

Attachment A to Policy 707
(Transportation of Public School Students)

SCHOOL BUS SCHEDULING AND ROUTING

Rockford Area School District 883 shall provide transportation for students in grades 1-5 who live one-half (1/2) mile or more from their designated school; and for students in grades 6-12 who live beyond one road mile of their designated school. Transportation for kindergarten students will be provided on regular AM and PM routes for those who live one-half (1/2) mile or more from their designated school (starting 2004-2005 school year, no daily Noon transportation will be available). If seating is available, students living within these boundaries will be picked up on designated routes. Students on private roads with ten or more homes will be picked up.

School buses will travel on roads and in driving conditions as deemed appropriate in Policy 709. Designated bus stops will be no more than one-fourth (1/4) mile from the end of the student's driveway for grades K- 8 and one half (1/2) mile for grades 9-12. If the driveway does not enter onto an approved road, the student may be required to walk up to one-fourth (1/4) mile from the beginning of an approved road to the designated bus stop.

The school district will transport students to and from the designated bus stops using the following criteria:

For students in Early Childhood, Kindergarten, Grades 1-5

- I. Home/School Transportation
 - A. The district transportation department will determine the designated bus stop.
 - B. Home residence of child will be the determining factor for a designated bus stop.
 - C. Students will ordinarily be picked up and returned to their designated bus stop.
 - D. Pick up and return will be the same location every day.
 - E. Preschool designations are determined by location and numbers of students.

- II. Home/Daycare/Child Care Transportation
 - A. Transportation will be provided to/from daycare if the daycare facility is on an existing district bus route.
 1. The drop-off or pick-up location shall be consistent daily to eliminate the possibility of confusion on the part of the riders, school officials and the transportation department.
 2. Preschool and kindergarten parents must contact the District Transportation Director to make sure daycare is on an existing preschool/kindergarten route.
 - B. A parent/guardian may request the designated bus stop to be a daycare facility by completing the application, DAYCARE TRANSPORTATION FORM, and return to the District Transportation Director by August 1 of each school year.
 1. If daycare arrangements change during the school year, a NEW daycare form must be completed **three (3) days prior** to the date that the designated daycare bus stop change takes place.

- III. Exceptions to pick up and delivery to same location every day

- A. Parent's varied work schedule
 - 1. In the event a parent's work schedule is carried, a WEEKLY/MONTHLY TRANSPORTATION CONTRACT must be completed and signed **three (3) days prior** to the date that the change of designated bus stop takes place.
 - 2. Once the contract is submitted in writing, no variation for that time period will be allowed.
- B. A temporary/short-term reassignment of the designated bus stop may be approved if the request can be accommodated on an existing bus route and provided there is seating space available. This request must be submitted in writing to the building principal **24 hours** before the date the change of the designated bus stop takes place so that a temporary bus pass may be issued.
 - 1. The purpose of the request shall be for unusual situations that require a different pattern of transportation on a one-time or short-term basis (i.e. child is to go to grandparents because parent is ill, child care provider is ill, parent vacation, joint custody situations).
 - 2. Bus pass authorizations will be given on a limited basis.
 - 3. Parent/guardian must submit **in writing** to the building principal, a **dated and signed** request for transportation to or from a bus stop other than those regular assigned. **The request must state that special circumstances that require the change.** The request shall also include first and last name of student, directions telling the driver where the student should be delivered, including name, address, and phone number of the person receiving the child, and bus route number.
 - 4. **Phone requests will not be accepted.**
- IV. A student riding a bus other than the bus to which he/she has been assigned as provided in Sections I, II, and III defined above will be returned to the district's school-age childcare, Galaxy Kid's Club, in the Rockford Elementary School. It will be the responsibility of the parent or their representative to pick up the student prior to 6:00 PM and to pay the appropriate childcare charge assessed to parents of other Galaxy Kid's Club students.
- V. Under no circumstances will students be delivered to other than their designated bus stop for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, study groups, or other non-emergency events).

For students in Grades 6-12

- I. Only students assigned to the school bus by an administrative official shall be transported.
- II. Requests for students to ride another bus other than the designated bus must be approved by an authorized school official and a bus pass must be presented to the bus driver before boarding.
- III. Under no circumstances will students be delivered to other than their designated bus stop for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, study groups, or other non-emergency events).

Establishing Bus Routes

In establishing or reviewing bus routes, the transportation director shall utilize the following standards (in accordance with Policy 709):

- I. Safety
 - A. Buses should not make unsafe stops or turnarounds.
 - B. Students should not be required to cross busy highways.

- II. Efficiency
 - A. Efforts will be made to prevent overcrowded buses. In no case shall the number of students riding a bus exceed the posted capacity of the bus as established by the bus manufacturer.
 - B. Efforts will be made to establish routes so as to fill up the bus in as short a time as practical.

- III. Bus Riding Time (in descending order of importance.)
 - A. Wherever safety allows, bus stops will be consolidated to reduce the number of stops, turnarounds and distance traveled (within the above quarter-mile provision).
 - B. Preferential or shortened bus routes will not be given to students causing discipline problems on the bus.
 - C. Efforts will be made to achieve an equality of riding time for all students on the route in terms of the total number of minutes of riding time in the morning and afternoon (first on/first off). However, if a bus travels near a location where a later stop is scheduled, students living at the location will be allowed to leave the bus.
 - D. Efforts will be made to eliminate long waits at the elementary building in the afternoon.
 - E. Efforts will be made to explore the use of the alternatives to meet unique situations.