

1 **St. Regis School District**

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3 **NON INSTRUCTIONAL OPERATIONS**

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5 Bus Routes and Schedules

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7 The Superintendent’s designee is responsible for scheduling bus transportation, including  
8 determination of routes and bus stops. Such routes are subject to approval of the county  
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum  
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal  
11 service to all bus students.

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13 In order to operate the transportation system as safely and efficiently as possible, the following  
14 factors shall be considered in establishing bus routes:

- 15  
16 1. A school bus route shall be established with due consideration of the sum total of local  
17 conditions affecting the safety, economic soundness, and convenience of its operation,  
18 including road conditions, condition of bridges and culverts, hazardous crossings,  
19 presence of railroad tracks and arterial highways, extreme weather conditions and  
20 variations, length of route, number of families and children to be serviced, availability of  
21 turn-around points, capacity of bus, and related factors.
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23 2. No school child attending an elementary school shall be required to ride the school bus  
24 under average road conditions more than one (1) hour without consent of the child’s  
25 parent or guardian.
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27 3. School bus drivers are encouraged to make recommendations in regard to establishing or  
28 changing routes.
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30 4. Parents should be referred to the Superintendent for any request of change in routes,  
31 stops, or schedules.

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33 The Board reserves the right to change, alter, add, or delete any route at any time such changes  
34 are deemed in the best interest of the District, subject to approval by the county transportation  
35 committee.

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37 Bus Stops

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39 Buses should stop only at designated places approved by school authorities. Exceptions should  
40 be made only in cases of emergency and inclement weather conditions.

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42 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists  
43 approaching from either direction will have a clear view of the bus for a distance of at least three  
44 hundred (300) to five hundred (500) feet.

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4 School loading and unloading zones are to be established and marked to provide safe and orderly  
5 loading and unloading of students. The principal of each building is responsible for the conduct  
6 of students waiting in loading zones.

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8 Delay in Schedule

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10 The driver is to notify the administration of a delay in schedule. The administration will notify  
11 parents on routes and radio stations, if necessary.

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13 Responsibilities - Pupils

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15 Pupils must realize that safety is based on group conduct. Talk should be in conversational tones  
16 at all times. There should be no shouting or loud talking which may distract the bus driver.  
17 There should be no shouting at passersby. Pupils should instantly obey any command or  
18 suggestions from the driver and/or his/her assistants.

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20 Responsibilities - Parents

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22 The interest and assistance of each parent is a valued asset to the transportation program.  
23 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and  
24 appreciated. The following suggestions are only three of the many ways parents can assist:

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26 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.  
27 2. Properly prepare children for weather conditions.  
28 3. Encourage school bus safety at home. Caution children regarding safe behavior and  
29 conduct while riding the school bus.

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31 Safety

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33 The Superintendent will develop written rules establishing procedures for bus safety and  
34 emergency exit drills and for student conduct while riding buses.

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36 The driver is responsible for the safety of his/her passengers, particularly for those who must  
37 cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver  
38 shall order or allow a student to board or disembark at other than his/her assigned stop unless so  
39 authorized. In order to assure the safety of all, the bus driver may hold students accountable for  
40 their conduct during the course of transportation and may recommend corrective action against a  
41 student. Bus drivers are expressly prohibited from using corporal punishment.

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43 The bus driver is responsible for the use of the warning and stop signaling systems and the  
44 consequent protection of his/her passengers. Failure to use the system constitutes negligence on  
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the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

**NOTE:** To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

**NOTE:** The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	20-10-106, MCA	Determination of mileage distances
	20-10-132, MCA	Duties of county transportation committee
	20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation

Policy History:

Adopted on: March 8, 2006

Revised on: