

### SCHOOL BUS SCHEDULING AND ROUTING

- \* The Transportation Director is an employee of the bus company that is in charge of transportation.
- \*\* The Transportation Liaison is an employee of the School District of Brodhead and works with the Transportation Director to resolve transportation issues.

#### Routes and Schedules

1. All school bus routes and schedules will be approved by the Superintendent and will be posted at each school at least two (2) weeks prior to the start of the school year. Routes will be posted throughout the school year as follows:
    - a. In the school busses to which they pertain.
    - b. In each school serviced by bus transportation.
    - c. In the office of the Director of Transportation.
    - d. In the office of the Contractor.
  2. Should permanent changes in routes or scheduling become necessary during the school year, parents of students affected will be notified at least one week in advance before the change is placed into effect.
  3. Generally the length of time any one child would be required to remain on the bus, proximity of bus schedules, and other factors ensuring safety and reasonableness of operation shall figure in determining the routing of each bus and the location of pickup and discharge points.
  4. Routes will be scheduled to minimize the number of times a bus must turn around. Attendance areas will be scheduled together (i.e., determining AM/PM 4K sessions).
  5. Specific Guidelines
    - a. Schedules should be established which will cause the pupils to be picked up at a set time and arrive at school before the start of the first class, but no earlier than thirty minutes before the start of classes at the Middle and High School, and fifteen minutes at the Elementary.
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- b. At the close of the school day, busses should be scheduled to arrive at the Middle School no later than ten minutes after the close of the last normally scheduled class. Busses will be at the Elementary School ten minutes prior to dismissal.
  - c. Insofar as practicable, busses shall not turn around on public highways or private property, and in no case shall a bus be turned around unless the driver has an unobstructed view in both directions.
  - d. School busses will not go into private driveways for the specific purpose of picking up students.
  - e. In the case of dead end roads and/or cul-de-sacs, the Transportation Director shall determine the advisability of their use as part of a bus route. Pick-ups in cul-de-sacs will be located at designated, grouped safe locations identified by the Transportation Director.
  - f. Students are expected to be at the bus stop at the designated pick-up time. Busses will stop at all pick-up points, and the driver is instructed to 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 will be so informed.
  - g. Non-resident students attending Brodhead Schools under the Open Enrollment Policy shall be permitted to ride to and from school on Brodhead School busses, when room is available, from any regularly scheduled bus stop that is located within the School District of Brodhead. These students will be transported from school to the same designated bus stop after school. It will be the responsibility of the parents to provide transportation between home and this designated transportation location within the School District of Brodhead. All such arrangements are at the sole discretion of the District, and will be reviewed relative to location and age of the student.
  - h. Non-resident students attending Brodhead Schools under the Open Enrollment Policy will have the same conduct expectations as resident students.
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- i. Students identified as having an exceptional educational need will be transported by the School District of Brodhead in accordance with the student's IEP and as required by state statutes.

6. Loading and Unloading

- a. Riders may be required to board the bus at points up to and including one mile of roadway from the point of intersection of their home driveway and the public road. The general guidelines that will be followed will be up to ½ mile for 7-12 grades and up to ¼ mile for students under seventh grade. Safety and economics of operation may dictate pick-up points that exceed these general guidelines. There shall be no guarantee that pupils will be picked up at their own driveway.
- b. At school, students will be picked up and discharged at a point not requiring the crossing of any street between the bus and school. When returning from school, pupils will be discharged at the point of pick-up on the inbound morning route. A pupil's pick-up point may not be changed except by school authority. This change in pick-up point must be agreed upon between the principal and Director of Transportation. Pupils will not be picked-up or discharged at intermediate points such as stores.

LEGAL REF: WI. ST. 121.54, 121.545, 121.55, 121.56, 118.51 (14)

Adopted: \_\_\_\_\_  
Last Revision: November 11, 2015  
Last Review: January 11, 2017

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