

## **SCHOOL BUS SCHEDULING AND ROUTING**

1. In-so-far as availability of equipment will permit, a strong effort will be made to schedule only one trip per bus. In cases where two trips are necessary, the second will be the shorter.
  - (a) Bus routes and stops will be established in accordance with guidelines, regulations, and laws specified by the Code of Virginia and the Department of Education, 8 VAC 20-70 160 Review of Routes. School bus routes, school sites, and safety of pupils at bus stops shall be reviewed at least once each year. Bus routes shall be reviewed for safety hazards, fuel conservation, and to assure maximum use of buses. Local school administrators shall evaluate the safety of pupils at bus stops periodically and shall, at the request of the School Board, report the results to the School Board.
  - (b) Students residing in subdivisions or on secondary roads with limited vehicular traffic will walk to an established bus stop.
  - (c) Turnarounds will be made only if road, load, and time conditions permit safe travel.
  
2. Establishing bus routes on roads not in the Virginia State Highway System.
  - (a) The Superintendent is authorized to approve entering privately maintained roads for the purpose of transporting students where the following conditions exist:
    1. The housing development is in full compliance with any county ordinances that apply.
    2. The housing development is represented by the developer but will have a validly constituted property owners' association fully authorized to act on behalf of the property owners or the housing development currently has a validly constituted property owners association fully authorized to act on behalf of the property owners.
    3. If the roads in the housing development are constructed and maintained to current VDOT standards for a residential housing development, even though the roads have remained private, school bus service may be supplied without further inquiry as to the quality of the design and construction of the roads.
    4. If the roads in the housing development, designated by the school transportation department as bus routes, have not been constructed up to VDOT standards, the burden shall be upon the developer/property owners' association to present clear evidence that convinces the Superintendent to provide school bus service in the housing development. In reaching a decision, the Superintendent will consider the following factors:

- a. Pavement and Shoulder Width
  - b. Signage (speed, stop)
  - c. Turnaround Facilities
  - d. Intersection Geometry
  - e. Sight Distance
  - f. Highway Ingress/Egress
  - g. Road Grades
  - h. Topography
  - i. Road Surface (gravel roads will generally not be considered for inclusion in the transportation system)
5. Form EEAB-F (Application for School Bus Service on Private Roads) must be annually submitted to the Superintendent by July 15. The request will be forwarded to the Supervisor of Transportation for consideration. The request must be accompanied by a current (within the previous 12 months) VDOT survey showing that the roads meet VDOT standards or a study of the roads by a certified engineer, together with any other information the applicant wishes the Superintendent to consider.
  6. A policy of liability insurance, covering the upcoming school year, is obtained showing the School Board and its employees as additional insured. The limit of liability shall be at least as much as the Board carries to cover similar liability. A copy of the policy must be submitted to the School Board Office Transportation Department before transportation service can be provided. A copy of the liability insurance must be submitted by July 15 on an annual basis with the annual application.
  7. The number of students and location of the students' homes in the housing development justifies this action.
  8. Adequate turnaround is provided.
  9. Student safety is not jeopardized. In the event of safety hazards involving weather, road deterioration, etc., King George County school buses shall not travel the established bus routes. Students will be picked up and let off at prearranged bus stops near the entrance of the housing development. It is further understood that on days of inclement weather, the bus driver may be given the option by the Transportation Department not to travel roads that have not been cleared of ice and snow.
  10. After approval has been granted, if an application is not submitted annually by July 15, King George County Schools will place a notice in a paper widely circulated in the school division indicating that bus service in the development has been discontinued.

11. The developer/property owners' association shall waive all claims it may have, now or in the future, against the School Board for damages to its property or that of property owners. Further, the developer/property owners' association shall, by written instrument, agree to defend, indemnify and hold the School Board harmless from any and all claims, loss or damage the Board, or any of its employees, may sustain resulting from providing transportation in the development. The agreement shall meet all requirements of form and substance as may be required by the attorney for the School Board.
  12. It is understood that if there is a shortage of school buses, all students will be picked up on public roads.
  13. Access is given to all vehicles for such necessary purposes as investigating accidents, checking road conditions, etc.
  14. Provision is made for snow removal consistent with that provided on public roads.
  15. The private road continues to be maintained in compliance with this policy.
  16. In newly established housing developments, service will not be provided until road construction is substantially complete.
  17. Service on any private road shall be terminated by the Supervisor of Transportation at any time for reasonable cause.
- (b) The Superintendent may waive any of the above requirements if it is determined that special circumstances exist that warrant such action.
3. Establishing special education bus service on private roads, lanes, or driveways.
    - a. Generally, busses will not enter private roads, lanes, or driveways. However, the Superintendent is authorized to make exceptions where the following conditions exist:
      1. The needs of the child, as specified in the I.E.P., require special transportation arrangements.
      2. Road conditions allow for safe travel. An adequate turnaround, (determined by the Supervisor of Transportation), must be provided and maintained by the property owner. Special Needs students will be picked up at regular bus stops unless the student's IEP states the student must be picked up and dropped off door to door.
      3. The property owner is responsible for the trimming of brush, tree limbs, etc. to prevent unnecessary damage to equipment owned by the School Board.
      4. Regulations as outlined in paragraph 2 (a) 8,9,11,13 have been met.

- 5. All decisions made by the Superintendent may be appealed to the School Board by following the policy and forms found in sections KL and KL-F of the Policy Manual.

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