange transportation.
- E. **Transportation by Persons Other Than Parents:** If individuals other than parents or authorized school personnel call for children at the school, a written authorization signed by the parent must be presented to the school principal or designee before the child will be released.
- F. **Bus Time Schedule:** As bus schedules may vary a few minutes, each student should be ready approximately five minutes before the scheduled time of bus arrival. The driver is not allowed to wait beyond the time regularly scheduled for the stop. If the bus schedule is seriously delayed, reasonable efforts will be attempted to notify parents.
- G. **Notice of Absence:** Parents and guardians shall call the transportation department when they expect their child to be absent and again when the child is to return after an absence. The dispatcher shall, in turn, notify the bus driver.

- H. When a student has been absent, the bus shall not return to pick up the student until the contractor's transportation office has been notified by the parent that the child is ready to return to school.

To notify the contractor of an absence or resume pick-up, call:

483-0224 6 a.m. to 6 p.m. weekdays

- I. Change of Address/Program: Parents and guardians shall contact the school district to request a home or daycare address update.

Special Needs	354-7362
General Education	354-7388

In the event of a change in program, it is the responsibility of the special education department or other department to notify transportation. Program changes are not accepted from parents.

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	04/29/2015
Superintendent:	Dr. Shelley K. Redinger