

REGULATION
Student Transportation Management

Descriptor Term: ED-R(1)
Date: XXXXXX XX, 2024

A. Transporting Students during the School Day

The Bibb County School District ("District") provides transportation for eligible students who live more than one- and one-half (1.5) miles by the most practical route from the school zone associated with their address of residence except when students' welfare and safety are at risk. Any exception to the one- and one-half (1.5) for students should be based on the existence of hazardous conditions. The existence of such conditions will be determined by the Executive Director of Transportation.

1. The Transportation Department will develop schedules for each bus route and the assigned bus for each student.
2. All students should ride their assigned buses unless a requested change is approved by the principal or designee and/or the Transportation Department. Students should be at their assigned bus stop no less than five (5) minutes before the established pick-up time.
3. In cases where transportation is needed, but it is not considered feasible to furnish bus transportation, contracts may be established with parents for furnishing transportation.
4. Transportation services requiring special accommodations will be processed according to the student's Individualized Education Program (IEP) or 504.
5. All eligible students are required to register for transportation services prior to the beginning of every school year.
6. All eligible students registering for school after the start of the school year must register for transportation.
7. Bus stops will be established based on the student's address provided by the District's Student Information System.
8. Bus schedules, including stops and routes, will be developed to provide safe and efficient transportation for students eligible for transportation.
9. Student bus stops will be established at least one-tenth of a mile (528 feet) apart, except when student's safety and welfare are at risk.

10. The walk distance to a bus stop for students grade Pre K-5 will be a maximum three-tenths (.3) mile (1,584 feet) except when students' safety and welfare are at risk.
11. The walk distance to a bus stop for students grades 6-12 will be a maximum one-half (.5) mile (2,640 feet) except when students' safety and welfare are at risk.
12. School bus drivers will operate buses in a manner that conforms to all federal, state, and local traffic laws and/or regulations.
13. School bus drivers will follow assigned planned routes or immediately report deviation from the planned route to transportation dispatch or route supervisor.
14. Under no circumstances will the bus be used for a personal or private purpose.
15. Drivers will enforce reasonable standards of behavior and will supervise students entering and leaving buses. Bus transportation services offered for eligible students may be suspended temporarily or indefinitely under certain circumstances.
16. Transportation for students that may be experiencing homelessness will be arranged in collaboration with the District's Homeless Liaison.
17. All field trip requests must be submitted and approved electronically via the District's prescribed field trip program at a minimum of four weeks prior to the scheduled date of the trip.
18. The use of school buses for purposes other than transporting students to and from school will in no way conflict with the regular school schedule.
19. Only authorized equipment will be transported or used on a school bus.
 - a. Luggage, band instruments, ice chests, or any packages/ materials should not be piled or placed in the aisle, the entrance door, or emergency exit.
 - b. Large boxes, packages, or music instruments should be secured in such a way that a sudden stop would not cause the package to move and possibly cause injury to a passenger.

20. District school buses will only be used in support of schools, programs, and events that are authorized, sponsored, and/or managed by the District.
21. Unauthorized persons are not permitted to ride District school buses.

B. Transportation of Students in Private Vehicles

District employees are only allowed to transport students in an employee's private vehicle in limited circumstances and in compliance with this Regulation.

Students may not ride in an employee's private vehicle without prior written authorization from their parent or guardian. This authorization must be presented to the school principal for approval.

Only employees pre-approved by their school principal may transport students in their private vehicles. The principal or designee will maintain documentation on employees allowed to transport students in the employee's private vehicle. Such documentation will include the written authorization from the parent/guardian allowing the employee to transport the student in their private vehicle, a copy of the employee's valid driver's license, and a copy of a valid insurance card for the employee's vehicle. Employees must inform their principal of any subsequent change in their insurance or if their license is suspended or revoked.