

Bus Scheduling and Routing

Adequate service, safety, and efficient operation shall be the goals in the planning of school bus schedules, routes, and stops.

The Director of Transportation shall be responsible for the development of these transportation plans which shall be subject to the approval of the Assistant Superintendent.

School bus routes and schedules will be developed from school bell schedules, projections from previous routes, kindergarten registrations, and in compliance with Policy EEAA - Walker and Riders.

The Board desires that all students shall be received and discharged from buses as near their homes as possible. Bus stops shall be designed to comply with state law and State Bus operational rules and regulations regarding students' embarking and disembarking on major thoroughfares.

REGULATIONS:

1. School bus routes and schedules will be submitted to the Assistant Superintendent for approval on or before the last of July. Following approval, only minor changes will be made due to unsafe conditions. Minor changes may only be made by the Director of Transportation with the approval of the Assistant Superintendent following written notification to parents/guardians. Public notification of school bus routes shall occur prior to **August 15** of each year.
2. Drivers are to make no changes in routes or receiving and discharging points except in cases where the driver has prior approval from the Director of Transportation (*or his/her designee*) or when such changes are absolutely required. Drivers are to report unsafe conditions to the Director of Transportation immediately.
3. 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 by parents/guardians, approved by the principal who has the student in his/her attendance unit, and given to the bus driver. This notification, as approved by the building principal, shall be given in writing or written documentation of a parent/guardian's phone call received at the school.
4. Students will be expected to be at bus stops five minutes prior to the scheduled departure time. Drivers will not depart from stops prior to the scheduled departure time.

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