

### **SCHOOL BUS ROUTES AND STOPS**

It shall be the responsibility of the Superintendent or designee to determine the location of all school bus stops, which shall be approved annually by the Board of Education. The Superintendent or designee may designate or relocate subsequent school bus stops. Bus stops and a time schedule shall be adopted and put in force by the Board not earlier than 30 days prior to and not later than 10 days after the beginning of the school term.

#### **School Bus Routes and Stop Locations**

1. Students in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.
2. School bus stop locations shall provide for the maximum safety of students, giving consideration to distance from residence, traffic volume, physical characteristics, visibility, and weather conditions.
3. School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by school bus owners.
4. School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than 500 feet in either direction, a request shall be submitted to the appropriate authority to install an approved “school bus stop ahead” sign at least 500 feet in advance of the school bus stop.
5. Each student shall be assigned and required to use a specific school bus stop, except in unusual circumstances as approved by the school bus owner or designee.
6. Each student shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Bus drivers must account for each student at the designated place of safety before leaving. Students are not to proceed to their residence until the school bus has departed.
7. School bus drivers shall use the established route and make stops only at points designated by the school vehicle owner or the Superintendent/designee.
8. The District shall have a documented routing plan in place for all established routes.
9. The school bus driver shall operate the bus on the time schedule for the established route and shall wait for students if ahead of schedule.

### School Bus Stop Procedures

Bus drivers shall make school bus stops for purposes of loading or unloading students in accordance with O.R.C. §4511.75, and in accordance with the procedures described in the Ohio preservice driver training manual.

1. Student warning lights shall be activated approximately 300 feet prior to a stop whenever practical. A strobe light may be used if available and if conditions warrant.
2. The bus shall be stopped near the right side of the paved or traveled portion of the roadway.
3. The bus shall be stopped along the driveway entrance or along the curb when picking up or discharging passengers with special needs which require the use of special equipment.
4. The parking brake shall be set at all stops whenever students are loading or unloading. Operators of vehicles equipped with an approved brake interlock device are exempt from these requirements to set the parking brake.
5. The transmission shall be placed into the neutral gear for both manual and automatic transmissions.
6. The bus driver must use an approved hand signal and eye contact with students outside the bus at any stop where students are in the process of loading and unloading.

LEGAL REFS: O.A.C. §3313-83-13

Adopted: March 10, 2020