

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

BUS TRANSPORTATION OF STUDENTS

A. Bus Stop Locations

The Turkeyfoot Valley Area School District has a list of tentatively established stops (stops which have been generated over a number of years) that is annually reviewed. A final list, approved by the Board, is provided to parents each year prior to the beginning of school.

A list of bus stops is kept in the Central Office and the office of the District's transportation contractor.

Since the list of stops covers the entire District, it is annually added to, or deleted from, according to the location of students. Bus stop changes may be necessitated after a new school term begins, in order to respond to community needs. It is also possible that bus stops may be changed to accommodate changing student counts. The time required to effect a bus stop change will be determined by the time needed for data collection, investigation and evaluation of findings, as well as the time needed for appropriate notifications.

The following are taken into consideration when establishing a new stop, deleting an existing stop, or changing the location of an existing stop:

1. The number of students affected.
2. The size of the bus required for the particular route in question.
3. The location of other established stops in the area.
4. The buses currently using a stop (elementary or secondary).
5. The safety of the stop in question. This is determined jointly by the District's Board of Directors, the District's Administration and the transportation contractor. This will be done in conjunction with guidelines established by the Pennsylvania Department of Transportation and related documented evidence.

6. Bus stops are to be maintained a reasonable distance apart as long as it is not in a hazardous area under state guidelines. Too many stops too close together lengthens the amount of time buses are on the routes. While the District tries to keep riding time within a reasonable range, riding time is directly related to the location of the school building, traffic conditions and the dispersion of students attending the school.
7. The following general restrictions may impact on bus stop locations:
 - School buses will not be routed over unmaintained, or undedicated roads, or roads otherwise deemed inappropriate for school bus operations.
 - School buses will not be routed through housing developments that the District considers inappropriate for school bus operation or where adequate walking surfaces exist.
 - School buses may be routed only one way on certain roads for safety reasons.
 - School buses will not be stopped on hills that may be too steep for safely starting and/or stopping a bus.
 - School buses will not be required to back up until all other options are thoroughly evaluated.
 - Bus Stops will not be changed after October 15, with the exception of new move-ins or move-outs, or under highly unusual circumstances.
 - Generally, in the case of move-ins or move-outs, or in highly unusual circumstances, the Board authorizes the administration to establish temporary bus stops until the end of the school year, or in some cases, until the next School Board meeting.
8. Anyone wishing to change stops for the following year should submit their request in writing, preferably by June 30. The request should specify the bus stop, bus number and the student's complete name and actual home address. A description of the property is needed if the address is not clearly visible at the home. All change requests will be evaluated on an individual basis.

B. Establishing New Stops and Routes

The Administration is authorized to modify existing stops and routes, in cooperation with the District's bus contractor, to respond to changing residency patterns.

The District recognizes maximum walking distances established by the Commonwealth of Pennsylvania: 1.5 miles for elementary students and 2.0 miles for secondary students.

The services of the Pennsylvania Department of Transportation may be requested to analyze the safety of walking routes.

School District personnel will consider the safety of new bus stops and routes, their efficiency and the monetary cost to the District. The age and maturity of students, the presence or absence of sidewalks, the quality of roadway walking surfaces, the configuration of roads and shoulders, and the walking distance to bus stop or school are additional factors to be examined.

The District reserves the right to establish a bus route along an otherwise safe walking route if the addition significantly benefits students and can be accomplished without additional cost to the District. Such routes, when not required, will be reviewed annually.

C. Nonpublic School Transportation

Nonpublic school transportation is to begin annually on the first day of transportation and end annually on the last day of transportation for Turkeyfoot Valley Area School District students. On days during its school year, when the Turkeyfoot Valley Area School District has no school, transportation will be provided for nonpublic school students.

Scheduling of nonpublic transportation will be coordinated between the nonpublic school and the District's bus contractor.

D. Students with Disabilities

Students with disabilities will be provided transportation consistent with their Individualized Education Program (IEP) or Service Agreement.

E. Chaperones

The District shall normally allow a maximum of five (5) chaperones to accompany students on a school bus to a school-related activity. If extenuating circumstances warrant having more than five (5) chaperones on a bus, the Superintendent or his/her designee may approve a request on an individual basis. Required chaperones:

10 students-one chaperone plus sponsor
15 students-two chaperones plus sponsor
Every additional 10 students-one more chaperone

F. Summary

The District reserves the right to alter existing regulations in the interest of individual students.

May 8, 2012