Fayetteville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Scheduling and Routing**	**3.401**	**04/02/12**
		Rescinds:	Issued:

All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes is the responsibility of the Board.[1]

Appeals of transportation decisions shall be made to the Director of Schools.

Students shall not be in transit to and from school more than one and one-half hours each way.[2] Under no circumstances shall students be transported past their assigned school.

Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless overlapping results from the necessity to travel the main highway to school centers. When more than one bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a certain portion of the route and all students within this section shall ride the bus to which assigned.

Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the school year, at the time of hire, shall be informed of all the policies and procedures in place regarding the transportation of students.

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when transporting students.

No student may exit the bus at a destination other than that students designated bus stop. The Director shall adopt procedures that would allow a student to exit the school bus at an alternative location. Such procedures shall include, at a minimum, the following:[3]

1. No school bus driver shall require or permit a student to exit the bus in violation of the School System's policies and procedures. The Director shall immediately review the fitness to drive of

a driver who permits or requires a student to exit a bus in violation of the School System's policies and procedures.

2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides the driver with a signed note from the parent or guardian informing the driver of the change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.

3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip.

4. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for transfer shall be permitted only after approval has been obtained from the principal.

Students who ride school buses shall attend the school designated unless the Board designates an alternate school.

Legal References:

1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
2. TCA 49-6-2105
3. Tenn. Code Ann. § 49-6-2118

Cross Reference:

Bus Conduct 6.308