

REGULAR EDUCATION TRANSPORTATION INFORMATION
FOR PARENTS
KENAI PENINSULA BOROUGH SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

FIRST STUDENT (TRANSPORTATION CONTRACTOR)

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.

1. 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.
 - o 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.
 - o 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.
 - o 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.
 - o 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.
 - o You are responsible for contacting the Clubhouse and picking up your child before 6:PM.

Kenai Club @ Aurora Borealis Charter School (907.513.7686) for students from Kaleidoscope and Mtn. View; also *K-Beach students from Rt. 25 and Rt. 30.

Soldotna Club @ Redoubt Elem (907.260.4542) for students from Redoubt Elem, Soldotna Elem, Soldotna, Montessori, Sterling Elem; also *K-Beach students from Rt. 35, Rt. 37 and Rt. 39.

Kasilof Club @ Tustumena Elementary School (907.513.1705) for Tustumena students from Rt. 135 and 139, and *K-Beach students from Rt. 144.

Seward Club @ Seward TYC (907.224.5472) 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.

Streetlights: Where practicable, school bus stops will be in close proximity to streetlights.

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 always use classroom or lower voice volume. 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 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.

STUDENT SUPPORT SERVICES TRANSPORTATION INFORMATION FOR PARENTS

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

FIRST STUDENT (TRANSPORTATION CONTRACTOR)

This information was compiled to acquaint you with the rules, policies, and best practices under which your child's school bus transportation is scheduled.

If you have any concerns about the safety or treatment of your child, please call the District Transportation Department or First Student at the numbers listed.

QUALIFYING FOR SERVICE

Transportation is a related service and, if approved, will be included in your child's IEP. Once approved for transport, the case manager will contact the transportation department and busing will be set up. The Transportation Supervisor is the only person who can add your child to a bus route or change the pickup/ drop off location. It normally takes 3-5 working days to add a new student and/or change schedules or pickup / drop off locations.

PICK UP AND DROP OFF

- To maintain continuity for everyone on the route, your child will be picked up at the same address every day and will be dropped off at the same location every day. Morning and afternoon locations can be different but must be consistent day to day.
- Transport is for home to school and school to home or licensed day cares only. We do not transport to private therapy, doctor or dental appointments, parents' offices, etc.
- Pickup and drop off locations are determined by multiple factors including ride times, access, road conditions, bus size, bus turnaround location, general District transportation guidelines, etc. Every attempt is made to keep the pickup and drop off locations as close as possible to the child's home. In winter conditions alternate, locations may be identified for the safety of all students on board.

JOINT OR SHARED CUSTODY

- One parent resides in the attendance area, and one does not - the parent in the attendance area will receive busing, the parent outside the attendance area must provide transport.
- Both parents live outside the attendance area - unless otherwise approved by Student Support Services each parent must provide transport.
- Both parents live in the attendance area - parents must decide between them what the pickup and drop off locations will be. It may be either parents' home or they can agree on a common, neutral point (daycare, family member in attendance area, friends' house) that meets District criteria.

SPECIAL EQUIPMENT

- Standard, forward facing car seats or booster seats, when needed, are provided. Parent provided car seats must be preapproved by First Student's safety department. Buses normally use a 'star seat' with a harness.

WHEELCHAIRS

- Any wheelchair must be transport certified or inspected by First Student's safety department to ensure its suitability for bus transport. We cannot transport a damaged or malfunctioning chair.
- Electric wheelchair batteries must be spill-proof and the chair capable of being manually operated and the brake set for loading and unloading.

MEDICAL NEEDS, MEDICATION, AND INFORMATION

- At the beginning of the school year, a Medical Needs and/or Equipment information sheet needs to be completed by parents or guardians. Any information pertinent to safely and successfully transporting your child is greatly appreciated, i.e., sensitivity to noise, vision impaired, items or tips that may de-escalate or assist with behaviors, etc.
- Medications cannot be transported on the bus unless pre-approved by the District. If your child requires oxygen during transport, please let us know in advance so we can insure proper securement of the canisters on the bus.

PRE-K TRANSPORT

- Preschoolers are typically moved out of the car seat or star seat when they are over 40 lbs.
- In special circumstances, District staff can assist young students onto the bus to support establishing the routine of riding the bus.

SIBLING AND COMPANION TRANSPORT

- No sibling or companion transport will be allowed the first two weeks of school.
- If space is available, siblings or companions within the same household who also attend the same school may be approved on a case-by-case basis to ride with the special needs student to model desired behavior and support the student emotionally or physically.
- Sibling or companion transport must be pre-approved by District Transportation and Director and is subject to change at any time, space available on the bus and must be renewed annually.
- If the special needs student is not riding the bus, the sibling or companion will not be transported. Parents will need to arrange alternate transportation for the sibling or companion.

GENERAL GUIDELINES

- If a change in busing schedules results in your child's pick up or drop off times changing by more than five (5) minutes, you will be notified by phone and your driver at least 24 hours in advance. Please remember to keep your contact information current in PowerSchool.
- All students must be brought to and met at the bus by a parent, guardian, sibling 12 years or older, or other arrangements which must have been pre-approved by the District Transportation Supervisor. If there is no one to meet the bus and no arrangements on file, your child will be kept on board until we can contact you. During the colder months, please make sure your child has a warm coat or blanket for the bus.
- Due to liability issues, parents should not attempt to board the buses.

CONTACT INFORMATION:

District Transportation Department	907-714-8834
First Student – Soldotna	907.714.8834
First Student – Homer	907.235.0124
First Student - Seward	907.224.3559