

**Jefferson County  
School District 509J**

Code: **EEAB**  
Adopted: 6/12/06  
Readopted: 7/23/18  
Orig. Code(s): EEAB

**School Bus Scheduling and Routing**

Actual bus stops and routes will be determined by the transportation supervisor and will be based upon economy, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the transportation supervisor.

The superintendent or his/her designee will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

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

1. Student safety will be the major part of any route decisions.
2. Bus routing will be the responsibility of the transportation supervisor, or delegated representative, with the administrator's assistance.
3. Anyone requesting a route change will be referred to the transportation supervisor or delegated representative.
4. Route conditions will be reviewed routinely.
5. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
6. Bus routes will traverse city, county, state or federal roads using district discretion.
7. Bus drivers shall not leave the main designated bus route to pickup students.
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 nonschool group activities during regular school to home routes shall, in order to ensure adequate space, require written request from the parent and prior approval from the transportation supervisor.
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.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.405](#)

[OAR 581-023-0040](#)

[OAR 581-053-0004](#)

[OAR 581-053-0031](#)

**Cross Reference(s):**

EEA - Student Transportation Services