

# REGULATION

Support Services

## SCHOOL BUS SCHEDULING AND ROUTING REGULATION

The District Transportation Coordinator (under the direction of the Business Manager) with the transportation contractor shall establish bus routes according to the following:

1. **Limitations:** Authorized bus stops will be located at in places where students may be loaded and unloaded, cross highways, and await the arrival of buses with the safety allowed by road conditions.
2. **Fixed Stops:** Fixed bus stops will be established using the following guidelines:
  - a. The number of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs, speed limits, and bus turn-around requirements;
  - b. More than 25 students at a stop will be acceptable only where there is adequate waiting space away from heavy traffic areas. Approximately 10-15 students will be the usual number scheduled for pickup at any one point;
  - c. Walking distances to pick up points may be varied according to grade level as established by voter approval. Students in grades 1-5 will generally not be required to walk distances in excess of .25 mile and students in grades 6-12 will not be required to walk distances in excess of 1 mile unless there is no safe pickup point within the above distances; and,
  - d. Kindergarten students will be picked up and left at their places of residence under adult supervision (unless the school district and parents mutually agree to other stops[s]). Kindergarten students will not be left unsupervised.
3. Homeless children are entitled to transportation under McKinney-Vento and during any disputes regarding school selection and enrollment. [*8 NYCRR §100.2(x)(7)(ii)(c)*]. Transportation cannot exceed 50 miles one way, unless the Commissioner determines that it is in the best interest of the child. [*Education Law §3209(4)(c); 8 NYCRR §100.2(x)(6)(ii)*]
4. **Side Roads:** Transportation will be provided on side roads that are maintained by village, county, town and/or state highway departments unless the lack of maintenance makes it unsafe for drivers and students to be traversing these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow and mud.
5. **Private Roads:** Transportation will not be provided on highways that have not been dedicated and or maintained by town, county, and/or state highway departments.
6. **Turnarounds:** Turnarounds will not be established unless adequate space is available and this space is properly maintained.
7. **Major Highways:** Transportation services will be provided to residents living along major highways.
8. **District Map:** A district transportation map will be used to determine the transportation requirements necessary to satisfy the needs established by state law, Board policy, and voter

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mandate. This map will clearly show student location, loading and unloading locations, and routes traveled.

9. The map will be reviewed annually by the District Transportation Coordinator.
10. The Building Principal will accommodate parent/guardian requests for multiple pickup and drop-off points ONLY if such requests are made in writing by April 1<sup>st</sup> of the previous school year. In the event that circumstances or locations change, parents/guardians must submit a change request in writing to the building principal no later than one week before the requested change is required. Requests for daily changes in pickup/drop-off points will not be accepted except in cases of temporary emergency at the discretion of the Building Principal.
11. Parents/guardians will be notified of the bus schedules by August 15 for the upcoming school year. Notification will appear on the district website.

Adoption date: July 2003  
Revised/Adopted: 5/05/10  
Revised/Adopted: 1/22/14