

**Administrative Guide: 6 –513 Bus Stops**

**Category: Transportation**

**Effective: September, 2005**

School District 6 is committed to providing safe and reliable transportation service to our students. In most cases, students are conveyed from the bus stop closest to their home and returned to that location at the end of each school day.

1. Parents are to ensure that their child is familiar with their bus stop and has been instructed to stay on the bus until they reach their approved stop.
2. For K-2 students the District strongly recommends that a parent or caregiver be present/visible at the school bus stop each day. Students may be returned to the school at the discretion of the bus driver, if there is no one to meet the student when, typically, there would be.
3. Students are to ride only on their assigned bus unless they have been approved for alternate transportation service, see below.
4. For safety concerns, school bus stops are generally located a half-kilometer apart on a main road. A bus driver has the discretion to group nearby stops together to meet this guideline.
5. Students are to be at their bus stop five minutes prior to their scheduled pick-up time. Buses will not wait for late students.
6. Requests for long-term alternate transportation service (i.e. pick up in the morning at home stop, delivering after school to daycare) may be permitted subject to the following conditions:
  - a) If a “Request for Student Conveyance to An Alternate Location” application, with parent/guardian’s signature is submitted to and signed by the school;
  - b) If the service requested occurs on a consistent basis (i.e. daily or every Monday);
  - c) If the request can be accommodated on an existing route and stop; and
  - d) If the school bus has space for extra passengers.

This is a courtesy service which may be withdrawn if conditions such as route or load levels change.

7. Requests for a one-time alternate transportation service (i.e. emergency request to provide transportation to another location) may be permitted subject to the following conditions:
  - a) If a written request, signed by a parent/guardian, is received at the school and the reason for the request is deemed appropriate by the school principal. The request must have specific information such as drop off area and contact name and phone number;
  - b) If the request can be accommodated on an existing route and stop;
  - c) If the school bus has space for extra passengers; and
  - d) No requests will be accepted by telephone.

Once the conditions above have been met, the written request will be forwarded to the school bus driver.