

751.1 RULE BUS ROUTING AND SCHEDULING GUIDELINES

Routes

1. Where feasible, there shall be separate routes for bus students in pre-kindergarten through grade 5 and students in middle and senior high school.
2. Bus drivers shall follow the prescribed routes exactly unless such routes are officially changed or unless, because some students do not ride, the route can be shortened temporarily.
 - a. Bus drivers will not permit debarkation at any point between embarkation and the schools they service.
3. Buses may negotiate driveways to pick up and discharge students on special needs buses, where feasible and determined necessary by the Director of Transportation or his/her designee.
4. Buses shall not go into any driveway to pick up and discharge students in grades pre-K-12, excepting at the end of a route where it is deemed feasible and desirable to do so. Such determination shall be made by the transportation services office.
5. Generally, students shall be returned home in the most efficient manner possible.
6. When unforeseen circumstances may necessitate a temporary change in bus routes and there is not time to consult with school authorities, the drivers shall contact the bus contractor by two-way radio to make such decisions as are best for the health and safety of the students.

Time Schedules

1. Estimated schedules shall be provided each bus student prior to the start of school each year through the student database management system. These will be adjusted as actual practice requires. No student shall be left behind by the bus if he/she is ready by the scheduled time. Conversely, the bus shall not wait for tardy students.
2. Bus routes for students in grades pre-K-12 will be scheduled, if possible, for a ride of no more than one hour for any student on any one trip.

APPROVED: November 11, 1974

REVISED: June 17, 2002
 December 12, 2022