

## **ACTIONS TO BE TAKEN DURING AND FOLLOWING THE OBSERVATION OF SCHOOL BUS ROUTES**

Supervisory actions that should be taken during and after transportation supervisory personnel completes a review of bus routes are:

1. Check the route and schedule for accuracy.
2. Determine that loading and unloading occurs only at authorized stops.
3. Check to see that vehicles are operated in compliance with prescribed regulations.
4. Observe the driver/pupil relationship.
5. Check loading and unloading conditions at school centers.
6. Check for evidence of supervision in loading zones.
7. Note hazardous road conditions.
8. Note the nature, frequency and locations of bus stop law violations.
9. Observe conditions of bus, e.g., cleanliness, tires, windows, emergency exit(s), first aid kits, fire extinguisher, seats, etc.
10. Observe vehicle inspection guide for evidence of pre-trip inspection.
11. Note driver attitude toward other motorists and pedestrians.
12. Follow the observation with a written report and discussion with the driver (and other, as appropriate).
13. File the written report in the driver's permanent record.

**ROUTE EVALUATION**

School District Name & Number \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
 Bus No. \_\_\_\_\_ Route No. \_\_\_\_\_ Bus Capacity \_\_\_\_\_ Number Transported \_\_\_\_\_

**LOADING/UNLOADING AREAS AT SCHOOLS**

Yes No

COMMENTS

Is there adequate and active supervision at school loading/unloading areas?			
Is bus parking designed so that students do not have to walk between buses to get to parent pick-up areas?			
Is other traffic kept away from bus loading area?			

**NOTES:** \_\_\_\_\_

**ROUTES**

Yes No

COMMENTS

Do students have a safe location away from the roadway to wait for the bus?			
Are students required to be at the bus stop before the bus arrives?			
Are students required to cross more than three lanes of traffic?			
Is there at least 100 yards visibility in both directions at each bus stop?			
Are there any visual obstructions at intersections or bus stops?			
Does driver have adequate time to complete each route without rushing?			
Is the bus blocking any intersections when stopped to load/unload?			
Are bus stops at least 40 feet from intersections whenever possible?			

**NOTES:** \_\_\_\_\_

**BACKING**

List Backing Locations on Private Property	Approved by Board for Current Year	Are Trained Flag Persons being Utilized	Alternatives That Would Eliminate Backing Situations
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

List Backing Locations on Public Roadways	Approved by Board for Current Year	Alternatives That Would Eliminate Backing Situations
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**NOTES:** \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Transportation Supv. (if other than evaluator): \_\_\_\_\_ Date \_\_\_\_\_

# MEASURING INSTRUMENT FOR WALKING STUDENTS

This is worksheet that can be used to determine safety busing areas.

School District: \_\_\_\_\_ School: \_\_\_\_\_

Location of Area Rated: \_\_\_\_\_

Date Rated: \_\_\_\_\_

Rate the following by putting a circle around the appropriate number. The higher the number, the more hazardous the walking route.													Numeric Score	
<b>Vehicular:</b>														
1. Average hourly during school arrival & departure both afternoon.	Over 1000	1000-901	900-801	800-701	700-601	600-501	500-401	400-301	300-201	200-101	100-0			
A.M.	10	9	8	7	6	5	4	3	2	1	0			
P.M.	10	9	8	7	6	5	4	3	2	1	0			
2. Truck traffic during school arrival & both morning & afternoon.	Over 100	100-75		75-51		50-25		25-1		0				
A.M.	5	4		3		2		1		0				
P.M.	5	4		3		2		1		0				
3. Posted traffic speed	55 mph 7	50 mph 6	45 mph 5	40 mph 4	35 mph 3	30 mph 2	25 mph 1	20 mph 0						
<b>Pedestrian:</b>														
1. Number of pupils	Over 225 10	225-201 9	200-176 8	175-151 7	150-126 6	125-101 5	100-76 4	75-51 3	50-26 2	25-1 1	0 0			
2. Grade level	Elementary 10			Middle School/Junior High 2				High School 0						
<b>Roadway:</b>														
1. Width of road	Multi-lane divided highway, raised or painted median		Multi-lane (two-way) or Single-lane w/left turn lane		Two-lane Two-way No-passing		Two-lane Two-way Passing		Two-way, no street markings					
Crossing	10	9	8	7	6	5	4	3	2	1	0			
Exposure time walking along (in minutes)	> 30 10	27-30 9	24-27 8	21-24 7	18-21 6	15-18 5	12-15 4	9-12 3	6-9 2	3-6 1	0-3 0			
2. Shoulder or sidewalk	No shoulder or sidewalk		Narrow, unpaved shoulder, no sidewalk		Narrow, paved shoulder, no sidewalk		Wide, unpaved shoulder, no sidewalk		Wide, paved shoulder, no sidewalk		Sidewalk all way with no breaks		Sidewalk all way with no breaks, shoulder or utility strip	
"Narrow" – under 3 "Wide" – 3-8 feet	10	9	8	7	6	5	4	3	2	1	0	0	-10	
3. Accumulative area with no sidewalk	100% 10	90% 9	80% 8	70% 7	60% 6	50% 5	40% 4	30% 3	20% 2	10% 1	< 10% 0			
4. Traffic control signs markings (score as as applicable)	No school signs 2		No pavement markings 2		No traffic signals 2		No traffic lights – Elementary Only 2		No crossing guard – Elementary Only 2					
<b>Environmental: (over)</b>														

## MEASURING INSTRUMENT FOR WALKING STUDENTS

<b>Environmental: (continued)</b>											
1. Visual obstructions (trees, shrubs, hills, curves, buildings, etc.)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% <b>10</b>	90% <b>9</b>	80% <b>8</b>	70% <b>7</b>	60% <b>6</b>	50% <b>5</b>	40% <b>4</b>	30% <b>3</b>	20% <b>2</b>	10% <b>1</b>	<10% <b>0</b>
2. Cross traffic pupil's direction of travel (streets & driveways other than single family home)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% <b>10</b>	90% <b>9</b>	80% <b>8</b>	70% <b>7</b>	60% <b>6</b>	50% <b>5</b>	40% <b>4</b>	30% <b>3</b>	20% <b>2</b>	10% <b>1</b>	<10% <b>0</b>
3. Special conditions (extraordinary factors, fences, open waterway, history of crime, etc.)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% <b>10</b>	90% <b>9</b>	80% <b>8</b>	70% <b>7</b>	60% <b>6</b>	50% <b>5</b>	40% <b>4</b>	30% <b>3</b>	20% <b>2</b>	10% <b>1</b>	<10% <b>0</b>
<b>Accident Rate:</b>											
Accident rate (vehicle & pedestrian)	2 x Average for Facility		1.6 x Average for Facility		Average for Facility		.75 Average for Facility		.5 Average for Facility		
	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>	
<b>TOTAL RATING:</b>											
Contacted Agency or	Agency or Individual					Contact Person W/Phone Number					
	State Highway District										
	County Roads										
	City Streets										
	Canal Company										
	Developer										
	Property Owner										
	Other:										
<b>Comments:</b>											

Evaluator \_\_\_\_\_

Date Evaluated \_\_\_\_\_