

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 12/12/16
		Rescinds: 3.401	Issued: 07/14/14

1 The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus
2 transportation, including the determination of bus stops and the assignment of students.

3 Appeals of transportation decisions shall be made to the superintendent.

4 Students shall not be in transit to and from school more than one and one-half hours each way.¹

5 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given
6 the policies and procedures relative to the transportation program.²

7 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
8 Buses are not to make any nondesignated stops, except for emergencies, when transporting students.

9 The superintendent shall develop procedures for exiting of a school bus by a student at a point other
10 than the student's designated bus stop after the dismissal of school. The procedures shall, at a
11 minimum, require that a student whom a parent or guardian desires to exit a school bus at a destination
12 other than the student's regular bus stop provide the bus driver with a signed note from the student's
13 parent or guardian informing the bus driver of the change in the student's regular bus stop or bus route
14 for that day. The driver shall turn the note over to the principal as soon as practical after the completion
15 of the route.³

16 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
17 student's designated stop in order to preserve the safety of other student passengers or the driver, the
18 driver may remove the offending student from the bus provided that the driver secures the safety of the
19 student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no
20 later than the end of the route, any student refusing to obey the driver or exiting the bus without the
21 driver's permission at a point other than the student's destination for that trip.⁴

22 Students who ride school buses shall attend the school designated unless the Board designates an
23 alternate school. If a parent chooses to send his/her child to another school in the system, the parent
24 must provide transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c) & (d)