Route Guidelines

Routes should be established so as to:

A. Avoid, whenever possible, left-hand turns when entering or exiting high speed roadways;

B. Avoid students crossing a four-lane road;

C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road;

D. Avoid, if possible, crossing railroad tracks;

E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway deemed unsafe;

F. Deliver students to their school no more than 35 minutes before school starts. NOTE: It is desired that students arrive at school within 15 minutes of starting time so students can participate in the breakfast program;

G. Pick up students at school within five to 10 minutes of dismissal, unless a delay is caused by a double run or other circumstances;

H. Allow for a minimum “dead head” time between and to runs, and no more than 15 minutes standby time between runs, provided that, unless approved by the superintendent, all waiting time shall be on school property;

I. Avoid travel on dead-end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around without backing up;

J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines;

K. Have minimum overlap or duplication in bus routes serving the same school; and

L. Avoid travel on private roads, drives or property, on unimproved roads (not surfaced to county/city standards) or roads which are in such bad condition as to cause damage to a bus.
**Bus Stop Guidelines**

Bus stops shall be established that:

A. Are frequent enough so students do not have to walk more than one mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking;

B. Are located where students can stand a safe distance from the road;

C. Allow, where possible, the bus to get completely off of the road;

D. Allow warning signals to be enabled at least 300 to 500 feet prior to the stop on roadways of speed limits in excess of 35 or 50 miles per hour, respectively;

E. Require as few students as possible to cross roadways with no students crossing multiple lane roads and highways; and

F. Are located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations.

**Approved 3/12/02**