

Bartlett City Board of Education		3019
Descriptor Term: SCHEDULING AND ROUTING	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 All school bus routes shall be arranged in such a way as to travel the shortest, safest
2 possible distance from the time the first student is picked up until the trip is complete.

3 The Director of Operations shall be responsible for surveying all bus routes and
4 scheduling bus transportation, including the determination of bus stops and the
5 assignment of students.

6 Appeals of transportation decisions shall be made to the Superintendent or his/her
7 designee.

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

10 Once the official route is begun, stops shall only be made to take on, discharge or transfer
11 students. Buses are not to make any non-designated stops, except for emergencies,
12 when transporting students.

13 No student may exit the bus at a destination other than that student's designated bus
14 stop. The Superintendent shall develop procedures that would allow a student to exit the
15 school bus at an alternative location. However, no student shall be allowed to exit the bus
16 at a stop other than the student's regular bus stop unless the student provides the driver
17 with a signed note from the parent or guardian informing the driver of the change in the
18 student's bus stop for the day. The driver shall turn the note over to the principal as soon
19 as practical after the completion of the route.²

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

23 A driver shall report to school authorities as soon as possible, but no later than the end
24 of the route, any student refusing to obey the driver or exiting the bus without the driver's
25 permission at a point other than the student's destination for that trip.³

¹ T.C.A. §49-6-2105

² T.C.A. §49-6-2118(a)

³ T.C.A. §49-6-2118(c) & (d)