

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**751 - Rule**

**STUDENT TRANSPORTATION PROCEDURES**

**A. Establishment of Bus Routes and Schedules**

The scheduling of school bus routes and location of bus stops shall be determined by the District Administrator in consultation with the bus supervisor of the contracted transportation company. Bus routes and stops shall be established in accordance with the following guidelines:

1. When establishing bus routes, every effort shall be made to ensure no student will ride over one hour on a trip to or from school.
2. Students will be transported from and to the nearest point where private driveways intersect with town, county state and federal roads. School buses shall not go onto private driveways for the purpose of picking up or dropping off students.
3. School buses shall not turn around on public highways or private property. The bus driver shall only turn around if there is an unobstructed view of at least 500 yards in both directions. The District Administrator shall determine the advisability of use of dead-end roads as a bus route.
4. Schedules shall be established that pick up students at set times and allow students to arrive at school before the start of classes, but no earlier than 20 minutes before the start.
5. At the close of the school day, buses shall be scheduled to arrive at the school before the end of the last regularly scheduled class.

**B. Designated Pick-Up and Drop-Off Locations**

Bus stops shall be arranged consistent with good safety practices and efficient operational procedures. To save time and reduce the number of stops, the District exercises the authority to request students to gather at prearranged locations.

1. Parents/guardians shall specify the one stop on a designated route for the pick-up and one stop for the drop-off of their student(s). These must be at the same location each day throughout the school year.
2. Requests for temporary or permanent changes in transportation arrangements during the school year shall be considered in cases of emergency or other significant extenuating circumstances. Requests shall be submitted in writing by the parent/guardian to the building principal as soon as practicable. The nature of the emergency or significant circumstance shall be verified by the principal. The principal shall approve requests in writing after consulting with the contracted bus company to insure space is available on a current bus route. Temporary arrangements may be implemented to accommodate immediate needs and alternative transportation options may be implemented to accommodate unique or legally required changes.
3. Students shall be at the bus stop prior to the designated pick-up time. Buses shall stop at all pick-up points and the bus driver shall look for students approaching the stop. If students are occasionally late but can be seen by the driver the bus must wait. If students are habitually late, parents/guardians shall be notified in writing and the bus is no longer required to wait for students who continue to be late.

**C. Extracurricular Transportation**

Extracurricular transportation shall be provided by District for all extracurricular trips. The bus contractor shall provide transportation for most activities; however, transportation may be provided by authorized

school employees and volunteers as necessary. Regardless of the type of transportation arrangement, the following requirements apply:

1. Approval of all requests for activity or educational trips by a principal must be approved by the District Administrator prior to contacting the bus contractor or making alternative transportation arrangements. Transportation for overnight trips must be approved by the Board.
2. Student participants are required to ride the District provided/arranged transportation to all extracurricular activities. Students shall return on the same transport vehicle unless the parent/guardian submits a written request and a liability release form in advance to the activity supervisor or principal.
3. Transportation vehicles shall travel on routes as determined by a combination of factors including distance, travel time and safety.
4. The point of origin for all extracurricular trips shall be the same as the point of termination, with no intermediate stops without prior approval of the principal. Exceptions may be permitted at the discretion of the principal for trips that occur on non-school days.
5. Parents/guardians shall be present at termination points other than District school buildings or student participants are to be taken to the final termination point. Arrival time at the termination points will be estimated in advance when possible. Parents/guardians shall be at the termination point within 20 minutes of the estimated arrival time. If arrival is delayed the supervising adult shall attempt to contact personnel at the termination point to notify parents/guardians of the delay.
6. Students shall have access to a telephone at termination points.

Approved: February 3, 1997  
Revised (WASB): May 20, 2013