

School Bus Scheduling and Routing Procedure

Bus routes established under the direction of the Superintendent of Schools in cooperation with the District Transportation Supervisor.

1. Limitations. Bus routes will be established so that no elementary, intermediate, or high school pupil spends more than ninety (90) minutes, nor any student with a disability spends more than (90) minutes on a bus from the time of loading to the time of discharge. Authorized bus stops will be located at convenient intervals in places where students may be loaded and unloaded, cross highways and await the arrival of buses with the utmost safety allowed by road conditions. In establishing pick-up points, a Board of Education must consider and balance considerations of pupil safety and convenience, routing efficiency, and cost.
2. All students need to have one main location for pick-up and drop-off at the commencement of enrollment.
 - a. A secondary pick-up and drop-off location needs be maintained in the student's records for necessary changes, such as a sitter, relative, or etc.
 - b. The district would like to maintain no more than two drop off locations on a consistent schedule in order to facilitate a normal routine for the student.
 - c. All bus passes need to be sent in writing to the offices for any changes.
 1. Phone call will not be accepted as a verifiable bus pass.
3. Fixed Stops. Fixed bus stops will be established using the following guidelines:
 - a. Generally, dead-end streets, roads will not be serviced by school buses;
 - b. Numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs, speed limits, and bus turn-around requirements;
 - c. Walking distances to pick-up points may vary according to grade level.
 - d. Pre-K and Kindergarten children will be picked up and left at their places of residence, if possible; and in setting routes, efforts will be made to minimize crossing of the road by students.
 - e. Students Pre-K – 2nd Grade will only be dropped off with a older student and/or a parent or guardian present.
4. Side Roads. Transportation is provided on side roads that are maintained by town highway departments unless the lack of maintenance makes it unsafe for drivers and students to be traversing these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow, and mud.
5. Private Roads. Transportation will not be provided on rural highways that have not been dedicated and/or maintained by town, county, and/or state highway departments.
6. Turnarounds. Turnarounds will not be established unless adequate space is available and this space is properly maintained.
7. District Map. Maps will be used to determine the transportation requirements necessary to satisfy the needs established by state law, Board Policy, and voter mandate.

Transportation For Non Public School Students

Transportation requests for students attending nonpublic schools should be received by the district no later than April 1 preceding the beginning of next school year. If a student moves into the district later than April 1, the request should be received within thirty days of establishing residence in the district, but preferably no later than August 1.

All late requests, however shall be considered by the Board of Education's Designee on the basis of each case's merits. Criteria used by the Designee in judging whether to accept a late request may include but not be limited to the following:

- A. Whether transportation will require additional cost, and, if so.
- B. The reasonableness of the excuse for the late request.

Ref:

Education Law 3635

Appeal of Boyle, 31 EDR 208 (1991)

Mater of Ward, 29 EDR 153 (1989)

Matter of Alletto, 25 EDR 14 (1985)