

School Bus Guidelines

For Students/Parents/Guardians



Tukwila School District
Transportation Office
4205 S 142ND ST
Tukwila, WA 98168
206-901-8051



Tukwila School District
School Bus Guidelines
For Students * Parents/Guardians

Tukwila School Buses

Tukwila School District (TSD) 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 high-quality construction and maintained to provide the safest ride possible.

TSD Bus Drivers

All TSD 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 Office determines bus stops following guidelines and laws pertinent to safety and hazardous conditions in compliance with TSD's Policy 6600P, Washington Administrative Codes, and Revised Codes of Washington (RCW),

Maximum walking distance is 1 mile.

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 the maximum distance may be applied when student walking conditions meet guidelines of state: hazardous walking conditions, student meets qualifications for special needs transportation (maturity, age, physical or mental disability, etc.)

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

In-Lieu-of-Transportation

In-lieu-of-transportation or contracted services may be used when transporting students to and from school when district equipment is not available; when unusual handicap problems exist, or when an appropriate program is not available within the TSD.

Elementary Daycare

Daycare centers and homes will be required to transport elementary students 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. Parents must contact the school office to make these arrangements each year

Ride Assigned Bus

Students must use the same bus assignment five days a week. The exception is students who have a signed parent's permission note that has been approved by the school principal. These students will be allowed alternate transportation if the bus has space available.

Kindergarten/Pre-School/ECEAP Drop-Off Policy

Effective March 2011, the Tukwila School District began enforcing the new guideline listed below. Parents who have questions about this guideline should contact the Transportation office at 206-901-8051.

AUTHORIZING UNACCOMPANIED PRESCHOOL/ECEAP/KINDERGARTEN DROP OFF

As a general practice, the Tukwila School District recommends that no preschool, ECEAP, or kindergarten student be left unattended at a bus stop for pick-up. Parents/guardians are responsible to make arrangements to have their preschool and kindergarten students accompanied to bus stops for pickup by an adult or older child. Parent/guardians who would

like to opt to have their student dropped off at the bus stop without a parent/guardian/older sibling present are required to complete this form and return it to the school office.

Without this completed form, the district will not drop off a preschool, ECEAP, or kindergarten student at a bus stop who is alone, unless there is an adult **New Safety Guidelines for Transporting ECEAP and Kindergarten Students**

or older child to receive them. If there is no one to receive the student at the bus stop, the driver will return the student to the school. The transportation department will contact the school to request the school to contact the parent/guardian. The parent/guardian will be expected to pick up the student from the school within twenty (20) minutes of the student's arrival back to the school. If the student is not picked up within twenty (20) minutes, the school will call 911 for assistance.

Parent/Guardian Option

Please complete this form if you would like the district to drop off your preschool, ECEAP, and/or kindergarten student at the bus stop without a parent/guardian/older sibling present.

Student's Name (please print): _____ Birthday: _____

Home Address (Physical Address): _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

Please release my son/daughter at the following bus stop:

Bus stop location _____

Statement of Release:

The Tukwila School District has my permission to drop off my preschool, ECEAP, and/or kindergarten student to the aforementioned bus stop location without a parent/guardian/older sibling present. This permission will be in effect for the duration of the school year unless otherwise indicated.

Parent/Guardian Date

Principal's Signature Date

Please Return Completed Form to School Office

Copies after completion: School and Transportation

Riding the School Bus

Students shall observe all appropriate rules while riding the school bus. Disciplinary action, denial or suspension of the privilege of riding the bus may result from violation of any rules listed below.

- The driver of the bus is in full and complete charge of all passengers. Passengers must obey the driver promptly and willingly.
- Riding the bus is a privilege which may be removed if the riders do not obey the following rules.
- **Students should arrive at their stop 5 minutes before the bus is due** and must not stand or play in the roadway while waiting for the bus.
- **Students must cross the roadway only in front of the bus.** When boarding or leaving the bus, the student should be in view of the driver at all times.
- Students must not cross the roadway until given consent by the driver. (by prearranged signal)
- Students must load/enter and unload/exit in an orderly manner.
- Outside of ordinary conversation, good classroom behavior must be observed on the bus. Quiet conversation.
- Students are to remain seated, facing forward, while the bus is in motion and are not to stand until the bus has come to a complete stop.
- No student shall open a window without permission from the driver. No student shall at any time extend any part of his or her body out of the bus window.
- Students must not have in their possession any item that might cause injury to another person, nor shall pupils carry on the bus any type of firearm or any highly combustible or easily broken materials.
- Items that may cause injury to others not allowed include: laser lights, sticks, bats, glass containers, any type of firearms/explosive devices, knives/sharp objects, skate boards, straps, pins and large bulky items. Combustible materials such as hair spray, nail polish, etc shall not be used or displayed. Balls and skates are allowed if contained in a bag. Also, no animal, fish or fowl is allowed with the exception of 'service dogs'.
- Students are to assist in keeping the bus clean. For sanitary and safety reasons, eating is not allowed on the bus. Students must refrain from throwing objects on or at the bus out the bus windows. Waste/trash shall be kept off the seats/floor
- In the event of an actual emergency, exit procedures as established by emergency drills will be followed.
- Students shall never play or scuffle while waiting for the bus. Students shall refrain from destroying private property and should not harass the motoring or walking public or private property owners.
- While at the bus stop or loading zone, the students are to remain at a safe distance from the bus until it's completely stopped. *Upon departure in bus loading zones, once the engine is started and the door is closed, students may no longer board the bus.*
- Students will refrain from pushing, shoving or striking other passengers or engaging in other unsafe activities while on or near the bus. *(keeping one's hands and feet to one's self)*
- Students must ride only their assigned bus and get off at their assigned stop/school, unless written permission from a parent is received and approved by Principal/designee.
- Students shall give their correct name promptly and willingly when asked by the driver.
- A student may be assigned a seat in which he/she will be expected to sit at all times when on the bus.
- No student will smoke, ignite matches or lighters, or use any type of flame or sparking device on the bus. The use of any tobacco products is prohibited.
- Students will refrain from using vulgar or obscene language or gestures.
- Students are not permitted to sit in the driver's seat nor tamper with bus controls or safety equipment.

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 Transportation Dept. 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 a conduct report to be taken home to the parent/guardian.

Bus Conduct reports must be signed and returned to the driver the following school day. The driver or bus supervisor will also provide the school Principal with a copy of the report, and the Principal will determine any action to follow. Parents and/or guardians will be notified by mail or telephone prior to any bus-service suspension.

Buses are provided with continuous-operation video and audio recorders on buses for the purposes of safety and assisting the driver in student management. Discipline sanctions will be imposed based on video and audio recording evidence.

Signs are posted in buses to alert passengers that these recording systems are in use.

Purpose of recorders

- Support disciplinary action
 - Disciplinary action may be taken based on behavior observed on a video recording. For this reason, recordings (from a route where the day's events may indicate review of that route may be necessary) will be removed from the bus, dated, viewed, and filed pending further action.
 - When a recording is used to support disciplinary action, the student's parent/guardian may request to view the recording by contacting the principal or transportation department.
 - A principal or designee may request to view a recording.

Training

The supervisor of transportation may use recordings to assist drivers with student behavior management skills. In such cases, the individuals on the recording will not be named.

BUS CONDUCT REPORT

Student _____ School _____ Driver _____ Bus

(Last name, First name)

The student listed above was:

- ☐ moving when the bus was in motion
- ☐ throwing objects in/outside of the bus
- ☐ extending hands, head, feet, etc. out of the window
- ☐ refusing to obey a reasonable request of the Driver
- ☐ talking loudly, disruptive, or using profanity
- ☐ fighting, pushing, hitting, tripping
- ☐ rude, discourteous, or obnoxious to the Driver or other students
- ☐ eating or drinking
- ☐ vandalizing the bus or other students' property
- ☐ violating safety rules
- ☐ repeated misbehavior violations of any type

Disciplinary Action*

_____ Oral warning (1st)

_____ 1st Written Warning (2nd)

_____ 2nd Written

Warning (3rd)

_____ Recommend one day suspension (4th) _____ Recommend three-day suspension (5th) _____ Recommend five-day suspension

_____ Recommend Termination of Bus-riding privilege

***Note** all suspensions must be initiated by the principal of the school

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.

Student Signature

Date

Parent/Guardian Signature

Date

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.

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 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.

WAC 392-145-040

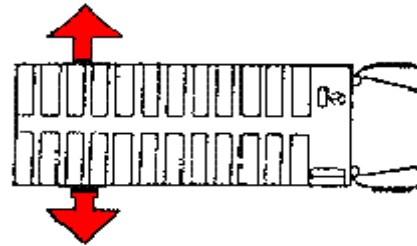
The drivers are responsible for training the students and conducting the drills. To be prepared for an actual emergency, each child is encouraged to exit the bus without the aid of the bus driver. The students are instructed how to: use the emergency exits, locate and use emergency equipment, find a safe location away from the bus, and to seek help if necessary. Dependent upon the bus being used, students have several exit options and will be taught to know those options and how to use the most appropriate exit for the circumstances.

Front and rear door Evacuations



Pupils leave the bus and take 50 steps (100 feet) behind the bus and form into a group.

Front and rear door Evacuations



Pupils leave the bus and take 50 steps (100 feet) behind the bus and form into a group.

Parents, please help your younger children to understand the importance of knowing what to do if a bus should catch fire or tip over. Have them be aware of where the exits are in the bus they ride. Prepare them for the unexpected.

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 disaster, 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 TSD bus riders, as well as posted on line. 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. Or, if you prefer, go to www.schoolreport.org for the latest updates.

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 for pick-up. Every attempt will be made to contact the parent. Please be certain you have good contact information for us!

Emergency-Information Sources

In the event of a wide-spread emergency, school information will
be quickly available on

All major radio & TV stations

or

www.schoolreport.org

In extreme emergencies, listen to
Civil-defense radio bands 640 or 1240 AM.

Television Stations	Radio Stations
KOMO CH 4	KMPS
KING CH 5	KRPM
KIRO CH 7	KVI
	AM 1000
	AM 1090
	AM 710
	AM 1300
	AM 570
	FM 94.0
	FM 106.1

Student Walkers

As students walk to and from their bus stop or school, it is important to be aware of and follow 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 5 minutes prior to bus arrival time.

Wear Proper Clothing

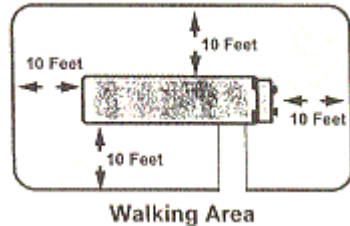
Children have been injured or killed when their clothing became caught when exiting the bus. Avoid the following clothing that can catch in handrails, doors, etc.

- 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

Please share the following danger-zone information with your children to assure they know the safeguards for walking near a bus and to and from school or the bus stop and why these safeguards are important.

The Danger Zone is the space all around your school bus. It extends out 10 feet. The school bus driver may not be able 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

Plan to arrive at the bus stop five (5) minutes prior to your scheduled pick-up time and observe a few general safety practices to prevent anyone being hurt.

While Waiting

- Stand in a place that is safe.
- Behave in a quiet and orderly manner. Playing (or roughhousing) around the bus stop could cause someone to be hurt.
- Respect the property owner's yard.
- Backpacks do not hold a place in line.

While Boarding

- Get on the bus in single file.
- Be polite.
- Don't push or shove.
- Use the handrails when boarding the bus.

While Exiting

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 four steps:

- Look at the driver. You should always see the driver.
- Make sure the driver sees you.
- Wait for the driver to signal you when it is safe to cross.
- To be sure that it is safe, look left, right, and left again before crossing.
- Never cross behind the bus.

TUKWILA SCHOOL DISTRICT

4640 South 144th Street

Tukwila, WA 98168



*** IMPORTANT - SAVE ***

EMERGENCY, SNOW AND ICE BULLETIN 2011/12

Dear Parent or Guardian,

The winter months occasionally bring weather conditions which require school delays or closures. Each family should have a plan covering what to do when children arrive home early due to an emergency situation. Arrangements have been made with radio and TV stations to broadcast information regarding the operation of school during emergency situations. Please listen to announcements throughout the a.m. and the day, as weather conditions can cause changes to previous announcements. Please, do not call the schools or the Transportation office.

NO ANNOUNCEMENT MEANS NORMAL OPERATION

Announcements will be heard as follows:

1. **SCHOOLS CLOSED**- All district schools are closed and all scheduled activities at the schools are canceled for that day and evening.
2. **LIMITED TRANSPORTATION** - Snow/ice routes are in effect, no out of district transportation, no door to door pick-ups.
3. **TWO HOURS LATE** - Buses will start their routes two hours late, a.m. only. Schools will start two hours late. No AM or PM Special Ed Preschool or ECEAP.

Other announcements may be made but will be self-explanatory. The following stop changes will be in effect when **LIMITED TRANSPORTATION** is announced. Other route changes may occur if the bus driver determines that road conditions are unsafe.

Bus 03 HS/MS stops on 53rd & Klickitat and 160th - Wait at 42nd & 158th (7:33 AM)

Bus 03 Elem. stops on 53rd & Klickitat and 160th - Wait at 44th & 157th (8:05 AM)

Bus 03 Elem. stops on 51st Ave. - Wait at Showalter (8:20 am) (wait for Bus 7)

Bus 07 Elem. stop at 40th & 131st & 40th & 132nd - Wait at E.Marg. & 130th (8:07 AM)

Bus 07 Elem. Stop at 42nd & 137th - Wait at 139th & 41st (8:02 AM)

Bus 08 Elem. stop at 130th & 37th - Wait at 128th & 37th (8:26 AM)

Bus 10 No changes / Regular stops

Bus 11 Elem. stop at Thorndyke - Wait at 150th & 42nd (8:15 AM)

Bus 11 HS/MS stop at 65th & 153rd - Wait at 154th & 65th (7:21 AM)

Bus 14 HS/MS/Elem. stops at Military & 117th - Wait at Military & 124th (7:28/8:09 AM)

The following radio and TV stations will be broadcasting emergency school announcements:

KIRO AM 710 **KRWM FM 106.9** **KMPS FM 94.1** **KLSY FM 92.5**

KOMO AM 1000 **KIXI AM 880** **KMTT FM 103.7** **KBSG FM 97.3**

KIRO 7 TV **KOMO 4 TV** **KCPQ 13 TV** **KING 5/KONG6 TV**

Log on to the Public Schools Emergency Communication System at www.schoolreport.org.

You may want to bookmark this address to find it quickly during an emergency. Revised 11/16/2010

