

M.S.A.D. #12 POLICY BUS STOPS AND ROUTES

It is the intent of the M.S.A.D. #12 Board of Directors to provide safe and economical student transportation to and from school. The Board recognizes that parents are responsible for supervision of students while at the bus stop and while walking to and from the assigned stop. The privilege to ride a district bus may be suspended or denied in accordance with Policy EEAE Student Conduct on Buses. The day to day operations and administration of the transportation department rests with the Superintendent of Schools.

Bus Routes/Bus Stops

Door to door transportation of students cannot be provided to the general student population. Where required, special needs students may be provided with special transportation service. The school district cannot always consider factors that are associated with individual family or parental personal situations and is unable to accommodate individual work schedules or baby-sitting arrangements.

Routing and pickup of students will be guided by the following. In all cases the determining factor is safety of students.

1. Each student will spend no more than one hour on the bus each way.
2. It is the district's policy not to have buses travel on private roads, on municipal roads where there is not a safe turn-around or where the walk distance from the furthest house with a student to be transported on a public side road to the main road is within walking distance guidelines.
3. Bus stops will be clustered on roads buses travel, whenever safe and practical. Cluster stops will be at the safest locations for students and will be established to minimize walk distances. Walk distances along bus routes are not to exceed one (1) mile for grades 6-12 and one-half (1/2) mile for grades K-5.
4. It is recognized that road characteristics, speed limit and traffic volume will all be considered in placing bus stops, including not clustering on certain sections of roads.
5. It is the responsibility of the bus contractor to review all routes and stops prior to the start of each school year to ensure that the routing and stops meet these guidelines and are safe.
6. Prior to August 15, bus routes will be published on the school district website, www.sad12.com
7. All bus routes shall be established in such a manner as to avoid unnecessary turns, turn-arounds, or deviation from a "straight-line" route. All routes shall be established along state highways and town maintained roads. "Straight-line" routing implies that buses will make a minimum number of stops.
8. School buses will not enter cul-de-sacs or dead end streets.
9. Bus drivers will be required to conform to the approved bus routes and bus drivers will not be permitted to deviate from the established bus route or bus stop unless the driver has received written approval from the Superintendent of Schools as a result of a health or safety issue.
10. Placement of bus stops – the administration will consider the following when placing bus stops to ensure student safety and management of costs to the district
 - a) Visibility of the stop along the road traveled
 - b) Distance of the stop along a road the bus travels from the student's driveway (at most 1 mile for grades 6-12 and at most ½ mile for grades K-5)
 - c) Availability of a turnaround that is safe and will not require the bus to back up

- d) Number of students at the stop
- e) Visibility - bus stops must provide sufficient sight distance for approaching motorists who must stop at the bus stop location
- f) Grade – stop locations should not be located on the grade of a hill, where avoidable
- g) Road Maintenance – the road where the stop is located must be maintained by the Town of Jackman or the State of Maine

Student Safety Training

Safety training will be provided at the beginning of each school year for all students. This will include bus safety and evacuation drills.

Bus Stop Appeal Process

The only appeals to be considered will be those presented by parents (or guardians) for their own child. Individuals wishing to appeal the location of their bus stop or turnaround must first submit their concern in writing to the bus contractor who will respond in writing within ten (10) days of the receipt of the appeal. If not satisfied, the individual can appeal to the Superintendent by expressing in writing the specific objections to the decision of the bus contractor. The Superintendent will respond in writing within ten (10) days of the receipt of the appeal. If not satisfied, the individual can appeal to the Board of Directors by giving a written request to the Superintendent stating the specific objections to the decision of the Superintendent. The Board Chair will appoint a Transportation Review Committee to hear appeals as the need arises. It is the intent of the Board that appeals be handled expeditiously. In hearing the appeal, the Committee will determine whether the placement of the stop was made following the guidelines fairly, or whether special circumstances of the student merit an exception to the policy.

Adopted: September 11, 2007