

SUBJECT: STUDENT TRANSPORTATION PROCEDURES**DATE OF ORIGINAL POLICY:** October 2009**REVISION DATE:** September 2014**JURISDICTION:** RSU #16**POLICY:**

Parents will be notified of their student's bus stop by the local newspaper listing. Questions regarding the bus stop should be directed to the Transportation Department. Times of bus pick-up and drop-off are advisory and subject to change for a variety of reasons. If the time of a bus stop changes more than 10 minutes earlier or more than 15 minutes later, parents will be notified prior to the change taking effect.

The Transportation Department will be open each day during the school year until each route is complete in case parents have questions about their student's transportation. If the location of a bus stop changes during the school year, prior to the change being implemented parents will be notified.

Placement of Bus Stops

The administration will consider the following when placing bus stops to ensure student safety:

- .. If a road's use is discontinued by the district, the stop will be located at the beginning of the discontinued road. A discontinued road is any road, public or private, on which student transportation is not provided for regular bus runs.
- .. Condition of the road, regardless of whether it is public or private.
- .. Length of discontinued road compared to walk distances for the student's grade level.
- .. Visibility of the stop along the road traveled.
- .. Distance of the stop along a road the bus travels from the student's driveway -
 - at most 1 mile grades 6-12
 - at most .5 mile grades PreK-5
 - Kindergarten students waiting/exiting alone will be picked up/dropped off at the end of their driveway, unless the road has been discontinued by the district.
- .. Distance of the stop from the nearest house along the route.
- .. Availability of a turn-a-round that is safe for bus and students.
- .. Number of students at the stop if it is not at the student's driveway:
 - if there is only one student in grades PreK-6, move the stop closer to the student's driveway;
 - if there is only one 7th/8th grade student with all others in high school, move the stop closer to the 7th /8th grade student's driveway.
- .. Special arrangements will be made for Special Education students based on PET/504 recommendations.
- .. Special arrangements will be made for students with medical conditions related to transportation based on recommendations from the student's physician.

SUBJECT: STUDENT TRANSPORTATION PROCEDURES**Student Safety Training**

Safety training will be provided at the beginning of each school year for all students. This will include bus safety and evacuation drills, personal safety between home and bus stop and at the bus stop, and behavior at the bus stop. This will be a cooperative effort between bus drivers and classroom teachers.

Appeals Process

The only appeals to be considered will be those presented a) by parents for their own child, and b) by the owner of the property on which a bus stop or turn-a-round is located. Individuals wishing to appeal the location of their bus stop or turn-a-round must first submit their concern in writing to the Transportation Director who will discuss it with the Director of Finance & Operations, and respond in writing within five working days of receipt of the appeal. If not satisfied, the individual can appeal to the Superintendent by expressing in writing the specific objections to the decision of the Transportation Director. The Superintendent will respond in writing within five working days of receipt of the appeal. *** If not satisfied, the individual can appeal to the RSU #16 School board by giving a written request to the Superintendent stating the specific objections to the decision of the Superintendent. The RSU #16 School Board Chair will appoint a Transportation Review Committee to hear appeals as the need arises. A majority of members of the Committee will be RSU #16 School Board members. The chair of the Committee will be a Board member. It is the intent of the Board that appeals be handled expeditiously. In hearing the appeal, the Committee will determine whether the discussion is to take place in executive session, and will determine what additional information is needed to make a decision. The Committee will determine whether the placement of the stop was made following the guidelines in policy and procedures fairly, or whether the special circumstances of the student merit an exception to the policy. The Chair will determine the rules of order for the Committee, except that the decision of the Committee must be supported by a majority of the Board members on the Committee.

In making a decision on the appeal, the Committee can:

- 1) Uphold the administration's placement of the stop.
- 2) Direct administration to relocate the stop based on existing guidelines, or
- 3) Establish new guidelines for administration to use in placing the stop due to the unique circumstances of the student.

The RSU #16 School Board's decision is binding and further appeal on a stop will not be reviewed during that school year.

***** The RSU #16 School Board gives the Superintendent authorization to make an exception to the policy when it is in the best interest of RSU #16 and the family.**

RSU SCHOOL BOARD

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