

# **REGULATION**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 3541.1R**

### TRANSPORTATION ROUTES AND SERVICES

#### Route Development

The business administrator shall ensure that the following conditions are developed in consonance with state law, code, safety and efficiency:

- A. Location of bus stop;
- B. Distance a student is expected to walk from home to a bus stop;
- C. Number of students to be served at a single bus stop; and
- D. Schedule to be maintained in relation to school operating hours.

All routes are to be established only after the business administrator, has personally surveyed the roads to determine:

- A. Length and location of route;
- B. Number and location of stops;
- C. Number of children that can be transported on that route; and
- D. Distance between stops.

#### Regular Transportation Routes

The following regulations shall be followed for typical bus routes:

- A. No stops that may increase the cost of the route may be made unless authorized by the board of education. The business administrator may alter some stops during the course of the school year. Drivers shall not make any stop not authorized by the business administrator.
- B. Transportation routes shall be planned for maximum economy, consistent with safe, efficient pupil transportation. Routes should be planned to load and unload pupils on the side of the road on which they reside, unless impractical or inadvisable. The state required distance between stops (300') should be observed.
- C. Mid-day kindergarten routes shall be designed with pick-up and drop-off as close to the student's home location as is safely and time wise feasible. The state required distance between stops (300') should be observed.
- D. A kindergarten bus stop is not necessarily the assigned stop for the student upon reaching first grade. The neighborhood stop will be assigned.
- E. Routes for large buses shall be planned for those roads that are capable of accommodating them. Bridge weight limit capacity shall be observed.

- F. Routes will normally be designed so that no contractor's bus will enter a private driveway or roadway. Exceptions to this guideline may occur in the event of a special education route.
- G. Young students requiring supervision shall be released from the bus to their authorized parent/guardian/other custodian. If the authorized custodian is not at the bus stop the student shall not be released and transported back to school to wait, supervised by school personnel, until pick-up by the custodian can be arranged.
- H. Before utilization of a road that is being built to become a future public roadway, the following steps must be adhered to:
  - 1. The board of education will request permission from the land owner to use the roadway.
  - 2. The board will provide the land owner with a copy of current automobile insurance coverage.
  - 3. The land owner must, in writing, authorize the board of education to use the roadway.
  - 4. The board of education will secure written assurance from the Township of Franklin that the roadway is being built or developed to be a public roadway and that snow removal and police protection will be provided.

#### Special Transportation Routes

Any students requiring special transportation should have their needs outlined by pupil services through the development of the IEP - Individual Education Program.

#### Transportation needs shall include the following:

- A. Appropriate vehicle for the special needs child;
- B. Specific point of pick-up and return; and
- C. Approximate time of pick-up and return.

Date adopted: 8/29/11