

School Loading Zones for Buses

Procedures for Completing the Self-Evaluation

The school principal or designee for every school and program, including charter schools, receiving school bus service must complete a school bus loading zone evaluation for each loading zone at the school or program location using the attached **School Loading Zone Procedures/Evaluation Worksheet**. All items on the form are to be evaluated and the results recorded.

School districts should use the MSID to identify any and all schools that may require a school bus loading zone review. Districts should also identify any additional program sites or locations not listed in the MSID to which students are transported in school buses.

The district must include with the self-evaluation a list of all schools, including charter schools, that do **not** receive school bus service. Please use the complete school name as found in the MSID (no abbreviations).

Compliance Determination

Any school bus loading zone deficiency at any school or program location served by a school bus is considered noncompliance and requires submission of a CAP.

Corrective Action Plan

A CAP, including required dates and signatures as outlined on the attached **School Loading Zone for Buses Corrective Action Plan Form**, must be submitted for every school or program location that has deficiencies.

Attestation

The superintendent or designee must provide the following documentation demonstrating that these school bus loading zone self-evaluation procedures are followed:

- A completed **School Loading Zone Procedures/Evaluation Worksheet** for each school and program location receiving school bus service;
- A list of all schools **not** receiving school bus service;
- All required **Corrective Action Plans**, as applicable; and
- A copy of this page, with the completed attestation below.

Attestation of Completion

I attest that the *School Loading Zones for Buses* monitoring self-evaluation criterion has been properly completed and, to my knowledge, is accurate:

District Name _____

Name _____
(printed name of superintendent or designee)

Signature _____

Contact Number _____

Date _____

School Loading Zone Procedures/Evaluation Worksheet

The school principal or designee for every school and program location, including charter schools, served by one or more school buses must complete this worksheet. All items on this form are to be evaluated and the results recorded. A copy of this completed form must be forwarded to the school district transportation department.

DISTRICT _____

SCHOOL _____

(No Abbreviations)

MSID # _____ PRINCIPAL _____

√ = Met Standard	X = Standard Not Met	N/A = Not Applicable
Status Code √ X N/A	Review Item	Comments
	Supervisors were present and actively involved in the monitoring of students while unloading or loading the school buses. Number of supervisors present: (_____)	
	No students were observed walking between or around school buses or other vehicles parked or moving in the school bus loading zone.	
	Traffic was monitored to ensure an orderly and safe flow of vehicles in the school bus loading zone and signage was enforced.	
	Vehicle and pedestrian traffic are prevented from crossing each other on the site or appropriate safety devices are provided where vehicular and pedestrian traffic crosses, in accordance with <i>Florida Building Code</i> (FBC), section 423.10.2.5. The FBC publication is available at: https://www.floridabuilding.org/bc/bc_default.aspx .	
	No faculty, parent or other private vehicles were observed parked or moving in the school bus loading zone.	
	Adequate supervision was provided whenever students were required to wait at the loading zone for buses to arrive.	
	Signage was posted to restrict non-bus traffic during bus loading/unloading and to specify entrance/exit or direction of travel.	
	Bus driveways and drop-off/pickup areas are provided so that buses do not have to back up, in accordance with the SREF, chapter 5(2)(f)9.b.	
	Location or layout of the school bus loading zone does not create any hazard for students or vehicular traffic.	
	The design reflects consideration for the drop-off and pickup of disabled students, in accordance with section 1013.37(1)(d), F.S.	
	A protective covered area was provided for school bus student drop-off and pickup during inclement weather.	

Signature _____ Title _____

Print Name _____ Date _____

School Loading Zone for Buses Corrective Action Plan

District _____ MSID # _____

School Name _____
(No Abbreviations)

Summary of Deficiencies:

Corrective Actions:

Person(s) Responsible:

Anticipated Completion Date:

Signature _____ Title _____

Print Name _____ Date _____