



Welcome to the Kent School District!

This booklet has been prepared by the Kent School District Transportation Department for students, parents and/or guardians. It provides useful information concerning bus riding and walking procedures to and from school or bus stops, rules for students while riding a bus, and emergency procedures.

Thank you for helping us make your child's ride a safe and pleasant experience.

Please direct questions or concerns to:

Director of Transportation
25403 104th Avenue SE
Kent, WA 98030
Telephone: 253 373-7442
<http://www.kent.k12.wa.us/KSD/TR>



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Kent School Buses

Kent School District buses meet or exceed federal and state regulations and they are inspected annually by the State Patrol. Our buses have high-backed, energy-absorbing seats to provide compartmentalized protection giving students a confined, cushioned area. Tests have proven that children are safer in buses when sitting properly in these seats than in seat belts. Our buses are all of high-quality construction and maintained to provide the safest ride possible.

Kent Bus Drivers

All Kent School District bus drivers must complete a state-required training program, including classroom and behind-the-wheel training. Drivers must submit to an FBI and WSP fingerprint background check, have a commercial driver's license and a current first-aid/CPR card, and meet Federal Department of Transportation physical requirements. They must pass pre-employment drug tests and submit to random drug and alcohol tests on a regular basis. The school district provides additional mandatory and optional training workshops throughout the school year.

Many students begin and end their day with a school bus ride. Student safety is the driver's primary concern. Proper loading, unloading, and enforcement of bus riding rules are the driver's tools for safety.

Eligibility to Ride a Bus

The transportation department determines bus stops following guidelines and laws pertinent to safety and hazardous conditions in compliance with Kent School District's Policy #6600, Washington Administrative codes, and Revised Codes of Washington (RCW).

Maximum walking distances are:

Elementary

- K - 6 - 1 $\frac{1}{3}$ miles

Secondary

- Middle School - 1 $\frac{3}{4}$ miles
- Senior high - 2 miles

Special Education

Students who require special transportation will be picked up and dropped off as close to their home as is practicable depending on their maturity, age, and disability. Special education students will be assigned to a regular route whenever possible.

Exceptions to these maximum distances may be applied when:

- Student walking conditions meet guidelines of state hazardous walking conditions.
- Student meets qualifications for special-needs children (maturity, age, physical or mental disability, etc.).

Bus stops will be established to avoid travel on private driveways or roads not publicly maintained.

Elementary Daycare

Daycare centers and homes will be required to transport to the nearest bus route stop. Service will be available to elementary students who live in the same school-service area where the daycare is located. Students on a daycare waiver from other attendance areas may be provided transportation if there is space-available on the bus.

Bus Passes

Students eligible for transportation will be automatically assigned to their route and will receive a bus pass in August. Students are expected to carry their bus pass and be prepared to present it to the bus driver upon request. Secondary students are required to show their bus pass each time they board the bus.

Meeting the Bus in a Timely Manner

Students should be at their designated stop location five (5) minutes prior to the scheduled arrival of the bus. School and transportation schedules will not allow drivers to remain at a stop location waiting for students to arrive in the morning.

Similarly, a parent or guardian who believes that a young student should be supervised following the student's departure from the school bus at the end of the day must arrive at the stop location in a timely manner. The driver is not permitted to stop a bus route to wait for a student's supervising adult. Except for extraordinary circumstances, a student will be dropped off at the designated stop at the scheduled time whether or not a parent or guardian is there to meet the bus. The student will not be transported back to the school or transportation offices simply because a parent or guardian is late to meet the bus.

If your child is the only student picked up at a stop location, it is very important that you contact Transportation at 253-373-7444 if your child is staying home. If the driver comes by three (3) days and the student is not there, the driver will not return until we are notified the student needs transportation to resume.

Space Available Bus Pass - Flexible Enrollment / Student Transfer

Flexible enrollment students may ride to and/or from regular, established bus stops on a space-available basis. These special bus passes must be obtained from the Transportation Department and kept with the student's school ID card. Requests for Space Available Bus passes will be accepted beginning the third week in August and passes will be issued in the order received based on space available after actual load counts are completed in September. Parents are contacted as soon as possible if they qualify for a pass.

Please note students riding with a Space Available bus pass may lose riding privileges for the remainder of the school year if they do not obey bus rules.

Ride Assigned Bus

Students must use the same bus assignment five days a week. The exception is elementary students who have a parents' permission note signed by the principal. These students will be allowed alternate transportation on a space-available basis.

Rules for Students Riding School Buses

Kent School District's school-bus-conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student involved.

1. The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student's suspension or expulsion from the bus.
2. When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
3. A student may be assigned a seat permanently or temporarily at the driver's discretion.
4. Students shall ride their regularly assigned bus:

Elementary principals may grant permission for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.

Secondary students will not be allowed to ride a bus other than their assigned bus, nor get off at a different stop.

5. When requested by the driver, students must identify themselves. For safety and security reasons, grade 7-12 students may be refused service if they do not show their bus pass or ID card upon request.
6. Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate that it is safe to proceed.
8. Emergency regulations are mandated by the state and must be strictly adhered to:
 - In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills.
 - When the bus stops at a railroad crossing, there must be absolutely no noise or talking.
9. Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.
10. No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
13. Students must not have anything in their possession that might cause injury to another (e.g: sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks.) No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.
14. Smoking, chewing, or spitting of tobacco or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
15. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.
16. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Per state regulations, no student shall sit in the driver's seat nor activate any control or safety device.

Any violation of these rules may be sufficient reason to discontinue bus-transportation privileges to the student involved and could possibly cause suspension or expulsion from school.

Discipline Procedures

Discipline procedures are designed to assure every student's safe transportation to and from school and school-sponsored activities. Violations of the rules on a bus, at a bus stop, or at a loading area may be sufficient reason to discontinue bus transportation privileges.

Drivers must deal with those riders who threaten the safety of themselves or other students or behave in a way that will distract the driver. The driver will attempt to contact the parent or guardian to discuss behavior and, hopefully, find a way to alleviate the problem. Should the discipline problem continue, the driver will issue the student a Bus Conduct Report. *Please see the sample on the following page.*

Bus Conduct Reports must be signed and returned to the driver the next day. Students in grades 7-12 will be denied bus-riding privileges until the slip is signed and returned. Parents/guardians will be notified by mail or telephone prior to any service suspension.

Buses are provided with continuous-operation video and audio cameras for the purpose of safety and assisting the driver in student management. Discipline sanctions will be imposed based on video and audio camera evidence. By making a request through their principal or the transportation department, parents may view videotapes.

Bus-Service Suspension

Suspension of bus transportation to and from school on any Kent School District bus will be as follows:

Elementary Students

Third Report.....3 School Days
Fourth Report.....5 School Days
Fifth Report.....10 School Days

Middle School and Senior High Students

First Report.....2 School Days
Second Report.....5 School Days
Third Report.....10 School Days

Further reports may result in suspension for the remainder of the school year.

Automatic loss of riding privileges will be assigned as noted for obscenities directed toward the driver or for possession of tobacco, alcohol, or drugs:

Elementary.....3 school days
Secondary.....10 school days

Automatic loss of riding privileges for fighting, bullying and racial or sexual harassment will be a minimum of 3 school days for all students.

Service may be denied for the remainder of the school year for students riding to and from school on a space-available basis or for students on activity/athletic late-return routes.

Transportation Department
Kent School District #415
(253) 373-7442

Date: _____
AM () MID () PM ()

Bus Conduct Report

Student: _____ Driver: _____ School: _____ Route #: _____
(last name, first name)

While a passenger in a Kent School District bus, the above named student was:

- | | | |
|--|--|---|
| <input type="checkbox"/> moving about while bus was in motion | <input type="checkbox"/> fighting, pushing, or tripping | <input type="checkbox"/> directing obscenities toward driver |
| <input type="checkbox"/> refusing to obey a reasonable request | <input type="checkbox"/> talking loudly, rude, discourteous, obnoxious | <input type="checkbox"/> violating safety regulations |
| <input type="checkbox"/> smoking, chewing/spitting tobacco | <input type="checkbox"/> repeatedly using profanity | <input type="checkbox"/> extending hands, head, feet, etc. out window |
| <input type="checkbox"/> using a sparking device | <input type="checkbox"/> littering, eating, and/or drinking | <input type="checkbox"/> repeated violations |
| <input type="checkbox"/> harassment, bullying | <input type="checkbox"/> vandalizing | <input type="checkbox"/> recorded on video |

This form must be signed and returned to the driver on the school day following the incident. If the form is not returned the following day, a 7-12 grade student shall be refused transportation. Your signature does not mean that you agree with the report.

Signature of Parent/Guardian: _____

If suspension of to-and-from-school bus service is necessary, parents/guardians will be advised by mail or telephone of dates in accordance with the following:

Elementary Students

Third Report.....3 School Days
Fourth Report.....5 School Days
Fifth Report.....10 School Days

Middle School and Senior High Students

First Report.....2 School Days
Second Report.....5 School Days
Third Report.....10 School Days

Exception – Obscenities directed toward the driver, or possession of tobacco, alcohol, or drugs will result in automatic loss of riding privileges: Elementary – 3 days, Middle School and Senior High – 10 days. **Fighting, bullying, and racial or sexual harassment will result in loss of riding privileges: Minimum of 3 days for all students.** Misbehavior on Activity/Athletic buses will result in loss of riding privileges on Activity/Athletic buses for the remainder of the school year. Misbehavior of students riding on Space Availability will result in loss of riding privileges for the remainder of the school year.

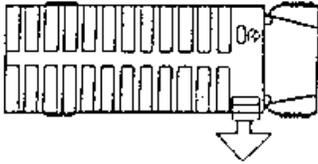
Comments:

Emergency Exit Drills

All transported students must participate in emergency exit drills. Two actual drills on school property are required annually. One emergency evacuation drill shall be held within the first six (6) weeks of each school semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.

The drivers are responsible for training the students and conducting the drills. To be prepared for an actual emergency, each child is encouraged to exit the bus without the aid of the bus driver. The students are instructed how to use the emergency exits, seek help, find a safe location away from the bus, and locate and use emergency equipment.

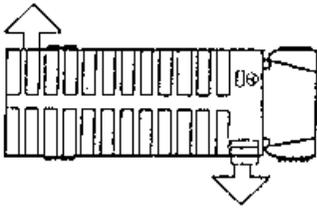
Front Door Evacuation



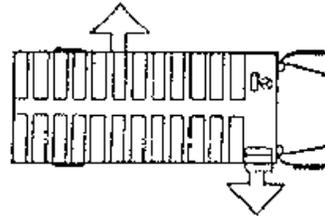
Rear Door Evacuation



Side and Front Door Evacuation



Side and Front Door Evacuation



Non-Weather Emergencies

Occasionally, a bus route cannot be run on its normal schedule due to an emergency other than weather. Due to the extreme unpredictability of non-weather emergencies and natural disasters, no plan can be all inclusive. Therefore, drivers are trained to use self-control and good judgment. Parents should encourage their children to remain calm and know that the driver will put the passengers' safety above all else.

When a route (to or from school) is interrupted by such things as road construction, traffic accidents, earthquake, etc., communications may be difficult and slow. Be assured that students will be left in a safe location with adult supervision or where it is reasonable to assume they can safely reach their home or school.

There are options that both parents and students need to know. Parents should instruct children where to go and what to do if a parent is not at the bus stop or at home. Also, students who indicate to the driver that they are frightened or confused will not be forced off the bus in an unfamiliar area. Parents should instruct children where to go and what to do if a parent is not at the stop or at home. Please make arrangements with an older child or neighbor for supervision in the event of an emergency.

Safety is our first consideration. Prepare your children for the unexpected. Develop an emergency plan for your family to cover unscheduled situations.

Weather Emergencies

Informational bulletins for emergency weather conditions are distributed annually to all Kent School District bus riders. Drivers pass out special snow stop information in the fall to students affected by a stop change. During inclement weather, check radio and television stations for up-to-the-minute school district schedules. Monitor these stations for changes in school hours or bus service. Parents will have the option to sign up for email alerts from www.schoolreport.org and this information will go directly to their home or office.

During severe weather, please be sure your child is dressed properly in case of unexpected traffic problems, late-arriving buses, or the need to walk to or from a different stop location.

Remember, if limited transportation is provided due to weather conditions in the morning, students will be dropped off at the same location in the afternoon.

Again, be assured that no student will be forced to leave the bus if he/she appears to be confused or frightened. Generally, drivers will contact our dispatch and the student will be returned to their school or to the transportation office. Every attempt will be made to contact the parent. Please be certain you have valid contact telephone numbers for us!

EMERGENCY INFORMATION SOURCES

In the event of a wide-spread emergency, school information will be quickly available on
ALL MAJOR RADIO OR TV STATIONS
or
WWW.SCHOOLREPORT.ORG

In extreme emergencies, listen to
CIVIL-DEFENSE RADIO BANDS 640 AM OR 1240 AM

Student Walkers

As students walk to and from their bus stop or school, it is important to be aware of and follow some sound walking practices.

- If there is no sidewalk, stay as far away from the roadway as possible. Do not be involved in horseplay which could allow someone to be accidentally pushed in to traffic.
- When walking at dusk, dawn, or dark, wear light colors or reflective clothing.
- In crossing streets, remember to stop, listen, and look left, right, and left again before crossing.
- Allow plenty of time to get from home to the bus stop or school. Plan to be at the bus stop five (5) minutes prior to bus arrival time.

Wear Proper Clothing

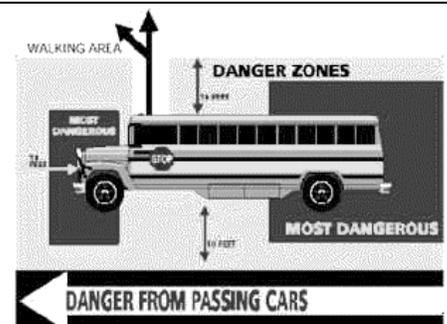
Children have been injured or killed when their clothing became caught when exiting the bus. Avoid the following clothing that can catch in handrails, doors, etc.

- Jackets or sweatshirts with drawstrings
- Backpack straps or accessories hanging on the outside of the backpack
- Scarves or other loose clothing

School Bus Danger Zone

The Danger Zone is the space all around your school bus. It goes out ten (10) feet. The school bus driver may not see you in this zone. The driver cannot see you around the wheels, either. It is very dangerous to be in this area.

You must be very careful whenever you get on or off the bus. Children have been injured or killed playing around or reaching under buses. If something drops under the bus, leave it there. Let your school bus driver or another adult get it for you.



Getting On the Bus

Arrive at the bus stop no more than five minutes prior to scheduled pick-up. You must wait for the bus in a place that is safe. Playing around the bus stop is not safe - You could be hurt. Get on the bus in single file. Be polite. Don't push or shove. Use the handrails.

Getting Off the Bus

Get off the bus in single file. Don't push or shove. Stop, listen. Look left, right, and left again. Take 10 giant steps away from the bus. Stay away from the bus as you head for home.

If you have to cross the road, walk to the front of the bus and remember these things:

1. Look at the driver. You should always see the driver.
2. Make sure the driver sees you.
3. **Wait for the driver to signal** to you when it is safe to cross.
4. To be sure that it is safe, look left, right, and left again before crossing.

NEVER CROSS BEHIND THE BUS!