South Kitsap School District
Transportation Services
School Handbook

Transportation Services School Handbook

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This electronic handbook is for the purpose of providing all schools with Transportation Services information and forms. Forms can be found in one handy location on the district website under Forms/Transportation Forms.

The following are the important Transportation Services items for schools for the 2018-19 school year. Use ONLY the revised forms and discard all previous versions. Please keep this handbook as an easy and quick reference for your Transportation Services information.

1 Bus Stops

Students are allowed one bus stop only as their primary bus stop for their PM take home. Usually this is the bus stop closest to the student's home. However, if a family needs a different primary bus stop, such as a relative's home, that is allowed. The parent/guardian would then provide the school with written documentation and a Long Term Bus Pass would be issued by the school for the remainder of the school year for the student to present to the school bus driver. If the student needs to ride a different bus or go to a bus stop other than their primary stop occasionally, they must provide the driver with a Short Term Bus Pass.

When we deviate from these guidelines for an individual student, training to school bus drivers and instructions to schools becomes unclear and disjointed. Drivers, when given anything other than a bus pass issued by the school, have to make the decision as to whether they will extend their liability and responsibility for that student based on something other than as trained. If other students/ families are aware that a student on their bus has permission to get off at more than one stop without the proper bus pass, others will soon follow suit. Transportation is put in the position of "what we do for one we must do for all." A position that makes it difficult to streamline our expectations, training and consistency.

1.1   Bus Stop Lookup Instructions

Bus stop lookup instructions are needed for completing bus passes, completing Kindergarten and 1st Grade Receiving Adult form (T-4). If a parent or student request bus stop information the steps to take are:

- Go to www.skschools.org
- Departments
- Transportation Services
- Bus Stop Lookup
- Enter the student's address in Infofinder and select search. The bus stop specific to that address is displayed for all applicable schools.

Please remember on late start Wednesdays, all AM routes will be 45 minutes later.

If you have any questions, please call Transportation Services at 360.874.7090.

1.2   Bus Passes

Print the Short Term passes on yellow paper only and print the Long Term passes on blue paper only. Please add your school name to the passes, but do not make any other changes.

Long Term = 6 days or more (Days must be consecutive or for the remainder of the school year)

LONG TERM BUS PASS

Long Term = 6 days or more

THIS PASS IS FOR: ☐   NEW STUDENT

☐   REMAINDER OF SCHOOL YEAR

☐   THE DATES OF _____

STUDENT NAME/FIRST AND LAST_____

TEACHER: _____GRADE _____

BUS ROUTE NUMBER: _____

BUS STOP DESTINATION:_____

SCHOOL OFFICIAL SIGNATURE:_____

DATE _____

Short Term = 5 consecutive days or fewer (if a student rides a different bus one or two days a week, they would need a Short Term Bus Pass each time)

SHORT TERM BUS PASS

Short Term = 5 days or less

THIS PASS IS FOR: M   T   W   Th   F

STUDENT NAME/FIRST AND LAST:_____

TEACHER: _____GRADE _____

DATE or DATES: _____

BUS ROUTE NUMBER: _____

BUS STOP DESTINATION:_____

GUEST OF_____

SCHOOL OFFICIAL SIGNATURE_____

DATE _____

Bus passes must indicate the actual bus stop which is obtained from the online Bus Stop Lookup. Please do not write "home" or "grandma's house" or the student's home address (unless it is the actual bus stop) as this causes confusion for the driver or substitute driver which can result in a safety issue.

1.3   Bus Stop Request Instructions Form (T-23)

It is best if the form is submitted electronically. However, if your school will be providing printed copies to parents, use ONLY the form that indicates **Revised 2018.**

1. Go to www.skschools.org
2. Departments
3. Transportation Services
4. Bus Stop Request
5. Complete Bus Stop Request (Form T-23)
6. Click Print to print a copy for your records
7. Click Send Form to submit

Bus stop request will be reviewed and the requester will receive a telephone call / email approximately 5 – 7 working days after the request is received. Bus stop requests may take significantly longer at the beginning of the school year. Requests are prioritized at the beginning of each school year in the order of elementary, middle school and high school.

2 Identifying Kindergarten/1ˢᵗ Grade Students Riding the Bus Home (First 10 days of School)

We are requesting that all elementary schools use mailing labels to ID kindergarten and 1ˢᵗ grade students for their school bus drivers for the 2018-19 school year. Here are the details:

- Create mailing labels (standard address label Avery #5160) for each kindergarten and 1ˢᵗ grade student who rides the school bus home which include the following information: STUDENTS NAME / BUS ROUTE NUMBER / BUS STOP
- Daily, for the first 10 days of school, stick a label on each student as they board their school bus
- Stick the label on their chest area on the outside of clothing where it will be visible to the bus driver

3 Kindergarten – 1ˢᵗ Grade Receiving Adult (RA) Form (T-4)

This form is required for all Kindergarten and 1ˢᵗ grade students who ride the school bus home. Once the form is completed, give a copy to the parent. Send a copy to Transportation Services if "Receiving adult required (Opt-In)" option is chosen. Keep a record of all forms but send only the Opt-In forms to Transportation Services. Please be sure to send replacement forms when there are changes during the school year.

Please be sure parents/ guardians are aware that if they choose the box that indicates "Receiving adult required (Opt-In)", they must follow the requirements or their student will be returned to school:

Receiving adults must be visible to the school bus driver, waiting outside of their vehicle and within sight distance of no more than twenty feet. Receiving adults must be present each school day. With the Opt-In option, students will NOT be allowed to walk home with siblings or other students who also ride the bus. With the Opt-In option, students will ONLY be released to a receiving adult.

4 Bus Behavior Referral Form (T-1)

- The Bus Behavior Referral form (T-1) is an original with a duplicate copy. Drivers are required to turn in the original (white) copy of the Bus Behavior Referral to elementary and middle schools the day of the incident (or no later than the next morning) and the copy (yellow) needs to be turned in to the Assistant Director of Transportation. The high school gets an auto email that there is a referral notification to review in Skyward
- Elementary and middle schools will enter the referral into Skyward as an offense and add the action/ consequences applied
- The high school will review the referral in Skyward and change the referral to an offense and add the action taken
- Transportation Services will review Skyward and advise driver of the actions/ consequences

Here are a few important details to note about the Bus Behavior Referral form (T-1):

- After the block of student information, is a section which will indicate if the Bus Behavior Referral incident is **Documented Incident** or **Unresolved – To Administrator for Action**. If **Documented Incident,** the T-1 is for information to the school for documentation and support. No reply to Transportation Services is necessary and input in Skyward is not required. Your school will take further action as you deem appropriate to help the student make better choices. If **Unresolved – To Administrator for Action**, the T-1 is being referred to administrator. Entry in Skyward along with the action taken/ consequences applied is required
- After the blocks of information indicating the problem behavior(s) that apply and description of the incident/ actions taken by the driver, is a section labeled Previous action(s) taken by driver. This section indicates the progressive steps drivers have taken previous to the referral, including required parent contact

4.1   Problem Behavior Definitions

Refusing to give name	Refuses to give name or gives false information
Refusing to sit in assigned seat	For regular driver or substitute driver
Eating / drinking on bus	Including gum if directed by driver to spit out gum
Littering	On bus or at bus stop
Name calling / impolite	To other student(s) or bus driver
Spitting	Intentionally spitting on or toward others
Roughhousing	Overly aggressive playing
Throwing items	On bus or out bus window
Hitting / Tripping / Biting	Intentional hitting or tripping or biting
Standing / moving while bus in motion	May only move with driver permission or at move up locations
Spraying / using perfume or deodorants	Spraying or applying while on the bus
Unsafe behavior	Actions not listed that are unsafe or distracting, such as crawling under seats, heads / hands out window
Defiance / disrespect	Openly refuses to follow directives and yells, argues with, or defiantly talks back to driver or engages in socially rude interactions with others
Repeated Disruptive Behaviors	Student continues to repeat disruptive behaviors disregarding directives or previous consequences…
Cell phone / devices violation	Loud or disruptive with cell phone or device – not keeping in own seat (sharing across aisle or over seat) / use of external speaker / recording or photographing others (including driver)
Inappropriate language	Swearing, vulgar comments or inappropriate use of words

Aggressive behavior	Behavior toward others that are of a malicious nature such as pushing and shoving, mean spirited actions
Crossing behind bus	One verbal warning only
Public display of affection (PDA)	Engages in inappropriate physical contact such as draping legs, sitting on each other, overt cuddling
Offensive visual or auditory material	Plays inappropriate music/ draws or writes offensive material
Tobacco / Vaping	Possession of or using tobacco or vapor on the bus
Vandalism	Deliberately impairs the usefulness of property / destruction of property, such as tearing, ripping or poking holes in seats / graffiti
Possession of incendiary devices	Matches, lighters, firecrackers, gasoline, and lighter fluid
Drugs / alcohol*	Possession of or using illegal drugs/substances or alcohol
Fighting*	Serious physical contact / injury between two or more students
Verbal assault*	Verbally threatening others with physical harm or violence; egregious name calling
Physical assault*	Aggressive physical attack upon another
Sexual assault*	Touching someone in an unwanted sexual way
Harassment, intimidation, bullying (HIB)*	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power, such as physical strength, popularity, ganging up on
Theft / Robbery*	Theft is stealing property from others. Robbery is demanding / forcefully taking property from others
Indecent exposure*	Intentional exposure of privates
Weapons*	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices /objects capable of causing bodily harm

*Items in **bold** and marked with an asterisk require immediate report to school followed with a Bus Behavior Referral

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4.2 Entering a Bus Behavior Referral into Skyward

Make sure to enter the following highlighted information from the Transportation T-1 Bus Behavior Referral form you received:

- Date of Offense
- Time of Offense
- Driver
- Route Number
- Description of Incident

Bus Behavior Referral   Form T-1

Student _____Billy Smith_____ School _____SG_____ Grade _3_

Date of Offense _9/26/18_ Time of Offense _3:40_ Bus Stop _Becky & Lippert_

Driver _Jack Jones_   Route # / Bus # _30 / 7_

Documented Incident ☐ Informing School for Support	Unresolved - To Administrator for Action ☒ Administrator - Enter Action Taken into Skyward for Communication w/Transportation Services	Special Needs ☐ Informing School for Support

Location

☒ Bus	☐ School Loading	☐ Bus Stop

Problem Behavior

☐ Refusing to give name ☐ Refusing assigned seat ☐ Eating / drinking on bus ☐ Littering ☐ Name calling / impolite ☐ Spitting ☐ Roughhousing ☐ Throwing items ☐ Hitting / tripping / biting ☐ Standing / moving while bus in motion ☐ Spraying / using perfume or deodorants ☐ Unsafe behavior	☐ Defiance / disrespect ☐ Repeated Disruptive Behaviors ☐ Inappropriate language ☐ Aggressive behavior ☐ Crossing behind bus ☐ Public display of affection ☐ Cell phone/ devices violation ☐ Offensive visual or auditory material ☐ Tobacco / Vaping ☐ Vandalism ☐ Possession of combustibles	Following behaviors require immediate report to school & Bus Behavior Referral: ☐ Drugs / alcohol ☐ Fighting ☐ Verbal assault ☐ Physical assault ☐ Sexual assault ☐ Harassment, intimidation, bullying (HIB) ☐ Theft / Robbery ☐ Indecent exposure ☐ Weapon

Description of Incident & Actions Taken by School Bus Driver:

_____

To enter a Bus Referral, go to **Student Management\Student Profile:**

1. Search for the student who received the Bus Referral
2. Under the **Discipline tab,** click on **Offenses**
3. Click **Add**

NOTE: Drop down menus in Skyward will only display the first 20 records. To view all available codes, click on the hyperlink (the words underlined in blue) and table with all available codes will display. If you continue to see only 20 records on the code table screen, change the 'Records Displayed' at the bottom of the screen to a higher number by clicking on the downward arrow.

4. Next to **Offense/Referral**, use the drop and select **Referral**
5. Next to **Offense**, use the drop down or hyperlink to select **Bus Referral (B11)**
6. In the **Bus** field, enter the **Bus Route Number** (start typing the Bus Route number into the box. The code will display)
7. Enter the **Offense Date**
8. Enter the **Offense Time** (if the form shows only AM or PM, use the start/end times for your building)
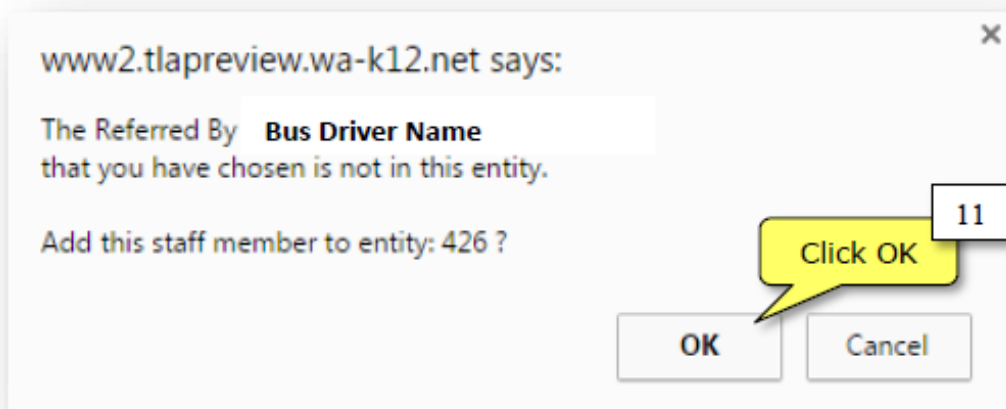9. Enter Description of Incident in the **Comments**

10. Enter the Bus Driver's name under the **Referred By** area. Begin typing the driver's last name into the **Staff** field.

11. If a Skyward prompt appears, like the one below, click **OK** to continue.

12. Click **Save and Back**
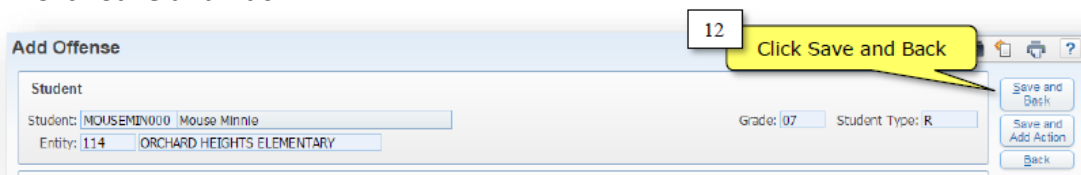
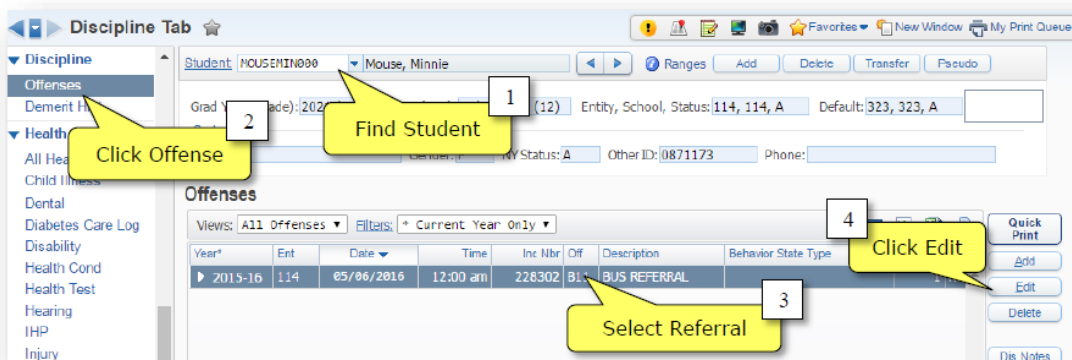

4.3   Changing a Discipline Referral to Offense/Adding Action

The process of changing a Discipline Referral to a Discipline Offense and how to add an Action Summary record.

Go to **Student Management\Student Profile**

1. Find the **Student**
2. Click on the **Offenses** tab
3. Select the **Offense**
4. Click **Edit**

NOTE: Drop down menus in Skyward only display the first 20 records. To view all codes, click on the hyperlink (words underlined in blue) and a new table will appear showing all available codes.

5. Use the drop down, and change the **Referral** to an **Offense**
6. Choose appropriate **Offense**
7. Click **Save and Add Action**

A new window will appear. This is the Action Summary screen.

8. Choose the appropriate **Action**
9. Click **Save*

Fill out other fields as necessary to complete the offense record.

5 Video Request

Transportation Services will provide video footage to support investigations regarding bus behaviors or issues. Provide the following information so we can narrow video viewing and get back to you:

- Date of the incident (need exact date and was it AM or PM route)
- Approximate time of incident (loading @ school, just after leaving school, close to a bus stop)
- Full name of students involved (who was the instigator if known, who was the victim)
- Any identifying item - clothing/ hats/ backpacks/ phone
- Bus stops of students involved (helps narrow time frame – who gets off 1st)
- What action/ audio are we looking for
- Where in the bus (very back, few seats up, before the first emergency exit, driver or passenger side. Note: All big buses are numbered the same with seat #1 right behind the driver and seat #2 first seat on passenger side – Driver side odd #s and passenger side even #s
- Were the students sitting together/ in front of/ behind/ across from
- Driver told/ response
- Anything else that might be helpful

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6. Loading and Unloading Students at Bus Stops

Teaching all students to load and unload the school bus under the direction of the driver is the key to safety. If your student must cross the roadway at the bus stop, Transportation Services is asking for your support in helping your student learn the procedure. In the morning, your student should remain on their side of the road until the bus arrives. Your school bus driver follows the safety procedure as outlined below:

When loading or unloading students, drivers will be sure all traffic has come to a complete stop and mirrors have been checked. Drivers will use the SKSD universal crossing signal, one sweep of the arm and hand across the windshield, when crossing students. Students will be crossed together in one group, when it is safe to do so, with the crossing signal. It is very important to teach students the safe crossing signal and remind them to wait for it along with making eye contact with the driver. Students should also continue to look both ways while crossing. The safe crossing safety procedure is necessary for all students regardless of age group, from kindergarten to high school.

7. Athletic, Field Trip and Other Transportation Information

Athletic and field trip transportation is a cooperative effort involving schools, parents, students, and the community. The District supports over 800 field trips using district school buses, motorpool vehicles or charter buses. Scheduling transportation of students is an important assignment. Transportation Services willingly accepts this assignment but knows that the success of a safe transportation program requires a high level of cooperation and support. Teachers, coaches, and parents/guardians are encouraged to review this material with their students.

7.1. Scheduling Athletic and Field Trip Transportation

Transportation can provide up to two (2) or three (3) buses per day for field trips that are during school bus times, 6 AM to 9:30 AM and 2:15 PM to 4:15 PM. We can provide almost unlimited number of buses from **9:30 AM to 2:15 PM** or after 5 PM.

To request transportation please go to the district web portal, Infofinder *le* is a web-based program South Kitsap SD staff use to request bus transportation for field trips.

7.1.1 Request a Field Trip

To begin, go to your web browser and type **fieldtrip.skitsap.wednet.edu**.

1. Type your SKSD **User Id** and **Password** in the login fields to gain access
   - This is the same login and password you use to sign into the district computers
2. Click **Login**
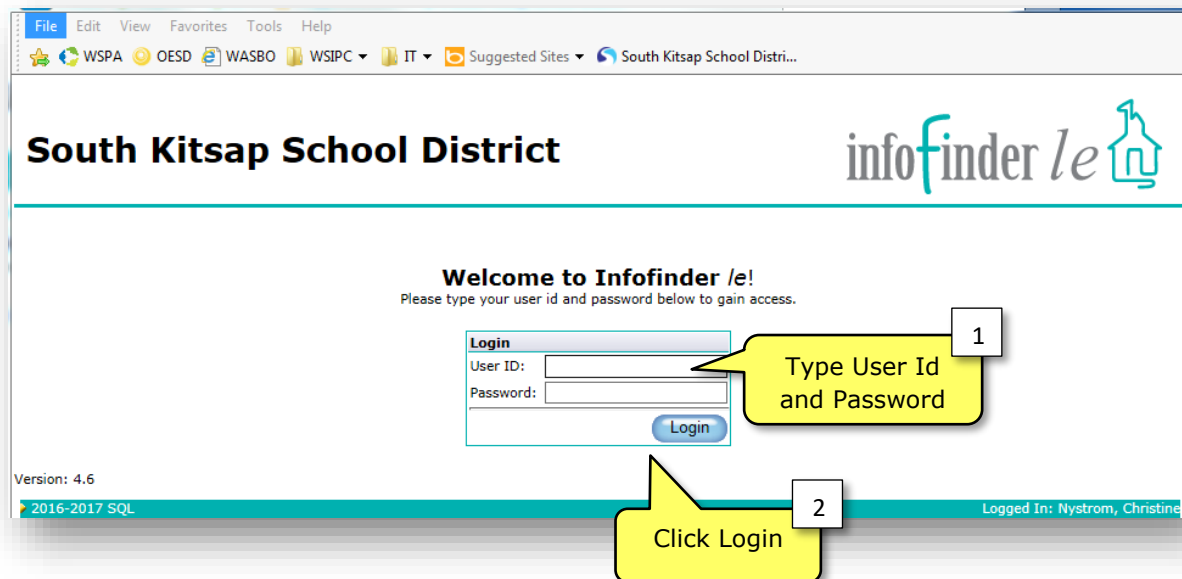
3. Click **Field Trips** from the top menu bar.

4. To request a trip, click the **New Field Trip** button

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Complete the New Field Trip application form as follows. Please note that all fields with red asterisks * are required fields.

5. Select a **Template** most appropriate to your trip….this will pre-fill several fields of the form
6. Type a **Field Trip Name**
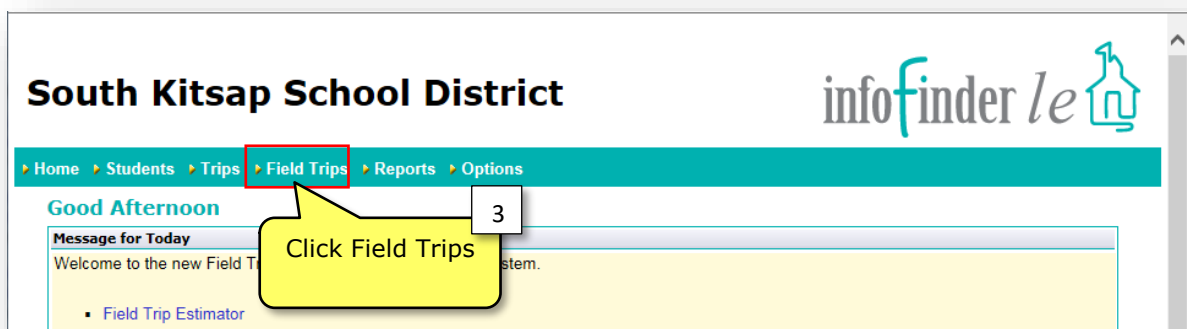   - Use a name describing the basic reason for the trip
7. Verify your **School** name is displayed
   - Also, verify the **Department/Activity**. If you make any changes, be sure to verify the account code in step 20
8. Type the **Contact** information of the person requesting the trip
9. Select the **Depart/Return Date(s)** and **Time(s)** of the trip
10. Verify the **Departure** location, or select from the drop down options
11. Type **Notes**, if applicable
    - Notes can be used for any information such as where to schedule a pick up, any stops to make, or specific details about the trip

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12. Select a **Destination** from the drop down options
    - The system will auto populate the destination address
    - If an address is not listed, enter it in the form
13. Type **Directions**, as needed
    - Enter any specific directions the driver would need to know about arriving or parking at the destination, if known
14. Select **Equipment** from the drop down options, as needed
    - Designate whether the bus needs a luggage compartment or to be wheel chair accessible
15. Select the trip **Classification** from the drop down options of whether it is Drop and Return, Drop Only, Return Only, or Shuttle
16. Select the **Number of Students**
17. Select the **Number of Adults**
18. Select the **Number of Vehicles** requested
    - The new form does NOT auto-calculate the number of buses, but the rule of thumb is 60 students per bus elementary, 50 students per bus secondary.
    - Leave any of the "estimated" fields blank
19. If you know a specific Account **Code** is to be used, select it here, otherwise leave the default code selected
    - Leave all other fields blank (amount, PO, etc.)
20. Click the **Save** button
    - Your form will be routed for approval and your administrator will receive an email notifying them to review/approve the trip
    - After submitting the trip, you will be returned to the Calendar or List view

Destination

* Destination:	Auburn High School (711 E MAin St Auburn)
Street:	711 E MAin St
City:	Auburn
State:	WA Zip: 98002
Contact:	
Title:	
Phone:	253-931-4880 Phone Ext:
Fax:	

Select a Destination [12]

Type Directions [13]

Directions

Directions:

Select Equipment [14]

Select Classification [15]

Trip Details

Equipment:	[Select One]
Classification:	[Select One]
* Number of Students:	31
Number of Wheel Chairs:	0
Estimated Miles:	0
Estimated Hours:	0

* Number of Adults: 5
* Number of Vehicles: 1
Estimated Cost: 0

$0.00

Select # of Adults [17]

Select # of Vehicles [18]

Select # of Students [16]

Invoicing Information:

Code (Department/Activity)	Template Amount ($)	Amount ($)	Invoice Date	Payment Date
[Select One]				

Select Acct Code [19]

Rows: 0   Total: 0.00

Delete Request   *Map It!   Cancel/Return to List   Save

Click Save [20]

Print the T-14E Form

If your school is NOT using electronic approval, you will need to print a copy of the T-14E form and route for signature.

21. Click **Reports** from the top menu bar
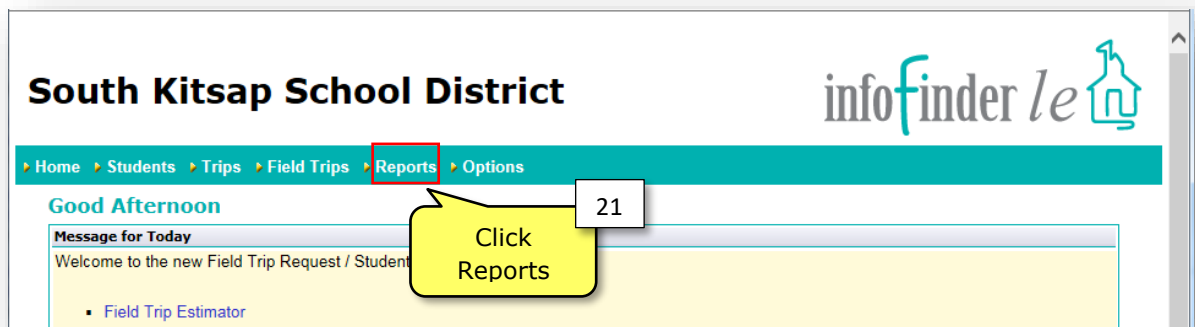
22. Expand **Field Trip**s by clicking the **+** symbol next to the Category
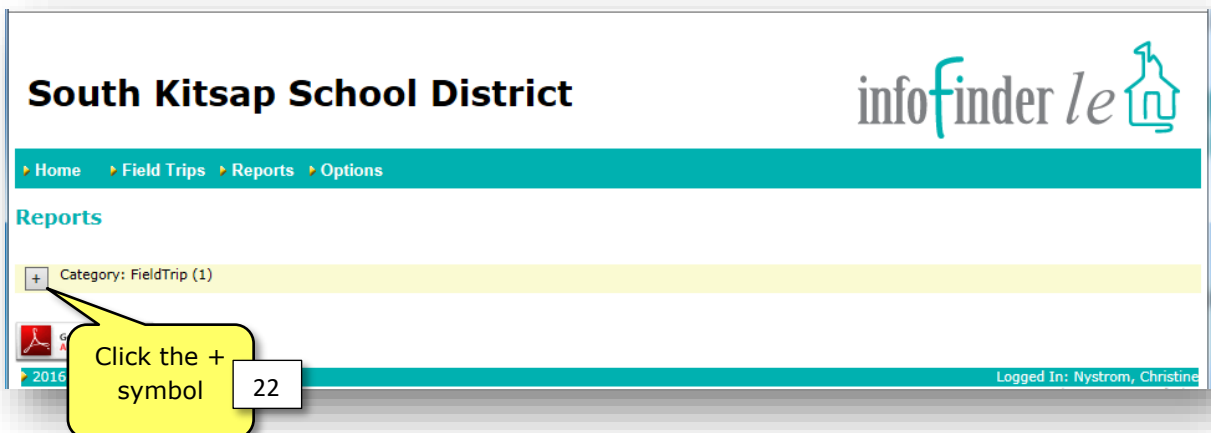
23. Click the *****Driver Sheet** link

South Kitsap School District infofinder le

▸ Home   ▸ Field Trips   ▸ Reports   ▸ Options

Reports

−	Category: FieldTrip (1)
Report Name	**Description**
***Driver Sheet	Driver form with Field Trip details and blanks for Driver Mileages, Times, Comments, and Signature.

Get ADOBE® READER®

Click
***Driver Sheet

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2016-2017 SQL   Logged In: Nystrom, Christine
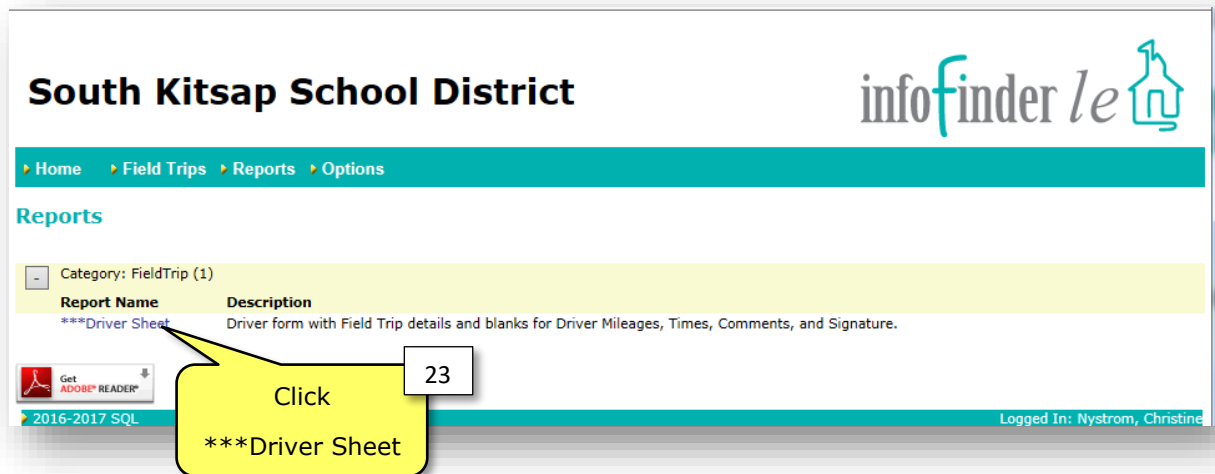
24. On the By Filter tab, select ***By Trip Number**. The trip number comes after the trip is submitted – there is a small box that pops up with the information
25. Click **Edit Filter** button

File   Edit   View   Favorites   Tools   Help

South Kitsap School District infofinder le

▸ Home   ▸ Field Trips   ▸ Reports   ▸ Options

Run Report: FieldTrip - ***Driver Sheet

By Filter   Specific Records

Select *By Trip Number

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Filter: [All Records]
*By Trip Number
2011 Trips (After Feb 1)
2012 -13 field trips
2013-2014 FIELD TRIPS
2014-2015 field trips
2015-2016 Field Trips
BG Field trips
Invoice date
March 2011 Billing
monthly milage
Trip sheet
Weekly Trips

Click Edit Filter

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Edit Filter

Run Report

2016-2017 SQL   Logged In: Nystrom, Christine

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26. Replace **Insert Trip Number** with your new trip number (quotes are not necessary)
    - Eg…[PublicID] = 05477
27. Click **Run Report w Filter** button
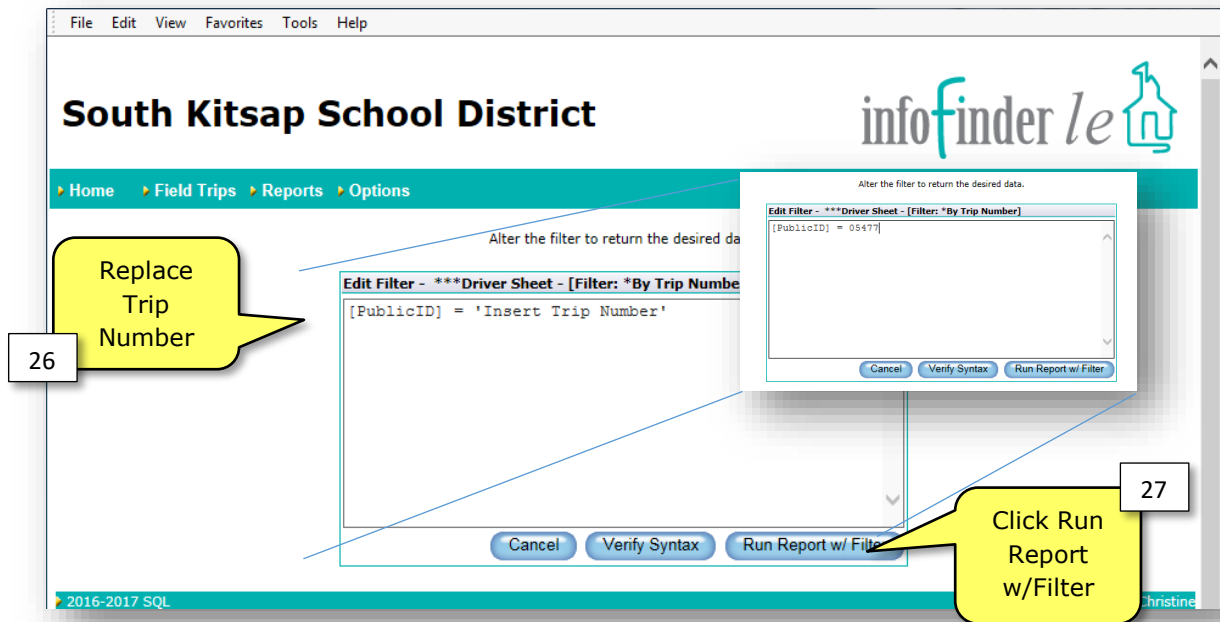
28. The PDF report will open – depending on your browser preferences, you may need to watch the bottom of the screen and choose **Save** and **Open** to view report
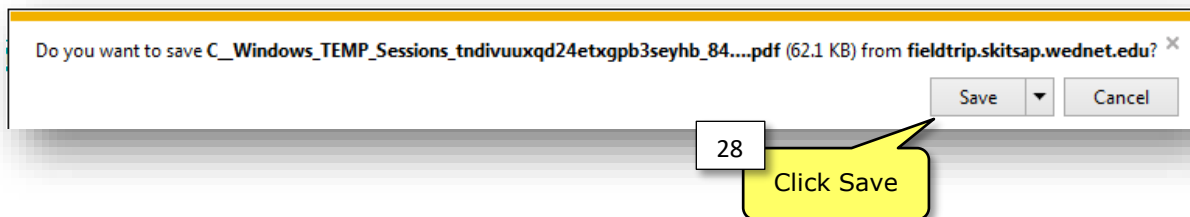
Sample Report

FIELD TRIP T-14E SHEET   03/24/2017

SKSD #402 Transportation Department

Field Trip Authorization

Driver: **Trip Date:** 3/24/2017

Event: Friday Test   **Trip #:** 05477

Destination: Bainbridge Aquatics Center   **Trip Stage:** Requested By:

Destination Address: 8521 Madison Ave N   **# Students:** 1   **Actual:** _____

                          Bainbridge Island, WA 98110   **# Adults:** 1   **Actual:** _____

                                                        # Buses: 1

If there are a significant number of field trips scheduled for that day, here are some options:

- Would another day work for the field trip?
- Do you want us to charter a bus (which would be more expensive by approximately 1 ½ times)?
- Can the trip be scheduled within the school day hours between **9:30 AM pick up and 2:15 PM return to school**?
- Can you do a drop and return? For example, we could take you to a nearby location, such as a park or the ferry, drop you off and then come back later to pick you up to return to school.   The times would need to be after 9:15 AM and return before 2:15 PM or after 4:15 PM

We cannot "hold" a bus for you until we have the hard copy of the paperwork. All transportation requests, T14-e, must include a valid budget code(s) and be signed by the person authorized to use that budget code.

Again, if you are planning a field trip in the spring, *SPRING* into action, check the calendar and submit your paperwork at least ten (10) school days prior to the trip.

Depart times on your trips scheduled to return by **2:15 PM** will be **strictly enforced**. This means loading 15 to 20 minutes before the departure time indicted on your trip form. This will ensure that buses return to schools in time to take students home.

School or administrative staff are not to schedule charter services on their own.

Please give the field trip router a call, ext. 7095, if you have further questions.

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7.2 Motorpool Vans

The district has three (3) motorpool vans. Each van can transport eight (8) persons, including the driver. To reserve a van use a Vehicle Request, Form T-15, found on the website under Transportation Services Forms. If there are no motorpool vans available, Transportation Services can rent one from Enterprise. District vans and rental van costs can be found on the website.

7.3 District Vehicles

District vehicles may be used by staff and volunteers. Use of District vehicles must be approved by the building principal on Vehicle Request, Form T-15, and forwarded to Transportation Services. All vehicles are to be picked up and returned at scheduled times as there may be other users scheduled. Vehicles are to be returned clean and free of debris.

7.4 Privately Own Vehicles

Use of privately owned vehicles is generally discouraged. However, the District recognizes that from time to time it is more practical and economical for students engaged in school-sponsored activities to be transported in privately owned vehicles. Staff members and parents driving their own vehicles must provide proof of insurance and hold a current and valid driver's license in the State of Washington. They need to know that their insurance company must provide primary insurance coverage; the District's insurance provides secondary coverage. Prior written permission from the principal is required on a Private Car Trip Authorization, Form 104, found on the district's website.

7.4.1 Written Assurance for Drivers Who will Transport Students

Annually, prior to transporting students in a District or rented vehicle, the driver (parent, volunteer, or staff member) must fill out a Written Assurance,
T-15A, and return it to Transportation Services with a copy of their:

1. Valid driver's license.
2. Proof of insurance.

7.5   Accident Procedures

If you are involved in a collision with a District vehicle there is an insurance packet in the glove box of the van. You need to:

- Contact local police;
- Contact Transportation Services during business hours;
- Notify your administrator; and
- Complete appropriate reports upon your return.

7.6   Parent and Chaperone Responsibilities on Field Trips

As a chaperone, you are helping to make the field trip successful. Chaperones usually assist teachers in carrying out their duties. Chaperones should follow the guidelines below in supervising the students:

1. Chaperones and parent volunteers should **not** sit in a group but should be seated throughout the bus
2. There may be circumstances when the chaperone acts in place of a teacher as the adult supervisor. Under these conditions, the chaperone is responsible for student behavior standards on the bus, as stipulated by the bus driver
3. Good student control helps make any trip more pleasant and successful

Students should have already been informed of the field-trip rules that apply to them. The abbreviated version of those rules is printed below for your information.

1. Use handrail when loading or unloading
2. Stay seated while the bus is in motion
3. Don't eat on the bus unless permission is obtained in advance from the Director of Transportation Services
4. Hold on firmly to your belongings
5. Keep arms and legs out of aisles
6. Maintain classroom conduct on the bus
7. Don't carry heavy objects onto the bus
8. No pets or large articles are allowed on the school bus or motorpool vans
9. No firearms, knives, or sharp objects are allowed on the bus
10. No part of the body is to be extended out of the windows
11. No windows are allowed to be open without driver's permission
12. No talking allowed when the bus is stopped at railroad crossings
13. Remain seated until the bus makes a full stop
14. Cross roadway in front of the bus only and with driver's approval
15. Disembark at approved stops only
16. No smoking is allowed
17. No aerosol, perfume, cologne, hairspray or scented products to be used while on the bus

7.7   Teacher and Coaches Responsibilities on Field Trips

1. The classroom teacher and coaches' responsibility on any field trip is to maintain good group behavior. The teacher and coaches should **not** sit in a group but should be seated throughout the bus
2. The teacher should check with Transportation Services several days in advance of the trip to be certain that the trip has been scheduled per bus request
3. The day before the field trip, the teacher prepares the class by discussing the bus rules
4. The teacher should know the location of the field trip destination. If in doubt, contact Transportation Services before making the trip
5. In preparation for the return to school, allow at least 15 minutes for collecting children, roll call, etc.
6. If rest stops are to be provided, they should be planned ahead of time with the bus driver. Unusual circumstances may require a change in plans, in which case, the good judgment of the person in charge is required
7. School buses will not leave the District without a supervising adult

Email us at Transportationinfo@skschools.org or contact us at 360.874.7090 if you have any questions.