



## **POLICY 2.26**

**5-B** I recommend that the Board approve development of the proposed **revised** Policy 2.26, entitled “Bus Scheduling, Routing, Stops and Storage.”

[Contact: Yevola Falana, PX 58312.]

### **Development**

### **CONSENT ITEM**

- This revision provides guidelines for the establishment of bus routes and schedules for students to ensure safety, economy and efficiency.
- This revision provides a listing of factors to be considered by the Director of Transportation for the location of bus stops. The Superintendent approves the location of bus stops recommended by the Director of Transportation.
  - Bus stops for students needing accommodations are determined in accordance with the students’ IEP and 504 Plan.
- The revision enables the Director of Transportation to change bus routes and stops for good cause. Good cause does not include a change for individual or personal needs or arbitrary or capricious reasons.
- The Board must designate non-transportation zones where services are unnecessary or impracticable, after the recommendation of the Superintendent.
- Buses are stored in accordance with policies set by the Director of Transportation. The personal use of buses by drivers is prohibited.
- The revisions require the Transportation Department to annually evaluate bus stops and routes, and to conduct periodic evaluations of stops and routes as deemed necessary.

POLICY 2.26

**BUS SCHEDULING, ROUTING, STOPS AND STORAGE**  
**BUS ROUTES**

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4 1. **Purpose.** -- To ensure the School District's compliance with Florida laws and rules  
5 governing bus scheduling, routing and stops for student transportation.
  
- 6 2. **Delegation of Authority.** -- The School Board hereby delegates to the  
7 Superintendent the authority to ~~shall~~ review annually the school bus routes  
8 recommended by the Director of Transportation to insure that such routes are  
9 planned to provide safety as well as cost effectiveness, and approve District bus  
10 routes in conformance with Florida Statutes, State Board of Education Rules and  
11 School Board policy. The Superintendent is authorized to approve revisions to bus  
12 routes during the school year.
  
- 13 3. **Establishment of Bus Schedules and Routes.** -- Each bus route approved or  
14 revised by the Superintendent and the Director of Transportation shall be planned  
15 to ensure safety, economy and efficiency and shall meet the requirements of State  
16 Board of Education Rules and the following:
  - 17 a. The route shall be planned, scheduled, and adjusted to the capacity of the bus  
18 to serve students whose homes are beyond two miles from the school center  
19 to which they are assigned, except as otherwise provided by Florida laws,  
20 Federal laws and State Board of Education Rules.
  
  - 21 b. The routing of buses shall be planned to eliminate the necessity for students to  
22 stand while a bus is in motion. In an emergency situation necessitating the  
23 number of transported students to exceed the rated seating capacity of the  
24 bus, the bus driver shall proceed at such a reduced rate of speed as to  
25 maximize safety of the student riders.
  
  - 26 c. Designated bus routes shall be restricted to those areas where road  
27 conditions, bridge capacities, and the number of transported students allow  
28 such service to be economically feasible and practicable.
  
  - 29 d. A bus route shall not be extended for the purpose of accommodating students  
30 whose homes are within a reasonable walking distance by a shorter or more  
31 economical route which is available to serve the students.
  
  - 32 e. Bus routes shall, insofar as practicable, be restricted to main routes and  
33 publicly maintained roads which at least:
    - 34 i. Provides a twelve (12) foot clearance overhead from ground level;

- 35           ii. Is sufficiently wide so that tree limbs, buses and similar hazards do not  
36           exist;
- 37           iii. Are free of obstructions and with bridges which are adequate to support  
38           the capacity of the bus when loaded; and
- 39           iv. Is opened to the public and maintained at public expense.
- 40           f. Only one (1) bus shall be assigned students on any given route unless the  
41           school schedules necessitate a dual assignment of buses.
- 42           g. A suitable turning area shall be available for any route requiring a bus to be  
43           turned around.
- 44           h. The Director of Transportation shall accept and consider requests for a  
45           change in a bus route and make recommendations to the Superintendent.
- 46   4. **Designation of Bus Stops.**
- 47           a. The Director of Transportation shall annually submit to the Superintendent for  
48           approval bus stops which afford the maximum safety and protection for District  
49           students being transported. The placement of bus stops shall be based upon,  
50           but not limited to, the following factors:
- 51           i. Visibility of the bus stop for approaching motorists;
- 52           ii. Traffic speed, volume and other traffic considerations;
- 53           iii. Whether students may board and exit the bus, cross highways and await  
54           arrival of buses with safety given the highway conditions;
- 55           iv. Adequacy of the waiting area for the number of students
- 56           v. To safely wait for the bus;
- 57           vi. Adequacy considering whether such waiting area is free of debris, tall  
58           grass, shrubs, etc.; the number of students; or other hazard that could  
59           obstruct the view of a motorist in seeing children at the school bus stop in  
60           daylight or dusk;
- 61           vii. Distance from the bus stop to the students' homes;
- 62           viii. Maintenance of the subject road area;
- 63           ix. Other significant or unusual hazards in the proposed area of the bus stop;  
64           and

- 65 x. Other factors the Superintendent and Director of Transportation deem  
66 pertinent.
- 67 b. For students with needs of accommodation or assistance, the bus stop will be  
68 determined consistent with the needs identified in the IEP and/or 504 Plan.
- 69 5. **Bus Route or Stop Changes.**
- 70 a. Changes in Routes or Bus Stops. The Director of Transportation is  
71 authorized to accept and consider requests for a change in a bus route or bus  
72 stop, and to make such changes based upon good cause. Good cause shall  
73 not include changes in bus routes or bus stops to accommodate  
74 personal/individual needs or decisions that are made in an arbitrary and  
75 capricious manner.
- 76 b. Prohibition Against Driver Changes. School bus drivers shall not discontinue  
77 stops, begin new stops, or otherwise change a route without prior approval of  
78 the Director of Transportation.
- 79 6. **Non-Transportation Zones.** -- The School Board shall designate, by map or  
80 otherwise, non-transportation zones based on the Superintendent's  
81 recommendations. Such zones shall represent areas in the District where  
82 transportation services are unnecessary or impracticable. Non-transportation  
83 zones shall be designated by the Board annually prior to the opening of schools  
84 and prior to the designation of bus routes for the ensuing school year.
- 85 7. **Bus Accidents.** -- An accident report shall be prepared immediately after an  
86 accident involving a bus or school passenger. The Director of Transportation shall  
87 insure the appropriate forms are completed and filed in accordance with Florida  
88 Statutes, State Board of Education Rules, and School Board policy.
- 89 8. **Bus Storage.** -- Drivers shall park buses where designated by the Director of  
90 Transportation and under no condition will any driver vary from the parking area  
91 designated. When the driver parks his bus at the end of the run, it shall not be  
92 opened for the public to use in any way. Under no conditions shall the bus be used  
93 for a personal or private purpose.
- 94 9. **Bus Route and Bus Stop Evaluations.** -- School bus routes and safety of pupils  
95 at bus stops shall be reviewed at least once each year (or prior to the beginning of  
96 each school year) by the Department of Transportation. Periodic evaluations of  
97 school bus routes and the safety of students at bus stops shall be conducted by the  
98 Department of Transportation as deemed necessary by the Director of  
99 Transportation or the Superintendent.

100 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41, 1001.42, ~~230.22~~

101 LAWS IMPLEMENTED: Fla. Stat. §§ 1006.21, 1006.22, ~~230.33(10); 230.23(8);~~

102 ~~234.061~~  
103 STATE BOARD OF EDUCATION RULE: 6A-3.0171, 6A-3.001, F.A.C.  
104 HISTORY: 2/18/72; 7/21/82; 12/11/85; \_\_/\_\_\_2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.26 and finds it legally sufficient for development by the Board.

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Attorney

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Date