

**STUDENT TRANSPORTATION SERVICES
REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the point of pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent's responsibility to transport the student to school.
4. Students living outside the walking limits to school are granted the privilege of riding the school busses to and from school.
5. For safety and to maintain order, it will be necessary for students and parents to cooperate with the bus driver and the school in adhering to the following rules and regulations:
 - a. Students should stand at least ten (10) feet from the point where the bus will stop. As students load the bus, they should proceed to their appropriate seats.
 - b. Approach the bus only after it has come to a complete stop and the red lights are flashing.
 - c. Walk onto the bus with care and sit down. There shall be no more than 2 - 3 persons to a seat.
 - d. Standing in aisles or jumping on seat areas is prohibited at all times.
 - e. Students are to remain seated until the bus reaches school, student's home or other designated area and the bus comes to a complete stop.
 - f. Physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.
 - g. Once the bus is stopped, students should depart in an orderly and polite manner.
 - h. The use of electronic devices cannot cause disruption or be used to harass other students.
 - i. All other applicable District discipline policies shall apply once students have boarded the bus.

THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.
2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the students depart from the bus until the time the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the District's bus company.
3. Students should leave home early enough so that they arrive at the designated school bus

- stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents should be aware of their responsibility not only for their children's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus.
 5. Parents should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
 6. In inclement weather announcements regarding the closing of schools or delayed opening begin at approximately 5:30 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced through approved District modes of communication.

OPERATION OF THE SCHOOL BUS SYSTEM

- A. Bus routes/stops shall be established by the Transportation Coordinator and reviewed by the Business Administrator. Routes will be established using the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route which more directly serves the largest number of pupils. Routes will be designed to utilize as nearly as practicable the full carrying capacity of each bus. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.
 1. Walking distance guidelines; kindergarten students shall be picked-up at their driveway whenever possible; maximum walking distance for setting bus stops shall be
 - elementary grade students 2.5/10ths of a mile
 - middle school grades 5/10ths of a mile
 - high school grades 5/10ths of a mile
 - whenever possible or appropriate, bus stops will be located closest to the residence of younger students.
 2. The goals of the district are that students will arrive at school no less than five (5) minutes before the start of school and that all students will be delivered home no later than 4:00 p.m. Exceptions to this rule could be such things as; accidents, bad weather, break-downs, road closures etc.
- B. Bus schedules shall be established by the Transportation Coordinator and reviewed by the Business Administrator. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all students. One of the considerations in creating routes will be to minimize and balance the time students spend on buses. Another will be to try and minimize the walking distance

to stops for younger children.

- C. Bus drivers shall not permit students to load or unload at other than authorized bus stops.
- D. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross highways and await arrival of buses safely based upon highway conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.
- E. Bus routes will not be assigned on any Class VI roads
- F. The process of establishing routes/stops is as follows:
 - 1. Transportation Coordinator obtains student enrollment list - early spring.
 - 2. Transportation Coordinator, Terminal Manager with assistance if applicable from drivers, evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
 - 3. Questions, changes are communicated with the Business Administrator.
 - 4. On or before mid-August, final draft of the bus routes is reviewed by the Business Administrator.
 - 5. Routes and stops are published on the School District's webpage and communicated to local newspapers.
 - 6. Late registrations and other factors may necessitate alteration of newly established and publicized routes and stops.
 - 7. The transportation reviews routes/stops and requests changes and submits recommendation to the Business Administrator.
- G. Students entitled to transportation service will be assigned to a school bus and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria:
 - 1. Request must be in writing by parent or guardian.
 - 2. Space must be available.
 - 3. Change in a student's regular bus assignment may be approved for the year, the half year or the quarter. Changes for shorter periods will not be honored by the Transportation Coordinator.
 - 4. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal will coordinate the change directly.
- H. Conflict Resolution Process
 - 1. Conflict, requests, and questions are presented to the Transportation Coordinator for review.
 - 2. If the Transportation Coordinator perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Transportation Coordinator will immediately make the change on a temporary basis.
 - 3. If the Transportation Coordinator does not approve the request, and the parent or

guardian wishes to appeal the coordinator's decision:

- a. The Transportation Coordinator will compile all the information on the stop or request in question from his/her investigation and provide it for Business Administrator's review.
 1. The Business Administrator may seek input from the parent, building principal or any other appropriate administrator to seek resolution and issue a decision.
- b. If the parent or guardian is not satisfied with the Business Administrator's decision, the parent or guardian may appeal in writing to the Superintendent within five (5) days.
- c. If the parent or guardian is not satisfied with the Superintendent's decision, the parent or guardian may appeal in writing to the School Board within five (5) days
- d. The School Board will hear the appeal on a date selected by the Board.
- e. The School Board will issue a decision on the route/stop question after hearing all appropriate information.

Legal References:

189:6, Transportation of Students
189:8, Limitations and Additions
189:9, Pupils in Private Schools
See Policies: EEA

LONDONDERRY SCHOOL BOARD

Adopted: August 25, 2015