

<b>EDUCATIONAL POLICIES: NEW PRAIRIE UNITED SCHOOL CORPORATION</b> <b>TRANSPORTATION MANAGEMENT</b>	
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## **8600.01 - STUDENT SAFETY IN TRANSPORTING**

### **Highway Stops**

When a school bus is operated on a highway and when there is ample room to safely do so, the bus driver shall load and unload school children off the traveled portion of the roadway. These stops shall be designated as a "Special School Bus Stop." The bus driver need not activate/extend the arm signal device but must use their "turn signals" when loading and unloading students in these areas. No student will be allowed to cross a highway under any circumstance, with or without permission to do so.

### **Designated Stops**

Bus stops at a student's home shall be called a "Normal Bus Stop." Students eligible for bus transportation shall be picked up and dropped off to the same location.

Where feasible and practical, students may be grouped together. These stops will be designated as a "Multiple Bus Stop." Secondary students can be expected to walk further to a "Multiple Bus Stop" than elementary students.

Students who live in town and do not have a "Normal Bus Stop" shall be grouped together at a certain location(s). These stops will be designated as a "Multiple In-Town Bus Stop." Students may be required to ride a designated bus to and from these locations.

### **Students Changing Buses**

Students are to ride their assigned bus to and from their designated stop. An occasional stop other than the student's designated stop will be at the building principal's discretion and only if:

- A. A note from the parent has been received
- B. It is a regular stop at the requested location
- C. If there are available seats

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However, if a parent requests that a student be picked up or dropped off at a location other than the student's designated stop and does not constitute an occasional change of bus stop, then all the following procedures to transport the student must be followed:

- A. Parents must notify the building principal in writing
- B. Must be a regular stop at the requested location
- C. If there are available seats
- D. It is done regularly (must be consistent, week-to-week)

No additional mileage will be added to bus routes for parents' convenience.

All notes from parents must be initialed by the building principal. A photocopy of the initialed note or a Bus-O-Gram must be given to the bus driver. The bus driver will follow the direction of the building principal or his/her designee.

### **Kindergarten Transportation**

The New Prairie United School Corporation provides bus transportation to and from school for all eligible kindergarten students.

Parents requesting special transportation to or from another location other than the students' residential address must adhere to the following:

- A. Parents must notify the building principal or the students' teacher in writing with the address location and residence name.
- B. The location of the requested stop must be on a scheduled/designated bus route. No additional mileage will be added for the parent's convenience.
- C. The location of the requested stop must be within the geographic boundaries of the attended school.
- D. The requested location must be on a consistent basis – not on a day-to-day situation.

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