

School Bus Scheduling and Routing

Definition:

School bus routes will be planned and organized to ensure student safety and receive the maximum bus use efficiency.

1. A regular bus is one that transports a minimum of five students to and from school on a regular basis.
2. Student safety will be the major part of any route decisions.
3. Bus routing will be the responsibility of the transportation supervisor, or delegated representative, with the administrator's assistance.
4. Anyone requesting a route change will be referred to the transportation supervisor or delegated representative.
5. Route conditions will be reviewed routinely.
6. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
7. Bus routes will traverse city, county, state or federal roads using district discretion.
8. Students living within one mile of school may be transported for health, safety and disability reasons when an approved supplemental plan is on file.
9. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop. Elementary students may be expected to walk up to one mile to a bus stop.
10. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.
11. A fully supported seat shall be provided each student. Students must not stand.
12. Students may be transferred directly from one bus to another while being transported to and from school.
13. Transportation of students for non-school activities using regular school to home routes shall, in order to ensure adequate space, require a written request from the parent and prior approval from the site administrator.
14. Staff members and patrons may, with written administrative approval, use transportation routes if load conditions permit. A liability release must be signed prior to authorization.
15. A kindergarten student may ride a school bus if scheduled bus routes are not altered. In all other circumstances, it is the parent's responsibility to transport kindergarten students.

Transportation Contracts:

1. Transportation contracts may be entered into with individuals that provide private transportation for students. An allowance to match the private vehicle rate in policy per mile for one round trip per day of school attendance shall be granted. A contract form must be filled out by the carrier and approved by the Board of School Trustees.
2. Subsistence in Lieu of Transportation – In the event student are boarded within a community during the school week, a subsistence contract can replace the transportation contract. Subsistence in lieu of transportation is set by NRS 392.350.

3. Student Transportation Limits – No transportation contracts will be paid for students living less than six miles from an approved school bus route or from a school site.
4. Residency Requirements for Transportation Contracts – A six week residency in Lincoln County is required before any transportation contracts can be entered into or transportation payments made. Payments will be made only to registered voters or to persons that can provide written proof of residency to the superintendent's office.

END OF POLICY

Legal Reference(s):

