

Bus routes shall be determined by the transportation supervisor and presented to the Board of Education annually for approval.

Routes shall be kept on file in the Elementary-Middle School Office and the bus terminal, and changes shall only be made upon the supervisor's approval.

Students desiring to enter and/or leave the bus at a stop other than their regular pick-up or discharge location, due to an emergency or temporary situation, must have a parent or guardian write a request to the principal in charge of discipline who notifies the bus driver. In an extreme emergency, a telephone call may serve as notification.

1. Schedules should be established which will cause the students to be picked up at a set time and arrive at school before the start of the first class, but no earlier than 7:45 a.m.
2. At the close of the school day, buses should be scheduled so as to arrive at the school between 2:55 and 3:05 p.m.
3. School buses will not go into private driveways for the specific purpose of picking up students.

Loading and Unloading

1. Rural riders may be required to board the bus up to and including one mile of roadway from the point of intersection of their home driveway and the public road. The general guidelines that will be followed will be up to 1/2 mile for grades 7-12 and up to 1/4 mile for students under seventh grade. Students in grades K-2 who do not have an older brother or sister, will be picked up at their driveway when possible. Safety and economics of operation may dictate pick-up points that exceed these general guidelines. There shall be no guarantee that students will be picked up at their own driveways.
2. At school, students will be picked up and discharged at a point not requiring the crossing of any street between a bus and school. A student's pick-up and discharge point may not be changed except by school authority. This change in pick-up or discharge point must be agreed upon between the parent or guardian and the transportation supervisor. The a.m. pick-up point and p.m. discharge point may be at different locations, however, the a.m. pick-up point must be the same five days a week and the p.m. discharge point must be the same five days a week. Students will not be picked up or discharged at intermediate points, such as stores or friends' houses, without written authorization.

Initial Adoption: 11/24/14

Final Adoption: 12/15/14