

ESTABLISHMENT OF SCHOOL BUS ROUTES

A. General Policy.

The Transportation Provider contracted by the school district shall establish bus routes, schedules and stops for all students eligible for transportation. Routes will be over the most direct roads practicable for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering equitable service to all eligible students. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes, schedules and stops will minimize and balance the time students spend on buses. However, priority in distance to stops will be given to younger children.

Authorized bus stops shall be located at convenient intervals in places where students can be loaded or unloaded, cross highways and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. Bus stops will be situated so that no student is required to walk more than 1 mile to reach a stop. Per RSA 189:8, the maximum distance to stops can be extended to 1 ½ miles for students residing in areas which are inaccessible by the District's established mode of transportation, provided that the vehicle, route and schedule have been approved by the commissioner of education. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

B. Process for Establishing Bus Routes and Stops.

1. Transportation provider obtains student enrollment list in early July.
2. Transportation provider evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
3. Routes and stops are posted on the District and school websites.
4. Late enrollments and other factors may necessitate alteration of approved and publicized routes and stops.

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Mary Collins
Mrs. Brennan Peaslee

Adopted by the Board: 30 January 2024
Approved by the Board: 6 November 2024

C. Parent/Guardian Requests for Route Change

1. Change Requests. Students entitled to transportation service will be assigned to a school bus and stop and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Principal. Bus assignment changes will be made based on the following criteria:
 - a. Request must be written by parent or guardian.
 - b. Space must be available.
 - c. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal or his/her designee. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal/designee will coordinate the change directly.

2. Request to Waive Policy
 - a. Request to waive policy under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Principal's decision.
 - b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation provider.
 - c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change.
 - d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/ request the parent/guardian must request in writing to the Superintendent within 10 calendar days from the date of the Superintendent's decision.
 - e. The Board will hear the request as part of its next available agenda subject to the availability of the parent/guardian.
 - f. The Board will make its decision after hearing all appropriate information.