

Business and Non-Instructional Operations**Auxiliary Services****Bus Route Guidelines**

1. Routes shall be established with the purpose of picking up as many passengers as possible in the fewest miles possible. At the present time, a “one hour on the bus” limit is the guideline used as a maximum. However, this may not always be able to be accomplished due to extenuating circumstances.
2. “First on, first off” shall be the usual policy for pick-ups and drops. Again, exceptions shall be made for students with special needs or for other reasonable and humane purposes.
3. If a safe turn-around exists and the student lives 5/10 of a mile or more from the main road, the bus will make a pick-up. If a safe turn-around or drive is not available, or the student lives less than 5/10 of a mile from the main road, the student shall be expected to walk to the main road or a safe, designated pick-up point. The bus contractors judge the relative safety of a turn-around area. An appeal of their decisions can be made to the Director of Business Services.
4. The Director of Business Services may consult with the appropriate sheriff prior to responding to request for transportation services under the 5/10 of a mile limit.
5. Should the Director of Business Services deny a request for an exception to current policy, it may be appealed to the Superintendent for review.
6. Should the Superintendent deny the request, the parent/guardian may appeal in writing to the Board of Education for a hearing to be scheduled preceding or following a regular monthly meeting, or if deemed necessary at a special meeting.
7. If a safe turn-around exists, buses will make “at-the-door” pick-ups and drops of all kindergarten and handicapped students, and will travel 1/4 of a mile or more off a main road to do so.
8. Bus drivers have no authority to make changes in bus routes or schedules and should not be requested to do so. The bus companies are contracted to carry out stated district policies and regulations but do not have the authority to make changes or exceptions at their discretion.
9. Bus routes and schedules may be subject to emergency alteration due to severe or inclement weather. Parents/guardians should have alternative arrangements made with neighbors if they know that the bus cannot reach their home. The driver shall judge the safety factor involved in altering his/her route in bad weather.
10. Elementary students, living within the City limits, asked to attend a school other than the elementary school closest to their residence (over the usually traveled route) may be

transported/shuttled from that school to their newly assigned school, and returned there at the end of the day. Shuttle service is not provided for children, living within the City limits, attending 6-12 grades.

11. Private school students who are bussed to rural parochial schools will be required to board the bus at the nearest public school closest to their residence (over the usually traveled route).
12. Students may be bussed to Day Care Centers at the end of the day provided that:
 - A. Licensed Day Care Centers within the City of Watertown provide a responsible adult to assist. One adult supervisor for every 15 children will be provided by the day care center. In-town providers need to provide an adult chaperone before service can begin.
 - B. Licensed Day Care Centers outside the city limits reimburse the District \$200.00 annually. Licensed day care providers with six (6) or more student drop-offs will also be required to provide a responsible adult in addition to the annual fee.

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