

# ADMINISTRATIVE PROCEDURES

POLICY TITLE	POLICY NUMBER	REVISION DATE	EFFECTIVE DATE
<b>Transportation</b>	<b>R 4.5</b>	<b>Revised: April 27, 2017</b>	<b>July 1, 2017</b>

1. Student Safety Training

- 1.1. The School District shall provide public students enrolled in grades kindergarten through tenth with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus.
- 1.2. Students shall be provided age appropriate training in the following competencies and concepts:
  - 1.2.1. Transportation by school bus is a privilege not a right;
  - 1.2.2. District policies for student conduct and school bus safety;
  - 1.2.3. Appropriate conduct while on the bus;
  - 1.2.4. The danger zones surrounding a school bus;
  - 1.2.5. Procedures for safely boarding and leaving a school bus;
  - 1.2.6. Procedures for safe vehicle lane crossing; and
  - 1.2.7. School bus evacuation and other emergency procedures.
- 1.3. All students enrolled in kindergarten through grade ten who are transported by school bus and are enrolled during the first two weeks of school must receive the school bus safety training competencies by the end of the third week of school. Students who enroll in school after the first two weeks of school and are transported by school bus and have not received training in their previous school district, shall undergo school bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance.
- 1.4. The District may, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
- 1.5. The School District may also provide student safety education for bicycling and pedestrian safety for students in grades kindergarten through fifth.
- 1.6. The School District's curriculum for transportation is maintained and available for review in the office of the Director of Operations.

1.7. The District will conduct the required school bus safety training and evacuation drills as required by law.

2. Conduct on School Buses and Consequences for Misbehavior

2.1. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on district property or at school activities, functions or events. All district rules are in effect while a student is riding the bus or at the bus stop. (See I.S.D. 834 Discipline Policy) Most passengers riding school buses are students; however, on occasion, non-students may ride and shall follow the same rules of conduct as students.

2.2. School Bus and Bus Stop Rules

2.2.1. The school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. In most cases, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report, in writing, unacceptable behavior to the manager of the contracting bus company. The written report will be forwarded to the building principal for appropriate action.

2.3. Rules at the Bus Stop

2.3.1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late passengers.

2.3.2. Respect all property of others while waiting at your bus stop.

2.3.3. Keep your arms, legs and belongings to yourself.

2.3.4. Use appropriate language.

2.3.5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

2.3.6. After getting off the bus, move away from the bus.

2.3.7. If you must cross the street, wait for the driver to signal to you, then cross ten feet in front of the bus.

2.3.8. Fighting, harassment, intimidation and horseplay are not tolerated.

2.3.9. Use of tobacco, drugs or alcohol is not tolerated.

2.3.10. Do not bring weapons or dangerous objects to the bus stop.

2.4. Rules on the Bus

2.4.1. Immediately follow the directions of the driver.

- 2.4.2. Drivers may assign seats to ensure safety of all students.
- 2.4.3. Sit in your seat facing forward while bus is in motion.
- 2.4.4. Talk quietly and use appropriate language.
- 2.4.5. Keep all parts of your body and belongings inside the bus and to yourself.
- 2.4.6. Do not eat or drink without permission of the driver.
- 2.4.7. The following are not tolerated on the bus:
  - 2.4.7.1. fighting, harassment, intimidation or horseplay;
  - 2.4.7.2. throwing of objects;
  - 2.4.7.3. use of tobacco, drugs or alcohol;
  - 2.4.7.4. weapons or dangerous objects;
  - 2.4.7.5. vandalism to the bus, its equipment or the property of others.

## 2.5. Consequences

- 2.5.1. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with district sponsored events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any report or suspension of bus privileges.
- 2.5.2. Consequences for school bus/bus stop misconduct will be imposed by the principal or principal's designee. Only the principal or principal's designee can suspend school riding privileges. An offense is a report to or by the principal.
  - 2.5.2.1. The following progression is recommended, however, the principal will have discretion in applying them.
    - 2.5.2.1.1. 1<sup>st</sup> offense – warning, parent notification
    - 2.5.2.1.2. 2<sup>nd</sup> offense – three school day suspension from riding the bus
    - 2.5.2.1.3. 3<sup>rd</sup> offense – five school day suspension from riding the bus
    - 2.5.2.1.4. 4<sup>th</sup> offense – ten school day suspension from riding the bus
    - 2.5.2.1.5. 5<sup>th</sup> offense – revocation of bus riding privileges for the remainder of the school year

## 2.6. Other Discipline

2.6.1. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

## 2.7. Records

2.7.1. Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student conduct on a school bus or at a bus stop that caused an immediate and substantial danger to the student or surrounding persons or property will be provided by the School District to the Department of Public Safety in accordance with state and federal law.

## 2.8. Vandalism/Bus Damage

2.8.1. Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

## 2.9. Criminal Conduct

2.9.1. In cases involving criminal conduct (for example, assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

## 3. Parent and Guardian Involvement

### 3.1. Parent/Guardian Responsibilities For Transportation Safety

3.1.1. Become familiar with District rules and principles of school bus safety.

3.1.2. Assist students in understanding safety rules and encourage them to abide by them.

3.1.3. Have children at the bus stop at least five minutes before the bus arrives.

3.1.4. Have a plan of alternate transportation if the bus is late or is missed.

3.1.5. Recognize responsibility for the actions of their children.

3.1.6. Support safe riding practices and reasonable discipline efforts.

3.1.7. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.

3.1.8. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.

- 3.1.9. Respect the rights and privileges of others.
- 3.1.10. Communicate safety concerns to school administrators.
- 3.1.11. Monitor bus stops, if possible.
- 3.1.12. Support all efforts to improve school bus safety.

3.2. Parent and Guardian Notification

- 3.2.1. A copy of the School District school bus/bus stop rules, and parent/guardian responsibilities will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their children.

4. School Bus Driver Duties and Responsibilities

- 4.1. School bus drivers must exhibit the utmost care and concern for their passengers through knowledge of, and compliance with, state laws, regulations, and district policy/procedures.
- 4.2. All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties.
  - 4.2.1. General
    - 4.2.1.1. Operating the vehicle in a safe and efficient manner.
    - 4.2.1.2. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
    - 4.2.1.3. Ensuring the safety, welfare and orderly conduct of passengers while on the bus and during loading and unloading.
    - 4.2.1.4. Meeting emergency situations in accordance with operating procedures.
    - 4.2.1.5. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
      - 4.2.1.5.1. Relations
        - 4.2.1.5.1.1. Bus drivers will treat students, school officials and the public in a polite professional manner. They will refrain from conduct which is intended or could be perceived as demanding, intimidating, or harassing in accordance with District policy.
      - 4.2.1.5.2. Route Change

4.2.1.5.2.1. No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road conditions.

4.2.1.5.3. Unauthorized Passengers

4.2.1.5.3.1. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.

4.2.1.6. Completing required reports.

4.2.1.7. Completing required training programs successfully.

4.2.1.8. Additional driver duties and responsibilities may be required.

4.2.2. Drug Testing

4.2.2.1. The School District, or its hired contractor, will conduct mandatory pre-employment and random drug and alcohol testing of all bus drivers and bus driver applicants in accordance with state and federal laws and school district policy.

4.2.3. Licensure

4.2.3.1. School bus drivers must have a valid class A, class B, or class C driver's license with a passenger endorsement and a school bus endorsement. A person holding a valid driver's license but not a school bus endorsement may drive a Type III vehicle.

4.2.4. Type III Vehicle Driven By Employees with A Class A, B, C or D License

4.2.4.1. The holder of a Class A, B, C or D driver's license, without a school bus endorsement, may operate a Type III vehicle under the following conditions:

4.2.4.2. The driver is an employee of the entity that owns, leases, or contracts for the school bus.

4.2.4.3. The driver's employer has adopted and implemented a policy that provides for annual training and certification of the driver in accordance with applicable state law.

4.2.4.4. A background check or background investigation of the driver has been conducted that meets the state requirements.

- 4.2.4.5. The driver has submitted to a physical examination.
- 4.2.4.6. The driver's employer requires drug and alcohol testing of applicants for driver positions and current drivers, in accordance with state law.
- 4.2.4.7. The driver's license is verified annually by the entity that owns, leases, or contracts for the school bus.
- 4.2.4.8. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. §§169A.25, 169A.26, 169A.27 (driving while impaired offenses), or Minn. Stat. §169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§169A.50 to 169A.53 of the implied consent law, or who is convicted of or has their driver's license revoked under a similar statute or ordinance of another state, is precluded from operating a Type III vehicle for five years from the date of conviction.
- 4.2.4.9. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. §171.3215, Subd. 1, paragraph (c), (felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of a minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a Type III vehicle under this subdivision.
- 4.2.4.10. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of a moving offense in violation of chapter 169 within three years of the first of three other moving offenses is precluded from operating a Type III vehicle for one year from the date of the last conviction.
- 4.2.4.11. An operator who sustains a conviction as described in Sections 4.2.4.8, 4.2.4.9, or 4.2.4.10 while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the employer within ten days of the date of the conviction.
- 4.2.4.12. Students riding the Type III vehicle must have school bus safety training required under state law.

## 5. Operating Rules and Procedures

5.1. The District and contracted provider will be knowledgeable of and will comply with Federal, State and local laws.

### 5.2. General Operating Rules

5.2.1. Bus routes and schedules shall be communicated to necessary parties and shall be on file with the School District's Transportation Department.

- 5.2.2. Only students assigned to the school bus by the District shall be transported. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus.
- 5.2.3. Drivers are to enforce the provisions of the school bus/bus stop rules and consequences as appropriate.
- 5.2.4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The alternate address must be in the attendance area of the assigned school and meet all other eligibility requirements in Section 12.
- 5.2.5. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.
- 5.2.6. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
- 5.2.7. Bus drivers, including Type III operators, must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems unless, in the judgment of the school board, alternative locations block traffic, impair student safety, or are not cost effective.
- 5.2.8. A bus driver, including a Type III operator, may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of Sections 5.2.7 and 5.2.8, “school bus” has the meaning given in Minn. Stat. § 169.01, Subd. 6. In addition, “school bus” also includes Type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### 5.3. Vehicles Requirements

- 5.3.1. The District will comply with all applicable laws and regulations related to all types of vehicles.
- 5.3.2. Type III Vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of ten or fewer people including the driver.



- 5.3.3. Type A-1 Vehicles have a maximum manufacturer's rated seating capacity of 15 or fewer people including the driver.
- 5.3.4. Private Vehicles that are not state inspected as Type III vehicles will not be used to transport students. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten or fewer without meeting the requirements for a Type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

## 6. School Bus Driver Training

### 6.1. Training

- 6.1.1. The School Board shall require that school bus drivers have the qualifications and training as required by law using the Department of Public Safety School Bus Training Manual as the applicable set of standards and competencies.

### 6.2. Evaluation

- 6.2.1. All drivers will be evaluated annually, at a minimum, for the following competencies to ensure that they:
  - 6.2.1.1. Safely operate the type of school bus the driver will be driving;
  - 6.2.1.2. Understand student behavior, including issues relating to students with disabilities;
  - 6.2.1.3. Ensure orderly conduct of passengers on the bus and handle incidents of misconduct appropriately;
  - 6.2.1.4. Know and understand relevant laws, rules of the road and local school bus safety policies;
  - 6.2.1.5. Effectively handle emergency situations; and
  - 6.2.1.6. Safely load and unload passengers.

## 7. Emergency Procedures

- 7.1. All drivers are required to meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of an accident.
- 7.2. In an emergency, the driver's first priority is the safety of his/her passengers.
- 7.3. All school buses shall be equipped with a two-way radio.

- 7.4. Emergency health information will be maintained on the school bus for students requiring special transportation service because of their disabling condition, or upon request of the parent/guardian.
8. Vehicle Maintenance
  - 8.1. The School Board shall require that all vehicles used to transport passengers, whether owned by the district or contractor, be inspected and maintained as required by applicable laws and regulations.
9. Expenditures for School Bus Safety Activities
  - 9.1. Expenditures of funds, and the reporting of these expenditures, from the “Reserved Revenue for Transportation Safety” shall be in accordance with existing laws.
10. School Transportation Safety Director
  - 10.1. The School Board shall designate the Director of Operations as the School Transportation Safety Director. The Director shall have day-to-day responsibility for pupil transportation safety within the district, including transportation of non-public school children when provided by the district. The Director will:
    - 10.1.1. Assure that this policy is periodically reviewed and that it conforms to state and federal law;
    - 10.1.2. Certify annually to the School Board that each school bus driver meets the school bus driver training competencies required by state law; and
    - 10.1.3. Annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver’s license of each employee who regularly transports students for the School District in a Type A, B, C, or D school bus, Type III vehicle, or multifunctional school activity bus with the National Driver’s Register or the Department of Public Safety.
11. Field Trips and Extra-curricular Bus Requests
  - 11.1. The District may provide school buses/District vehicles for use with school related activities (this includes the Community Education and Recreation Department). School buses/District vehicles shall not be used for non-school district related activities.
  - 11.2. Requests shall be submitted to the Transportation Department following established procedures and time lines.
  - 11.3. The school or group requesting the bus shall provide a chaperone or escort that must have a background check on file with the District.
  - 11.4. The school or group requesting the bus shall be charged an appropriate fee for the services provided.

## 12. Transportation Eligibility

### 12.1. Transportation State Requirement

12.1.1. In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the District to students residing two miles or more from their assigned school unless transportation privileges have been voluntarily surrendered or revoked.

12.1.2. The District transportation zones, as calculated in 12.2.1 below, are as follows:

#### 12.1.2.1. Elementary Schools (Kindergarten through grade five)

12.1.2.1.1. The District will transport students living farther than  $\frac{1}{2}$  mile from their assigned school.

#### 12.1.2.2. Middle Schools (Grades six through eight)

12.1.2.2.1. The District will transport students living farther than one mile from their assigned school.

#### 12.1.2.3. High School (Grades nine through 12)

12.1.2.3.1. The District will transport students living farther than one mile from their assigned school.

### 12.2. District Provided Transportation

12.2.1. For calculating District-provided transportation eligibility, the shortest distance is measured from the school building entrance, designated by the District for student use, to the student's resident property or designated alternate address (where the front of the property meets the street) along any reasonably safe walkway, street or highway that is accessible to the public. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.

### 12.3. Transportation Registration

12.3.1. Transportation registration is required for all Stillwater Area High School students, all non-public school students, and all charter school students.

12.3.2. Failure to submit a transportation form constitutes voluntary waiver of the right to transportation and students will not be assigned a bus.

12.3.2.1. Forms are found on the transportation page of the District website.

12.3.3. If a situation changes for a family at any time during the school year, contact the Transportation Department and students will be added to a bus within three to five working days.

### 12.4. Decline of Transportation

12.4.1. Families that are not going to use busing are asked to decline district transportation to help in transportation routing efficiency.

12.4.1.1. Forms are found on the transportation page of the District website.

12.4.2. If a situation changes for a family at any time during the school year, contact the Transportation Department and students will be added to a bus within three to five working days.

## 12.5. Bus Stops

12.5.1. Generally, there will be no bus stops established within one-half mile of the assigned school.

12.5.2. Generally, there will be no bus stops established that require a student to walk further than one-half mile.

12.5.3. Generally, bus stops are located at intersections in order to provide the driver to have a wide area to scan for traffic and students, to create efficient routes and minimize buses backing up.

12.5.4. Generally, no more than 10-15 students are assigned to a bus stop.

12.5.5. Generally, buses will not be routed down cul-de-sacs for bus stops except to transport special education students. However buses may be routed down cul-de-sacs longer than one half mile for elementary students and longer than one mile for secondary students.

12.5.6. A bus stop may be dropped if after ten consecutive days no student has utilized the stop. A stop can be restarted within 24 hours of notification to the transportation department.

## 12.6. Students Attending Nonpublic Schools

12.6.1. The School District will provide equal transportation within the School District for all students to any school when transportation is deemed necessary by the School Board because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§123B.88 and 123B.92 as applicable.

12.6.2. The School District will provide school bus transportation to the District boundary for school children residing in the District at least the same distance from a nonpublic school actually attended in another district as public school pupils are transported in the District. Transportation will be provided whether or not there is another nonpublic school within the District, if the transportation is to schools maintaining grades or departments not maintained in the District or if the attendance of such children at school can more safely, economically, or conveniently be provided for by such means.

12.6.3. The School District may provide school bus transportation to a nonpublic school in another district for school children residing in the District and attending that school, whether or not there is another nonpublic school within the District, if the

transportation is to schools maintaining grades or departments not maintained in the district or if the attendance of such children at school can more safely, economically, or conveniently be provided for by such means. If the School Board chooses to transport children to a nonpublic school located in another District, the nonpublic school must pay the cost of such transportation provided outside the district boundaries.

12.6.3.1. Residents of School District 834, who elect to send their children to private schools located outside of the boundaries of the School District, will receive reimbursement for transportation of children to the District boundary provided that the following conditions are satisfied:

12.6.3.1.1. The application for reimbursement must be received in writing by the Stillwater Transportation Department by February 1 of the current school year. Mailed applications must be postmarked by February 1. The application must include the make and year of the vehicle to be utilized, a certificate of insurance, the length of the school year, the names of the children, and the name and address of the school.

12.6.3.1.2. After the school year has been completed, a record of attendance for each child must be forwarded to School District 834 by the school of attendance. This record will serve as the basis for reimbursement.

12.6.3.1.3. There is not an appropriate nonpublic school within the district.

12.6.3.2. Actual reimbursement will be based on the average cost per pupil, per mile for transportation of students attending schools within the boundaries of School District 834 during the preceding school year. Administrative and building costs will not be included in the calculations. The distance will be measured from the home to the District boundary by the most direct route. In no case will the actual reimbursement per child be less than \$.40 per day, or exceed the actual cost of transporting students to the District boundary.

12.6.3.3. Reimbursement will be based on a one school maximum per vehicle. Students in a family attending different appropriate nonpublic schools will receive reimbursement for each school attended. Siblings attending the same appropriate nonpublic school will receive a maximum of one student reimbursement.

12.6.4. The District shall provide the necessary transportation within the District boundaries between a nonpublic school and a public school or neutral site for nonpublic school students who are provided student support services, if the District elects to provide student support services at a site other than the nonpublic school.

- 12.6.5. If a resident student with a disability attends a nonpublic school located within the District, the District will provide necessary transportation for the student within the District between the nonpublic school and the educational facility where special instruction and services are provided on a shared time basis. If a resident student with a disability attends a nonpublic school located in another district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the district of attendance and where the special instruction and services are provided within the District, the District will provide necessary transportation for that student between the District boundary and the educational facility. The District may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- 12.6.6. A nonpublic school student transported by the School District shall comply with this policy and any other District policies regarding student bus conduct and student bus discipline.
- 12.6.7. The district will provide transportation following the approved District Calendar for the current school year.
- 12.7. Transportation For Students Attending Charter Schools
  - 12.7.1. The School District will provide transportation for students enrolled in charter schools located within the District if the charter school does not elect to provide transportation and notifies the District of its decision by the dates set forth in Minn. Stat. §124D.10, Subd. 16.
  - 12.7.2. For charter school students who live within the School District's boundaries, the District will provide transportation according to Minn. Stat. §§123B.88, Subd. 6 and 124D.03, Subd. 8.
  - 12.7.3. For charter school students who live outside the School District but attend a charter school located within the District, the District may provide transportation according to Minn. Stat. §§123B.88, Subd. 6 and 124D.03, Subd. 8.
  - 12.7.4. If the School District provides the transportation, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating to the transportation of students shall be within the sole discretion, control, and management of the School District.
  - 12.7.5. A charter school student transported by the School District shall comply with this policy and any other District policies regarding student bus conduct and student bus discipline.
- 12.8. Student Enrollment Options Transportation

- 12.8.1. Transportation of students identified within the Student Enrollment Options Policy R 1.4.1 is the responsibility of the student's parent or guardian, or of the adult student age 18 or older.
- 12.8.2. A student enrolled as identified within Policy R 1.4.1, may ride a District 834 school bus, with priority to in-district alternative students, as long as the following conditions are present:
  - 12.8.2.1. Unassigned space is available on the bus.
  - 12.8.2.2. Transportation is requested by the parent, guardian or adult student utilizing the Transportation Registration Form;
  - 12.8.2.3. Students must utilize an existing bus route;
  - 12.8.2.4. Students must utilize an existing bus stop;
  - 12.8.2.5. If any of the conditions change or are not met, permission to ride a school bus may be revoked.

#### 12.9. Assigned Bus

- 12.9.1. Students may ride a bus other than their regular assigned bus only at the approval of the School District, in accordance with bus safety regulations.
  - 12.9.1.1. A written request must be submitted by the parent or guardian to the principal of the school for official approval each time a student is to ride a bus other than his or her regular assigned bus.

#### 12.10. Length of Bus Route

- 12.10.1. Routes will be designed so no student rides the bus for more than 75 minutes one way from the start or end of the school day.