

BUSINESS AND NON INSTRUCTIONAL OPERATION

Administrative Regulation: Transportation

Bus Route Development (Annually)

The bus contractor is responsible for developing initial, proposed bus routes. The bus contractor shall provide draft bus routes for the next fiscal year by July 15. These routes should be based on a one year promotion of current students and should include Hale Early Education Center (HEEC) students who are scheduled to attend Coventry Grammar School in the next fiscal year.

The Board of Education Transportation Subcommittee is responsible for approving the final bus routes. The bus routes can be modified by the Superintendent or his/her designee. Routes are often modified at the beginning of the school year to accommodate late student registrations and day care arrangements.

The Educational Technology Department transmits a preliminary file of all student records to the bus contractor in early June. The bus contractor uses that information to begin development of the routes. A second file is transmitted to the bus contractor near the end of June including Kindergarten registrations to date. The bus contractor adds any new students to the bus routes. The bus contractor shall submit the initial bus routes by mid-July.

During the summer months, the primary and intermediate schools request any alternative transportation requirements due to daycare arrangements. A response is requested prior to the start of the school year. These requests are to be forwarded to the bus contractor as soon as they are received.

In early August, the Transportation Subcommittee shall hold a meeting to review and approve the bus routes. A representative of the bus contractor should attend this meeting to address any significant changes from the prior year.

Bus routes are then posted to the district website and a letter is generated to parents, which includes information such as the bus route number, pick-up/drop-off location, and the pick-up/drop-off times. The Transportation Subcommittee shall schedule a meeting two weeks after the start of school to review the bus routes. The Subcommittee shall consider individual duration times of bus routes, bus driver feedback to bus contractor, and any parent concerns that have been submitted to the Transportation Subcommittee.

Requests for Bus Stop Changes/Additions

Parents can contact the Superintendent's designee to request a modification of the approved routes. Each request shall be considered and acted on. If there is a clear violation of Board of Education Policy with the approved route, the Superintendent's designee will approve the modification. In the event of safety concerns, a site visit may be in order. The accompanying Board of Education Policy 3541 - Transportation lists the hazardous conditions that warrant a bus stop. A log of approved bus stop modifications will be maintained by the bus contractor and reviewed annually to see if conditions still warrant the change.

If a parent's request for a bus stop is denied, the parent may then request that the Transportation Subcommittee consider the request at a public meeting.

The complete complaint procedure can be found in the accompanying Board of Education Policy 3541 – Transportation.

Administrative Council: February 7, 2019
Administrative Council: February 20, 2020
Administrative Council: September 3, 2020
Administrative Council: November 3, 2021