

BUS ROUTING AND SCHEDULING GUIDELINES

1. Students shall not ride on a bus longer than one hour and 15 minutes each direction of the regularly scheduled route under normal conditions.
2. Schedules should be established for 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 7:15 a.m.
3. At the close of the school day, buses shall arrive in the designated loading area before the close of the last normally scheduled class unless excused by the transportation director.
4. School buses shall not turn around on public highways or private property and in no case shall a bus be turned around unless the driver has an unobstructed view in both directions of at least 500 yards.
5. School buses shall not go onto private driveways for the specific purpose of picking up students unless preapproved by the Board.
6. Students transported within the village shall be picked up at scheduled pick up points with Board and Village approval.
7. Every effort shall be made so that students shall be picked up and discharged at a point not requiring the crossing of a street between the bus and the student's home.
8. If a student is to be let off at a point other than the point of pick-up, a written note from the student's parent/guardian must be given to the building principal and the bus driver. Approval shall be based on seating availability.
9. Drivers transporting students shall not leave the vehicle unattended when students are in the vehicle. If the parent/guardian of an EC, 4K and/or student with special needs is not home, the driver shall return the student to the building principal where the parent/guardian shall be notified to pick up the student. Written notification of this provision shall be given to each parent/guardian of each such student each year.

West Salem School District
Policy 751.1-Rule

10. Parents/guardians shall be notified of bus routes and schedules no later than two weeks prior to the start of the school year.
11. Routes and schedules shall be posted throughout the district as follows: In the appropriate school buses transportation director's office.
12. If permanent changes in routes or schedules become necessary during the school year, parents/guardians of students affected shall be notified before the change is put into effect.
13. If parents request changes in transportation during the school year they are to adequately notify the transportation administrative assistant who will inform them when the change will be implemented.

CROSS REFERENCE: WS POLICY 751.1 Bus Routing and Scheduling

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August 23, 2010

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