Management Support

Transportation Procedures

Route Guidelines
Routes should be established so as to:

A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;

B. No students are required to cross a four-lane road;

C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;

D. Avoid, if possible, crossing railroad tracks;

E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the Board;

F. Deliver students to their school no more than thirty (30) minutes before school starts. Note: It is desired that students arrive at school approximately ten (10) minutes of starting time;

G. Pick up students at school as close as possible to dismissal time, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty (30) minutes;

H. Allow for a minimum "dead head" time between runs to minimize standby time between runs;

I. Avoid travel on dead end roads, unless there is an ample, safe area in which a bus can turn around, without backing;

J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;

K. Have minimum overlap or duplication in bus routes serving the same school; and

L. Avoid travel on private roads, drives or property, on unimproved roads (not surfaced to county/city standards), or roads which are in such bad condition as to cause damage to a bus.

Bus Stop Guidelines

Bus stops will be established which:

A. Are frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking;

B. Are located where students can stand a safe distance from the road;

C. Allow, where possible, the bus to get completely off of the road;

D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways;

E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways; and

F. Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

Bus Stop Location Appeal Process

Most concerns about a bus stop location can be resolved by informal discussions between the parents/guardians and the Director of Transportation or designee. It is imperative that throughout the process all parties act in a civil and respectful manner.

The following procedures apply to the processing of an appeal which cannot be resolved through informal discussions with the Transportation Director or designee:

1. If the bus stop concern is not resolved to the parent/guardian's satisfaction the parent/guardian may file a written appeal to the Executive Director of Business Services who oversees transportation or designee using form 6600F1 within (10) school days after the date of the response from the Transportation Director or designee, unless the school district grants an extension for good cause. The concern must describe the problem and a suggested solution.

2. The Executive Director of Business Services, or designee will examine all information, including the district policy and procedure, and may have a conference (in person or phone) with the parent/guardian. The Executive Director or designee will provide a written response to the parent/guardian within (10) school days.

3. If the parent/guardian is not satisfied with the Executive Director or designee's response, the parent/guardian may submit a written request for an appeal by the Superintendent or designee. The request for an appeal must be received within (10)

ten school days after the date of the Executive Director or designee's response.

4. The Superintendent or designee will examine all information to ensure district policies and procedures have been followed. The Superintendent or designee may collect more information from the parent/guardian, staff members, or may observe the bus stop. The Superintendent will issue a written response to the parent/guardian within (10) ten school days of receipt of the complaint unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension. If an extension is needed, the school district will notify the parent/guardian in writing of the reasons for the extension and the anticipated response date;
5. If the parent/guardian is not satisfied with the Superintendent's response, the parent/guardian may submit a written request for an appeal to the Board.
6. The written request must be submitted within (5) five school days of receiving the Superintendent or designee's response unless the school district grants an extension for good cause. The Board will consider the request at a regularly scheduled Board meeting not to exceed 30 school days from receipt of the request. The meeting is considered a quasi-judicial hearing and therefore will be held in a closed session. The Board will respond to the parent/guardian within five (5) school days of the closed session.
7. The decision of the Board is final.

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