

## **BUS ROUTING AND SCHEDULING**

1. All school bus routes and schedules will be prepared by the transportation supervisor and approved by the District administrator.
2. Students eligible for transportation services will be assigned one pick up and one drop off point and if needed, a consistent alternative point prior to the beginning of the school year. The alternate point must be consistent week to week. (i.e. Student goes home every Monday, Tuesday, and Thursday and goes to daycare every Wednesday and Friday.) Parent/guardians will be notified, in writing, by the transportation supervisor of their child's route and bus schedule three weeks prior to the start of the school year. If a student enrolls during the school year, then the pickup and drop off points will be assigned at that time.
3. Bus Deviations from the normal bus route or schedule:  
**For students with bus to bus changes:**  
 Any parent or guardian requesting a change to the transportation plan must meet with the Building Principal or their designee before the request will be honored; notes and phone calls will not be accepted. Requests will only be honored for extenuating circumstances. A maximum of two requests may be granted each year. Consideration cannot and will not be made for social functions (birthday parties, sleepovers, etc.). Parent/guardians will need to provide transportation if more than 2 changes need to be made in a single year from the original or alternative assigned pick up and drop off points.  
**For students who are typically assigned to ride the bus and there is a change made to their transportation (not bus to bus) routine:**  
 To ensure the safety of our children, parents and guardians who pick up their students after school must **call the office before 3:00 p.m.**, send a note (per item 4), or come to the office and sign their student(s) out. If someone other than a parent or guardian is picking up the student, the parent or guardian must call the school's office to notify them of the change.
4. When a student will be walking home or will be staying after school for any reason, it is the responsibility of the parent or guardian to communicate these arrangements. A note must be sent to school to inform the school of any changes (i.e.: student will be staying after school for all football practices). Reminder notes may not be sent to students to remind them of this activity or changes.
5. The transportation supervisor will submit field reports on routes and schedules followed by each bus when requested by the District administrator.
6. Insofar as practicable, school buses shall not turn around on public highways or when the driver has an obstructed view.
7. When returning from school, students will be discharged at the point of pickup on the inbound, morning trip. Individual student's pickup and drop off points may not be changed except by school authorities.
8. Decisions relating to the time schedules and routes rest with the transportation supervisor and the Board of Education. Decisions arising out of road emergencies, during trips in progress, affecting the route and schedule of the school bus involved, are to be made by the bus driver and reported to the transportation supervisor.

Approved: April 12, 1999

Revised and Approved: July 13, 2015

# **Cadott School District Request for Busing**

Please complete this form and return it to the Elementary or Junior/Senior High School Office.

**Please check all that apply:**

- Change of busing
  - Alternate Pick Up/Drop Off Point\*
- 

<u>Student Name</u>	<u>School</u>	<u>Grade</u>	<u>Sex</u>	<u>Bus Number</u>
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____

Effective date for start or change: \_\_\_\_\_

Alternate Pick Up/Drop Off Address (Street address/Fire number): \_\_\_\_\_

If daycare/babysitter please provide name and phone number: \_\_\_\_\_

Parent(s) or Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please submit a monthly calendar for Alternate Pick Up/Drop Off Point dates.**

Please refer to item #2 of our Transportation Policy 751.1 for additional information on the changes in regards to pick and drop off. If you have any questions, please contact the elementary or junior/senior high school offices.

# Bus Routing and Scheduling Frequently Asked Questions

- **What is an emergency bus deviation and how many is each child able to receive?**  
Each child will be allowed two (2) single emergency bus deviations (a single time dropped off at a different location is one bus deviation). A bus deviation is any **single** change in the normal bus transportation schedule of a child (read below for exceptions). The following single incidents are considered bus deviations. When a student is dropped off at any location other than the primary and alternate pick-up/drop off locations and/or when a request to immediately change the monthly alternate pick-up/drop off calendar is requested.
- **How many different locations will the District drop my child off at?**  
The District's busing will **only** drop your child off at two (2) different address locations in an academic calendar year; your primary mailing residence and an alternate pick-up/drop off location.
- **How often will I be able to change my alternate pick up/drop off location?**  
The parent/guardian selected alternate pick up/drop off location may be changed one time per academic calendar year at their request. Under very rare emergency situations (day care goes out of business), with District approval, the alternate pick up/drop off location may be changed more than once in a single academic calendar year.
- **What if my day care provider, baby sitter, afterschool provider goes on vacation or closes down for a short period of time during the academic year; am I able to change my alternate pick up/drop off location for the time they are away and then change it back when they return?**  
No, once an alternate pick-up/drop off location has been changed it will be considered permanent for the remainder of the academic year. Parent/guardians who want to temporarily change the alternate pick-up/drop off locations for a short period of time will be responsible for making transportation arrangements during this temporary change.
- **What if I change my day care provider, baby sitter, afterschool provider during the academic year; am I able to change my alternate pick up/drop off location?**  
Yes, you are able to change your alternate pick up/drop off location for any reason. Any change to the alternate pick up/drop off location will be considered permanent for the remainder of the academic year.
- **What if there is an emergency and I want to have the District drop off my child at a different location?**  
The District will accommodate your request for an emergency bus deviation only two (2) times a year. After these two (2) requests are used parent/guardians will have to make other accommodations for their child. Emergency bus deviations are for bus pick-up/drop off location changes requiring an alteration in which bus, which location, and/or which date the student pick-up/drop off change occurs.
- **What if there is an emergency and I want to have the District pick-up my child at a different location in the morning?**  
It is extremely important for children to attend school every day. The District will accommodate your request for a different pick-up location if your child is at an *existing bus stop*, Transportation Director has advanced notification or parent/guardian is present when the child gets on the bus, and the child clearly identifies them self upon entering the bus. Drivers have been encouraged not to pick up any child who is not forth coming in their willingness to follow the rules. An emergency bus deviation will *not* be documented for parent/guardians who accommodate these emergency pick-up requests.

- What if I move, will my primary location address change?**  
 Yes, your primary location address will change. Your alternate pick up/drop off location will not.
- If my child has dual placement will each placement be able to identify two (2) different locations?**  
 Yes, each household for each child will be able to identify a primary and alternate pick up/drop off location.
- How will the District determine when my child needs to be dropped off at my alternate pick up/drop off location?**  
 The District will request a calendar from the parent/guardian(s) on a per month basis for when the child needs to be dropped off at the alternate pick up/drop off location.
- My job/schedule seems to change a lot, am I able to change the monthly calendar for when my child needs to be dropped off at my previously identified alternate pick-up/drop off location?**  
 Yes, the District will accommodate changes in the monthly alternate pick-up/drop off calendar if they are received by the school office by the Friday the week before the change is needed. Changes received after a week starts will be considered deviations and count toward the two per year emergency bus deviations.
- If my child walks home, stays after school or is picked up by a parent/guardian from school will this be identified as one of my two emergency bus deviations?**  
 No, children are always welcome to walk home with parent/guardian permission, stay after for an event or get picked-up/dropped off by a parent/guardian any day of your choosing. Emergency bus deviations are for bus pick-up/drop off location changes requiring an alteration in which bus, which location, and/or which date the student pick-up/drop off occurs.
- What happens when I use up my two emergency bus deviation opportunities?**  
 By State Law the District is required to transport our children to their primary residence. If your two deviations have been used we will follow the monthly alternate pick-up/drop off calendar and bring your child to the identified location. If this is not acceptable, then the parent/guardian is welcome to pick up their child at school before 4:00 p.m.
- If my child is in Elementary School, am I able to have them getting off the bus at the Junior/Senior High School?**  
 Yes, if you have selected the Junior/Senior High School as your alternate pick up/drop off location. If you have not identified the Junior/Senior High School as an alternate pick up/drop off location this would be consider a bus deviation. Changing the drop off location of any child for any reason not identified on the monthly alternate pick up/drop off calendar is considered a bus deviation.
- As a parent/guardian, am I able to ask for my child to get off the bus at any approved stop to avoid a bus deviation?**  
 The safety of every child is our utmost concern. By requesting to have your child leave a bus puts us into a very difficult position; we do not know every parent/guardian or the legal agreements between parent/guardians. It is our recommendation that the bus driver does not release any child from the bus at any time unless they have been asked to do so by the District, however, they have the liberty to release a child to their parent/guardian assuming appropriate identification documentation has been displayed. An emergency bus deviation will *not* be documented when a child is release to the care of a parent/guardian.