

Student Transportation Scheduling/Routing

The transportation supervisor is responsible for scheduling bus and vehicle use and establishing routes and stops. Vehicles and buses shall be routed to provide the best service for the greatest number of students. However, routes shall be planned on the basis of efficient and economical operation with safety, distance, time and road conditions as major criteria. Bus routes should be planned to get within one mile of home location if other factors permit.

The following guidelines will govern the establishment of bus routes and stops:

1. Bus stops should be located at points where the bus can be seen for a distance of at least 300 feet in both directions when possible;
2. Bus stops should be located within sight of an occupied residence or business when possible;
3. Bus routes shall traverse only those roads which are city, county, state or federal roads at the school district's discretion;
4. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school;
5. Where feasible, bus stops will be designated, and students will be expected to gather at the assigned stop;
6. One stop for two or more students at different addresses will be arranged when possible;
7. A seat space shall be provided for each student. Students must not stand;
8. 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;
9. Students may be transported for health or safety reasons;
10. Typically, in accordance with state law, secondary students who live beyond a mile and one-half from their attendance unit, and elementary students (grades K-8) who live beyond a mile from their attendance unit are eligible for transportation service. These limits, however, are waived by Board resolutions dated April 8, 1992;
11. Anyone requesting a route change must be referred to the transportation supervisor or his/her designee;

12. Requests for student transportation for nonschool group activities during regular school to home routes shall obtain prior approval from the transportation supervisor.

END OF POLICY

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