



Code: **EEAB-AR**  
Revised/Reviewed: 9/25/91; 9/07/99; 2/26/07;  
1/31/14  
Orig. Code(s): EEAB-AR

## **School Bus Scheduling and Routing**

School bus routes will be planned and organized to provide for student safety, efficient use of equipment and fiscal responsibility.

1. Student safety shall always be the major part of any route decision.
2. Bus routing will be the responsibility of the transportation supervisor, or designee, with the administrator's help as required.
3. Students living within one mile of an elementary or middle school or one and one-half miles of a secondary school are eligible to be transported if qualified by the Board approved safety plan, ADA Section 504, or as a related service of an IEP.
4. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop once the student is on city, county, state or federal roads. Elementary students may be expected to walk up to one mile to a bus stop.
5. In determining transportation eligibility the one mile or one and one-half mile distance will be calculated from the public street directly in front of the school or public path providing access to the school to the public street directly in front of the residence.
6. When students are attending daycare, the address of the daycare may be used in calculating the distance for transportation eligibility so long as the daycare is located within the attendance boundary of the attending school.
7. Requests for route changes must be referred in writing to the transportation supervisor or designee.
8. Route conditions will be reviewed routinely for possible upgrading of service and efficiency of service.
9. Routes will be planned to provide the shortest possible riding time, commensurate with economical efficiency.
10. Bus routes shall traverse only those roads, which are city, county, state or federal roads at the district's discretion. Bus routes may use private drives at the discretion of the transportation supervisor for safety or best interest of the student.
11. Stops will not be placed closer together than 0.3 mile unless qualified based on the district's approved safety plan or in consideration of student volume at stops.

12. Students may be transferred directly from one bus to another while being transported to and from school as long as no safety hazard is involved.
13. Bus stops will be designated and students will be expected to gather at their assigned stop.
14. Transportation of students for non-school group activities (i.e. cub scouts, etc.) during regular school to home routes shall, in order to ensure adequate space, obtain prior approval from the transportation supervisor and have written permission as needed in compliance with OAR 581-053-0010.
15. Staff members may, with written administrative approval, use services to get to/from their assigned school if load conditions permit.
16. Parents may, with written administrative approval, use transportation services to get to/from their child's school of attendance for authorized school activities.