

# USD #289 TRANSPORTATION GUIDELINES

**Bus Barn - 883-2114**

**Brianne Cottrell - cell 785-218-3362**

1) **MAXIMUM NUMBER:** The maximum number of riders on any given bus will be limited to 45 students. If the number of bus riders on a given route surpasses 45, the situation will be evaluated by the superintendent and transportation director. This allows for 2 students to sit comfortably in a seat. USD #289 is only obligated to provide transportation to students living outside the city limits.

2) **EXITING BUSES:** In some instances, it will be necessary to have bus riders exit the bus the FIRST time the bus passes the child's residence, even if this means the child will have to cross the highway. If necessary, the parent will need to meet the bus and escort the child into the residence. Bus drivers will not be required to drive the complete route so the child can exit the bus on the side of the highway on which the residence is located. Bus drivers are trained and acutely aware of surrounding situations - they will not let a child off the bus in an unsafe situation.

3) **INFORMING BUS BARN WHEN NOT RIDING THE BUS:** Due to the large number of miles traveled on the bus routes and the necessity to make stops at inconvenient locations that are out of the way, please notify the transportation director via email if your child WILL NOT be riding the bus. If the bus is required to travel out of the way and turn around to pick your child UP, a phone call is absolutely necessary. If no child boards the bus the first time without a phone call excusing the child, the bus will not come by on the second morning.

4) **DESIGNATED DROP-OFF:** In order to eliminate the confusion caused by daily changes in location of pick-up or drop-off points, all correspondence concerning bus riders should be emailed to the bus barn before 2pm of that day. The transportation director will forward all messages to the appropriate office and the information will be distributed to all drivers concerned.

Elementary: [estransportation@usd289.org](mailto:estransportation@usd289.org) - Middle School: [mstransportation@usd289.org](mailto:mstransportation@usd289.org) - High School: [hstransportation@usd289.org](mailto:hstransportation@usd289.org)

In an emergency or unexpected situation, calls should be made to the transportation director (883-2114) and the school your child attends to request the change. **Failure to contact both will result in no changes being made.**

Parents will designate permanent pick-up and drop-off resident addresses for all students riding the school bus. If no designation is made, the address on the Transportation Enrollment Form will be used. Permanent change in designated address may be made by written request or Here to the transportation director 3 days in advance of the change.

5) **WAIVERS:** Bus service is provided for students who live outside of city limits only. If you are a town resident who has a day care provider in the country, a waiver will need to be completed. Each waiver is reviewed on an individual basis. Completing a waiver does not guarantee a spot on the school bus. If a requested waiver will result in the student capacity exceeding this limit of 45 students, the waiver will be denied. In addition, if any bus reaches the capacity of 45 students with state allowed riders (those residing outside of city limits), students riding the bus on an approved waiver will be removed from the bus and will have ten (10) school days to secure other transportation. Students waived to ride school provided transportation are subject to the same rules governing bus conduct as the other riders. Bus routes may or may not be altered to fit the waiver request.

6) **SUBJECT TO CHANGE:** The transportation director and/or superintendent will determine initial bus stops/routes annually, at the time of enrollment. However bus routes are subject to change as needed throughout the year. These guidelines are expected to be followed by all persons wishing bus transportation services.

7) **ADDRESSES:** If you have a question whether or not your address is in the Wellsville school district, please contact the County Treasurer's office that you reside in.