

Bus Procedures

Eligible students being transported to and from school for the regular or the extra curricular program will be boarded or dismissed from the buses at their regularly scheduled stop, except for circumstances related to temporary bus changes.

Adopted: August 8, 1983
Revised: April 13, 2015
Revised: March 14, 2016

Legal Reference:
Iowa Administrative Code
Chapter 22, School Transportation
281-41.412

Bus Procedures**I. Temporary Bus Changes**

Students requesting a temporary change from their designated stop which does not require the bus to deviate from its regular route and the departure is at a regularly scheduled stop must:

- A. Be eligible for bus transportation;
- B. Parent/guardian submits a written request for permission three days in advance (unless there are extenuating circumstances) to the building principal who will approve and send to the Transportation Department.

II. Activities – Public School Activities

- A. Public school students participating in extra curricular activities shall be picked up and returned to the sponsoring school's parking lot. The coach/sponsor must notify the bus driver of students not riding the bus home (roster).
- B. Parent(s) must request release of the student by a note to the coach/sponsor or by signing out their student on a sign-out sheet. Parent(s) must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
- C. If the student will be released to someone other than a parent/guardian the parent(s) or guardian(s) must have a note to the building Athletic Director 24 hours prior to the event. Athletic Directors will then give that note to the coach/sponsor. The adult assuming custody of that student must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.

III. Alternate Scheduled Stop – Regular Education Students

Students requesting an alternate boarding or dismissal point from a regularly scheduled stopping point must meet the following criteria:

A. Pick Up Routes – Same Bus

Students will be allowed to board their bus at a scheduled stop other than their own as long as this does not require the bus to deviate from its regular route. Parent/guardian submits a written request for permission three days in advance (unless there are extenuating circumstances) to the building principal who will approve and send to the Transportation Department.

B. Pick Up Routes – Changing Buses

Students will be allowed to board a different bus at a scheduled stop other than their own as long as the bus does not deviate from its regular route or become overloaded. This alternative stop must be an every day occurrence.

C. Take Home Routes – Same Bus or Changing Buses

Students will be allowed an alternative dismissal stop as long as the bus does not deviate from its regular route or become overloaded. The alternative dismissal stop must be an every day occurrence.

In order to permit an alternate stop, parents must:

1. Submit a written request (*Alternate Stop Form*) to the Transportation Department;
2. Provide the Transportation Department with the necessary emergency information;
3. Allow up to two weeks for the implementation of the alternative scheduled stop.

IV. Alternate Scheduled Stops – Special Education Students

- A. Transportation of eligible individuals shall generally be provided as for other individuals, when appropriate. Transportation of an eligible individual to and from a special education support service is a function of that service and shall be specified in the IEP.
- B. Transportation from the eligible individual's residence to the location of the special education services and back to the individual's residence, or child care placement for eligible individuals below the age of six. The disability of students must be such that to require students to meet an established route would be beyond either their mental or physical capabilities as determined by the IEP team requesting transportation.
- C. The alternate stop must be an every day occurrence.

In order to permit an alternate stop, parents must:

1. Submit a written request (*Alternate Stop Form*) to the Transportation Department;
2. Provide the Transportation Department with the necessary emergency information;
3. Allow up to two weeks for the implementation of the alternative scheduled stop.