

## **Transportation**

### **Route Guidelines**

Routes should be established so as to:

- A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways.
- B. Avoid students crossing a four-lane road.
- C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road.
- D. Avoid, if possible, crossing railroad tracks.
- E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the superintendent.
- F. Deliver students to their school no more than thirty (30) minutes before school starts. NOTE: It is desired that students arrive at school within five (5) to ten (10) minutes of starting time.
- G. Pick up students at school within five (5) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty (30) minutes.
- H. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that unless approved by the superintendent, all waiting time shall be on school property.
- I. Avoid travel on dead end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around, without backing.
- J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines.
- K. Have minimum overlap or duplication in bus routes serving the same school.
- L. Avoid travel on private roads, drives or property and on unimproved roads (not surfaced to county/city standards) or roads which are in such bad condition as to cause damage to a bus.

### **Bus Stop Guidelines**

Bus stops shall be established which:

- A. Are frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking.
- B. Are located where students can stand a safe distance from the road.
- C. Allow, where possible, the bus to get completely off of the road.
- D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways.
- E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways.
- F. Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

## Drop Off Safety Guidelines

Children will be dropped off when the following guidelines are met:

- A. Pre School-2nd grade student dropped off at designated location with a responsible party present to receive them.
  - 1. In a multi-family stop a parents may designate a Bus Stop Coordinator.
- B. 3<sup>rd</sup>-12<sup>th</sup> grade student dropped off at pre designated location. No responsible party is required unless requested by the student's parents and/or guardians.

If a driver is unable to drop of a student at a designated stop for any reason the student will be returned to the elementary school and attempts to contact the student's parents and/or guardians will be made. Students can be returned home by:

- A. Parent and/or guardian picking them up at the elementary office.
- B. Student may be delivered to the parent or guardian by a school staff member on a one-time basis. A second occurrence may lead to the family reimbursing the school for staffing and travel expenses of the return trip.