

TRANSPORTATION DEPARTMENT – SCHOOL BUS RIDERSHIP GUIDELINES

A. DAILY ROUTES – GENERAL

1. Eligible students will be assigned to a bus annually. Generally, bus routes and stops do not change from year to year.
 - a. Students are not required to ride the bus. Students who choose not to accept bus service are encouraged to contact the Transportation Department if they are declining bus service.
 - b. If a parent/guardian has not registered their child at their school for the new school year during the week of registration, all requests made for transportation on or after the first day of school will require a processing period of three (3) days before changes become effective. Bus transportation will not be immediately available that afternoon. *Because addresses are pulled from our student information system in order to create/maintain bus routes, parents are encouraged to verify the correct address is on file at their child's school during registration.*
 - c. If you have an address change, please notify the Transportation Department as soon as possible in order to avoid a disruption in bus service. As previously noted, most transportation requests require a processing period of three (3) days. We may not be able to accommodate last-minute bus change requests on the same day.
2. Students will be assigned to a bus route and transfer run (if applicable) at the beginning of the school year.
3. Students are to board and disembark from the bus at their assigned stop only.
4. Bus drivers will not permit students to ride buses to which they are not assigned.
 - a. In certain cases, parents can request their student(s) ride home on a bus other than their assigned bus, provided they have an approved Alternate Transportation Request Form on file for the current school year or have been issued a Bus Pass through the school office.
 - b. Approval for Alternate Transportation Request Forms (see Section B, 2 (a.)) and Bus Passes is contingent on seat availability.
- d. Students will not be transported outside of the school attendance boundary, except as stated below in TRANSPORTATION TO NON-DESIGNATED STOP, and in the case of **approved** forced building transfers.

B. TRANSPORTATION TO NON-DESIGNATED STOP

1. Typically, students will not be transported to or from places of employment, tutoring, lessons, or other non-residential or non-approved locations.
2. Students may be transported from/to alternate locations for before/after school care provided there is available seating and the alternate location is on a route normally traveled by a bus originating from the student's home school. Transportation service is at the discretion of the school district and may be revoked at any time circumstances make it necessary to do so.
 - a. Permission must be requested, in person, by the parent/guardian, at the Transportation Department, located at 1501 Spartan Drive, Connorsville, Indiana, 47331. Completion of an Alternate Transportation Request Form will be required each school year – **no forms will be rolled over from the previous school year.** All Alternate Transportation Request Forms will be presented to the Director of Transportation for his/her recommendation/approval. The Transportation Department does not accept Alternate Transportation Form requests for the first two (2) weeks of the school year. ***Documented, repeating, and extenuating circumstances may be honored sooner.***
 - b. For a one-time instance, a Bus Pass may be issued through the school office, provided there is available seating. ***(No Bus Passes shall be issued during the first month of school.)***

C. BUS STOP CRITERIA – GENERAL

1. The number of bus stops in the school district impacts the length of time students are on the bus and the number of buses required to provide acceptable service.–Whenever possible bus stops will be at least forty (40) feet behind intersection.
2. Stop locations may change every year based on the student population and demographics.
3. The designated bus stops for loading and unloading are examined periodically for safety, efficiency, and economy. Sometimes, unsafe conditions may develop creating hazards at locations previously considered safe stops. Therefore, changes can occur.
4. Bus stops which have students assigned to them but are determined after a continuous fifteen (15) days period to have no students choosing to ride the bus will be eliminated to ensure accurate and efficient bus routes. Parents are encouraged to report to the Transportation Department if their student(s) will not be riding the bus.
5. **In order to assure student safety, a parent/guardian must be visible at afternoon drop-offs for students in grades Kindergarten through 2nd.** Students may be returned to their school if a parent/guardian is not visible. (See Section F, 5.)
6. **Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus.**

7. Parents are responsible for damage to school buses, personal property, or public property.
8. Drivers cannot change, edit, or add to their bus routes without prior authorization of the Director of Transportation. Requests and concerns should be directed to the Transportation Department during normal operating hours (Monday through Friday, 6:30 AM – 4:45 PM).

D. STOP LOCATIONS

1. Buses will not be permitted to enter cul-de-sacs or dead end streets which do not provide a safe means of bus turn around.
 - a. A full size bus needs 115-feet in diameter to safely turn the bus 180-degrees.
 - b. Type A and 54-passenger (or less) Type C and D buses will be allowed to enter cul-de-sacs for pick-up of special needs students as these buses require smaller turning radii.
 - c. Bus backing for turnaround is generally not allowed due to safety concerns and will only be permitted when other route options are not available.
2. Start and stop distances between bus stops must be within safety parameters of the road conditions. Adequate warning must be given to the motoring public to allow sufficient time and distance to bring vehicles to a safe stop within the prescribed legal limits.
3. Individual house stops will not be authorized unless there is no safe path to a group stop (e.g., no sidewalks or crosswalks) or an I.E.P. and/or Health Plan is in place.
4. The school bus must be visible to approaching and following vehicles, and the children waiting for the bus should be visible to all drivers in the immediate area.

E. DISTANCE TO BUS STOPS

1. The distance to a bus stop may be up to ½ mile (which is the same distance for school walk zones). Wherever possible, however, group stops are placed within a couple of blocks of students' houses. In most cases, with apartment complexes, one group stop is located in a central location (e.g., the front office). Individual house stops will not be authorized unless there is no safe path to a group stop (e.g., no sidewalks or crosswalks) or an I.E.P. and/or Health Plan is in place.

F. STOP TIMES

1. Students must be at their assigned stop location five (5) minutes before the scheduled pickup time.
2. Buses will stop at all stops on a route that have riders assigned unless riders at an assigned stop do not routinely ride the bus. Eligible riders who do not routinely ride are encouraged to notify the Transportation Department a day ahead of any day they will be riding.

3. If students who routinely ride the bus are not at the stop when the bus arrives, the bus will make a brief stop to check for late arrivals, but the bus will not be required to wait if no students are present or visible. Special needs students shall be expected to adhere to this parameter, and drivers will not be required to wait longer than the time normally required for loading of the special needs student. *Buses will not be sent back to a bus stop if a student is not present, visible, or prepared to board the bus.*

4. Transportation will not make calls to a household to determine if a student is riding.

5. Students required to have a parent or guardian receive them at their assigned bus stop (Kindergarten through 2nd Grade) will be returned to the student's home school if the parent or guardian is not present at the scheduled stop time to receive the student. *(Parents and guardians are strongly encouraged to be home at the time their student's school dismisses.)* The Transportation Department will not make calls to a household to determine if an adult is home.

*Please note that **parents** are responsible for the safety of their child while going to or from the bus stop and while waiting for the bus.*