

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Scheduling and Routing</b>	Descriptor Code:	Issued:
		<b>E-171</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>1/25</b>	<b>5/24</b>	

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**GENERAL**

This policy establishes the parameters for scheduling and routing for all scheduled transportation services provided by the Board of Education. It is the expectation of the Board that all eligible students will have equal access to these services. The Board understands that scheduling and routing may be constrained by geography as well as the condition and location of streets and roads. These parameters may be reasonably and minimally adjusted in individual cases by transportation planning personnel to address student safety and security.

**ELIGIBILITY FOR TRANSPORTATION**

All students living outside of the Parent Responsibility Zone for their zoned school are eligible for transportation services to their zoned school.

**PARENT RESPONSIBILITY ZONE**

Elementary Schools  
Students who live within one (1) mile of their zoned school, by the shortest road route, are not eligible for transportation services provided by Knox County Schools. Parents are responsible for determining the safest and most appropriate manner for their children to get to and from school.

Middle and High Schools  
Students who live within one and one-half (1 1/2) miles of their zoned school, by the shortest road route, are not eligible for transportation services provided by Knox County Schools. Parents are responsible for determining the safest and most appropriate manner for their children to get to and from school.

**DISTANCE MEASUREMENT**

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

**BUS STOPS**

Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. Transportation services shall be provided to eligible students to and from their assigned bus stop and school and such services will be free of charge.<sup>1</sup>

Bus stops will be placed at the discretion of the Transportation Department with preference for optimal and safe locations pursuant to the criteria below. Bus stops will also be reevaluated by Transportation Department personnel as needed to address changing circumstances.

1 Eligible elementary school students should have a designated bus stop located no further than one-fourth  
 2 (1/4) of a mile from their home unless there is not a safe location within that range to place a bus stop. In  
 3 that case, a bus stop will be located as close to one-fourth (1/4) of a mile from their home as possible.  
 4 Similarly, bus stops for elementary school students should be no closer than one-fourth (1/4) mile to one  
 5 another on bus routes, but safety considerations may alter these distances.

6  
 7 Eligible middle and high school students should have a designated bus stop located no further than one-  
 8 half (1/2) of a mile from their home unless there is not a safe location within that range to place a bus  
 9 stop. In that case, a bus stop will be located as close to one-half (1/2) of a mile from their home as  
 10 possible. Bus stops for middle and high school students should be no closer than one-half (1/2) mile to  
 11 one another on bus routes, but safety considerations may alter these distances.

12 Eligible students who live in a development, subdivision, apartment complex, etc. without a continuous  
 13 route of travel or who live on a dead-end road will have a designated bus stop located near the  
 14 development entrance or the nearest intersection with a traversable road. Stops may be added within a  
 15 development if there is a suitable turnaround location for the bus and one of the following conditions is  
 16 met:

- 17 1. the distance from the entrance to the last residence along the shortest road route exceeds three-  
 18 fourths (3/4) of a mile, or
- 19 2. fifteen (15) or more students ride the bus on a regular basis.

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 22 If any portion of a development, subdivision, apartment complex, etc. extends outside of the Parent  
 23 Responsibility Zone but the only entrance(s) to that development are inside the Parent Responsibility  
 24 Zone, all students residing in that development are eligible for transportation services.

25 The principal or their designee have the discretion to grant permission for a student to ride a non-assigned  
 26 bus or utilize a non-assigned bus stop on a temporary basis by sending a signed note to the bus driver.

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 28 A parent or legal guardian may request for their child to exit a school bus at a destination other than their  
 29 assigned bus stop on the student's return bus route after dismissal of school. The parent or legal guardian  
 30 shall provide the building level administrator, or their designee, with a signed note from the parent or  
 31 legal guardian requesting the change for that specific day. If the building level administrator, or their  
 32 designee, approves the request, that person should also sign the note and provide the driver a copy bearing  
 33 both signatures.<sup>2</sup>

34  
 35 Knox County Schools shall not provide transportation services to a location for the purpose of providing  
 36 care to students prior to or immediately following the instructional day unless all of the following criteria  
 37 are met:

- 38 1. A request is submitted by the child's parent/legal guardian.
- 39 2. School buses are not required to deviate from an established route.
- 40 3. No additional buses or other costs are incurred and seating is available.
- 41 4. The service facility's location and the school of the student's enrollment are located within the  
 42 same attendance zone.
- 43 5. The student's primary residential address does not lie within the parent responsibility zone.
- 44 6. The program provider shall provide supervision when students board or leave the school bus at  
 45 their facility.

46  
 47 In all other cases, parents/legal guardians who choose to enter into a joint agreement with a childcare  
 48 provider shall assume all responsibility for transporting the child to and from the provider's location. Each  
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1 school will establish a procedure for parents/legal guardians to designate and provide permission for  
2 another party to transport their child.

### 4 **BUS ROUTES**

6 The Transportation Department is responsible for surveying all bus and shuttle routes and scheduling all  
7 bus and shuttle transportation, including the determination of stops and the assignment of students.

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

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

15 If a parent chooses to send a child to another school on an approved general transfer, that student is not  
16 eligible and shall not receive transportation services.

### 18 **TRANSIT TIME**

20 Every effort shall be made to avoid scheduling students to be in transit more than one hour each way. At  
21 no time shall a student be in transit to or from school more than one and one-half hours each way.<sup>3</sup>

### 23 **SCHEDULING AND ROUTING APPEALS**

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

- 27 1) Transportation Department Staff
- 28 2) Transportation Lead Router
- 29 3) Director of Transportation
- 30 4) Assistant Superintendent of Operations
- 31 5) Director of Schools

33 The Director of Schools shall have the latitude to adjust bus scheduling and routing as needed in cases  
34 where there are extraordinary or exigent circumstances and when such a change is in the best interest of  
35 the student. Appeal instructions can be found in Knox County Schools Administrative Procedure AP-E-  
36 171.

### 38 **RESPONSIBILITY FOR STUDENTS AT BUS STOPS**

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

### 46 **PAYMENT IN LIEU OF TRANSPORTATION**

48 In cases where transportation cannot be furnished to a child because of the condition of roads or  
49 remoteness of the child's residence, the Director of Schools may direct the transportation department to

1 pay<sup>4</sup> the child's parent or legal guardian an amount equal to the average per capita cost of transporting one  
2 (1) pupil during the previous school year if the following requirements are met:

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

- 1. T.C.A. § 49-6-2103.
- 2. T.C.A. § 49-6-2118.
- 3. T.C.A. § 49-6-2105.
- 4. T.C.A. § 49-6-2104.

Cross Reference:

- Knox County Schools Administrative Procedure AP-E-171.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
*/Gary T. Dupler/Deputy Law Director*