

**Regulation**

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TRANSPORTATION ROUTES AND SERVICES

The supervisor of transportation shall be responsible for developing all transportation routes. The Harrison Township Board of Education shall approve the finalized bus routes. The supervisor of transportation will be responsible for the development of all transportation routes, including transportation to locations other than legal residences on established routes, taking into consideration safety, time elements, and economics. All regular routes shall be established by the regularly scheduled board of education meeting held in August, taking into consideration the transportation needs of all students.

Adjustments to Regular Routes

Any adjustments to the regular routing procedures after school opens in September will only be made under the following circumstances:

- A. All special transportation requests must be limited to those that can be made within the limits of established bus transportation routes, and must exclude those buses which are filled to capacity;
- B. In the event a need exists to have a child picked up or dropped off from other than the legal residence, a special transportation request form must be filed no later than July 1 with the details of this request placed in writing. A parent may request an alternate stop for AM pick-up and/or PM drop-off. The AM pick-up and PM drop-off need not be the same location, but once designated, must remain the same for each school day of the week. Once approved, this stop will remain in effect for the entire year;
- C. In the event of an unforeseen change on the part of the parents' circumstances, a formal written special transportation request asking for the change will be presented to the supervisor of transportation for his/her consideration in regard to approval, which shall not unreasonably be withheld;
- D. If a parent/guardian provides a special transportation request to the superintendent, and the request is approved by the superintendent, a pupil may exit from his/her regularly assigned bus at a different, already-established stop along that approved route;
- E. No special transportation requests for changes in bus assignment will be considered on a daily basis.

Bus Routes to New Developments

Harrison Township School District buses will not be routed into new developments until final paving of roads has been completed up to grade. Routing into these areas after completion of roads will be at the discretion of the board of education. The basic reason is to ensure the safety of children and drivers, as well as to avoid the possibility of incurring damage to the vehicle.

Route Development – Point of Pick-up/Drop-off:

In the development of the bus route schedules, the only basis for consideration is established legal residency of the child. It is not the responsibility of the school to consider any other factor in the scheduling of pick-up/drop-off location.

Student Transportation

The Supervisor of Transportation is responsible for preparing and revising the bus routes and stops, subject to the following guides:

TRANSPORTATION ROUTES AND SERVICES (regulation continued)

- A. Bus turnarounds will be avoided, if possible;
- B. With the distance limitations set by law, students may be required to walk to a common pick-up location;
- C. Within the distance limitations set by law, students may be required to walk to school where sidewalks are available or off-highway walkways are available.;
- D. The total traveling time of any one student (including walking time) will be kept to a minimum. For example, no student will be picked up first going to school, and discharged last when going home.

The guides listed above are not to be interpreted in any manner as limiting the Supervisor of Transportation in exercising his or her discretion in any particular circumstances.

Adopted:	October 29, 2007
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