

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>			
	<b>Scheduling and Routing</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-171</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>3/17</b>	<b>3/15</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 by transportation planning personnel in individual cases to address student safety and security needs.

**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.

**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

1 subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students  
2 who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision,  
3 travel to a safe intersection and then exit the subdivision.  
4

#### 5 **DISTANCE MEASUREMENT**

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7 Distance measurements for transportation purposes shall include only publicly maintained roads. All  
8 school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time  
9 the first student is picked up until the trip is complete.  
10

11 The Transportation Department shall be responsible for surveying all bus routes and scheduling bus  
12 transportation, including the determination of bus stops and the assignment of students.  
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#### 14 **SCHEDULING AND ROUTING APPEALS**

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16 Appeals of all matters related to school bus scheduling or routing shall be made to:  
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- 18 1) Principal
  - 19 2) Transportation Department Staff
  - 20 3) Transportation Lead Router
  - 21 4) Transportation Supervisor
  - 22 5) Chief Operating Officer
  - 23 6) Director of Schools
- 24

25 The Director of Schools shall have the latitude to adjust bus scheduling and routing as needed in cases  
26 where there are extraordinary or exigent circumstances and when such a change is in the best interest of  
27 the student.  
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#### 29 **TRANSIT TIME**

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31 Every effort shall be made to avoid scheduling students to be in transit more than one hour each way. At  
32 no time shall a student be in transit to and from school more than one and one-half hours each way.<sup>1</sup> When  
33 feasible, students shall not be transported past their assigned school.  
34

#### 35 **DISTANCE BETWEEN BUS STOPS ON ROUTES**

36  
37 Bus stops shall be no closer than one-fourth (1/4) mile apart along designated bus routes for elementary  
38 students. Bus stops shall be no closer than one-half (1/2) mile apart along designated bus routes for middle  
39 and high school students. Adequate visibility between the bus driver and other motorists at bus stops may  
40 alter these distances.  
41

42 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or  
43 unless overlapping results from the necessity to travel the main highway to school centers. When more  
44 than one bus travels a main highway and each bus picks up some students along such routes, each bus  
45 shall be assigned a certain portion of the route and all students within this section shall ride the bus to  
46 which assigned.  
47

48 In all cases, except where it is deemed not possible by the transportation supervisor, buses will be routed  
49 so drivers will not have to back up in order to complete a route.  
50

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

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

14  
 15 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses  
 16 are not to make any non-designated stops except for emergencies when transporting students.

17  
 18 If a parent chooses to send a child to another school in the system on an approved transfer, the parent must  
 19 provide transportation to and from that school.

## 20 21 **RESPONSIBILITY OF STUDENTS AT BUS STOPS**

22  
 23 It is the parent's responsibility to determine by what means and what path children use between their  
 24 residence and their assigned bus stop. The parent shall monitor the child's safety and security at the bus  
 25 stop and the path to and from the residence. The principal or the principal's designee shall apply school  
 26 behavior procedures at a bus stop when a student's misconduct was initiated at school or on the school  
 27 bus.

## 28 29 **PAYMENT IN LIEU OF TRANSPORTATION**

30  
 31 In cases where transportation cannot be furnished to a child because of the condition of roads or  
 32 remoteness of the child's residence, the Director of Schools may direct the transportation department to  
 33 pay<sup>2</sup> the child's parent or guardian an amount equal to the average per capita cost of transporting one (1)  
 34 pupil during the previous school year if the following requirements are met:

- 35
- 36 1. Maintain regular attendance
- 37 2. Residence is more than one and one-fourth (1 1/4) miles from the school
- 38 3. Attends the school in their official school zone
- 39 4. Residence is more than one and one-fourth (1 1/4) miles from the nearest established bus stop
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## 41 **BUS STOPS**

42  
 43 Students eligible for transportation services to and from their assigned bus stop and school shall be  
 44 provided such services free of charge.<sup>3</sup>

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

1 A parent or guardian may request for the child to exit a school bus at a destination other than the student's  
2 regular bus stop on the student's return bus route after dismissal of school. The parent or guardian shall  
3 provide the building level administrator, or his designee, with a signed note from the parent or guardian  
4 requesting the change for that specific day. The driver shall be provided a copy of the request to include  
5 the signature of the individual approving the request.<sup>4</sup>  
6

7 Knox County Schools shall not provide transportation services to a location for the purpose of providing  
8 care to students prior to or immediately following the instructional day unless all of the following criteria  
9 are met:  
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- 11 1. A request is submitted by the child's parent/guardian.
- 12 2. School buses are not required to deviate from an established route.
- 13 3. No additional buses or other costs are incurred and seating is available.
- 14 4. The service facility's location and the school of the student's enrollment are located within the  
15 same attendance zone.
- 16 5. The student's primary residential address does not lie within the parent responsibility zone.
- 17 6. The program provider shall provide supervision when students board or leave the school bus at  
18 their facility.  
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21 In all other cases, parents/guardians who choose to enter into a joint agreement with a childcare provider  
22 shall assume all responsibility for transporting the child to and from the provider's location. Each school  
23 will establish a procedure for parents/guardians to designate and provide permission for an alternate party  
24 to transport the child.  
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45 Legal References:

- 46 1. TCA § 49-6-2105.
- 47 2. TCA § 49-6-2104.
- 48 3. TCA § 49-6-2103.
- 49 4. TCA § 49-6-2118.