

## **Bus Scheduling and Routing**

Adequate service, safety and efficient operation shall be the goals in the planning of school bus schedules, routes and stops.

The director of transportation shall be responsible for the development of transportation plans which shall be subject to the approval of the superintendent.

### **Bus routes**

Bus routes shall be set up on roads which are regularly maintained by the state, a county or municipality. A school bus may use a private road or land only as necessitated by an emergency or for the convenience of the district.

Drivers are to make no changes whatsoever in routes or receiving and discharging points except in cases where road conditions require an immediate decision and such changes are absolutely required. When such conditions prevail, safety of the student is to be the governing factor. Drivers are to report such conditions to the director of transportation or designee as soon as possible.

When possible, bus routes shall be designed to attempt to limit one-way transportation to no more than 60 minutes. Students who attend school outside their regular attendance area of necessity may ride longer times.

All routes shall run each day that schools are in session. However, when in the opinion of the superintendent or designee the weather and/or road conditions are hazardous or about to become hazardous, bus service may be suspended or rescheduled.

### **Bus stops**

The Board desires that all students shall be received and discharged from buses as near their homes as possible, but on public roads. Bus stops shall be designed to comply with state law regarding students' embarking and disembarking on major thoroughfares. A "major thoroughfare" shall be defined as a freeway, a U.S. highway outside incorporated limits or an interstate highway. Two-lane highways will be exempt from this requirement if the Board in consultation with local traffic officials determines they can be crossed safely.

Bus stops shall be designed so that students are not required to walk more than three-quarters of a mile. Students living on roads which are not maintained by the state, a county or municipality shall be required to provide their own transportation to and from designated bus stops.

Students shall be received and discharged at their assigned stop and are to ride their assigned bus except when written permission from change is requested by parents and approved by the director of transportation or designee.

Students are expected to be at their assigned bus stop prior to the established pick-up time. If drivers arrive to a bust stop, they will wait until the established pick-up time has passed before proceeding.

If public transportation services, e.g. RTD, are provided, the district may elect not to provide service.

Adopted: February 28, 1968  
Revised: August 13, 1980  
Revised: May 23, 1984  
Revised: June 8, 1994  
Reviewed: November 27, 2007  
Revised: February 8, 2012  
Revised: November 11, 2015

LEGAL REFS.: C.R.S. 22-32-113 (2) (Board may determine routes)  
C.R.S. 42-4-1904 (discharge of passengers)  
1 CCR 301-26, Rule 4204-R-224 (small vehicles, 14 or less  
passenger capacity multifunction buses, or school buses may be  
operated on route)