

Transportation Procedure

Transportation Services

- Transportation, at District expense, will be provided to all elementary students who live one and a half miles or more from their assigned school or stop not including driveways or for secondary students who live two miles or more from their assigned school or stop.
- School bus and vehicle routes and stops shall be developed by the Transportation Office with consultation with and the approval of the Superintendent of Schools and the Board of School Directors prior to each school year.
- The Transportation Office after consultation with the Superintendent of Schools shall have the authority to advertise and negotiate with contractors to provide transportation services.
- The Superintendent or the Transportation Manager shall be the only persons authorized to change transportation routes or stops.
- The school transportation system will be maintained by the District Transportation Office
 - The Office shall keep accurate, current records for all contractors, vehicles, drivers, route descriptions, stop locations, and bus rosters including student seat assignments.
 - Each contractor will be provided with complete route descriptions and students assigned to each bus.
 - Each School will be provided with complete route descriptions, students assigned to each bus and seating charts.
- The District provides student transportation to and from schools via private contractors who enter into annual transportation contracts with the District.
- The relationship between private transportation contractors and the District, while engaged, is that of an independent contractor and not as an agent, officer or employee of the District.
- Transportation shall provide a copy of the School Bus Regulations to the Contractors and Building Principals.
- Transportation shall maintain a contact person in the Office during normal busing hours in case of an emergency or event. Transportation Manager shall maintain a cell phone and home phone number for notification purposes (814-730-4837 cell/ 723-2358 home)

Assignment of Students

- Prior to the start of the school year, transportation schedules will be developed by the Transportation Office and approved by the School Board.
- Students to be transported will be assigned a vehicle, route, and stop designation where the student will be picked up for school or dropped off from school.
- All changes in student route, vehicle or stop must have prior approval of the Transportation Office.
- After the transportation schedules have been approved, minor changes may be made by the Building Principal after approval of the Transportation Office to ensure a safe and efficient transportation system.

Permanent Open Runs

- The District reserves the right to announce the opening of a run(s).
- Any contractor meeting the criteria established by the District may submit a letter of interest and consideration.
- In the event more than one contractor submits a letter, the normal procedure of the lottery system will be used to choose a contractor to fill the run.

Establishment of bus routes and stops

- Bus routes and stops will be established in the best interest of the safety and welfare of the students, drivers and the general public.
- Bus stops are not permanent and may be changed following proper written notification to the parents.
- The number of bus stops will not normally exceed five per one mile section or be less than two tenths of a mile from one another. Consideration will be made for hazardous, medical, IEP, or other exceptional reason.
- Special requests by parents shall be considered only when the change is temporary in nature and when the change meets the special needs or circumstances of the child. Special requests shall be made to the Building Principal and will be approved providing there is space available on the vehicle.
- Career Center Runs: The District provides transportation for students attending the Warren County Career Center.
 - Students shall ride their normal bus/van to their schools.
 - A bus will then take them to the Career Center
 - Buses are not to make any unauthorized stops to and from the Career Center.
 - Drivers are to wait at the Career Center while the students are at the Center unless permission to leave is given by the Building Director or the Transportation Office.
- Contractors may not change buses, routes or stops without getting permission from the Transportation Office.
- If a route or stop change is required for safety or other reasons, the contractor should submit this change to the Transportation Office. The change is not to be made without prior approval of the Transportation Office.
- The Transportation Office will issue bus routes, rosters and seating charts to each building principal in a timely manner after the start of the school year.