

Knox County Board of Education			
Descriptor Term:		Descriptor Code:	Issued:
Scheduling and Routing		EDD	7/95
		Rescinds:	Revised:
			5/08

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

ELEMENTARY SCHOOLS

Students within an area of one (1) mile from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-fourth (1/4) mile from their home unless a bus stop cannot be situated at a location within the one-fourth (1/4) mile range which allows adequate visibility between the bus driver and other motorists. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more K-5 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen or more elementary or fifteen or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

Distance measurements for transportation purposes shall include only publicly maintained roads.

MIDDLE AND HIGH SCHOOLS

Students within an area of one and one-half (1 1/2) miles from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-half (1/2) mile from their home unless a bus stop cannot be situated at a location within the one-half (1/2) mile range that allows adequate visibility between the bus driver and other motorist. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more 6-12 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

Distance measurements for transportation purposes shall include only publicly maintained roads. All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

The Transportation Department shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

Appeals of all matters related to school bus scheduling or routing shall be made to:

- 1) Principal
- 2) Transportation Department Staff
- 3) Transportation Lead Router
- 4) Transportation Supervisor
- 5) Assistant Director of Schools for Administrative Services
- 6) Director of Schools

Every effort shall be made to avoid scheduling students is not scheduled to be in transit more than one hour each way. At no time shall a student be in transit to and from school more than one and one-half hours each way.¹ When feasible, students shall not be transported past their assigned school.

DISTANCE BETWEEN BUS STOPS ON ROUTES

Bus stops shall be no closer than one-fourth (1/4) mile apart along designated bus routes for elementary students. Bus stops shall be no closer than one-half (1/2) mile apart along designated bus routes for middle and high school students. Adequate visibility between the bus driver and other motorists at bus stops may alter these distances.

Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless overlapping results from the necessity to travel the main highway to school centers. When more than one bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a certain portion of the route and all students within this section shall ride the bus to which assigned.

In all cases, except where it is deemed not possible by the transportation supervisor, buses will be routed so drivers will not have to back up in order to complete a route.

Buses will not be routed into those areas where there is no continuous route in and out. The only exception to this policy shall be where it is further (from the entrance of the subdivision to the last house in the subdivision along road route) than three-fourths (3/4) mile or where a subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exceptions the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

In cases where there is a continuous route through a subdivision, the distance must meet or exceed three fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to make any non-designated stops except for emergencies when transporting students.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

If a parent chooses to send a child to another school in the system on an approved transfer, the parent must provide transportation to and from that school.

RESPONSIBILITY OF STUDENTS AT BUS STOPS

It is the parent's responsibility to determine by what means and what path children use between their residence and their assigned bus stop. The parent shall monitor the child's safety and security at the bus stop and the path to and from the residence. The principal or the principal's designee shall apply school behavior procedures at a bus stop when a student's misconduct was initiated at school or on the school bus.

PAYMENT IN LIEU OF TRANSPORTATION

In cases where transportation cannot be furnished to a child because of the condition of roads or remoteness of the child's residence, the Director of Schools may direct the transportation department to pay² the child's parent or guardian an amount equal to the average per capita cost of transporting one (1) pupil during the previous school year if the following requirements are met:

- 1. Maintain regular attendance
- 2. Residence is more than one and one-fourth (1 1/4) miles from the school
- 3. Attends the school in their official school zone
- 4. Residence is more than one and one-fourth (1 1/4) miles from the nearest established bus stop

BUS STOPS

Students eligible for transportation services to and from their assigned bus stop and school shall be provided such services free of charge.³

Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. The principal or his designee shall have the discretion to grant permission for a student to ride a non-assigned bus on a temporary basis.

A parent or guardian may request for the child to exit a school bus at a destination other than the student's regular bus stop on the student's return bus route after dismissal of school. The parent or guardian shall provide the building level administrator, or his designee, with a signed note from the parent or guardian requesting the change for that specific day. The driver shall be provided a copy of the request to include the signature of the individual approving the request.⁴

Knox County Schools shall not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day unless all of the following criteria are met:

- 1. A request is submitted by the child's parent/guardian.
- 2. School buses are not required to deviate from an established route.
- 3. No additional buses or other costs are incurred and seating is available.
- 4. The service facility's location and the school of the student's enrollment are located within the same attendance zone.
- 5. The student's primary residential address does not lie within the parent responsibility zone.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

6. The program provider shall provide supervision when students board or leave the school bus at their facility.

In all other cases, parents/guardians who choose to enter into a joint agreement with a childcare provider shall assume all responsibility for transporting the child to and from the provider's location. Each school will establish a procedure for parents/guardians to designate and provide permission for an alternate party to transport the child.

Legal References:
1. TCA 49-6-2105
2. TCA 49-6-2104
3. TCA 49-6-2103
4. TCA 49-6-2118