

DE SOTO AREA SCHOOL DISTRICT

751.1-Rule

BUS ROUTING AND SCHEDULING GUIDELINES

A. Scheduling

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 class with the shortest possible riding time.
2. At the close of the school day, buses should be scheduled so as to arrive at school before classes are dismissed.

B. Notification

1. The transportation coordinator shall see that parents/guardians are notified of approximate pick up and drop off time for each student scheduled to ride a bus on a regular basis.
2. Should permanent changes in routes or schedules become necessary during the school year, parents/guardians and students affected will be notified before the change is implemented.

C. Routing

1. Riders may be required to board the bus at their assigned bus stop except where special permission has been granted by the Board of Education due to hazardous conditions. There is no guarantee that students will be picked up at their own driveways.
2. For the most part busses will not go onto private driveways. School busses will not drive into private driveways for the specific purpose of picking up students, except students with special needs as determined on a case-by-case basis.

However, busses may be required to go into private driveways for the purpose of providing a safe turn around as needed by the District to provide safe and efficient bus routes.

3. At school, students will be picked up and discharged at a point not requiring the crossing of any street between the bus and school. When returning from school, students will be discharged at the point of pick-up on the inbound morning route. A student's pick-up point may not be changed except by mutual agreement between the District Administrator and the contractor.

D. Special Requests

1. Students who are not eligible for transportation will be allowed to ride busses under certain circumstances. Students wishing to ride a bus must have a note from their parent(s)/guardian explaining the request for transportation. The request will be denied if there is not room on the bus. All notes must be screened by the building principal or the building secretary in the absence of the principal (notes must be initialed).
2. Students who normally ride the bus are only allowed to change arrangements if they have a note from their parent(s)/guardian requesting the change. Examples would be students being dropped off at different points for birthday parties, Scout meetings, baby sitters, etc. All notes must be screened by the building principal or the building secretary in the absence of the principal (notes must be initialed).
3. The bus driver may honor requests directly from parent(s)/guardian for change of arrangement providing the arrangements do not change the normal route, length of route or riding time for any student.
4. Drivers will not deviate from their established routes to pick up or drop off any student because of a request for special arrangements.
5. If the change request requires that the student rides one bus in the morning and a different bus in the afternoon, it must be cleared by the transportation contractor, to avoid bus overloads.

APPROVED: October 8, 2001

REVISED: September 8, 2003

*NOTE: These guidelines were found in your district's
current policy manual (620 p. 2-3 - revised 9/8/03).
I revised them for stylistic reasons. (WASB - 2/08)*