

Operational Services

Administrative Procedure – Routing Procedures

It is the goal of the District 158 Transportation Department to provide transportation for all qualifying students. Students that live greater than a mile-and-a-half or live within a mile-and-a-half with a hazard reported to and authorized by the State shall be transported in the following manner:

- All students from their home to school and back. (Unless there has been an approved request for pick-up or drop-off at a babysitter or daycare.)
- All students living in a routing area shall be assigned a bus stop for pick-up and drop-off.
- Home stops will only be done with prior approval of the Director of Transportation.

Assigning Route Stops

All stops shall be placed at corners of intersecting streets. This provides the protection of signage and/or mandatory vehicle safety movement within an intersection and allows for minimal time spent on a bus. The District will not assign stops in commercial areas. Bus stops for Kindergarten through grade 5 students will be no more than 1980 ft. away from the student's home and no more than 2640 ft. (or one half mile) away for students in grades 6-12. No stop will be at a place of business with the exception of an approved daycare (i.e. Rogy's, Learning Tree, KinderCare, etc.).

Students are required to ride their designated routes and get on and off at their designated stop. Students must be picked-up and dropped-off at the same location Monday through Friday as Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing student, etc.). Due to capacity issues, no students involved in community service activities at the middle or high school level can ride an elementary route.

Parent Request to Change a Route

A parent may file a written request to the Director of Transportation requesting exemption from the above based on safety issues.

Permissible reason to request a change:

- A subdivision stop can only be changed if a pre-K or Kindergarten student is routed to a corner and there are no other children at that stop. Once that child has advanced to the next grade level, the stop shall be removed and placed back to the closest routed intersection.
- The walking route to the assigned stop that has no convenience of sidewalks and the speed of traffic is such that it is unsafe for any school age child to walk.
- A documented medical need.

Procedure for requesting a change:

- All requests for stop changes must be made in writing and include the reason(s) for the requested change. All affected parents will be notified of the request before action will be taken.
- The Director of Transportation or Transportation Coordinator must approve all requests for stop changes.

Due to the number of students transported in the District and the continued growth within the District 158 boundaries, it is no longer feasible to let students ride home on routes other than their designated route.

In the event of an emergency, the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus.

If a request is approved for a student to ride on another bus or get off at a different stop, the Transportation Department office staff will:

1. Require the request be in writing by fax or email to the Transportation Department.
2. Require a phone call to 'confirm authorization' on the day of the requested switch.
3. Contact the school in which the student attends if it requires a route change.

A school cannot authorize a route change without contacting the Director of Transportation.

ADOPTED: October, 2013