

TRANSPORTATION OF STUDENTS

Bus Route Guidelines

It is the responsibility of the District to ensure that adequate buses are available for to and from school transportation. The following criteria will be used for assessing and determining bus routes:

1. Distance from stop or route to driveway of residence: Every reasonable attempt will be made to plan bus routes/stops so that students will not be required to travel in excess of one mile from the driveway of their residence to the nearest bus stop. (Exceptions will be made for hazardous conditions, i.e. railroad tracks, highways, etc. as per state guidelines.)
2. Suitability of road for bus travel: Road must be wide enough to accommodate safe two-way travel, to be determined by the transportation department. School buses will travel only on county roads that are maintained by the county road department. Adequate site distance must be available at intersections to allow for bus travel. Other factors that will be considered are grade of road, road surface, drainage, winter snow and ice conditions, etc. An exception may be made for gated communities or other private developments, on a case-by-case basis, as determined by an annual application submitted to the Transportation Department and approved by the Director of Transportation. Application approval to provide bus transportation in a gated community or private development does not negate required safety factors/considerations.
3. Turnaround location: When it is necessary to provide a turnaround for the bus the turnaround location must be visible for 500 feet in both directions. If a private driveway is to be used written permission must be obtained from the property owner who must also provide written assurance that the area will be well maintained. The district will assume no responsibility for road damage due to school bus weight. When a bus must be backed into a driveway turnaround, the area to be used must accommodate safe bus turnaround, to be determined by transportation department.
4. Safety of children on the bus vs. convenience of children at the stop: it is recognized that all portions of all bus routes may not be run every-day due to weather related road conditions. Snow routes will be identified and parents will be informed of the notification procedure that will be used when conditions limit bus travel. Although it may not be convenient for children on snow routes to be brought to an alternate bus stop it is recognized that the safety of the children on the bus is the first priority.
5. Time on the bus: Whenever possible children will not be required to ride the bus in excess of one hour on the way to or home from school. Exceptions may be required for children living in rural areas or during times of inclement weather.

Bus stop/bus route change application request forms are available in the transportation office. Completed forms should be submitted to the transportation supervisor. A site review will be conducted by transportation department personnel prior to a determination that a bus stop/bus routing change will be made. Written notification detailing the reason(s) for denial will be provided should it be determined that it is not in the best interest of the school district to satisfy a request.

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.
It is desired that students arrive at school within five (5) to ten (10) minutes of starting time.
- G. 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.
- H. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines.
- I. Have minimum overlap or duplication in bus routes serving the same school.
- J. Avoid travel on private roads, drives or property and 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 shall be established which:

- A. Are frequent enough so students, in most cases, do not have to walk more than one (1) mile to and from the bus. Bus stops may be in excess of one mile if the student lives in a remote/rural area. 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.
- 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.

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