

Alaska Administrative Code

Chapter 27

Transportation of Pupils

4 AAC 27.006. Program requirements (a) The purpose of the pupil transportation program is to provide basic to- and from-school transportation services. (b) Districts shall use the most cost efficient methods when developing and establishing both regular and special education routes, procuring contractor services or equipment, and other services related to basic to- and from-school transportation services. (c) Eligible expenditures that may be charged to the pupil transportation program include only those direct costs for operating and transporting pupils under the provisions of AS 14.09 and this chapter, and must be reported in accordance with 4 AAC 06.121(4).

4 AAC 27.011. Establishment of regular routes (a) A district may establish a regular pupil transportation route if: (1) eight or more pupils reside more than one and one-half miles from the attendance center to be served by the route, measured from the closest point of the school property to the closest point of the residence property; and (2) the entire route is over regularly maintained roads, having at least a gravel surface, that are under the supervision and all-weather maintenance of the Department of Transportation and Public Facilities, a public utility district, a municipality, a borough service area, or any other agency supported by public funds; adequate turnaround space for transportation vehicles must be available on the route. (b) A transportation route must be free from duplicate mileage unless (1) the pickup point requiring the duplicate mileage serves at least three pupils and is at least one mile in one direction from the main route; or (2) the pickup point requiring the duplicate mileage serves 15 or more pupils. (c) Kindergarten pupils maybe included in any regular pupil transportation route. However, special runs for transporting only kindergarten pupils to and from school are not an eligible expenditure.

4 AAC 27.021. Establishment of special education routes (a) Special education pupils must be transported in accordance with the provisions of AS 14.30.347. (b) Special education routes are not subject to the one and one-half mile restriction established under 4 AAC 27.011(a)(1). (c) Fees paid for services of or an aide to the driver on a special education route constitute an eligible expenditure, if those services are required as part of a pupil's IEP.

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4 AAC 27.032. In-lieu-of agreements (a) A district may establish agreements with parents to provide reimbursement for transporting their children to the nearest attendance center or bus pickup in place of extending an existing route or establishing a new route. (b) The following limitations apply to in-lieu-of agreements entered under (a) of this section: (1) unless the child is a special education pupil, the pupil's residence must be more than one and one-half miles from both the nearest regular bus route and the pupil's attendance center; (2) the per-mile rate may not exceed the maximum rate paid by the district for the travel of its administrative employees when using their private vehicles for school business; and (3) reimbursements must be based on the actual miles traveled and not the number of pupils transported.

4 AAC 27.036. Hazardous routes (a) Those routes that are within one and one-half miles of an attendance center and that cannot be safely traveled by children because of traffic, weather, or other hazards may be designated by the governing body of the district as hazardous routes. (b) A resolution by the governing body designating a hazardous route must state the nature and anticipated duration of the hazard. A hazardous-route designation applies only during the period the hazard exists and for a maximum of one school year.

4 AAC 27.056. Required transportation reports and documents Each district that receives pupil transportation funds from the department shall submit the following pupil transportation reports to the department on forms prescribed by the department: (1) the pupil transportation program annual report shall be submitted to the department not later than October 1 each year; (2) the pupil transportation program quarterly report shall be submitted to the department not later than 15 days after the end of each quarter of the fiscal year of the report; the final quarterly report is due to the department not later than July 15 of each year, except that if the district is offering summer school transportation services, the final quarterly report is due to the department not later than August 15 of each year; (3) the school bus accident report shall be submitted to the department immediately following a reportable accident and must be completed by the owner or leaseholder of a school bus when a school bus (A) on off-terminal premises (i) makes contact with another vehicle, object, or person; or (ii) leaves a roadway or parking area; and (B) on on-terminal premises makes contact that results in injury to a pupil passenger, whether the pupil is inside or outside the bus; (4) the accident summary report shall be submitted not later than 10 days after the end of each month in which a reportable school bus accident occurs; if a reportable accident does not occur during a month, the form shall be completed and submitted not later than 10 days after the end of each quarter.

4 AAC 27.057. Charter school transportation policy (a) A local school board shall adopt a charter school transportation policy that describes the transportation services that the district will provide to students attending a charter school operated by the district if the district (1) provides transportation services under [AS 14.09.010](#); and (2) operates a charter school or an application for the establishment of a charter school in the district is pending with the district under [AS 14.03.250](#). (b) A district shall submit to the department an application for approval of its charter school transportation policy on a form provided by the department. The district shall submit the application (1) not later than April 15, 2015, if a charter school is in operation in the district on July 1, 2014; or (2) not later than 30 days after approval of a charter school by a local school board, if a charter school is approved by a local school board after July 1, 2014, and a charter school transportation policy approved by the department is not in effect in the district. (c) The application to the department must include (1) evidence that the charter school transportation policy was developed in compliance with [AS 14.09.010](#)(e)(1); (2) the charter school transportation policy adopted by the local school board that provides transportation services for charter school students in compliance with [AS 14.09.010](#)(e)(2); and (3) other documents or information the department needs to evaluate a charter school transportation policy adopted by a local school board. (d) Not later than 60 days after the department receives an application for approval of a charter school transportation policy, the department will grant approval for a charter school transportation policy if the charter school transportation policy meets the requirements of [AS 14.09.010](#) and this section. (e) If a district seeks to amend an approved charter school transportation policy, it shall submit an application for approval of an amendment of the charter school transportation policy on a form provided by the department. The district shall submit the application not later than April 15 of the fiscal year before the fiscal year when the proposed amendment will take effect. An application for approval of an amendment of a charter school transportation policy must meet the requirements of (c) of this section. (f) Not later than 60 days after the department receives an application for approval of an amendment of a charter school transportation policy, the department will grant approval for the amendment of a charter school transportation policy if the amendment meets the requirements of [AS 14.09.010](#) and this section. (g) In this section, "local school board" has the meaning given in [AS 14.03.290](#).

4 AAC 27.086. Competitive pupil transportation proposals (a) All contracts for pupil transportation awarded by a district school board must be based on the competitive proposal process. A request for proposals must, at a minimum, contain the following: (1) a general description of the (A) required service areas; (B) number of routes and runs; (C) number, size, and age limitation of school buses required; (D) approximate mileage to be run; and (E) approximate number of pupils to be transported; (2) contract terms of not less than three years, if feasible, and not more than five years; (3) a statement that the contract is governed by [AS 14.09](#) and this chapter; (4) a statement that if a cancellation or termination of a contract occurs due to deficiencies in performance by the contractor, (A) the district, upon cancellation or termination of the contract, may exercise the district's option to but should be buy or lease from the contractor; and (B) the contractor agrees to sell or lease to the district any or all school buses and spare buses that, as of the date of delivery or the date when the district gives 30 days' notice of cancellation from the district to the contractor, are being

used by the contractor for to- and from-school transportation services; (5) any reporting and document submittal requirements, including the tracking of ridership and mileage; (6) a liquidated damage clause due to lack of performance; and (7) fuel adjustments. (b) The request for proposal for the basic to- and from-school transportation services may include activity bus services and optional equipment if the activity bus services and optional equipment costs are not included in the base costs of the basic to- and from-school transportation services and the request for proposals clearly itemizes contract costs as follows: (1) costs of the basic to- and from-school transportation services required to meet the minimum standards for Alaska school buses adopted by reference under 4 AAC 27.110; (2) costs of activity bus services; those costs must be provided on a cost-per-bus, per-day, per-hour, and per-half-hour basis; and (3) costs of optional equipment; those costs must be provided on a cost-per-bus basis. (c) The district shall ensure that all requests for proposals commence six months before the expiration date of the current contract. Pre-bid conferences shall be held 30 days after the release of the request for proposals. All requests for proposals must be due to the district 14 days after the pre-bid conference and opened on that same day in public at the hour and place stated in the request for proposals. (d) After the district's school board action to offer a transportation contract, and following any board actions on petitions for reconsideration by proposers, the district school board shall forward a copy of the written proposed contract and successful proposal to the department not later than April 15 of the fiscal year preceding the first year of the contract. In addition, a copy of the final signed written contract shall be forwarded to the department not later than the first day of the contract. (e) Notwithstanding (c) of this section, each district with an average daily membership of 4,500 or more shall work with the department to align, bid, and remain on the same five-year term cycle.

4 AAC 27.110. Supplementary publications pertaining to pupil transportation The following handbooks are adopted by reference as the minimum standards for school buses in Alaska: (1) repealed 3/24/2007; (2) repealed 3/24/2007; (3) for school buses manufactured on or after September 11, 1994, but before January 1, 2002 (A) National Standards for School Buses, found on pp. 1 - 31 of the 1990 National Standards for School Buses and Operations, published by the National Safety Council, 444 North Michigan Avenue, Chicago, Illinois 60611; and (B) Minimum Standards for Alaska School Buses, 1994 Revised Edition, published by the department; (4) for school buses manufactured on or after January 1, 2002, but before January 1, 2007 (A) National Specifications for School Buses, found on pp. 1 - 71 of the National School Transportation Specifications & Procedures, 2000 Revised Edition, published by Missouri Safety Center, Central Missouri State University, Humphreys Suite 201, Warrensburg, Missouri 64093; and (B) Minimum Standards for Alaska School Buses, 2001 Revised Edition, published by the department; (5) for school buses manufactured on or after January 1, 2007, but before January 1, 2012 (A) National Specifications for School Buses, found on pages 1 - 81 of the National School Transportation Specifications & Procedures, May 2005 Revised Edition, published by Missouri Safety Center, Central Missouri State University, Humphreys Suite 201, Warrensburg, Missouri 64093; and (B) Minimum Standards for Alaska School Buses, 2006 Revised Edition, published by the department; (6) for school buses manufactured on or after January 1, 2012 (A) National Specifications for School Buses, found on pages 1 - 70 of the National School Transportation Specifications & Procedures, May 2010 Revised Edition, published by Missouri Safety Center, Central Missouri State University, Humphreys Suite 201, Warrensburg, Missouri 64093; and (B) Minimum Standards for Alaska School Buses, 2011 Revised Edition, published by the department.

4 AAC 27.200. Approved school bus driver training courses (a) Repealed 5/25/2000. (b) Repealed 5/25/2000. (c) Application for department approval of a school bus driver training course must be made on forms prescribed by the department. The department will approve a school bus driver training course that (1) is conducted by a school bus driver training instructor certified under 4 AAC 27.210; and (2) includes at least 10 hours of training that meets the minimum standard training requirements of 4 AAC 27.220. (d) Repealed 5/25/2000.

4 AAC 27.210. Certification of instructors (a) The department will certify a person holding a school bus driver permit as a school bus driver training instructor if the person: (1) has at least two years' school bus driving experience; and (2) satisfactorily completes a school bus driver training instructor certification program conducted by the department. (b) A school bus driver training instructor certificate issued under (a) of this section expires three years after the date of issuance, or when the holder fails to continue to hold a school bus driver permit, whichever comes first. (c) An instructor certificate issued under (a) of this section may be renewed every three years if the holder submits an application on a

form prescribed by the department and (1) has conducted at least one school bus driver training course approved under 4 AAC 27.200 during the term of the certificate that covered each of the minimum standard training requirements of 4 AAC 27.220; and (2) satisfactorily completes a school bus driver training instructor refresher program conducted by the department. (d) The requirement of subsection (c)(1) may be waived by the commissioner if the commissioner determines that the opportunity to conduct the required training did not exist.

4 AAC 27.220. Minimum standards for school bus driver training courses To successfully complete a school bus driver training course approved under 4 AAC 27.200(c), a person must do the following to the satisfaction of the instructor: (1) identify the major mechanical component systems of a school bus; (2) complete a pre-trip inspection of a school bus; (3) adjust the driver's seat of a school bus so that all controls can be reached easily; (4) adjust the mirrors of a school bus for optimum visibility; (5) demonstrate starting and stopping the bus smoothly using proper coordination of accelerator, clutch where applicable and brakes; (6) stop a school bus a specified distance from another object or point using over the hood, rear and curb reference points; (7) where applicable shift gears on a moving school bus in a manner that provides a safe ride to passengers and avoids damage and unnecessary wear to the bus components; (8) where applicable, demonstrate the use of shifting in slowing and stopping the bus; (9) turn a corner in a school bus while keeping the bus in the correct lane of traffic; (10) back up a school bus in a straight line, and turn the bus around by backing into a side street under conditions of both ample and limited space; (11) explain and demonstrate defensive driving skills which may help prevent accidents in school buses in spite of incorrect actions of others; (12) demonstrate procedures for properly loading and unloading students; (13) explain techniques for managing the behavior of students on a school bus in a positive way; (14) explain proper actions to take during driving emergencies; (15) locate and explain how to use emergency equipment found on school buses; (16) explain and demonstrate procedures for safely positioning a school bus on a road after a mechanical breakdown or emergency situation; (17) demonstrate procedures for safely evacuating passengers of a school bus; and (18) demonstrate procedures for properly crossing railroad tracks in a school bus.

4 AAC 27.230. Issuance of school bus driver certificates under 4 AAC 27.200(c) (a) The instructor shall issue a certificate certifying that a person has successfully completed a state approved school bus driver training course as required by AS 28.15.046(b)(5) when the person successfully completes a course approved under 4 AAC 27.200(c). (b) The provider of a training course approved under 4 AAC 27.200(c) must keep records available for inspection by the department for a period of three years for each person to whom its certified instructor has given instruction in school bus driving indicating (1) the standards on which training was given, the amount of training given on each, and when the training was given; and (2) evaluation sheets, dated and signed by the instructor and driver, documenting that the driver has met each of the standards listed in 4 AAC 27.220. (c) The training provider must furnish a duplicate of each certificate issued under (a) of this section to the department within 5 days of its issuance.

4 AAC 27.235. Revocation of school bus driver training course approval (a) The department will, in its discretion and in accordance with the Administrative Procedure Act (AS 44.62.330 - AS 44.62.640), revoke a course approval issued under 4 AAC 27.200(c) for any of the following reasons: (1) fraudulent certification of training; (2) failure to follow department regulations concerning school bus driver training; (3) negligence in driving or instructional techniques; (4) failure to properly document training as required by 4 AAC 27.230; (5) willful failure to submit duplicate certificate to the department as required by 4 AAC 27.230; (6) failure to have instructor certified under 4 AAC 27.210 conduct the training; or (7) failure to teach each minimum standard training requirement listed in 4 AAC 27.220. (b) Deleted.

4 AAC 27.240. Revocation of instructor certificate The department will, in its discretion and in accordance with the Administrative Procedure Act (AS 44.62.330 - AS 44.62.640), revoke an instructor certificate issued under 4 AAC 27.210 for any of the following reasons: (a) fraudulent certification of training; (b) failure to follow department regulations concerning school bus driver training; or (c) negligence in driving or instructional techniques.

4 AAC 27.951. Measurement of distance to attendance center For purposes of this chapter, in determining whether a pupil resides at least a specified distance from the pupil's attendance center or nearest transportation route pickup point, the distance to be measured is the shortest route, measured from the closest point of the residence property, by

which a pupil could actually walk to the location while not crossing private property without the permission of the property owner.

4 AAC 27.990. Definitions In AS 14.09 and this chapter, unless the context requires otherwise, (1) "activity bus" means a bus owned, leased, or contracted by a district and regularly used to transport pupils on field trips, athletic trips, and extracurricular and other non-instructional activities; (2) "attendance center" means the neighborhood school within a district to which a pupil is to be transported for educational purposes; (3) "bus route" or "route" (A) means the shortest distance necessary to transport a given group of pupils from a pickup point nearest their homes to their attendance center and back; (B) does not include the distance from where a transportation vehicle is garaged to the start of its route; (4) "commissioner" means the commissioner of education and early development or the commissioner's designee; (5) "duplicate mileage" means any portion of a route that travels both directions on the same street or roadway; (6) "eligible expenditure" (A) means only a cost associated with operating the basic to- and from-school transportation services; (B) includes direct administrative and staff salaries and benefits, contracted services, supplies, and equipment; (7) "IEP" means an individualized education program as set out in AS 14.30.278 and 4 AAC 52.140; (8) "optional equipment" means any equipment not required in the most current edition of the minimum standards for Alaska school buses adopted by reference under 4 AAC 27.110; (9) "pupil" means a person eligible under the laws of this state for free public education and who is attending school; (10) "school bus" means a type of bus specially designed and manufactured for the transporting of pupils to and from school and school events; (11) "school district" or "district" includes borough and city school districts and regional educational attendance areas; (12) "spare buses" means those buses used by a district for to- and from-school transportation services in the event of a mechanical failure in the primary bus fleet; (13) "to- and from-school transportation services" means transporting a pupil from the pupil's pick up point to and from school on regular scheduled school days.

