

REGULATIONS RELATING TO PERMANENT BUS ASSIGNMENT CHANGES TO ACCOMMODATE BABY-SITTING AND OTHER REQUESTS

The school district student transportation system, as established by the Board of School Directors, shall be based upon safety, economy, and relevant state regulations concerning the busing of students.

The basic obligation of the school district is to provide transportation to and from the school site from a bus stop that is not more than 1.5 miles from the students' place of residence. The school district has no obligation to transport students to areas of the school district other than their place of residence.

The school district will attempt to accommodate reasonable requests to allow students to be transported on buses that travel outside of the students' area of residence. Such requests will be granted whenever the following criteria are met:

- 1) Extra seats must be available on the bus that the student is seeking permission to ride.
- 2) The length of the bus ride will not be increased as a result of additional students on the bus.
- 3) No additional cost to the school district will be incurred as a result of additional students on the bus.

Child care facilities that will be requesting transportation to and from the child care facility for six or more Octorara students should provide the school district with a list of students to be transported by May 1 of each year. Such a timely notification will enable the school district to offer the parents a reasonable assurance that their request will be honored. Should it happen that all such requests cannot be accommodated within existing transportation resources, the school board will be given the opportunity to determine whether or not to include additional transportation resources in the school budget for the following year.

In grades K-4, bus change request must be on a five-day-per-week basis. This is to ensure that young children do not mistakenly ride the wrong bus or get off at the wrong stop. This regulation means that all K-4 students must use the same consistent morning bus stop five-days-per-week and a consistent afternoon bus stop five-days-per-week. This regulation allows, however, for a student to be picked up at one bus stop each morning and to be regularly discharged from a different, but consistent, bus stop each afternoon.

Students in grades 5-12 will be permitted to ride a different school bus on a less than five-days-per-week basis, as space permits.

All requests for a permanent change in bus assignment should be submitted to the Director of Operations prior to August 1 each year. Requests received after August 1 cannot be processed prior to September 15. The one exception to the August 1 deadline will be a request to change a previously approved baby-sitting bus change, as a result of a need to change baby-sitters, for a reason beyond the control of the parent. Decisions regarding the granting of such requests will be made in accordance with the above criteria.

Requests for a change in bus assignment for a one day or other temporary period of time must be submitted in writing to the building principal at least one day prior to the effective date of the requested change of assignment. The granting of such requests will be in accordance with the above criteria.