

BUS SCHEDULING AND ROUTING

School bus scheduling shall comply with Colorado Springs School District 11 Board of Education (the Board) Policy EEAC, Bus Scheduling and Routing, state and local laws and criteria directed by the Colorado Department of Education. School bus scheduling will be reviewed, planned, and designed at least annually prior to the start of each school year. Subsequent reviews and changes will be made by the Director of Transportation and staff as warranted throughout the school year to ensure safety and optimization of efficiency. For information on scheduling and routing of special education students, see Board Policy EEAB, Special Needs Student Transportation.

School bus stops will be planned so that a student does not have to cross a major thoroughfare immediately after getting off the bus. In determining the location of bus stops, factors to be considered include: visibility, lateral clearance, student access and control of other motorists. Bus stops will not be set up along major thoroughfares whenever access is possible by the use of an adjacent street or road. A "major thoroughfare," as defined in state law, is a freeway, a U.S. highway outside incorporated limits, an interstate highway, a highway with four or more lanes, or a road with a median separating multiple lanes of traffic. Two-lane highways will be exempt from this requirement if the Board, in consultation with local traffic officials, determines they can be crossed safely.

Students will be assigned a designated bus stop by the Transportation Department. Students will only be permitted to board and exit the bus at their designated bus stop. Requests for a change of designated bus stop shall be submitted in writing to the Director of Transportation for consideration.

School bus stops will be established only in transportation boundaries where students qualify for District provided transportation services. Students who apply for and are approved for space available transportation services shall be assigned to a stop in the transported area. Students who apply for and are approved for Gifted Magnet Program (GMP) site transportation shall be assigned to the nearest stop designated by the Transportation Department. Students who receive transportation to the Roy J. Wasson Academic Campus (RJWAC) or the Tesla Educational Opportunity School (Tesla) will receive transportation to/from a centralized stop location. Stops will not be established in the school boundary which is not eligible for transportation services, except for students who qualify for transportation as a related service as part of their Individual Education Plan or 504 plan (exceptions may be made for students attending RJWAC, Tesla Educational Opportunity School or GMP sites). Parents/guardians are responsible for the safety of their children getting to and from the school bus stop.

Siblings of students approved for GMP site transportation can be transported to the same school for education even if not enrolled in the special program, as long as their sibling is still enrolled in the GMP (see Regulation EEAA-R).

Schools and parents/guardians of students eligible for District provided transportation services shall be notified of routes, bus stop locations and morning departure and afternoon arrival times by the Director of Transportation prior to the start of school. Drivers shall also be provided with routing instructions and student eligibility rosters prior to the start of school.

Drivers are to make no changes whatsoever in routes or receiving and discharging points. In cases where road conditions require an immediate decision and such changes are absolutely required, drivers shall contact the Dispatcher for approval. When such conditions prevail, safety of the students is to be the governing factor. Drivers are to report such conditions to a transportation supervisor as soon as safely possible.

A bus stop location may be changed by the Director of Transportation at any time for the following reasons:

- Student safety
- Routing or equipment efficiency
- Change in student population

Schools and parents/guardians shall be notified prior to implementing these changes.

Current practice codified 1994
Reviewed May 1995
Revised June 22, 2011
Reviewed May 27, 2015
Reviewed February 13, 2019
Revised June 10, 2020

CROSS REF.: EAAA, Transportation Eligibility
 EEAB, Special Needs Student Transportation
 EEAC, Bus Scheduling and Routing
 EEAE, Bus Safety Program