

KPBSD TRANSPORTATION GUIDELINES REGULAR EDUCATION ROUTES

MISSION

The Kenai Peninsula Borough School District Transportation Department strives to improve student achievement by providing safe, timely, and cost effective transportation for all eligible students in accordance with federal, state, and local laws as well as KPBSD policies and guidelines.

Please contact the KPBSD Transportation Department at 907-714-8834 or the KPBSD web site, “www.kpbsd.k12.ak.us” for additional information concerning bus service.

I. General Information

School districts in the state of Alaska are not required by federal or state law to offer bus transportation to regular education students.

Parents are responsible for their students at the bus stop.

The primary intent of Pupil Transportation Services is to provide home-to-school-to-home service for eligible students on approved routes. Bus stops will not be added to pick up or drop off students at parent/guardian/student place of employment, medical/dental offices and/or counseling centers.

Students enrolled from out-of-attendance area are required to furnish their own transportation per School Board Policy 5116.

Bus service may be provided to and from licensed daycare centers (Boys & Girls Club, Creative Play, private in-home, etc.) if the daycare operation is located along an existing route and the stop can be made safely.

Students must be enrolled clients of the daycare center to use the daycare stop. Upon exiting the bus, students must enter the daycare building and the bus driver must be acknowledged by daycare personnel.

Grade K students must be escorted to the bus in the morning and met at the bus door in the afternoon by their parent/guardian, approved alternate (middle school or older sibling, aunt/uncle, grandparent, etc.), or may be escorted directly from the bus by a sibling in Grade 4 or higher. No drops will be made at day care facilities that do not have personnel available to meet the child at the bus.

If your kindergarten student is not met at the bus or the driver perceives a danger at the bus stop that prevents your older child being let off the bus at that time – the following “Safe Haven” procedure will be followed.

Driver will notify dispatch who the child is and where they should have gotten off at. They will keep the child on board and continue with the run.

Dispatch will make every reasonable effort to contact you at your primary or first designated emergency contact phone number before the bus is finished with the run.

If they cannot speak with an adult to arrange a place to meet, we will transport the child to the Boys & Girls Clubhouse nearest their school* for Safe Haven shelter.

You are responsible for contacting the Clubhouse and picking up your child before 6:PM.

Kenai Club @ Aurora Borealis Charter School (398-2370) for students from Kaleidoscope and Mtn. View; also *K-Beach students from Rt. 25 and Rt. 30.

Soldotna Club @ Redoubt Elem (260-4542) for Redoubt Elem, Soldotna Elem, Soldotna Montessori, Sterling Elem; also *K-Beach students from Rt. 35, Rt. 37 and Rt. 39.

Kasilof Club @ Tustumena Elem (260-1361) for Tustumena students and *K-Beach students from Rt. 44.

Seward Club @ Seward Elem (224-7001) for Seward and Moose Pass students.

Nikiski Club @ Nikiski North Star (776-2668) for Nikiski North Star students.

Bus service may be provided to KPSAA-sponsored activities under the supervision of school personnel if the venues are located along existing routes and transport does not impact the timing of or add to the cost of the bus routes. Transport to such venues will be on a space-available basis and must have the prior approval of the KPBSD Transportation Supervisor. No other 'campus to campus' transport will be allowed at the end of the school day.

Bus passes to alternate stops must be obtained from the school office under the guidelines established by each building regarding method of notice and timeline. Since a bus pass cannot create a stop, the requested location must be an already approved and active stop.

A bus pass being issued is NOT a guaranteed ride for your child. If the number of bus passes for a given route create an overload on the bus, all bus pass holders will be asked to disembark the bus and find alternate means to their destination.

Bus service may be provided to students attending private schools and charter schools when the service can be provided on established bus routes, seating is available, and there is no added cost to the District.

Students should be at their bus stop at least five minutes prior to the scheduled stop time. Buses may arrive five minutes past the scheduled stop time before being considered late.

If the District is unable to meet student transportation needs, parents/guardians should consider private transportation options.

II. Establishment and Relocation of Bus Stops

Distance between stops. The District attempts to locate stops in areas with 45 mph or higher speed limits at least 500' apart. For 35 – 45 mph, we attempt at least 300' between stops. Under no circumstances are stops located less than 100' apart – the minimum distance required for activation of the student load lights.

Location. The preferred location of school bus stops is at intersections which serve an entire neighborhood rather than individual driveways.

Visibility. On highways where the speed limit is forty-five (45) mph or more, bus stops will be avoided on a curve or hill where visibility is not at least five hundred (500) feet. Other roads and highways require three hundred (300) feet minimum visibility.

Waiting area. Stops which have a safe location off the roadway for students to wait for the bus are preferable. Where practicable, stops on “in and out” roads with moderate to high traffic volume may be designated right-hand only stops.

Grade. Bus stops will be located on flat ground whenever possible.

Street lights. Where practicable, school bus stops will be located in close proximity to street lights.

Width of street. School bus stops will be located only in areas where streets are wide enough to safely board and discharge students.

III. Establishment of Regular Routes

Regular pupil transportation routes are established as needed if funding is available. The following are the *primary minimums* to be considered for establishment of a route.

Eight (8) or more pupils reside more than one and one-half (1.5) miles from the school to be served by the route.

The roads receive all-weather maintenance from a publicly funded agency (no private or privately maintained roads).

There is adequate turn-around space, if required.

Routes will not be added on roads with a 10 % or higher incline as measured by State or Borough road departments.

The road must be wide enough to accommodate two-way traffic with enough room for bus doors to open and passengers to enter or exit safely.

Curves that require encroachment into the oncoming lane of traffic are unacceptable.

Steep embankments/drop off along road edge may require further evaluation.

IV. Extension of Regular Routes

The District may extend an existing regular route if funding is available, and

The extension meets all of the road criteria described in Section III., and

The extension is more than one (1) mile one way from the existing route and will serve eight (8) or more pupils, and the extension serves a minimum of one (1) student per mile.

Route extensions apply only during the school year in which they are established and are subject to annual review.

V. Deletion of Regular Routes or Route Segment

The District will discontinue service to all or part of a route when funding or scheduling will not allow the District to cover the cost of running the segment or the entire route.

The District will discontinue service to all or part of a route when the number of pupils falls below the following thresholds:

For an existing segment or route - when 6 (six) or fewer pupils have been transported for a period of two (2) consecutive months.

For a route extension - when pupils transported falls below one (1) student per mile or less during two (2) consecutive months.

The District will discontinue service to all or part of a route when roads are not regularly maintained or are deemed impassable and/or dangerous due to terrain changes or dangerous weather.

VI. Student Conduct

School Board Policy

BP 5131.1 Bus Conduct. "Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation. The Superintendent will inform parents/guardians and students regarding regulations related to bus conduct, bus driver authority, and the suspension of riding privileges."

BP 3542 Authority of School Bus Drivers. "Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus."

Bus rules. Because the behavior of school bus passengers can affect their safety and the safety of others, the following rules apply at all times when students are riding a school bus, including field trips and other special trips.

1. By boarding a bus, students agree to follow the directions of the driver and/or bus monitor. Promptly. Courteously. Every Time.
2. Arrive at the bus on time and keep hands, feet, books and all personal objects to themselves.
3. Go directly to, and remain seated in, their assigned seat until the bus comes to a complete stop at the students' destination.
4. Only administrator approved service animals are allowed on buses.
5. Skis, poles, hockey sticks, skateboards, scooters and sharp-edged objects are not permitted on the school bus. Students may not have in their possession any object not allowed in the school building or on the grounds.
6. Students must use classroom or lower voice volume at all times. Driver must be able to hear the two way radio for emergency contact and emergency vehicle sirens outside the bus. No swearing, rude gestures or demeaning remarks.
7. No eating or drinking on the bus.

Sanctions for bus rule violations.

Riders who fail to comply with the rules will be reported to the school principal who will determine the severity of the misconduct and take action accordingly.

In all instances of misconduct, the rider and the parent/guardian will be given notice and warning. In the case of severe violation or repeated offenses, the rider may be denied transportation for a period of time to be determined by the principal, up to the remainder of the school year.

Drivers will not deny transportation except as directed by the principal.