

Bus Scheduling and Routing**SCHEDULING AND ROUTING**

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show all scheduled routes traveled at any time during the day.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route, such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Transportation Director will survey the need for a route extension on request by interested parties and make recommendations to the Superintendent.

NEW DRIVERS AND ROUTES

At least one week prior to the opening of school, all drivers shall receive his/her map and schedule. All drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

NOTIFICATION TO PARENTS

Bus routes will be published in the local newspaper at least one (1) week prior to the first day of school for students.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, grade of the students, stop number, direction, road name, house number, mileage, student crossing road, monitor needed, time AM, student loading at AM time, time PM, and student loading at PM, and school student attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

Review/Revised:05/18/98