

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

The policy, rules and regulations for the transportation of pupils to and from school shall be in strict compliance with Iowa Code, Chapter 285, State Department of Education regulations, and rules and regulations established and approved by the Board of Directors. Elementary school students (K through 8) living two miles or more and secondary school students (9 through 12) living three miles or more from a designated attendance center will be furnished transportation or reimbursement.

Bus routes will be annually reviewed for efficiency and safety hazards. Planned loads for routes must meet state code of at least 75% capacity, [IAC 281-42.1(2)]. Ride times shall not under normal conditions exceed 60 minutes for elementary students and 75 minutes for high school students [IAC 281-42.1(3)]. Transfer time is not included in ride time, wheels turning. We are not required to reserve space for occasional ride students.

Students attending nonpublic schools will be provided transportation in accordance with the provisions and restrictions of the Iowa Code. Parochial bussing requirements can be met by one of three methods; direct bussing on district routes, contracting with private providers, or transportation reimbursement provision. Exclusive or special routings should meet above requirements. Re: IAC 285.1 14-17,

OPERATIONAL GUIDELINES

Route Determination

1. In developing a bus route, load capacity will be at 3/4 capacity relative to time and riders. 44 of 65 students for standard bus. 45 minute route minimum.
 - a. No regular route or shuttle route with less than 25 students will be maintained unless called for in a Special Education IEP.
2. Western Dubuque School Board has approved additional In Town Bussing for students residing within distance boundary on a space available basis. Regular bus stops will be utilized for this transportation. No Door to Door paid service. State has allowed districts to charge a fee to offset costs associated with this service. Free and reduced rates apply.
3. Additional transportation will not be provided for students residing outside of approved school attendance boundaries. Parental requests approved by the Superintendent for their child to attend a school outside of assigned attendance boundary will be required to provide their own transportation or may ride an existing bus route to that requested attendance center if already in operation.
4. Bussing to/from daycare not required for students older than 6 per state code, 41.412(1), a family may change their pickup/drop off daycare only once per semester. Parents may be required to meet planned routing if additional changes are made.

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Route Development

1. Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route that more directly serves the largest number of students.
2. Routes will be assigned to eliminate as many turnarounds as possible and to employ as nearly as practicable the full carrying capacity for each bus trip. Every effort shall be made to insure that students transported are on the bus no more than one hour.
3. Any changes in bus routes during the school year shall be approved in advance by the Director of Transportation. Any rerouting must allow adequate time (except in emergency situations) to notify all riders assigned to the bus of the changes.
4. Bus routes are developed to allow for the largest number of students to exit the bus as soon as possible.
5. Bus routes will utilize transfers within hub and spoke network to achieve greatest efficiency. Route transfer busses to have the smallest number of students changing routes. PK, SV & ECSE students should be routed on direct routes to elementary centers when possible to lower needs for van transportation.
6. Route out of district students and high school students first on/last off to maximize allowable ride times.
7. Route anchors should be at high schools with elementary school as intermediate stops.
8. Bussing is on county maintained roadways; bussing on private lanes and drives will be avoided whenever possible.
9. Bussing will not take place on dead-end roads. Dead-end roads are defined as public roads without an exit and include roads that are mapped or platted but not yet actually constructed as through roads. End-of-district roads are defined as public roads leading from the Western Dubuque Community School District into another school district. School bus service may be provided to residences located on dead-end and end-of-district roads under the following circumstances:
 - a. Residence is located at least three-tenths (.3) of a mile beyond an intersection of two or more public roads.
 - b. Manager of Transportation determines that the road provides for an adequate and safe bus turnaround.

Approved: May 12, 2014

Reviewed:

Revised: