Transportation - Bus

Section 1. General. The statute governing transportation in the State of Indiana is permissive and states that the governing body of each school corporation may provide transportation for children to and from school.

Transportation shall be provided for all students in grades K-12 who live beyond a reasonable walking distance from the school or who will be subjected to extreme safety hazards when walking to school. Half day kindergarten children will be provided transportation one way (a.m. to school or p.m. from school.)

The Superintendent is responsible for the establishment of recommendations to implement the guideline as stated and assure the safety and welfare of students in the provision of this service.

Where exceptions to any of the following school bus regulations are necessary, they will be approved only after a request from the parent or responsible adult has been made to and permission granted by the Director of Transportation.

Such a request may be made in writing or by telephone, but a verbal request by the student cannot be granted. (These exceptions will include provisions for participation in athletics, band, and kindred school activities.)

Section 2. General Guidelines – Services

1. School bus routes will be designed on the basis of:

   A. Enrollment
   B. Safety of pupils
   C. Availability of financial resources
   D. Accessibility

2. School bus routes will be scheduled only on legally recognized city, county, state or federal streets, roads or highways in such a manner that the entire school district is adequately serviced. Under no circumstances will school buses be routed over privately owned highways.

3. No change, alteration or extension will be made in an established school bus route without authorization from the Director of Transportation unless an emergency exists justifying such modification.
4. The Director of Transportation will establish pick-up points for all bus routes which will ensure the maximum safety of the students who ride the bus. Bus stops will be located primarily at corners. Some stops may be spaced slightly closer or further apart due to logistics.

5. Reasonable effort will be made to establish pick-up points which do not interfere with normal traffic patterns and which are relatively free from hazardous conditions.

6. All school bus turn-arounds must be such that backing is not required, any exceptions must be approved by the Director of Transportation. If a bus is requested to turn-around on private property, the property owner must give their consent.

7. Students will be expected to walk a reasonable distance to established pick-up points on any established routes. The approximate maximum distance for elementary grade level students to walk to the pick-up point will be two tenths of a mile. When the number of elementary students using a bus stop on a regular basis approaches twelve (12), a split of the stop will be considered. The approximate maximum distance for secondary grade level students to walk to the pick-up point will be three tenths of a mile. When the number of secondary students using a bus stop on a regular basis approaches fifteen (15), a split of the stop will be considered.

8. The Director of Transportation will make an annual review of all transported and non-transported areas and make any adjustments necessary to effect the safest, most efficient and economical operation.

9. The school district has no legal authority to sell transportation services to students who do not qualify for the services under these guidelines.

10. If a parent feels that a bus stop is unsafe, he/she may appeal to the Director of Transportation for location changes or addition of a new bus stop. The parent needs to complete the Request for Bus Stop Review form to which the Director of Transportation will respond in writing.

11. Transportation services will not be provided for general education students assigned to the Allen County Learning Academy.
Section 3. Supervision and Discipline of Students. The bus driver shall keep order and maintain discipline among the children while in the bus or along the route. He will treat all children in a civil manner, and exercise every care for the safety of the children under his charge.

The driver shall remain on the bus when students are on the bus. If the driver must leave the bus, arrangements shall be made with the driver of an adjoining bus for visual supervision of the students. The driver shall stop the engine and take the keys.

Reasons for leaving the bus:

1. Personal needs - restroom;
2. School business; or
3. Giving assistance to a student(s) not on the bus.

The bus driver is in charge of the school bus at all times. In cases requiring disciplinary action, the bus driver may refuse to transport the student for one (1) day. A written report (Form - TR - 25) is to be completed and forwarded to the parents, building principal and Transportation Office. Disciplinary actions exceeding more than one day are to be investigated by the principal (or designee) and/or Director of Transportation. During this investigation, the student and/or the driver will have an opportunity to present their version of the incident. The student, parent, and bus driver will be notified of the decision. In cases of either major or continuing misbehavior, the principal may take further disciplinary action, including a request for expulsion from school.

Section 4. Use of Services.

1. Students who have been assigned to a school bus should ride the assigned bus every day, both morning and evening, unless taken to school or picked up after school by a parent or responsible adult.

2. A student may ride on no other bus than the one to which he/she has been assigned. If valid reasons arise which may necessitate a change of bus assignments during the school year, such change must be approved by the Director of Transportation.

3. Students must board their buses in the morning and leave them in the evening at their assigned bus stop unless a written request from the parent or responsible adult for a permanent change in bus stop assignment is approved by the Director of Transportation.

4. While waiting for the bus, students must stand well back from the edge of the road clearly out of the way of all traffic. There must be no scuffling or disorderly conduct at the bus stop.

5. At those bus stops where it is necessary that students cross a road to board a bus they must remain on their own side of the road until
the bus is stopped. The students must cross the road approximately ten feet in front of the bus when flashing lights are on and stop sign is out.

6. On being returned home, at those bus stops where it is necessary that students cross a road after getting off the bus, they must walk to a point ten feet ahead of the bus then cross watching traffic.

7. When student load warrants, students must sit three to a seat.

8. The driver may start moving to the next stop as soon as students are seated on the bus.

9. Once students are seated, they are to remain seated when bus is in motion.

10. Orderly conduct must prevail on school buses.

11. Rules applying to conduct at school also apply to students riding a school bus.

12. Students must be at the bus stop five (5) minutes prior to the time the bus is scheduled to arrive. A driver need not wait for a passenger if he/she is late.

13. Students are assigned to buses. Students may not ride buses for non-school related activities. For example: scouts, baby sitting, visiting friends, shopping, etc. Emergency requests will be given consideration by the building principal and/or the Director of Transportation.