

SCHOOL BUS SCHEDULING AND ROUTING

The Ipswich School System will attempt to provide the most effective and efficient student transportation service by scheduling and routing buses in a balanced main line bus service. Generally, buses will follow a main line route passing by local neighborhoods and developments consistent with state laws and regulations.

General rules for scheduling and routing are as follows:

1. Multiple trips per bus are expected for both collecting and dispersing students.
2. School starting and closing times will be staggered so that buses can make multiple trips for different student populations.
3. The contractor will design all routes and schedules annually subject to the Director of Finance and Operations approval.
4. Students may be required to walk up to one (1) mile to a bus stop as allowed by state law.
5. Unless, unusual and verifiable safety conditions exist, stops along a street will not be more often than every one-quarter of a mile.
6. Special routing and scheduling may exist for kindergartners which takes into consideration extraordinary circumstances.
7. The Director of Finance and Operations, in consultation with the transportation contractor, will use the following factors to determine if an amended or additional bus stop is to be provided:
 - a. Number of students at the potential bus stop
 - b. Safety issues for students
 - c. Length of walk to bus stop
 - d. Safety of bus and room for bus to maneuver
 - e. Local versus through traffic
 - f. Age of child

The following guidelines for approving bus transfers represent the basic limitations for granting approval.

1. Changes in residence.
2. Family medical emergency or a death or serious illness in the family.
3. Permanent transportation arrangements whereby students are transported to or from the same stops each day. For example: A working parent may wish to place the student on the bus at his/her own home but have the student return to the home of a babysitter or relative. These requests are to be approved only within the limits of the established transportation routes at each school and will only be approved if space is available on both bus routes.

Buses shall pick up pupils only at designated stops along each established route. The following are examples of bus transfer routes that will be refused:

1. Student wishing to visit friends, relatives, or acquaintances.
2. A pupil shall not be permitted to leave a bus other than at the school in the morning.
3. A pupil shall not be permitted to leave a bus other than at his/her designated stop in the afternoon except by a written request from his/her parent to the principal 24 hours in advance.

For early release days, the administration is authorized to meet the requests of parents for changes using existing buses and routes if space is available on an existing route.

Adopted: June 15, 1989

Adopted Revisions: February 1, 1990, June 17, 1993

Adopted Revision: July 8, 1998

Adopted Revision: June 20, 2002

Adopted Revision: July 21, 2011