

**6.84 PLANNING, SCHEDULING AND OPERATING BUS ROUTES**

- A. The safety and health of all students shall be the primary requirements in the operation of the transportation program. Bus routes, so far as practicable, shall be planned so that no student shall be on a bus more than one (1) hour during the morning or evening, and so that no more than one hour and a half (1-1/2) will elapse between the time students board the bus and the time school begins, or between the time school closes and they leave the bus in the afternoon. Proposed routes should be arranged insofar as possible, so as to be free of major hazards.
- B. Damage to transportation equipment resulting from misconduct of students, or any other measure, shall be reported immediately to the principal and to the Director of Transportation. All damages incurred by a student must be paid for by the student or his parents.
- C. Bus students will be discharged only at their assigned stops except upon direction of the school principal, or his/her designee. Such direction shall be in the form of written authorization when an alternate drop-off point is approved. (This is for emergencies only).
- D. Non-bus students will not be permitted to ride scheduled buses except with emergency permission for periods of short duration approved by the principal or by permission of the Superintendent.
- E. It shall be the responsibility of the principal and the Director of Transportation to plan and carry out a traffic safety plan on campus.
- F. Requests for changes in bus routes shall be made directly to the Director of Transportation. (Such requests shall be in writing and shall set forth recommendations and justification for such changes.)
- G. Establishing or Altering Bus Routes

The following principles shall be followed in establishing or altering bus routes:

1. Each route shall be planned and adjusted as nearly as possible to the capacity of the bus.
2. A spur route will only be considered when the following conditions are present:
  - a. Students living more than 1-1/2 miles from a regular stop for a particular bus are too numerous to be transported in one passenger car (more than six students), and there is a satisfactory turn-around, or road to return the bus to the original route.

- b. A student that is physically or mentally handicapped, the requirements set forth in 1006 Florida Statutes and State Board of Education Regulations 6A-3.121 shall apply in classifying or transporting handicapped students.
3. A route shall not be extended to serve students whose homes are within reasonable walking distance of a shorter or more economical route.
4. The road must be in safe and satisfactory condition for the operation of a bus of the type and size used in the area.
5. Where it is necessary for a bus to turn around, a suitable turning area must be available.
6. Students living less than one and one-half (1.5) miles for elementary, and two (2) miles for secondary, from the school they attend shall not be transported unless they can be accommodated on a regularly established route without overcrowding the bus.
  - a. Students in elementary grades who live less than 1.5 miles from the school which they attend shall not be transported on a district school bus unless, at the discretion of the school principal, they can be accommodated as a courtesy rider on a regularly established route without adding a bus stop or overcrowding the bus. For purposes of this subsection the distance between the students home and the school shall be measured from the closest entry point of the property where the student resides (that being the closest point to the school where the private property on which the residence is located meets the public right-of-way) to the closest pedestrian entry point of the assigned school property. This property line to property line measurement shall be made by district personnel, using measuring devices approved by the district Director of Transportation, along the route determined by district personnel to be the shortest non hazardous pedestrian route, regardless of whether or not said route is accessible to motor vehicle traffic.
  - b. Students in secondary grades who live less than 2.0 miles from the school which they attend shall not be transported on a district school bus unless, at the discretion of the school principal, they can be accommodated as a courtesy rider on a regularly established route without addint a bus stop or overcrowding the bus. This Board recognizes that secondary schools in this district are made up of numerous buildings scattered over the entire school campus, any of which may be the building to which a student is "assigned". Additionally, each secondary school campus has numerous established entry points which may be used by students to gain access to the school campus and which will be at different distances from each of the potentially assigned buildings. For points of measurement, no definitional guidance is provided by state rules and various interpretations have been proffered by the FDOE. Accordingly, and based upon the forgoing, for purposes of this subsection the distance bewteen the students home and the school shall be measured from the closest entry point of the property where the student resides (that being the closest point to the school where the private property on which the residence is

located meets the public right-of-way) to the closest established pedestrian entry point of the assigned school property. This property line to property line measurement shall be made by district personnel, using measuring devices approved by the district Director of Transportation, along the route determined by district personnel to be the shortest non hazardous pedestrian route, regardless of whether or not said route is accessible to motor vehicle traffic.

7. Pre-kindergarten students, other than those within the Exceptional Student Education Program, shall be transported to and from school regardless of distance.
8. Student loading stops shall be at least .2 miles (1,056 feet) apart.
9. Transportation routes shall not be altered to accommodate students moving from the attendance area of one school to the attendance area of another.
10. School opening times may be staggered, when necessary, to permit more economical bus routing.
11. Buses will not be required to make special spurs on rainy days.
12. Students should be at the bus stop five (5) minutes before the usual arrival time of the bus. Bus drivers cannot wait on students and still maintain their schedule.

(Ref. F.S. 1006.22)(Amended: 09/18/03)