

# Hancock County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Scheduling and Routing</b>	Descriptor Code: <b>3.401</b>	Issued Date: <b>04/09/15</b>
		Rescinds:	Issued:

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

3 Appeals of transportation decisions shall be made to the director of schools.

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

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

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

9 No student may exit the bus at a destination other than that student's designated bus stop. The director of schools  
10 shall develop procedures that would allow a student to exit the school bus at an alternative location. However,  
11 no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student  
12 provides the driver with a signed note from the parent or guardian informing the driver of the change in the  
13 student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the  
14 completion of the route.<sup>3</sup>

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

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

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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)

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Cross References

Bus Conduct 6.308