

### Bus Scheduling and Routing

1. Bus stops will be planned so a student does not have to cross a major thoroughfare immediately after getting off the bus. Bus stops will not be set up along major thoroughfares whenever access is possible by the use of an adjacent street or road. A major thoroughfare, as defined in state law, is a freeway, a U.S. highway outside incorporated limits, an interstate highway, a highway with four or more lanes, or a road with a median separating multiple lane of traffic. Two-lane highways will be exempt from this requirement if the Board in consultation with local traffic officials determines they can be crossed safely. To avoid confusion, a city map with streets and roads will be marked with inappropriate bus stop locations.
2. The Lead Bus Driver is responsible for establishing bus routes with the coordination of school principals and the chief financial officer.
3. Building principals are under the direction of the superintendent and will establish opening and closing times of schools and classes and will coordinate such time with transportation officials.
4. At the time of registration, if a student is determined qualified to ride a school bus, the parent is provided with written documentation declaring the student's qualification, bus stop and pickup time. School principals will request clarification from transportation officials where eligibility may be questionable.
5. The measuring point from any school to a resident will be from the district property line of the school to the front door of such residence or as otherwise stated.
6. The measuring point to a single-family residence will be the curb nearest the front door of such residence
7. The measuring point to a multi-family residence will be the curb nearest the front door of the unit closest to the residence entrance/public street intersection which provides safe ingress and egress for school buses. If that unit is eligible or ineligible, then all students residing in that building are eligible or ineligible. Each building in a complex of multi-family buildings will be considered separately when public two-way paved streets are dedicated and maintained to the building.
8. The measuring point to homes located in a mobile home park should be the entrance to the mobile home park and the determination of qualification or non-qualification applicable to all students residing within such mobile home park.
9. Measurements over public roadways will be those maintained by city or county governments and over which a school bus would normally travel from a school to a residence. Paved walkways or bicycle paths which are maintained by city or county governments will be considered appropriate walking areas for students. Therefore, the eligibility of a student for transportation will be based on either the public roadway or maintained walkway/path measurement, whichever is less.
10. Configurations of streets and housing developments do not always lend themselves to precise measurements. Therefore, the Lead Bus Driver will determine, using best judgement, however, with an appeal by a parent to the Superintendent.
11. School bus routes and schedules cannot be finalized until after the start of a school year to allow for adjustments to balance routes and assure appropriate pickup locations for all students authorized to ride a school bus. Within thirty days all routes should be established and a formal

map drawn up depicting each route, its starting point, interim pickup points with approximate collection time (determined with some minimal allowable variance) and end-of-the-day delivery time.

12. Drivers are to make no changes in routes or receiving and discharging points except in cases where the driver has prior approval from the transportation director or when such changes are absolutely required. Drivers are to report unsafe conditions to the Lead Bus Driver immediately.
13. Students are always to be received and discharged at the same point and are to ride their assigned bus except when a change is requested in writing by parents/guardians, approved by the lead bus driver and given to the bus driver.
14. Students are expected to be at bus stops prior to the scheduled departure time. Drivers will not depart from stops prior to the scheduled departure time.

#### Special medical requests for school bus transportation

All requests for special medical transportation to and from school shall be approved by the lead bus driver and special education supervisor. The parent/guardian having legal custody should obtain an application form for medical transportation from the principal of the regular school of attendance. The procedure is as follows:

1. Obtain a form from school principal
2. Fill out the form and attach a physician's statement. Return the form to the principal for processing
3. The principal should forward the medical request form and physician's statement to the special education supervisor or designee for review
4. The form and medical statement should then be forwarded to the transportation director for approval and scheduling
5. Services may be withdrawn when the condition requiring the transportation services are no longer needed

Adopted: October 1976

Revised: November 1994, December 2005, May 2021