

UNITED SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

810-AR-2. ESTABLISHING BUS ROUTES AND STOPS

Bus routes and bus stops will be established based on the following guidelines:

1. Bus routes and bus stops will be created and/or eliminated following review by the Superintendent or designee(s) when deemed to be unsafe, unsuitable or unnecessary.
2. The fact that a bus stop or bus route once existed in a particular area will have no bearing on the placement of future routes or stops.
3. The fact that a pre-kindergarten or kindergarten stop was created does not mean it will continue as an elementary stop the following year.
4. No bus stops will be created outside school district boundary lines.
5. The conditions of the roadway must be suitable and safe for travel by the buses and, where appropriate, the turnaround for the bus must be suitable and safe. The district and the bus contractor must both agree on new roadways and turnaround areas for the buses to travel.
6. A bus route extension will not be approved unless a significant number of students live more than one and one-half (1 ½) miles from the present stop. (This distance does not include private lanes or private roads.)
7. Bus stops will be central to the residences of students where sidewalks and/or private drives or an area where students can safely wait for the bus are located along the bus route providing that the central location is the safest place to stop.
8. Bus stops will be located near an intersection when possible and not at a student's home in order to eliminate having to locate a safe turnaround as well as turnaround time.
9. Bus stops must be visible for five hundred (500) feet on a straight and level highway and seven hundred (700) feet on a hill or curve.
10. Special consideration will be given to granting an exception to the above criteria if the district is able to verify that the student has been diagnosed as having a medical problem that is made worse by the aforementioned criteria.

No. 810-AR-2. ESTABLISHING BUS ROUTES AND STOPS

Special Transportation Requests

The district will permit special transportation arrangements to and from school on different buses or at different stops under the following conditions:

1. Special transportation arrangements will involve no more than two (2) buses. In order for a student to ride a bus other than their approved bus, s/he must obtain a Special Boarding Pass which will be issued **by** the Superintendent or designee(s). A bus driver will not permit a student to board a bus other than that originally assigned to the student unless they have an approved boarding pass for special transportation.
2. No new bus stops or bus routes will be created. Students will be picked up and dropped off at only authorized bus stops along authorized bus routes.
3. The special transportation arrangements must be for five (5) days per week for the entire school year.
4. Special consideration will be given in granting an exception to the five (5) days per week criteria if the parent's/guardian's work schedule conflicts with the ability of the student to get **to** his/her designated bus stop. However, consideration will be given only to requests that are regular and continuous and do not involve more than one (1) bus (i.e., Monday, Wednesday, Friday, one stop; Tuesday, Thursday another stop on the same bus). Consideration will not be given to requests on a day to day basis which are not emergency situations, e.g., family emergency, no one home to meet elementary child, etc. A temporary boarding pass will be issued by the building principal and submitted to the bus driver.
5. Special transportation arrangements to and from school will be permitted contingent upon the availability of seating on the bus.
6. Requests for special transportation arrangements must be made to the Superintendent or designee(s) on a special district form. This form may be obtained at the principal's office. Requests must be made at least five (5) school days prior to the needed effective date.

Requests for new bus stops and/or new bus routes must be submitted to the Superintendent or designee(s) on a special district form.

Requests for new bus stops or new bus routes for the coming school year must be submitted no later than August 1.

Requests for changes in existing bus stops or existing bus routes for the coming school year must be submitted no later than August 1.

Students moving into the district through the year will be assigned to an existing bus stop and bus route. If a parent/guardian wishes to request a new bus stop or route extension, this request must be submitted to the Superintendent or designee(s) on a district form and will be considered in accordance with established guidelines. Requests will be reviewed and a response given within five (5) school days.

If a request is denied, an appeal may be submitted within ten (10) days to the Superintendent's office. The appeal will not be considered unless there are extenuating circumstances not previously presented.

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