

## **Bus Scheduling and Routing**

Buses are not to travel or turn on private roads or private property unless such travel or turns may be made safely and with full permission of the property owners. This also applies to dead-end public roads or end of routes without satisfactory provisions for turn-arounds.

Bus stops will be planned so that a student does not have to cross a major thoroughfare immediately after getting off the bus. Bus stops will not be set up along major thoroughfares whenever access is possible by the use of an adjacent street or road. A "major thoroughfare," as defined in state law, is a freeway, a U.S. highway outside incorporated limits, an interstate highway, a highway with four or more lanes, or a road with a median separating multiple lanes of traffic. Two-lane highways will be exempt from this requirement if the Board, in consultation with local traffic officials, determines they can be crossed safely.

Bus routes will be established by the supervisor and driver. Each driver will make a map of his assigned route clearly marked. It will be the driver's responsibility to recommend any changes which may improve the routing schedule. All route changes must be approved by the supervisor before they become effective.

Drivers are to make no changes whatsoever in routes or receiving and discharging points except in cases where road conditions require an 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 supervisor as soon as possible.

Students always are to be received and discharged at the same point and are to ride their assigned bus except when written permission for change is requested by parents and approved by the principal who has the student in his attendance center unless the good judgment of the employee in charge indicates otherwise.

Students will be expected to be at bus stops on schedule. Drivers will wait for students only for a brief time at such stops, according to time schedules.

Approved December 15, 1987

Revised to conform with practice: date of manual adoption