

### **SCHOOL BUS SCHEDULING AND ROUTING**

The Transportation Director shall develop the routes necessary to transport eligible students to and from school, from school to school, and other regular routes needed for the regular instructional programs. The route shall be packaged to give the most efficient usage of buses, drivers, fuel consumption, and to ensure good student management.

Once school bus routes are defined and drawn, there will be no changes and/or variations without the prior approval of the Transportation Director and until affected parents are informed.

Bus stops shall be *designed to comply with state law regarding students' embarking and disembarking on major thoroughfares. Walk distance to stops, is to be the same as walk distance to schools. See Policy EEAA*

The Transportation Director shall follow guidelines when establishing bus routes.

1. Routes shall be designed to start at the furthest point away from school and fill the bus as it gets to school in the morning. In the afternoon routes shall be designed to empty the bus as it gets further away from the school (first on in the morning is last off in the afternoon). Backing up or turning around of bus shall be minimized.
2. Buses will only travel on paved and/or county maintained roads, and will only go down cul-de-sacs that meet all the following requirements:
  - a. Are longer than one mile.
  - b. Are county maintained.
  - c. Bus must be able to turn around without backing up.
  - d. Are approved by the school board.
3. There shall be consolidated bus stops. Bus stops should be safely located at intersection when possible. Peyton School District #23 JT

### School Bus Routes

All school bus routes must be run according to the route map and data sheet. The stops designated on the route data sheet are the only authorized stops.

Drivers are to make no changes whatsoever in routes or receiving and discharging points except in cases where road conditions require and immediate decision and such changes are absolutely required. When such conditions prevail, safety of the students is to be the governing factor. Drivers are to report such conditions to the Transportation Director as soon as possible.

If a change in the bus route will result in a more efficient operation or will eliminate a safety hazard, it is expected that these suggestions be brought to the attention of the Transportation Director immediately. However, no changes may be made in any route without the specific knowledge and prior approval of the Transportation Director.

Students should arrive at bus stop 5 minutes before schedule stop time. If a student is late, bus will not stop again if in motion until arriving at the next designated bus stop. Bus drivers shall stick to their time schedule and wait at any stop as long as it takes to get back on schedule; drivers shall wait for students only as long as they can without making them late for ensuing stops.

Students are always to be received and discharged at the same schedule stop and are to ride their assigned bus except when written parents request permission for a change and approved by the principal.

Transportation of students to and from school will have priority over other uses of school buses.

*LEGAL REFS: ICCR 301-26, Rules 4204-R-224*

ADOPTED: 8/82

REVISED: 8/85,12/85,7/89,10/93,1/95, 9/11, 10/15, 9/16