



DoDEA ADMINISTRATIVE INSTRUCTION 4500.02

STUDENT TRANSPORTATION SERVICES

Originating Division: Logistics Division

Effective: August 13, 2018

Releasability: Cleared for public release. Available on the DoDEA Policy Webpage.

Incorporates and Cancels: DDESS Memorandum, "Use of Non-Conforming Vans for Student Travel," March 10, 2004

Approved by: Thomas M. Brady, Director

Purpose: This Issuance:

- Implements DoDEA policy, assigns responsibilities, and provides procedures regarding transportation of students during their daily commute to and from school, walking distances, curricular and co-curricular transportation and among other topics, the safety and security of transporting students and faculty.
- The execution of duties and responsibilities outlined in this Issuance are performed in accordance with DoDEA's responsibilities under Executive Order 13160.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. a. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

b. This Issuance also applies to DoDEA contractors and students.

1.2. POLICY. DoDEA requires policy concerning the transportation of students and faculty in support of school related mission objectives. It is DoDEA policy to use the most economically feasible means of transportation. This policy will provide for better accountability across the enterprise as well as set standards which can be measured and answerable.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Ensures DoDEA students are transported safely to meet operational requirements.
- b. Delegates approval authority where necessary to meet the operational requirements of the Activity.

2.2. DODEA CHIEF OF LOGISTICS. The DoDEA Chief of Logistics:

- a. Responsible for the overall effectiveness of the Logistics Division to include the Student Transportation Program.
- b. Approves the distribution and any changes to manpower resources across the Activity.
- c. Delegates approval authority where necessary to meet the operational requirements of the Activity.

2.3. DODEA CHIEF OF TRANSPORTATION. The DoDEA Chief of Transportation:

- a. Ensures transportation program is effective and efficient.
- b. Creates and modifies policy as necessary to ensure the transportation program meets the needs of the DoDEA mission.

2.4. DODEA LOGISTICS CHIEF OF OPERATIONS. The DoDEA Logistics Chief of Operations:

- a. Implements policy guidelines related to the Student Transportation Program through field level personnel.
- b. Delegates approval authority where necessary to meet the operational requirements of the Activity.
- c. Approves budgetary requirements to ensure Student Transportation Program objectives are attainable.

2.5. DODEA REGIONAL PROGRAM ANALYSTS (TRANSPORTATION). The DoDEA Regional Program Analysts (Transportation):

- a. Responsible for the oversight and compliance of the transportation program through the assessment of field level activities.

b. Assist with development of policy as it relates to variances across enterprise.

c. Establish an annual Transportation Performance Assessment (TPA) program to validate district compliance with existing transportation guidance, efficiency of the program, and cost effectiveness of the transportation services provided. The TPA will be used to validate established metrics for a particular installation, District, or Region.

2.6. DODEA DISTRICT LOGISTICS CHIEF. The DoDEA District Logistics Chief (DLC):

a. Responsible for the overall daily operation of the District Logistics Division, to include the transportation program.

b. Approves statements of work related to the transportation program prior to submission to Headquarters (HQ).

c. Reports needs for adjustment in support to the DoDEA Logistics Chief of Operations for funding approval.

d. Approves curricular/co-curricular trips in accordance with assigned budget.

e. Reports any issues related to safety/security to the DoDEA Logistics Chief of Operations.

2.7. DODEA DISTRICT TRANSPORTATION SUPERVISORS. The DoDEA District Transportation Supervisors:

a. Supervise the Student Transportation Office (STO) employees responsible for daily requirements of the Student Transportation Program.

b. Ensure quality assurance measures are in place for contract oversight related to the transportation program.

c. Acquire and provide training as needed to staff.

d. Ensure all transportation routes are effective and efficient.

e. Provide the DoDEA DLC a minimum of three (3) days to approve and fund requests for curricular/co-curricular support.

f. Report serious incidents in accordance with DoDEA Regulation 6055.01

g. Review and approve exceptions to policy as annotated in Section 3.2.e. of this Issuance.

2.8. DODEA STUDENT TRANSPORTATION OFFICERS. The DoDEA STOs:

a. Responsible for the safety and daily operational requirements related to the transportation program.

- b. Report any discrepancies to the District Transportation Supervisor (DTS).
- c. Coordinate and prepare routes, bus stops, and loading zone procedures as necessary.
- d. Provide Contractor Officer Representative (COR) duties when necessary.
- e. When a STO is not present, it is the responsibility of the principal to ensure transportation requirements are met utilizing installation or school level personnel.
- f. Immediately inform the DoDEA District Force Protection Officer of security related incidents affecting the transportation operations, to include, but not limited to bus operations, or bus stops. Security incidents do not include behavior or age associated conduct, unless the behavior or conduct was to deliberately violate the law or place others persons in danger.
- g. Schedule and perform safety inspections on an semi-annual basis. STO will coordinate with administrators and prepare reports as necessary to document deficiencies and solutions to resolve issues.

2.9. DODEA PRINCIPALS. The DoDEA Principals:

- a. Responsible for monitoring student loading/unloading zones when students are coming and going from school sites. The DoDEA Principals are ultimately responsible for the well-being of students from the time they leave or arrive from a bus stop during a school day.
- b. Administering discipline is the responsibility of the principal for any school. A school bus or any device operating to provide student transportation will function as an extension of the school. Transportation personnel may assist with providing information such as videos, statements or pictures, but will not be involved in forming disciplinary actions.
- c. Assist with optimization of student transportation services by participating in studies such as the consolidation of bell times, to ensure DoDEA is providing the most cost efficient and effective services to stakeholders.

2.10. DODEA TRANSPORTATION SAFETY PERSONNEL. The DoDEA Transportation Safety Personnel:

- a. The DoDEA Safety Aides or Special Needs Aides are adults with special training for supervising or assisting students with disabilities/special needs identified in their Individualized Education Plans (IEP). They have special transporting instructions provided by the school or STO. They are authorized to accompany a student with disabilities if the student's IEP specifies the need for one-on-one adult supervision.
- b. The DoDEA Safety Attendants are specially trained adults whose primary responsibility is to oversee on-board student safety during the daily commute to and from school. They are authorized to ride vehicles to and from school, exclusively transporting students who are enrolled in DoDEA pre-school, Sure-Start, and kindergarten programs and where required by host nation

law. Subject to availability of funds, this authorization may be extended to vehicles transporting a mixture of students in grades kindergarten–2. Only one (1) safety attendant is assigned to a vehicle. Communities may provide qualified safety attendants on a volunteer basis, who are over the age of eighteen (18), to assist the STO in maintaining acceptable student behavior on the bus.

2.11. DODEA BUS SECURITY ATTENDANTS. DoDEA Bus Security Attendants are responsible for DoDEA locations overseas areas where it is deemed necessary to contract for DoDEA Bus Security Attendants on vehicles transporting students to and from school in the off U.S.-installation host nation environment.

a. DoDEA Bus Security Attendants are specially selected, trained, and supervised adults on regular daily-commute school buses whose primary responsibility is to oversee student security. Their secondary responsibility is to further student safety.

b. A DoDEA Bus Security Attendant is not assigned to a vehicle when a safety attendant is on board.

c. DoDEA Bus Security Attendants, when authorized, are typically from a separate contract from the daily commute and Special Education services contract.

SECTION 3: STUDENT TRANSPORTATION POLICY

3.1. STUDENT TRANSPORTATION/DAILY COMMUTES.

- a. This is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, mid-day, and the return to their assigned bus stop at the end of the normal scheduled school day.
- b. Only one trip to and from school per day is authorized for each student.
- c. Transportation is not authorized to take students to their homes or to eating facilities for their mid-day meal.
- d. No other transportation between the assigned bus stop and the school will be charged to commuting transportation unless noted on a special education student's IEP and/or required by Section 504 guidelines. "Curb-to-curb" only applies to students with disabilities who require such service as documented in the student's IEP.
- e. Only students attending DoDEA schools, bus drivers, dispatchers, STO personnel, assigned safety/security attendants, community bus monitors, and security personnel assigned by the installation commander are authorized to ride daily commuting services. Additional authorized passengers are U.S. Military Police and host nation police while in the performance of their official duties, and persons authorized in writing by the DoDEA Principal or his or her designee, the contracting officer, or the student transportation office.

3.2. COMMUTING AREA.

- a. DoDEA STOs, acting in coordination with DoDEA District Superintendents, the DLCs, and the supporting military installation commanders, establish a commuting area to determine eligibility for transportation of dependent students.
- b. For DoDEA Americas schools, the commuting area is outside of the established school walking area and part of the base housing area and/or on-base temporary lodging facility. Off-base busing in DoDEA Americas only occurs in Puerto Rico.
- c. For DoDEA Europe and Pacific schools, a map and/or narrative description shall be used to identify the commuting area for each school.
- d. Commuting area information should be widely available and shared with parents and legal guardians. At a minimum, it should be available at military installation housing offices, in-processing centers, the school office and the school transportation office. Commuting area should not typically exceed one (1) hour in length of travel time. Any exception to this requirement needs approval from DoDEA Chief of Transportation.

e. School administrators should refrain from making transportation commitments to parents. Any requests for exceptions to the school commuter area plan should be in writing and signed by the requesting party and then forwarded to the DTS or local STO personnel for approval.

f. DoDEA will defer to the military installation in regards to guidance for age or grade limits for students able to walk alone either to school/home or a bus stop.

g. Appropriate consideration will be given to those students with disabilities when determining accessibility of the commuting area and walking distances.

3.3. WALKING DISTANCE.

a. The walking distance for grades 6 and below should not exceed one (1) mile from the student's primary residence to the school or designated bus stop. Students in grades 7-12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6-8), the walking distance criteria shall be the same as the criteria for grades 7-12.

b. Any exception to the walking distance requirement must be vetted by the DTS and DLC. Approvals of exceptions are made by the DoDEA Director or their designee to ensure compliance with enterprise requirements.

3.4. TRANSPORTATION TO/FROM SCHOOL-AGE CARE FACILITIES.

a. Transportation of students to/from school-aged care facilities, or to/from a residence within a designated walking area, is the responsibility of the parent/sponsor, unless the student is on an IEP that requires otherwise. Any exception must be approved by the DoDEA Director in writing.

b. DoDEA is not obligated to transport students who live within the designated walking area to a local school-age care facility that is outside the designated walking area.

3.5. OTHER STUDENT TRANSPORTATION AUTHORIZATIONS.

a. Daily round trip transportation may be extended to students residing outside the commuting area if they are transported at their own expense to a pickup point within the designated commuting area of a DoDEA-operated school.

b. Non-federally connected, space-available, tuition-paying students may be permitted to utilize school bus commuting services on a space-available basis. Those students and their sponsors will be advised prior to enrollment that commuting transportation will be provided only on a space-available basis. Even though space-available service may be initially provided, it may be withdrawn at any time.

3.6. STUDENTS WITH DISABILITIES.

a. Case study committees (CSCs) will authorize student transportation as a related service based on the student's disability or conforming to Section 504 accommodations. CSCs should use DoD Instruction 1342.12 to determine the appropriateness of special transportation.

b. These transportation services will be coordinated with the DTS to ensure all necessary services are provided based on contractual stipulations and in accordance with Executive Order 13160.

3.7. CURRICULAR AND CO-CURRICULAR ACTIVITIES.

a. Curricular and co-curricular activities are intended for a specific class, grade level, or group of students. Transportation service for these activities is restricted to those students, teacher sponsors, teaching aides and adult chaperones (when required). Except for eligible home-schooled students, other individuals are not authorized transportation. The requirements, limitations, and available funds for the program will govern the number of persons authorized to travel.

(1) Co-curricular transportation: These school-sponsored activities are designed to provide opportunities for students to participate on an individual or group basis in events for enjoyment, motivation, and improvement of skills such as; interscholastic sports, music, forensics, science, humanities, and performing arts, etc. Most of these activities take place after the normal school hours and regular school-to-home transportation has ended.

(2) Curricular transportation: Curricular transportation consists of student transportation services in direct support of the school curriculum and events within the normal school day. Normally, the activity is scheduled for an entire class, participation is mandatory, and considered in determining a student's grade.

b. Providing co-curricular transportation service involving an overnight stay or travel to a point outside of the country of origin must be specifically approved by the respective DoDEA District Superintendent in coordination with the DoDEA District Safety or Security Officer, the local military command, and the DTS. DoDEA District Personnel are responsible for the administration of their assigned budget for this purpose. Any deviation will require HQ approval.

c. Transportation services are authorized for interschool field days held between elementary schools whose individual enrollment would not provide an adequate level of competition.

d. Transportation services are authorized for scholastic and other special, regional, or interregional events that usually draw limited numbers of participants from a large number of schools. They include, but are not limited to, science symposiums, visual and performing arts workshops, High School Honors Music Festival, middle and junior high school choral and band festivals, journalism workshops, Model United Nations, International Student Leadership Institute, Future Business Leaders of America meetings, Math Counts, Junior Reserve Officer Training Corps (JROTC) competitive events such as rifle and drill teams, and academic games.

e. All travel must comply with the Joint Travel Regulations (JTR) and all other applicable established regulations.

f. The most cost effective transportation method should be arranged for these activities. If students from more than one (1) school will travel together, the District will designate a lead school and will coordinate with schools along the route to reduce the overall number of buses/vehicles required or to obtain optimum group fare discounts.

(1) Transportation support for these events, where required, will be arranged through the DoDEA STO or the DTS in the host community.

(2) Transportation service may be provided to the school band and/or chorus for performances in DoDEA schools, concerts for U.S. or host nation audiences, or for participation in local festivities. Transportation of music groups to perform at “away” games of interscholastic athletic events is not authorized.

(3) Appropriated funds may not be used to provide transportation to and from pep rallies, dances, or similar social events, even if school sponsored.

(4) Authorized overnight trips may be charged to co-curricular funds to attend the following:

(a) Events on the DoDEA Interscholastic Athletic Schedule.

(b) DoDEA-sponsored centralized activities or events such as the High School Music Honors Festival, Junior Science, and Humanities Symposium.

(c) Activities or events specifically approved by DoDEA, such as Model United Nations.

3.8. TRANSPORTATION MANAGEMENT.

a. It is DoDEA policy to use the most economically feasible means of transportation. To accomplish this, school administrators and local STO staff must work together. Student transportation must be based upon a thorough analysis and periodic review of student demands, routes, and schedules by school bus personnel in coordination with DoDEA Principals and the military installation commander not to exceed every two (2) years.

b. Routes and schedules should be developed in conjunction with the school administrators, the local military command, and the DTS to optimize vehicle utilization, seating capacity, total mileage, and driving time. Once developed, vehicle utilization shall be reviewed every school year. Large capacity buses will not be assigned to a route in order to pick up students in-route who are not otherwise eligible to be transported, (i.e., students living within the designated walking distance of the school). Consolidated pick-up points should be utilized as appropriate. Student transportation is based upon a thorough analysis and periodic review of student demands, routes, the local threat which is likely higher in overseas environments, schedules by

school bus personnel in coordination with DoDEA Principals, and the military installation commander.

c. Requests should be submitted to the DoDEA STO in the host community, at least one (1) month prior to the date on which service is required for new or amended requirements. When this is not practical (e.g., in the event of a play-off or championship game), requests must be submitted as soon as the requirement is identified. Requests with less than five (5) days advance notice may not be supportable.

d. Some contracts impose a cancellation charge for services canceled less than forty-eight (48) hours before the scheduled departure. If a service must be canceled or rescheduled, the local DoDEA Personnel or DoDEA School Principal or his or her designee, must be informed immediately. In planning an outdoor activity that requires transportation, the requester should include a “bad weather” alternative that can take advantage of the requested transportation.

e. Seating students in grades K-3 on a three-to-a-seat basis may be permitted only on trips of less than thirty (30) minutes, except for front seats or where prohibited by host nation statute. In locations where bucket seats are utilized; there will be no more than one person per seat permitted. No student will be allowed to stand.

f. The use of a particular means of transportation for normal daily commuting transportation service does not preclude the use of an alternative means for curricular or co-curricular activities when that means is cost effective.

g. Military transportation, using part-time drivers, should be used when it is more economical and available.

h. DoDEA officials should work with the appropriate military installation commanders to develop and publish contingency plans for student transportation.

3.9. SAFETY AND SECURITY MEASURES.

a. DoDEA transportation personnel, principals or their designee, in conjunction with military installation commanders, are required to conduct yearly safety reviews of school bus vehicles and loading/unloading areas. Contracts with private vendors providing school bus services should contain a provision permitting similar safety reviews of contractor vehicles. DoDEA teachers with STO staff assistance, or principals or designees, are to instruct children on safety procedures when entering, riding on, and departing from school buses. Safety drills will be performed in accordance with established military installation-level policy requirements.

b. The STO or DTS will complete all required reports if accidents or incidents involve DoDEA vehicles or occur during loading/unloading operations. STO shall maintain coordination with the school to avert any duplication of effort.

c. The DoDEA DLC will inform DoDEA HQ offices of any incidents requiring usage of Serious Incident Report (SIR) reporting functions.

d. The U.S. Government will provide child safety restraint systems (CSRSs), where applicable, and based on federal, host nation, or state guidelines. The contractor/provider shall properly install U.S. Government-furnished CSRSs on buses as requested by the COR and where applicable.

e. The use of non-conforming vans for student travel is prohibited. According to Section 30101 et. seq. of Title 49, United States Code, non-conforming vans do not meet the Federal motor vehicle safety standards (FMVSS). Federal requirements regulate new vehicles that carry eleven (11) or more persons that are sold for transporting students to or from school or school related events. Those vehicles are required to meet all FMVSSs for school buses.

GLOSSARY

G.1. ACRONYMS.

COR	Contractor Officer Representative
CSC	case study committee
CSRS	child safety restraint system
DLC	District Logistics Chief
DTS	District Transportation Supervisor
FMVSS	Federal motor vehicle safety standards
HQ	Headquarters
IEP	Individualized Education Plan
JROTC	Junior Reserve Officer Training Corps
JTR	Joint Travel Regulation
NTV	non-tactical vehicle
SIR	Serious Incident Report
STO	Student Transportation Office
TPA	Transportation Performance Assessment

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

CSRS. Also referred to as adaptive seat device, child safety seat, child car seat, and booster seat. A restraining device, conforming to host nation laws, used to supplement a seat belt when there exists a requirement to secure a child during transportation. The age or size of a child requiring such device is normally defined by host nation law, but generally applies to children weighing less than forty (40) pounds.

co-curricular transportation. These school-sponsored activities are designed to provide opportunities for students to participate on an individual or group basis in events for enjoyment, motivation, and improvement of skills such as; interscholastic sports, music, forensics, science, humanities, and performing arts, etc. Most of these activities take place after the normal school hours and regular school-to-home transportation has ended.

curricular transportation. Curricular transportation consists of student transportation services in direct support of the school curriculum and events within the normal school day. Normally,

the activity is scheduled for an entire class, participation is mandatory, and considered in determining a student's grade.

daily commuting transportation. Transportation of students from their assigned bus stop to school at the beginning of their school day and the return to their assigned bus stop at the end of the normal scheduled school day. Only one trip to and from school per day is authorized for each student.

foreign areas. All areas not defined as United States or foreign territories.

installation or activity. Real property owned or leased by the U.S., and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the DoD Components.

maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, and classification as to serviceability, repair, rebuilding, and reclamation.

non-tactical vehicle. Any commercial bus, van, truck, sedan, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "non-tactical."

operator. An employee who is regularly required to operate DoD not-tactical vehicle (NTV).

operator inspection and service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the NTV is safe and serviceable.

parent. A legal guardian or other person acting as a parent or guardian.

safety attendant. Second adult on a school busses transporting preschool, Sure-Start, or kindergarten students. Their role is to ensure children enter and exit the school bus safely, are properly secured in CSRS and assist those students during emergencies.

security attendant. Second adult on a school bus providing positive emergency communications, standard safety and security operating instructions, training in counter-surveillance techniques, and basic first aid instruction.

scheduled DoD bus services. Scheduled bus services provided by DoD Components, to include bus services contracted by DoD Components.

special education aides. Accompany students with disabilities on school buses if the student's IEP specified the need for one-on-one adult supervision or special needs assistance. These aids are adults with special training that equips them to supervise or assist students with disabilities or special needs identified in the IEP and special instructions provided by the transportation manager.

shuttle service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

sure start. A developmental preschool program operated by DoDEA in selected communities and is based on the goals used in the “Head Start Program” that provides comprehensive services in the areas of education, health, social services, and family involvement.

vehicle accident. An occurrence involving a NTV resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other natural disasters. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

volunteer. A person who freely offers to take part in an enterprise or undertake a task. School volunteers include bus monitors, cafeteria monitors, chaperones, and other individuals freely offering their time to move the DoDEA mission forward.

REFERENCES

- DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoDM 4500.36, “Acquisition, Management, and Use of DoD Non-Tactical Vehicles,” July 7, 2015
- DoDEA Regulation 4700.04, “Serious Incident Reporting,” June 20, 2016
- DoDEA Procedural Guide 5760.01-01 “Serious Incident Reporting Procedures,” August 24, 2016
- Executive Order 13160, “Non-discrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation and Status as a Parent in Federally Conducted Education and Training Programs,” June 23, 2000
- Joint Travel Regulation, current edition, located at www.defensetravel.dod.mil/site/travelreg.cfm
- United States Code, Title 49

APPENDIX

APPENDIX 1. WALKING ZONE ASSESSMENT TEMPLATE

WALKING ZONE ASSESSMENT			
Installation:	School:	Evaluator:	Date:
ASSESSMENT CRITERIA			
Direction: Northerly			
1. Zone ends at Bldg # or Cross Street: (Describe the zone to include a recommended walking route. Document the exact distance measured in miles. A detailed map may be substituted for a written description.)			
2. Safety concerns on path: Are there crosswalks? Accessible for those with disabilities? Are there sidewalks? Are there traffic lights? Other concerns?			
Direction: Southerly			
1. Zone ends at Bldg # or Cross Street: (Describe the zone to include a recommended walking route. Document the exact distance measured in miles. A detailed map may be substituted for a written description.)			
2. Safety concerns on path: Are there crosswalks? Are there sidewalks? Are there traffic lights? Other concerns?			
Direction: Easterly			
1. Zone ends at Bldg # or Cross Street: (Describe the zone to include a recommended walking route. Document the exact distance measured in miles. A detailed map may be substituted for a written description.)			
2. Safety concerns on path: Are there crosswalks? Are there sidewalks? Are there traffic lights? Other concerns?			
Direction: Westerly			
1. Zone ends at Bldg # or Cross Street: (Describe the zone to include a recommended walking route. Document the exact distance measured in miles. A detailed map may be substituted for a written description.)			
2. Safety concerns on path: Are there crosswalks? Are there sidewalks? Are there traffic lights? Other concerns?			
Walking zone is approved / disapproved by:		Date:	
COMMENTS: (Attach a legible map depicting the walking zone or provide enough details to allow someone other than the person who conducted the evaluation to understand the process, area reviewed/route traveled, actions taken to address unsatisfactory answer to above questions or any other concerns. Insert pictures to help describe the area or point you are trying to make. This comment box can be extended as much as needed to incorporate all necessary information.)			

APPENDIX 2. LOADING ZONE ASSESSMENT TEMPLATE

LOADING ZONE ASSESSMENT					
Evaluator Name		STO:	Date Evaluated:	Time Evaluated:	
School:	Reason for Evaluation:				
BUS STOP EVALUATION CRITERIA			YES	NO	N/A
1. Is bus loading area physically separated from pedestrian and bicycling routes?					
2. Accessible for those with disabilities?					
3. Is there a separate pick-up or drop-off area for passenger cars?					
4. Are separate pick-up/drop-off areas for cars clearly marked and publicized?					
5. Are passenger cars restricted from passing buses while loading/unloading?					
6. Are there observable barriers separating cars from the bus-loading zone?					
7. Is the bus loading zone of sufficient length to accommodate all the buses?					
8. Is traffic movement restricted on flowing one-way, counterclockwise (clockwise for England, Japan and Okinawa)					
9. Are buses parked single file with entry doors school/curbside?					
10. Can buses be staged/depart the loading area without backing?					
11. Is all loading/unloading performed curbside? If NO, describe in comments.					
12. Are bus stop approaches free of visibility obstructions? (Such as trees, signs, utility posts, corners of buildings, etc.)					
13. Is the bus egress aided by traffic controls?					
14. Are students provided adult supervision during loading/unloading?					
15. Are students and other pedestrians prevented from moving between parked buses other than at marked crossing points?					
16. Are crosswalks located within the loading zone?					
17. Are buses prohibited from loading/unloading within 10 feet of a crosswalk?					
18. Do pedestrians have adequate sidewalks outside the bus "danger zone"?					
19. Is the sidewalk area wide enough for students to assemble without entering the bus "danger zone"?					

COMMENTS

APPENDIX 3. BUS STOP ASSESSMENT TEMPLATE

BUS STOP ASSESSMENT					
Evaluator Name		STO:	Date Evaluated:		
Time Evaluated:					
Reason for Evaluation:					
Bus Stop Location/Name:		Pick-up Time:	Drop-off Time:		
Posted Speed Limit:	kph mph	Number of students assigned:	Grade level of students:		
The area is:	Residential	Commercial	Industrial		
			Other		
During observation, traffic was:	Light	Medium	Heavy		
	Type of Vehicles Observed:				
BUS STOP EVALUATION CRITERIA			YES	NO	N/A
1. Is the stop located at least 30 meters (100 feet) prior to a right-turn lane?					
2. Is the stop located in a right-turn lane?					
3. Is the stop located at least 30 meters (100 feet) after an acceleration/merge lane?					
4. Is the stop located in an acceleration/merge lane?					
5. Is the stop located at least 90 meters (300 feet) from railroad tracks?					
6. Is the stop visible to motorists from a minimum distance of 150 meters (500 feet) in a 60 kph (35 mph) or less speed zone?					
7. Is the stop visible to motorists from a minimum distance of 750 feet in a speed zone above 60 kph (35 mph)?					
8. Is the bus stop at an approved host nation bus stop?					
9. Is there a bus stop ahead sign been placed prior to the stop if it has been determined to have restricted sight 150 meters or less (500 feet or less) visibility due to being placed on the crest/downgrade of a hill or at some point on a curve, for example?					
10. Is the stop located on a roadway that is used by heavy, commercial truck traffic?					
11. If the stop is located near a retention pond or similar body of water, is there a physical barrier between the stop and the water, i.e. a guardrail or fence?					
12. Is some type of road construction or other construction taking place in an area that poses a danger to students at the stop?					
13. Is the stop located near an access/egress driveway of a commercial strip mall or apartment complex which would cause students to walk across traffic moving at speeds greater than 10 kph (5 mph)?					
14. Is the stop free of obstructions that lessen student, motorist, and school bus driver visibility including shrubbery, utility poles, walls, fences, trees, parked cars, and other obstructions?					

15. Does the location of the stop allow for sufficient water run-off/drainage?			
BUS STOP ASSESSMENT (Continued)	YES	NO	N/A
Bus Stop Location/Name:			
16. Is the next closest stop on the same side of the roadway that serves the same school at least ¼ mile away (except in special circumstances such as overcrowded stops)?			
17. Is the stop located within 400 meters (¼ mile) of another stop located on the opposing side of the same roadway that serves the same school (except in special circumstances such as overcrowded stops)?			
18. Is there sufficient room at the stop away from the roadway for students to safely wait for the school bus?			
19. Does the physical space that the stop occupies provide sufficient room for the number of students using the stop?			
20. Is there sufficient room at the stop for students to de-board the bus then walk at least 15 feet away from the bus before it departs the stop?			
21. Are there any obstacles that would limit the mobility of a wheelchair (trash receptacle, newspaper boxes, landscaping, other? If YES, describe in comments.			
22. Is there a crosswalk with pedestrian signals near the bus stop?			
23. In the absence of a sidewalk, is there a space/path that is at least 120cm (4 feet wide that provides access/egress to/from the stop?			
24. If the bus stop location requires the bus reverse direction, is there sufficient space to allow this task to be accomplished? If YES, describe in comments			
Comments			
Be sure to note any unusual pedestrian or vehicular movements that occurred during the evaluation period):			

APPENDIX 4. ROUTE ASSESSMENT TEMPLATE

ROUTE ASSESSMENT						
Evaluator Name:		STO:		Date Evaluated:		Time Evaluated:
Reason for Evaluation:						
Route Number:		School Supported:		Number of students:		Size of bus:
EVALUATION CRITERIA				YES	NO	N/A
1. Is the traffic flow during normal bus times too heavy for safe operation? If YES, describe in comments.						
2. Any hazardous road surface conditions along the route? If YES, describe in comments.						
3. Can <i>width of road(s)</i> accommodate two oversized vehicles?						
4. Is adequate road area provided for “emergency evasive maneuvers”?						
5. Are bus length, height, and width within limits of all roads and bridges? If NO, describe in comments.						
6. Is the bus route designed to reduce the number of stops?						
7. Does the route provide adequate time to be completed safely?						
8. Is sufficient time allotted to allow the driver to arrive and depart all stops on schedule in a safe manner?						
9. Does the route incorporate unprotected left turns (England, Japan & Okinawa: unprotected right turns) onto major arteries?						
10. Is the route correctly depicted on the STO’s Master Route Map?						
11. Does the route require the bus to back-up or make a U-turn? If NO, skip to question 18.						
12. Is there adequate sight distance 150 meters (500 feet) to allow traffic time and distance to stop?						
13. Is there room to safely back the bus from the roadway?						
14. Is there the potential for installation or host nation assistance?						
15. What is the posted speed limit in the U-turn or backing areas?						
16. Is the speed too high, traffic too congested, or area too small for safe U-turn or backing operation? If YES, describe in comments.						
17. Can the route be redrawn to prevent the need for U-turning or backing the bus? If NO, describe in comments.						

ROUTE ASSESSMENT (Continued)		YES	NO	N/A
Route Number:	School:			
18. Does the bus travel over railroad crossings? If NO, skip questions 19-23.				
19. Is there sufficient distance between the railroad crossings and advanced warning sign/barriers? If NO, describe in comments.				
20. Is vision obstructed from seeing the railroad crossing signs?				
21. Are approaching train warning devices (lights, gates and/or bells) present and working?				
22. When stopped 7 meters (15 feet) from the nearest rail, is there an unobstructed sight distance of at least 330 meters (1000 feet) in both rail directions?				
23. If there is a traffic signal governing the crossing, does the bus have sufficient room to clear the rail crossing before having to stop?				
Comments				