

# Transportation Department

Lisa Orton

Director of Transportation

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Date: December 7, 2021

To: Stanwood Camano School Board

From: Lisa Orton

RE: Policy 6600 and 6600P Transportation

This is the first reading of the revised Transportation Policy 6600 and Procedure 6600P Route Guidelines, which has been updated as recommended by the Washington State School Directors' Association (WSSDA) and per WAC 392-145-060 (7).

This policy will come before the Board for second reading on January 4, 2022. If you have any questions regarding this policy or procedure, please contact me.

## TRANSPORTATION

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one mile radius from the school to which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Whose disability prevents him/her from walking or providing for his/her own welfare while walking; or
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.
- E. Who is a non-resident student provided that adequate room is available on existing routes. Non-resident students will utilize existing in-district bus stops as room permits and at the discretion of the Transportation Department. Parents of non-resident students are responsible for the safe transportation of their student(s) to **and from** the designated bus stop.

The district's transportation program shall comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

### ROUTES AND SCHEDULES

The superintendent shall be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference shall be given to that route more directly serving the largest number of students.
- B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe.
- C. School schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.
- D. 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.

The district shall apply for state transportation apportionment funds and shall maintain the records required to obtain such funding.

## EMERGENCY ROUTES AND SCHEDULES

The district shall develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information.

If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

Legal References:	RCW 28A160	Transporting of children to school or school activities – Transporting of elderly – Insurance
	28A.160.020	Authorization for private school students to ride buses – Conditions
	28A.160.030	Authorizing individual transportation or other arrangements – Pupils must provide their own transportation, when
	WAC 392-141	Transportation Authority and State Reimbursement
	392-172-204	Transportation (Handicapped)
	392-172-035	Definitions of “free appropriate, public education,” “adult student,” “handicapped student,” “parent,” and “school district”
	<u>WAC 392-145-060</u>	<u>Loading and unloading procedures</u>

## 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 any roadway having three or more marked traffic lanes or any highway divided into separate roadways, 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 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 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 shall 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.
- L. Avoid travel on private roads, drives or property and on unimproved roads (not surfaced to county/city standards) or roads which roads that 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. 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.

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.

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.

Are within district boundaries, except when in the opinion of the Transportation director, stops outside district boundaries are necessary to provide service to resident students or non-resident students as provided in Policy 6600.

AdoptionDate: 11.05.02  
Stanwood-Camano School District  
Revised:

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**Stanwood-Camano School District**  
**Revised: 06.07.05**