

## 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?	<input type="checkbox"/>	<input type="checkbox"/>	
Is bus parking designed so that students do not have to walk between buses to get to parent pick-up areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Is other traffic kept away from bus loading area?	<input type="checkbox"/>	<input type="checkbox"/>	

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

### ROUTES

	Yes	No	COMMENTS
Do students have a safe location away from the roadway to wait for the bus?	<input type="checkbox"/>	<input type="checkbox"/>	
Are students required to be at the bus stop before the bus arrives?	<input type="checkbox"/>	<input type="checkbox"/>	
Are students required to cross more than three lanes of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there at least 100 yards visibility in both directions at each bus stop?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any visual obstructions at intersections or bus stops?	<input type="checkbox"/>	<input type="checkbox"/>	
Does driver have adequate time to complete each route without rushing?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the bus blocking any intersections when stopped to load/unload?	<input type="checkbox"/>	<input type="checkbox"/>	
Are bus stops at least 40 feet from intersections whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	

**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 \_\_\_\_\_

## **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.