

POLICY MANUAL	Ipswich Public School FILE CODE: EEA-R
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STUDENT TRANSPORTATION SERVICES REGULATIONS

Although the superintendent is responsible for all student transportation, people in the listed positions will have responsibility for the following issues. For process of appeal, the supervisory chain will be the following:

ISSUE A: ELIGIBILITY FOR SCHOOL TRANSPORTATION

1. Local transportation agent (not the bus driver)
2. Then, if necessary, the Director of Finance and Operations
3. Then, if necessary, the Superintendent (with advice from the principal).

Distances from the school to the home are measured by travel on roadways from the school flagpole to the street in front of the house. Distances between home and the bus stop are measured to the approved bus stop from the street in front of the house. All distances will be measured by the Director of Finance and Operations.

ISSUE B: BUS ROUTES AND STOP LOCATIONS

1. Local transportation agent (not the bus driver)
2. Then, if necessary, the Director of Finance and Operations
3. Then, if necessary, the Superintendent in consultation with the building principals.

ISSUE C: BUS STOP LIST (ROUTE SHEET)

1. Local transportation agent (not the bus driver)
2. Then, the Director of Finance and Operations
3. Then, the Superintendent.

ISSUE D: BUS STOP BEHAVIOR AND/OR SAFETY

1. Parent
2. Driver
3. Principal
4. Director of Finance and Operations
5. Superintendent

ISSUE E: BUS DRIVING SAFETY

1. Local transportation agent
2. Contractor
3. Director of Finance and Operations
4. Ipswich Safety Officer
5. Superintendent

ISSUE F: ROUTINE CHANGES IN PICKUP AND/OR DROP OFF LOCATIONS, OR CHANGE OF BUS

1. Parent to principal to finance director to contractor, with finance director as the approving agent.

ISSUE G: EMERGENCY PLANS FOR EARLY DISMISSAL

1. Parents are responsible for providing and informing each child as to where to go and/or what to do if there is no one home.
2. Principals of elementary children will not send children home if there is no responsible person there and the student does not know the alternate location.

Adopted: June 15, 1989
Revision Adopted: March 4, 1993
Revision Adopted: July 11, 2002
Revision Adopted: July 21, 2011