

EACS SCHOOL BUS STOP POLICY No. 3545 (abbreviated)

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 (2) 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 (3) 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.

Bus stops will be located primarily at corners. Some stops may be spaced slightly closer or slightly further apart due to logistics. Examples are locating stops closer to avoid students crossing busy roads or locating stops further apart due to a single block or cul-de-sac that is longer than the mileage guidelines. 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.

It is the parents' responsibility to assure the safety of their child both to and from the bus stop. If a parent feels that a bus stop is unsafe, he/she may appeal to the Director of Transportation for a location change or addition of a new bus stop. The parent needs to complete the "Request for Bus Stop Review" form attached to this policy. The Director or Transportation will reply in writing. The parents may appeal decision of Director of Transportation to the Review of Transportation Services Committee. A third appeal is offered at the Superintendent's level. The Superintendent's decision will be final.

East Allen County Schools Department of Transportation

Request for Bus Stop Review

| | | |
|---|------------------|---|
| Parent/Guardian Name | Daytime phone # | Office Use Only |
| Student(s) Home Address | City | Office Use Only |
| Student(s) name | Student(s) Grade | School to which student(s) is attending |
| Location of stop | | |
| Description of Concern / Corrective action requested (attach additional sheet if necessary) | | |

ADMINISTRATIVE USE ONLY

***Please attach Appropriate Documentation and Response**

LEVEL 1: Date Received by Dept. of Transportation: _____ Notice mailed: _____

Director of Transportation Response* Approved _____ Denied _____

LEVEL 2: Date Received by Administrative Services: _____ Date of Hearing: _____

Review of Services Committee Response* Approved _____ Denied _____

LEVEL 3: Date Received by Superintendent: _____ Approved _____ Denied _____

Return to:

East Allen County Schools Transportation Department
1322 Green Rd. New Haven , IN 46774

REVIEW OF TRANSPORTATION SERVICES

Any parent of a student eligible for transportation having a complaint regarding the application of the transportation policy or the designation of students who are provided transportation or any portion of the policy itself may file an appeal. The designated forms for filing a complaint shall be available at all schools and in the Department of Transportation of the East Allen County Schools.

Level 1

The first level of appeal is with the Director of Transportation. Any parent of a student eligible for transportation services who wishes to file a complaint must complete the designated form and submit it to the Director of Transportation. The Director of Transportation shall respond to the complaint, in writing, within five (5) school days of receiving the complaint.

Level 2

In the event the parents are dissatisfied with the response from Level 1, the parents may appeal to the *Review of Transportation Services Committee* who shall schedule a meeting with the complainants. After the meeting is held, there shall be a written response within three (3) school days. Route or stop designations may only be altered or changed by recommendation of the *Review of Transportation Services Committee*. Committee members shall be appointed by the Superintendent of East Allen County Schools. A listing of those members shall be available in the Superintendent's office and in the office of the Director of Transportation.

Level 3

In the event the parents are dissatisfied with the response from Level 2, the parents may appeal, in writing, to the Superintendent of Schools. The Superintendent will review all information provided at the Level 2 meeting and render a decision within ten (10) school days. This decision will remain final.

Temporary emergency relief may be granted by the Director of Transportation and the Superintendent and/or designee. That decision must be reviewed by the Review of Transportation Services Committee.

Review of Transportation Services Committee

The *Review of Transportation Services Committee* members are listed below.

Kirby Stahly, Asst. Supt. for Administrative Services
David Myers, Director of Transportation
Jeff Studebaker, Student Services Specialist
Alicia Gatewood, Principal
Jeff Kline, Principal
Member of the Board of School Trustee