

Wilson County Board of Education

Policy Description:

Scheduling and Routing

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Policy Number:

3.401

Amended Date:

12/11/07

Rescinds:

700-6(1-3)

Issued:

11/12/96

1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the
2 first student is picked up until the trip is complete.

3
4 The director of transportation will be responsible for surveying all bus routes and scheduling bus transportation,
5 including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes
6 is the responsibility of the Board.¹

7
8 Appeals of transportation decisions shall be made to the director of schools and the Board.

9
10 Students shall not be in transit to and from school more than one and one-half hours each way. ² Under no
11 circumstances shall students be transported past their assigned school.

12
13 Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer
14 is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for
15 transfer shall be permitted only after approval has been obtained from the Board.

16
17 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless
18 overlapping results from the necessity to travel the main highway to school centers. When more than one bus
19 travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a
20 certain portion of the route, and all students within this section shall ride the bus to which assigned.

21
22 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the school
23 year, at the time of hire, shall be informed of all the policies and procedures in place regarding the transportation
24 of students.

25
26 Once the official route is begun, stops shall only be made to take on, discharge, or transfer students. Buses are
27 not to stop at stores (or make any other non-designated stops except for emergencies) when transporting
28 students.

29

¹ TCA 49-6-2106; TCA 49-6-2102(a)-(c)

² TCA 49-6-2105

1 Students who ride school buses shall attend the school designated unless the Board designates an alternate
2 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
3 transportation to and from that school.

4
5 No student may exit the bus at a destination other than that students designated bus stop. The director of
6 schools may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus
7 at an alternative location. If the director of school adopts procedures, such procedures shall include, at a
8 minimum, the following:¹

- 9
10 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
11 System's policies and procedures. The director of school shall immediately review the fitness to
12 drive of a driver who permits or requires a student to exit a bus in violation of the school system's
13 policies and procedures.
- 14 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
15 unless the student provides the driver with a signed note from the parent or guardian informing the
16 driver of the change in the student's bus stop for the day. The driver shall turn the note over to the
17 principal as soon as practical after the completion of the route.
- 18 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
19 student's designated stop in order to preserve the safety of other student passengers or the driver,
20 the driver may remove the offending student from the bus provided that the driver secures the
21 safety of the student for the uncompleted trip.
- 22 4. A driver shall report to school authorities as soon as possible, but no later than the end of the route,
23 any student refusing to obey the driver or exiting the bus without the driver's permission at a point
24 other than the student's destination for that trip.

25
26 The Wilson County Board of Education has authorized the establishment and utilization of 2/10 of a mile walk
27 zones from a student's home to an assigned bus pick-up and drop-off point. These walk zones are used to
28 better utilize county equipment. Safety concerns with assigned pick-up and drop-off locations can be reported to
29 the Transportation Department and will be investigated by the Director of Transportation who will have final say
30 as to the location of bus stops.

31
32 Refer to the Wilson County Schools Transportation Procedures.

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¹ P.C. 261 (2007)