

SUBJECT: SCHEDULING AND ROUTING

Bus routes are authorized by the Board of Education and any requests for a change must be submitted to the Superintendent or his/her designee.

Children of the Schalmont Central School District will be transported to and from the school which they attend if they live over one and one-half (1 ½) miles from the school. Children living less than one and one-half (1 ½) miles will be transported if it appears to be in the interests of safety and in case of extenuating circumstances.

Centralized School Bus Stops

Centralized school bus stops are to be established throughout the District in accordance with the following requirements:

- a) Students in Kindergarten and Grade 1 may be required to walk up to .2 mile to reach any of the established stops.
- b) Students in Grades 2 through Grades 12 may be required to walk up to .5 mile to reach any of the established stops.
- c) Other kindergarten student transportation will be included with the regular elementary school transportation.
- d) Established bus stops in populated areas shall be held to a minimum within the walking distances outlined above.
- e) Transportation routes shall be established so that Kindergarten through Grade 5 students ride the bus for no more than sixty (60) minutes and Grades 6 through 12 students ride the bus for no more than one (1) hour and fifteen (15) minutes. (Not in their attendance area)
- f) Students must be at their established bus stops when the school bus arrives. Buses are not required to wait for students.
- g) The Board of Education shall review and approve established bus stops for the next school year by April 30 of each school year with public notice.

Exceptions to Regular To and From Home Transportation

The School District will comply with provisions of Education Law and the transportation policies of the School District, in transporting students to and from home.

(Continued)

SUBJECT: SCHEDULING AND ROUTING (Cont'd.)

Exceptions to the general rule of transporting students to and from school from their legal residence may be permitted in certain instances. However, exceptions to the general rules must be limited to protect student safety and avoid unmanageable complex transportation arrangements.

Exceptions to only "home to school" and "return to home" transportation are permitted within the following circumstances:

- a) If a parent or legal guardian requests by June 30 of the preceding school year, regular daily transportation from or to a baby-sitter's home or day care center within the same school attendance area as the parent's home, transportation will be provided.
- b) Requests for regular transportation to or from a day care center or baby-sitter's home, within the same school attendance area, after the start of the school term, may be permitted if no change in routing takes place and there is room available on the bus. Ten (10) days notice is required.
- c) Requests for transportation by secondary students to places of employment will be honored provided there is space on the bus, the request is approved by the Building Principal, and the drop off point is on the established route.
- d) The Building Principal will have overall responsibility for the administration of special transportation requests and will work directly with the Transportation Department to arrange for special transportation requests. The Transportation Department cannot be responsible for transporting students from or to locations other than those authorized except in emergency circumstances.
- e) Transportation to non-school activities or for socialization purposes is not the school's proper responsibility. The Building Principal is responsible for informing bus drivers in writing of exceptions to regular daily transportation requirements, including the name, address, and telephone number of the approved new location to which the child is to be transported. To avoid confusion regarding the District's responsibility, bus drivers will not accept directions for emergency change in transportation from anyone except the Building Principal or transportation supervisor.
- f) When arriving at the designated bus stops, the bus driver will always bring the bus to a complete stop. Before proceeding from each designated stop, the bus driver will make certain that each child is seated.

Education Law Sections 3621 and 3635

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