



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

810-AR-2. BUS SCHEDULES/BUS STOPS

Bus Schedules

School bus schedules will detail the bus stops, times and a list of students being transported.

Bus stop assignments will be distributed to parents/guardians prior to the start of the school year and be available at each school building, district administration office and Transportation Department.

The district reserves the right to change routes, schedules and bus stops as necessary.

Strict adherence to the established bus schedules is required of all drivers, district staff, students, and parents/guardians.

Bus Stops

The guidelines used to establish bus stops are as follows:

1. Bus stops will be established at locations that best ensure the health, safety and welfare of students, in the judgment of district administrators.
2. Bus stops will be consolidated to reduce the hazards caused by frequent stops.
3. **Students may walk up to one and one-half (1 ½) miles measured by public roadways to a bus stop; distance does not include any private road or walkway of the student's residence.**
4. Stops will be located in areas that provide enough safe space for students to wait without causing interference with local traffic or intrusion on private property.
5. Buses will not enter subdivisions from main roads unless there is not a safe place for students to walk or wait for the bus.
6. Buses will not enter subdivisions from main roads unless there is a need to change direction.
7. Buses will not be routed into any area that requires backing up unless there is no reasonable alternative.

Bus Stop Change Request

Parents/Guardians may request that a student be reassigned to a different bus stop and/or a different bus route than the original assignment only for the following reasons:

1. Change of residence.
2. Change of permanent day care, babysitter.
3. Legal shared custody, with student residing in two (2) different district households and copy of agreement on file in the school office.
4. Nonrecurring emergency situations, including family illness, death or other extenuating circumstances.

On days of school delays or early dismissals, students will be allowed to use a bus stop on their same route other than the assigned stop for purposes of child care. Written parental permission must be submitted to the building principal at the beginning of the school year.

Request Procedure

Transportation Change Request forms will be available in each school office, the district administration office, the Transportation Department office **and the district's website**.

The parent/guardian must complete and submit to the Transportation Supervisor the Transportation Change Request form at least two (2) weeks in advance of any requested change.

The Transportation Supervisor will review the requested change in accordance with the following criteria:

1. Route operates from the student's assigned school.
2. Route does not have to be changed or extended.
3. Requested stop does exist on the route, and a new stop will not be created.
4. Load on the vehicle will not exceed the legal limits for the bus.
5. Change does not increase the cost to the district by requiring additional buses.
6. Change will be reasonably long-term, except for emergencies.

The Transportation Supervisor will review requests by parent(s)/guardian(s) residing in the district with shared legal custody of a student and will make determination on a case-by-case basis in consultation with school administration and the school solicitor.

(Reference: *Watts v. Manheim Township School District*, 121 A.3d 964 (Pa. 2015); *Wyland v. West Shore School District*, 52 A.3d 571 (Pa. Cmwlth. 2012).)

The Transportation Supervisor will determine if the request is approved or denied, will complete and return the form to the building principal, and will inform the requesting parent/guardian of the decision.

In emergency situations, the parent/guardian will complete and submit the Transportation Change Request form to the building principal, who will approve or deny the request and inform the Transportation Supervisor. If time does not allow a written request prior to the change, the request form should be completed and submitted to the principal as soon as possible following the change.