

## **SCHOOL BUS SCHEDULING AND ROUTING**

### **I. Generally**

The operation of school buses is scheduled to maximize efficiency and safety. The Superintendent/Designee is authorized to require children residing within a specified geographic area to walk to their assigned schools. The primary criteria is the safety of children walking to school.

### **II. Establishment**

Bus routes shall be established under the direction of the Superintendent/Designee before the beginning of the school year. Necessary adjustments will be made after the schools open. The establishment of bus routes shall take into consideration travel time, transportation infrastructure, bus capacity, distribution of students, and other safety factors that the Superintendent/Designee may identify. Student safety shall be the primary consideration.

School bus routes, walk zones, school sites, and stops are reviewed at least once each year and as changes occur for safety hazards, fuel conservation, and to assure efficient use of buses.

### **III. Bus Stops**

The designation of bus stops shall be the responsibility of the Superintendent/Designee and assigned to provide the maximum safety for students. The determination of safety shall be based upon bus stop visibility, waiting areas for students, distance from the bus stop to the home, and other factors that the Superintendent/Designee deems pertinent.

Bus drivers will not permit students to exit the school bus at stops other than the students' assigned bus stops without permission. Parents and school administrators must provide written permission for any student to exit a bus at another student's assigned stop (and on another bus if capacity allows). Exiting buses at an undesignated stop must be pre-approved by the Transportation Department.

### **IV. Extracurricular Activity Bus Routes**

Extracurricular activity bus routes may be operated between the secondary schools and designated regional satellite bus stops. The purpose is to allow students to participate after school hours in activities for which the School Board has approved.

### **V. Route Extensions and Modifications**

The Superintendent/Designee may approve extensions and modifications of bus routes for medical and other reasons only when road conditions are such that the bus can operate safely and efficiently and that the families served shall provide a satisfactory place for the bus to turn around. The Superintendent/Designee may grant exceptions for health or medical reasons only upon the submission of an application which includes a physician's certificate that the student merits special consideration.

VI. School Traffic Control Plans

A written vehicular and pedestrian traffic control plan for each school shall be reviewed annually for safety hazards. All new school site plans shall include provisions that promote vehicular and pedestrian safety.

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Amended: August 8, 2002; January 27, 201; September 26, 2013  
Reviewed: June 14, 2018; May 25, 2023  
Equity Review: May 25, 2023

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Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78  
8 VAC 20-70-150  
8 VAC 20-70-160.

Cross Refs.: EB, School Crisis, Emergency Management, and Medical Emergency Response Plan