

# Wilson County Board of Education

Policy Description:  Scheduling and Routing	Policy Number: 3.401	Amended Date: 05/03/10
	Rescinds: 700-6(1-3)	Reviewed: 04/10 Issued: 11/12/96

Page 1 of 2

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.<sup>1</sup> In the case of new subdivisions under construction, buses may not be able  
7 to go into the subdivision due to equipment and materials being delivered. The closest and safest stops will be  
8 determined and they will be re-evaluated as construction is completed.

9  
10 Appeals of transportation decisions shall be made to the Director of Schools and the Board.

11  
12 Students shall not be in transit to and from school more than one and one-half hours each way.<sup>2</sup> Under no  
13 circumstances shall students be transported past their assigned school, with the exception of special education  
14 students, who have needs which may require them to be transported to alternate schools in order to receive  
15 special services.

16  
17 Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer  
18 is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for  
19 transfer shall be permitted only after approval has been obtained from the Board.

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

25  
26 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the school  
27 year, at the time of hire, shall be informed of all the policies and procedures in place regarding the transportation  
28 of students.

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<sup>1</sup> TCA 49-6-2106; TCA 49-6-2102(a)-(c)

<sup>2</sup> TCA 49-6-2105

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

4  
5 Students who ride school buses shall attend the school designated unless the Board designates an alternate  
6 school. If a parent chooses to send his/her child to another school in the system, the parent must provide  
7 transportation to and from that school.

8  
9 No student may exit the bus at a destination other than that students designated bus stop. The Director of  
10 Schools may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus  
11 at an alternative location. If the Director of Schools adopts procedures, such procedures shall include, at a  
12 minimum, the following:<sup>1</sup>

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

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

36  
37 Refer to the Wilson County Schools Transportation Procedures.

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<sup>1</sup> P.C. 261 (2007)