

## R 8600.1 TRANSPORTATION

### Courtesy Transportation

Whenever possible the Board of Education shall work to improve the efficiency of the school bus routes. Identify and propose additional potential walking/non busing areas. Student walking to school or to the bus stop shall be strongly encouraged.

### Field Trips

Pupils participating in Board approved extra curricular activities or field trips shall comply with all procedures and regulations that pertain to everyday transportation of pupils.

Contracted services for transportation of extra curricular activities will abide by the rules and regulations that pertain to everyday transportation of pupils.

### Bus Stops

Whenever practical the standing area for students will be within a short distance of the intersection and should be located along the less traveled street on which the bus travels.

A bus will not enter a development but will stop at the entrance of that development. If the entrance is a safety issue the Board will have the option to enter the development to establish a safe stop.

Bus stops will not be established within 300 feet of each other due to the length of space needed for a vehicle to properly activate its lights to control the traffic pattern around the vehicle.

Sidewalks need not be present in residential areas where students are required to walk to a bus stop or to school.

Transported students in all grades may be expected to walk along and cross minor streets without the assistance of the school bus red flashing lights. No student shall cross a four lane roadway.

The Transportation Coordinator has the authority to modify all routes to accommodate new students and delete students no longer in the district on an everyday occurrence. Any major change in the routes that will impact many students will be discussed with the Superintendent before such change is made.

Contractors are required to comply with the local Board's policies and procedures and specifications governing pupil transportation.

## Bus Drivers

Bus drivers shall comply with Board policies and all procedures governing pupil transportation.

Drivers are not permitted to distribute candy, food, gum or drinks of any kind. Drivers are also not to solicit students in the district.

Drivers are responsible to make sure they have directions for all field trips.

Drivers are required to follow the routes at all times. Drivers will be held liable for any unapproved bus stops or route changes.

Students are not to be left unattended on a school vehicle. Drivers are to be present on the vehicle when students are present.

Drivers are not responsible for student's grades one to six left off at the designated bus stop when no parental supervision is present. The driver shall drop off the child unless other wise notified.

Kindergarten and preschool students are not to be dropped off at a designated bus stop without parental supervision unless the parent has submitted written permission for the child to walk with a sibling, walk to the house or walk with another child or adult. Drivers shall not release a child to anyone other than the designated person that meets the bus.

Drivers are not permitted to release a student to anyone during dismissal time.

Students are not to be dropped off at a bus stop other than their assigned stop without written permission from the school.

The Board of Education or administration has the authority to refuse the employment of any bus driver that they deem unfit to hold the responsibility of transporting our students.

Bus drivers shall be in full charge of their school bus at all times and shall be responsible for order.

A driver shall never exclude a student from the bus at any time. Unmanageable students shall be reported to the appropriate school personnel via a written conduct report.

Bus drivers are responsible for the safety of their passengers and shall vigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her bus. The driver shall also follow all emergency procedures.

Parents, guardians or any unauthorized person shall not be permitted to enter or ride any school bus.

Students are required to have assigned seats starting with lower grades in the front of the bus. Seating charts are required on the vehicle at all times.

Student information is to be kept confidential at all times.

## Daycare Provisions

The Board's policy regarding alternate route requests is intended to reduce as much as possible the potential errors of dropping students off at incorrect locations where they have no adult supervision. In this regard, only permanent route changes will be considered. Requests must be submitted in writing.

Occasional requests from parents to have their children dropped off at a location other than their own home will be accommodated only under the following circumstances:

1. The alternate stop is on the same bus run the student normally takes;
2. The requests are occasional only and do not represent a standard pattern of dropping the student off at a different location.
3. Each request is for a single day only;
4. Each request is made in writing, approved by the Transportation Coordinator or Principal or designee and a pass is presented to the bus driver. Without the note the driver will drop the student off only at his/her assigned bus stop or return him/her to school.
5. Occasional requests will be denied if the student is to ride any bus other than his/her normal bus home.
6. Under no circumstances will the student be dropped off at one location on some days and another location on other days.
7. Occasional request will be made only if there is room on the bus.
8. Stops will not be added to any bus route to accommodate this occasional request.

9. Only in an emergency situation will a student be permitted to ride a different bus other than his/her own normal bus. Notification must be made by the parent to the Transportation Coordinator or school Principal before such a change is made.

Permanent requests from parents to have their children's pickup or drop off at a location other than their own home will be accommodated only under the following circumstances:

1. All requests must be submitted in writing to the supervisor of transportation.
2. All requests will be for a permanent change for each day of the entire school year.
3. Under no circumstances will a student be dropped off at one location on some days and another location on other days. A child may be picked up at different location stop on the same bus route the child normally rides as long as the stop is an established stop, the parent is responsible to see that the child gets to the alternate stop and the change is approved by the transportation coordinator. Additional stops will not be created for this purpose.
4. The permanent alternate stop will be the same for the abbreviated session, half days, emergency midday closings and the day before vacations, etc.
5. Requests for a permanent change which requires a bus other than the one normally serving the student's own home will be accommodated only if space is available and only if the bus does not have to leave its normal routing within the boundaries for that school. If at any time during the school year new students are admitted to the district babysitting request may be removed from a route if the bus is over capacity to make room for the new student. Parents will have to make other arrangement.
6. Requests will be filled on a first come first come basis. Requests will be accepted no later than August 15 prior to the start of the school year. Requests must be sent in writing to the transportation office. Students will be assigned to the same bus and stop as the previous year unless a change is requested in writing.
7. Spaces will not be reserved for daycare centers or babysitters. All requests must come from the parent or guardian. We will not accept any changes in transportation from anyone other than the child's parent.
8. Any requests for occasional changes will be accommodated in strict compliance with the provisions for occasional changes stated above. Without a note the driver will drop a student only off the daycare provider or return him/her to school. This is to insure that the student is not left at a location without supervision.

## Miscellaneous

Bus evacuation drills shall be conducted twice in each school year and shall be recorded in the minutes of the Board of Education.

Students shall abide by all rules established for riding a school bus. Conduct forms will be used to report students to the administration that do not abide by the rules.

Only administrative staff shall view video tape from bus cameras. Parents and students are not permitted to view videos under any circumstances due to privacy issues of other students on the vehicle.

The Superintendent or designee has the authority to revoke riding privileges for any student displaying unacceptable behavior. Parent of such pupil shall provide transportation to and from school during the period of such exclusion.

No medications are permitted to be transported on the school bus. Inhalers and epi-pens shall be exempt from this rule however; the driver shall be notified of their presence on their vehicle in writing by the school nurse. Parents are responsible for the transportation of all other medications.

Only items that can fit under or within the seat of a student can be transported on a school bus. Large instruments and other items including luggage type bags that can not safely be put in these areas will not be permitted on the school bus.

No animals of any kind are to be transported on a school bus.

## Hazardous Roadways

The Washington Township Board of Education has designated certain roadways as hazardous. These areas are listed below. Although part or all of these roadways has been deemed hazardous, bus drivers must still follow the criteria from the motor vehicle guidelines for a safe bus stop. Drivers are not permitted to stop on a blind spot in the road; drivers should have three hundred feet clearance in the front and back of the vehicle and should not have bus stops within 300 feet of each other. Some of the students may have to walk a short distance on these roadways to their bus stop. This being said, it is a parent responsibility to accompany their child to their assigned bus stop if their house location falls under any of these circumstances. The

district currently provides courtesy busing for students who otherwise would walk to and from school along these hazardous routes. In adopting this policy the school district considered the following criteria in designating the hazardous roadways:

- Kinnaman Avenue
- Belvidere Avenue (north end)
- Route 31
- Route 57
- Jackson Valley Road
- Minehill Road
- Brass Castle Road
- Little Philadelphia Road
- Plane Hill Road (north of Partridge Run)
- Bowerstown Road (east of Plane Hill Road)

## Brass Castle School

This building is located in a residential area on Castle Street. Castle Street intersects with Brass Castle Road, which is a main roadway in the Township. Two additional roads, Midland and Norfolk intersect with Castle Street and Pleasant Valley Road, a rural roadway with Brass Castle Road on the east end and Route 57 at the west end.

## Population Density

There is a small neighborhood of homes surrounding the school. Located east of the school is a larger housing development.

## Traffic Volume

The traffic at the school is mostly generated by the visitors and staff during the hours of 8:00 am to 4:00 pm. There are approximately 71 staff members and 403 students housed in this building. Approximately 18 buses enter the area twice a day. Miscellaneous deliveries also occur throughout the day.

## Vehicle Velocity

The speed limit on Castle Street is 25 miles per hour.

## Sidewalks

There are no sidewalks on Castle Street except for the sidewalks in front of the school. There is a small section of sidewalk located on Pleasant Valley Road. The Fairway Estates housing development located less than 2.0 miles has sidewalks on one side of the street. There are no other main sidewalks within the 2.0 mile range.

## Highways

Route 57 is a major roadway that runs parallel to Brass Castle School. Route 57 connects the east and west sides of the township. Students south of Route 57 are courtesy bused. The intersection of Route 57 and Brass Castle Road is busy with a traffic light. The intersection of Route 57 and Pleasant Valley Road is a hazardous intersection due to the speed and volume of vehicles on Route 57.

Route 31 is an interstate highway that connects the northern and southern areas of the state.

## Busy Roadways

Brass Castle Road is a busy roadway near the school. Students' whose residences are located on Brass Castle Road are bused unless they have access to a side street that would eliminate the need to walk on Brass Castle Road. A housing development east of Brass Castle Road is designated as a walking area since students have access through the development to Castle Street where a crossing guard is provided for crossing Brass Castle Road safely.

Kinnaman Avenue is also a busy roadway east of Brass Castle Road. It connects the east and west side of Washington along with being a main thoroughfare to the high school and Route 31.

Jackson Valley Road is a continuation of Kinnaman Avenue at a four way intersection. This area has an extremely heavy traffic pattern during the hours of 7:00am to 4:00pm. The roadway is traveled by approximately 150 Warren Hills staff, 178 Warren Hills student drivers and 35 regional buses and many parents transporting students to the Regional District along with working residents traveling to the main arteries of Route 31 and Route 57. Jackson Valley Road continues east of Route 31. This road connects Washington Township to Mansfield Township.

Mine Hill Road intersects Jackson Valley Road, Kinnaman and Belvidere Avenues at the four-way stop. This road is also heavily traveled with the same condition as Jackson Valley Road. North of Bowerstown Road the road is narrow and steep with no shoulder.

Belvidere Avenue is the main thoroughfare between Washington Township and Washington Boro. This roadway leads into the downtown area of Washington Boro. There are no sidewalks in the township portion of Belvidere Avenue. This road intersects Jackson Valley Road, Minehill Road and Kinnaman Avenue, a dangerous intersection.

Little Philadelphia Road is narrow, hilly and has many dangerous blind spots.

Plane Hill Road north of Partridge Run is steep and narrow and has no sidewalk or shoulder.

Bowerstown Road east of Plane Hill Road is narrow with blind bends. There is also no shoulder.

## Bridges

There is a bridge located on Kinnaman Avenue. Even though this area is less than 2.0 miles, students are bussed from this area since students would have to cross over the bridge, walk where no sidewalks are provided and cross over Brass Castle Road at a busy intersection with no crossing guard. Mine Hill Road also has a bridge located south of the intersection of Bowerstown Road.

## Railroad Crossings

There is a railroad crossing located on Millpond Road. Millpond Road intersects Route 57. This set of tracks has no lights and no crossing gates even though it is a working track. Students located on Millpond Road, Skyview and Candlewood Roads are courtesy bused due to the railroad tracks and crossing over Route 57. Millpond Road is narrow and steep on the top end and has no sidewalks.

## Port Colden School

This building is located in a residential area on Port Colden Road. The roadway at both ends intersects main thoroughfares, one being Route 57, the other Jackson Valley Road, which connects the Township with Mansfield Township. Port Colden Road is a walking area for the elementary school.

## Population Density

This area of town has a small number of homes and a church that sits opposite the school but does not generate a large volume of people during school hours.



## Traffic Patterns

Most of the traffic on Port Colden Road is generated by the visitors and staff during the hours of 8:00am and 4:00pm. There are approximately 35 staff members and 238 students housed in this building. There are approximately 18 school buses entering this area twice a day. Miscellaneous deliveries occur throughout the day.

## Vehicle Velocity

The speed limit on Port Colden Road is 25 miles per hour.

## Sidewalks

There are no sidewalks on Port Colden Road or on any intersecting roads near Port Colden School. There are also no sidewalks located within 2.0 miles of the school.

## Highways

Route 57 is a major roadway that runs south of the Port Colden School. Route 57 connects the east and west sides of the township as well as connecting Washington Township to Franklin and Mansfield Townships. Students located on the south side of Route 57 are courtesy bused due to road conditions and an overpass that must be crossed to reach the school.

Route 31 is an interstate highway that connects the northern and southern areas of the state.

## Busy Roadways

Jackson Valley Road located at the east side of Route 31 connects Washington Township and Mansfield Township.

## Bridges

At the south end of Port Colden Road there is an on/off ramp that connects Route 57 and Port Colden Road.

## Railroad Crossings

There is a railroad crossing located under the 2.0 miles on Railroad Avenue. Railroad Avenue intersects on the south side with Route 57.

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