

Board of Education Policy

SCHOOL BUS SCHEDULING AND ROUTING

The Business Office will establish bus routes under the direction of the Superintendent of Schools.

1. Limitations

Authorized bus stops will be located at places where students may embark and disembark the buses, and await the arrival of buses with the utmost safety allowed by road conditions. As per the decisions of the Commissioner of Education, the responsibility for the safe travel of students from their home to the bus stop and from the bus stop to their home lies with the parent(s) or guardian(s) and not with the school district. Drivers must pick-up and drop-off students at authorized bus stops only unless a condition exists that would make it unsafe to do so. The Superintendent of Schools or his/her designee shall determine the manner by which transportation is measured for the purpose of transportation eligibility.

2. Regular Fixed Stops

Regular fixed bus stops will be established using the following guidelines:

- a. Dead-end streets and cul-de-sacs where the dead-end portion of the street is less than $\frac{3}{4}$ of a mile in length will not be serviced by school buses unless there is adequate space for the assigned bus to turn around without being required to back-up. If a dead-end street or cul-de-sac, that would otherwise have adequate space for a bus to turn around without backing-up, is maintained in such a way, either through the presence of piled snow or other material, parked cars, etc., that the assigned bus is unable to turn around without backing-up twice in any 30-day period, then that dead-end street or cul-de-sac will be deemed to have inadequate room for the bus to turn around and the bus will not travel on said dead-end street or cul-de-sac for the remainder of the school year, and the stop(s) will be relocated to the nearest safe intersection;
- b. Whenever possible, stops will be at the intersections of two streets;
- c. Walking distances to bus stops may be varied according to grade level. Grade levels K-2 will not be required to walk distances in excess of 0.2 miles, grades 3-5 will not be required to walk distances in excess of 0.3 miles, grades 6-8 will not be required to walk distances in excess of 0.4 miles, and grades 9-12 will not be required to walk distances in excess of 0.5 miles. The distances listed above shall be measured from the bus stop to the nearest point of a student's premises. These maximum walking distances will not be applicable if they would result in a bus being required to travel on any dead-end street or cul-de-sac with inadequate space for a bus to turn around without being required to back-up, or on any street determined to be unsafe for a full size bus to travel, or on any private roads;
- d. An effort will be made to minimize crossing of the road by students; and
- e. No requests for changes to bus stops will be considered until October 1st of the current school year.

Board of Education Policy

SCHOOL BUS SCHEDULING AND ROUTING

3. Late Run Stops

Late run bus stops will be established using the same guidelines as in article 2 above except that there will be no maximum walking distances.

4. Inclement Weather Stops

Inclement weather bus stops will be established using the same guidelines as in article 2 above except that there will be no maximum walking distances.

5. Side Roads

Transportation will be provided on side roads that are maintained by state, town, village, or county highway departments unless the lack of maintenance makes it unreasonably hazardous for drivers and students to traverse these roads, or the road is too narrow to allow the safe passage of a full size school bus.

6. Private Roads & Private Communities

Transportation will not be provided on highways and side roads and/or private communities that have not been dedicated and/or maintained by state, town, village, or county highway departments unless there is a properly executed Agreement in the general form as presented in Exhibit A, as well as proof of the insurance coverage and endorsements required by the Agreement. The Agreement must be approved by the Board of Education. Any deviation from the terms of this Agreement must be approved by a 4/5's vote of the Board. The maximum walking distances to bus stops delineated in paragraph 2.c will not be in effect. The approval of any request for transportation upon any roads is within the discretion of the Board of Education.

7. Turnarounds

Turnarounds will not be established unless adequate space is available and this space is properly maintained so that the school bus is not required to back-up. If an established turnaround is subsequently maintained in a way that requires a bus to back-up twice in any 30-day period, that turnaround shall be abandoned for the remainder of the school year, and any required changes to established bus stops as a result of this abandonment shall be immediately made and shall not be subject to the limitations established in paragraph 2.c.

Reference: Policy #8411.E

Adopted: 07/10/2001

Reviewed: 02/13/2002 01/27/2010 10/28/2015 01/23/2019

Revised: 02/13/2002 02/24/2010 11/18/2015 02/27/2019