

School Bus Scheduling and Routing

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 roads which are city, county, state or federal roads at the school district's discretion.
7. Students living within one mile of school may be transported for health, safety and disability reasons when an approved supplemental plan is on file.
8. 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.
9. A fully supported seat shall be provided each student. Students must not stand.
10. 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.
11. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.
12. 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.
13. New routes and major changes to existing routes must have prior approval of the Board.

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

Legal Reference(s):

[ORS 332.405](#)

[OAR 581-023-0040](#)

[OAR 581-053-0002](#)

Cross Reference(s):

EEA - Student Transportation Services