

SCHOOL BUS SCHEDULING AND ROUTING

The mission of the Board of Education is to provide transportation to all eligible district students in the **safest and most economical manner** possible.

The Board of Education has delegated the responsibility for the establishment of bus routes and stops to the Superintendent of Schools, the Assistant Superintendent of Business, and the Director of Transportation.

Bus routes shall be arranged first considering the safety and health of the students, while also promoting maximum efficiency and economy. Every attempt shall be made to minimize student time on a bus to and from school. Buses will stop only at regularly scheduled bus stops. At no time will buses be permitted to travel routes or make stops other than those established by the Superintendent of Schools, the Assistant Superintendent of Business, and the Director of Transportation.

1. **Limitations:** Bus stops will be located at reasonable intervals in places where students may safely load and unload, cross highways, and await the arrival of buses. **The location of bus stops, as determined by the Superintendent of Schools, the Assistant Superintendent of Business, and the Director of Transportation shall be dictated by road conditions, safety concerns and the needs of the district as a whole.** As a result, bus stops may be moved, added, or eliminated from time to time

2. **Request for Transportation Change:** Parents / Guardians may request a change of bus route or bus stop if they believe that the one established is unsafe for their child(ren). Such requests must be made in writing on district forms available at the Transportation Department. These requests will be reviewed on a case by case basis.

3. **Students with Disabilities:** Students with disabilities will be provided transportation in accordance with their individualized education programs developed by the Committee on Special Education and applicable Federal and State law.

4. **Students with Medical Conditions:** Parents / Guardians of students with medical conditions requiring special transportation arrangements must submit their request in writing to the Director of Transportation. The request should detail the medical condition of the child. Attach supporting medical documentation and specify the special transportation arrangements sought, the reasons for, and the duration of the request. **These requests will be reviewed and approved on an individual basis.** An independent medical evaluation may be required by the district.

5. **Bus Stops:** Bus stops will be established using the following guidelines:
 - a. Mileage is measured by the district from the end of the driveway abutting the road or cul-de-sac to the point where the bus stop is located.
 - b. Whenever possible, stops will be at the intersection of two streets / roadways.
 - c. Numbers of students at bus stops will vary according to the concentration of riders in an area, adequate waiting space away from heavy traffic areas, road conditions, degree of traffic, the presence of stop signs, speed limits, and bus turn-around requirements.
 - d. Walking distances to and from bus stops may be varied according to grade level.
 - i. Grades K-5 will not be required to walk distances in excess of .4 miles.
 - ii. Grades 6-12 will not be required to walk distances in excess of .75 miles.
 - e. An effort will be made to minimize student road-crossing.
6. **Cul-de-sacs and Dead-end Streets:** Transportation may be provided only if the cul-de-sac / dead-end meets all of the following requirements;
 - a. All full-size buses can negotiate the turnaround without having to back up.
 - b. The road is of sufficient width to allow vehicles to safely traverse the road in opposite directions with the bus.
 - c. The cul-de-sac / dead-end meets the district's mileage limitations.
 - d. The cul-de-sac / dead-end is being maintained by town, county, and / or state highway departments.
7. **Private Roads:** Transportation will not be provided on roads that have not been dedicated and approved by the appropriate municipality.
8. **Turn-arounds:** Turn-arounds will not be established unless adequate space is available and this space is properly maintained by town, county, and / or state highway departments.
9. **Late Buses:** After regular dismissal, late buses may be provided on an express routing schedule to students participating in after school activities. (An express

routing schedule is one in which the bus does not follow regular bus routes or stop at regular bus pickup and drop off points because of the size of the geographic area that must be covered in a limited timeframe.)

10. **Student Transportation Requests:** Students with written permission from their parents / guardians and prior approval of their School Principal may on occasion ride buses other than their own as long as space is available and it is a scheduled route. If the request is denied, the student’s parents / guardians will be promptly notified by telephone so that they can make alternative arrangements with the student.

11. **Student Carry-on Items:** Students are prohibited from carrying items on the bus which cannot fit comfortably on their laps or completely under their seat. Large items pose a safety and health concern should the bus be involved in an accident or have to be evacuated.

12. **District Map.** Maps, hardcopy and / or electronic format will be used as necessary to implement the transportation requirements established by state law, Board policy, and voter mandate. The maps will clearly show student location, loading and unloading locations, and routes traveled. The maps will be reviewed annually by the Director of Transportation.

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