

## Transportation

### Route Guidelines

Routes should be established so as to:

- A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;
- B. Avoid students crossing a four-lane road;
- C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;
- D. Avoid, if possible, crossing railroad tracks;
- E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the board;
- F. Deliver students to their school no more than thirty (30) minutes before school starts.  
NOTE: It is desired that students arrive at school within five (5) to ten (10) minutes of starting time;
- G. Pick up students at school within five (5) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty (30) minutes;
- H. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that, unless approved by the superintendent, all waiting time will be on school property;
- I. Avoid travel on dead end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around, without backing;
- J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;
- K. Have minimum overlap or duplication in bus routes serving the same school; and
- L. Avoid travel on private roads, drives or property, on unimproved roads (not surfaced to county/city standards), or roads which are in such bad condition as to cause damage to a bus.

### Bus Stop Guidelines

Bus stops will be established which:

- A. Are frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking;
- B. Are located where students can stand a safe distance from the road;
- C. Allow, where possible, the bus to get completely off of the road;
- D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways;
- E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways; and
- F. Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

## School Bus Routing Criteria

The application of this procedure is contingent upon the availability of adequate funds, while maintaining the philosophy that the transportation expenditure does not go beyond the maximum ridership allocation.

1. A school bus route shall be a county or state roadway, regularly maintained on a year round basis by the respective road department. County or state road department may advise whether road conditions are unsafe for vehicle, passenger, and/or driver. The vehicle assigned to the school bus route shall be adequate to safely handle the road, turn around(s), and conditions.
2. Within the first sixty days of each school year all school bus routes shall be evaluated to provide the best service for the funding available.
3. School bus routes traveling outside the school district boundaries will be limited to: accessing an in-district stop, accessing a safe turn around, and homeless students. Unusual circumstances will be considered on a case-by-case basis.
4. A total of at least five (5) students shall be served on an extension, as funds are available. The required total number of students served, shall be adjusted as transportation allocation and/or levy funding permits.
5. The AM or PM riding time of other students shall not be affected by an extension by more than 15 minutes.
6. A Transportation Committee shall present school bus routing changes to the superintendent for evaluation. The Transportation Committee consists of two community members, a County Road Department representative, and the Transportation Supervisor.
7. In lieu of transportation may be provided for special education students, and shall be computed for the specific transportation needs of the student as stated in their IEP (Individualized Education Program).

**Date: 07.11**

**Reviewed: 10-18-13; 9.5.18**