

SCHOOL DISTRICT ROUTE AND SERVICES MANUAL
POLICIES AND PROCEDURES

District Services

A. School Bus Routing1

Purpose of a Safe and Efficient Routing Program1

Students and Non Students Eligible for Transportation on

State Owned Buses and Boats 1-2

Buses on Private Property2

Identification of State Funded Transportation and School

District Funded Transportation.....3

Definitions for School Bus Trips5

 Morning Trips from Home to School.....5

 Afternoon Trips from School to Home6

 Mid-Day Trips..... 7-10

School Bus Route Design and Stop Selection11

 Regular Route Transportation11

 1.5 Miles from School..... 11

 .3 Mile from the Route 11

 .2 Mile between Stops and 600 Feet Visibility.....11

 Criteria to Consider for a Bus Stop 12

 Hazardous Road Conditions on Routes..... 12-14

 Weights of School Buses and Capacities15

 Stops on Four Lane Roads..... 15

 Bus Stops at Intersections..... 16

 Bus Stops on Heavily Traveled Thoroughfares..... 16

 Bus Turnabout..... 16

 Railroad Crossings17

 Loading and Unloading on School Grounds17

 Hazardous Conditions Transportation.....17

 Criteria for Considering Hazardous Conditions 18

 Contract Transportation for Non Special Needs Students.....19

Special Needs Transportation.....	19
Eligibility, 504 and IDEA (Student Classifications and Individualized Education Programs)	19-22
1.5 Miles from School, .3 Mile from Route, and .2 Mile between Stops.....	22
Off Road Loading.....	22
Criteria to Consider When Developing Special Needs Routes	22
Student Ride Time.....	22
Contract Transportation and Reimbursement for Special Needs Students.....	23
Other Facilities and Multi-District Agreements	24-27
School Bus Transportation To or From Day Care and Other After-School Programs.....	29
Parent or Guardian Responsibility at a Bus Stop	29
School Bus Route Evaluation	30
Route Bus Definition	30
Carry- On Items to Be Transported on School Buses	31
Regular Route Evaluation	31
Regular Route Student Information (R-15).....	31
Route Descriptions (R-16).....	31-38
Route Maps	39
Routing Schedule (R-18).....	39-44
Daily School Schedules.....	45
Inventory of Buses with Their Capacities	45
Recommended Maximum Student Loads for Buses	45
Minimum Student Loads for Regular Route Trips.....	45
Students Standing on School Bus.....	45
Recommended Maximum Riding Time for Students.....	46
Special Needs Route Evaluation	46
Special Needs Route Description for Each Bus (R-16).....	46-49
Map(s) With Special Needs Students Plotted.....	50
Routing Schedule (R-18).....	51
Daily School Schedule	54
School Bus Inventory and Capacities.....	54
Ride Time for Special Needs Students.....	54
Minimum Student Loads for Special Needs Trips	54
Mid-day KG, Vocational Trips, and Other Programs	55

Eligibility.....	55
Minimum Student Loads for Mid-Day Kindergarten, Vocational, and Other Programs Trips	55
Assignment of Students to AM and PM Sessions	55
Delivery to Locations Other Than Residence	56
Route Descriptions for Midday Trips (R-16)	56
Maps	60
Routing Schedule	60
Options for Vocational Route Drivers.....	60
Route Study	63
Procedure for Conducting A Route Study	63
Requests for Additional Buses.....	65
Regular Route Buses	65
Special Needs Buses.....	66
Bus Use during the School Day	68
Leaving Bus Parking Area after Regular Morning Routes	68
Bus Parking Area on School Grounds.....	69
Options for Vocational Route Drivers.....	69
Reports and Forms.....	70
Permit For Use of School Bus for Trips (R-1)	70
Request for Special Transportation (Students with Temporary\ Physical Disability) (R-2).....	70
Permitted Miles Report (R-3).....	70
Three, Four, and Five Year Old Students Riding School Buses (R-4).....	70
Form Letter to Report Road Hazards (R-7) (District)	70
Form Letter to Report Road Hazards (R-8) (County Supervisor)	70
Form Letter to Report Route Violations to the School District (R-9)	70
District Route Enrollment Report of Number of Pupils Transported and Miles Traveled (R-14).....	70
Regular Route Student Information (R-15).....	71
Route Description (R-16).....	71
Routing Schedule for All Non Mid-Day Trips (R-18)	71
Routing Schedule for All Mid-Day Trips (R-19)	71
Form Letter for Route Approval or Disapproval (R-20)	71

Application for Use of Buses for Vocational, Mid-Day Kindergarten, and Other Programs Trips (R-40).....	71
Application for Use of Buses for Summer Programs (R-42)	72
Request for Approval of Contract Vehicles to Transport Students with Special Needs (R-55).....	72
Request for Reimbursement of Contract Transportation for Students with Special Needs (First Semester) (R-56)	72
Request for Reimbursement of Contract Transportation for Students with Special Needs (Second Semester) (R-56)	72
Request for Approval of Contract Vehicles (Other than Special Needs) (R-60).....	72
Application for Hazardous Transportation (R-61)	72
Work Sheet for Additional Trip Costs (R-62).....	73
Application for Adult Drivers to Return Home (R-63).....	73
Form Index	75
Duties of the Department of Education’s County Supervisor of Transportation	77
Duties of the Department of Education’s Lead Supervisor of Transportation	78
Duties of the Department of Education’s Program Manager of District Services	79
B. School District Funding	80
School Bus Driver’s Salaries	80
General Information about Driver’s Salaries.....	81
Contract Reimbursement for Transportation of Students with Special Needs	82
Reimbursement for Aides on Special Needs Buses.....	83
Funding to Operate Hazardous Conditions	84
Permitted School Bus Trips.....	85
Regulations Governing School Bus Permits.....	85
Procedures for School Bus Permits.....	86
Payment for Permits	87

A. PURPOSE OF A SAFE AND EFFICIENT ROUTING PROGRAM

1. Student Safety

Student safety is the first priority in school transportation. School district personnel should review each bus route as frequently as possible to ensure that bus stops are in safe locations. Attention should be given to the walking conditions from the students' residence to the stop, and the amount of traffic at the stop. Routes should be designed to prevent buses from traveling on unsafe roads, making unnecessary or dangerous turnabouts, making unsafe stops, and dangerous entries onto major traffic arteries.

2. Efficient Utilization of Buses and Drivers

School bus routes should be reviewed to ensure that buses and drivers are efficiently utilized. School schedules, route loads, lengths of routes, route overlap, and dual transportation should be studied to determine if buses and drivers are being used as efficiently as possible. School districts should request assistance from the Department of Education's transportation personnel to assist them with evaluating their program when they do not have the time or resources to conduct a study.

B. STUDENTS AND NON STUDENTS ELIGIBLE FOR TRANSPORTATION ON STATE OWNED BUSES AND BOATS

Transportation on regular school bus routes is authorized for public school students. Public school students include three- to five-year-old students who are disabled, kindergarten students in half-day programs, and the K-12 regularly enrolled students during the 180 day school year. Three- and four-year old children attending public school-sponsored kindergarten or child development programs must be permitted to ride state-owned buses to the extent funds are made available by the General Assembly. Special programs operated and/or sponsored by the governing body of the school district may use school buses as long as transportation services are paid for by the school district at no cost to the State and do not disrupt school bus maintenance servicing or regular bus routes. A special program is any education or other program sponsored by the school district that is not a program required by State statute or regulation to be opened by the school district.

A student who is disabled shall be accompanied by an aide if the student's Individual Education Program, **IEP**, so specified. (Law 59-67-425, Law 59-67-420, Law 59-67-520, Reg. 43-80.)

See Section E (**School Bus Route Design and Stop Selection**) for interpretation of the 1.5 mile law for students on regular and special needs routes.

Transportation for non public school students is allowed under certain circumstances. A special needs student attending a private school with an IEP is eligible for transportation on a State owned bus if he requires services from a public school or another public entity.

Boats operated by the Department of Education for transportation of school children from islands to mainland schools may also be used to transport, on a space available basis only, any South Carolina resident who is over fifty-five years of age, or disabled, or legally blind as defined in 43-25-20 of the 1976 Code. People qualifying for transportation under these circumstances must follow the procedures and requirements in Law 59-67-535.

Aides A student who is disabled shall be accompanied by an aide, if the student's IEP, so specifies and must be employed by the school district to deliver assistance to special needs students in the delivery of transportation services and the evacuation of the bus for emergency situations.

Monitors can be approved by the district to ride on a bus when space is available for the purpose of improving discipline and safety for students. School district board of trustees must adopt policies governing monitors being allowed to ride on state-owned school buses. They must also provide to the County Supervisor of the SCDE at the school bus maintenance shop the information on the individual that would be necessary to insure medical coverage should there be an accident.

Law Enforcement personnel can ride buses in an official capacity while performing duties in the interest of student safety. One law enforcement officer is allowed per bus.

Medical personnel are allowed to ride a bus when identified in the IEP of a special needs student. The number allowed to ride is determined by the IEP.

Service dogs are allowed to ride a bus when identified in the IEP of a special needs student.

Student's children are permitted to ride with the student when there is space available to attend a district sponsored day care program.

SECTION 59-67-545. NON STUDENT RIDERS

Parents and other adult school volunteers or employees are authorized to ride route school buses on space available basis. Parents and other adults also may ride state-owned school buses in conjunction with special programs that are sponsored by the local school district. This use of state-owned school buses shall be in accordance with local district board policies and programs.

School districts may not re-route school buses in order to accommodate the pickup of adults authorized to ride school buses as provided by this section. The State is not responsible for any costs associated with parents and other adults riding school buses in conjunction with special programs. The provisions of this section shall not be construed as a waiver or abrogation of the state's limited immunity from liability and suit under the State Tort Claims Act.

Bus Traveling on Private Property – South Carolina School Buses should not be traveling or making stops on Private Property without written permission from the land owners, which the district should send a letter to the landowner requesting permission and release of liability for state and school district. (Use the R-93 form)

C. IDENTIFICATION OF STATE FUNDED TRANSPORTATION

State funded transportation is provided to eligible, public school students to and from school on regular route buses, special needs buses, and contracts between the school district and the provider of service. Public school students include three- to five-year- old special needs students, kindergarten students enrolled in half day programs, and students enrolled in grades K-12 during the 180 day school year. Three- and four-year-old children attending public school-sponsored kindergarten or child development programs must be permitted to ride on state owned buses to the extent funds are made available by the General Assembly. (Ref. Reg. 43-80, B, W, X, and Z, Law 59-67-420, Law 59-67-425, Law 59-67-460, and Law 59-67-520.)

State funded transportation is also provided for transporting students to vocational classes upon approval of the State Department of Education. Transportation will be provided on state owned buses or with a contract between the school district and the provider of service, whichever is most economical to the State. (Ref. Reg. 43-80, I and Z.)

- EAA TRANSPORTATION SERVICES
- ALTERNATIVE SCHOOL
- SUMMER SCHOOL REMEDIATION
- AFTER SCHOOL REMEDIATION
- SATURDAY SCHOOL REMEDIATION
- YEAR ROUND SCHOOL
- INTER-SESSION REMEDIATION

SCHOOL DISTRICT-FUNDED TRANSPORTATION

Special programs operated and/or sponsored by the governing body of the school district may use school buses as long as transportation services are paid for by the school district at no cost to the State and do not disrupt school bus maintenance servicing or regular school bus routes. A special program is any education or other program sponsored by the school district that is not a program required by State statute or regulation to be operated by the school district. (Ref. Reg. 43-80, B.)

A special program is any education or other program sponsored by the school district that is not a program required by State statute or regulation to be operated by the school district. These programs include, but are not limited to:

- Magnet School
- Band/Chorus INSTRUCTION
- School Choice
- Pre-Vocational INSTRUCTION
- NCLB
- Non-primary Vocational School INSTRUCTION
- McKinny-Vento Homeless
- ROTC INSTRUCTION
- Charter School
- HAZARDOUS TRANSPORTATION
- Work Transition
- NEW PROGRAMS
- Off- Site Educational INSTRUCTION

BLANK PAGE

D. DEFINITIONS FOR SCHOOL BUS TRIPS

A trip exists when **all** of the students loaded at the assigned stops for that trip are unloaded at their school(s) or when **all** of the assigned students loaded at the school(s) are unloaded at the assigned stops for that trip. Trips originate and terminate at different locations because of varying circumstances. The following definitions will explain the originating and terminating locations for trips as they are run in the morning, afternoon, and during the school day in the following categories: regular trip, special needs trip, hazardous conditions trip, mid-day kindergarten and child development trips, vocational trips, and other programs trips. The term “home” in the definitions represents any approval location on the route where the student is loaded or unloaded.

1. Regular, Special Needs, Hazardous Conditions and Other Programs – Morning Trips from Home To School

A trip that unloads some of its students at a school and stops to load more students while traveling to the next school to unload the remaining students on the original trip will count the stops located between the schools as part of the original trip.

Beginning and Ending of a Morning Trip:

- First trip **with** another trip following, begins when the bus leaves its overnight parking location and ends when all of the students unload at the last school on that trip.
- First trip **without** another trip following, begins when the bus leaves its overnight parking location and ends at the location where the bus is parked before going on a mid-day trip or its afternoon trip(s).
- Second or third trip, begins at the last school where all of the students unload on the previous trip and ends at the last school where all of the students unload on the present trip.
- Last trip, ends at the location where the bus is parked before going on a mid-day trip or its afternoon trip(s). (Buses that travel to a different location for fuel or maintenance from where the bus is normally parked will complete a separate route description for the trip to receive maintenance and fuel. This trip is classified as an “Other Trip” that is State funded miles.)

2. **Regular, Special Needs, Hazardous Conditions and Other Programs
Afternoon Trips from School To Home**

A trip that loads some of its students at a school and stops to unload some students at stops while traveling to the next school to load the remaining students on the original trip will count the stops between the schools as part of the original trip.

Beginning and Ending of an Afternoon Trip:

- First trip **with** another trip following, ends at the first school on the following trip. If the parking location after the last mid-day trip is the driver's house or another approved location, start at the first school where students are loaded when the driver does not return to the parking location for the buses without mid-day trips. The trip will begin at the parking location for buses without mid-day trips if the bus returns to this location before going to the first school where students are loaded.
- First trip **without** another trip following, ends at the overnight parking location. If, the parking location after the last mid-day trip is the driver's house or another approved location, start at the first school where students are loaded when the driver does not return to the parking location for the buses without mid-day trips. The trip will begin at the parking location for buses without mid-day trips if the bus returns to this location before going to the first school where students are loaded.
- Second or third trip, begins at the first school where students are loaded for that trip and ends at the first school on the following trip or the overnight parking location if it is the last trip.
- Last trip, ends at the overnight parking location.

3. Midday Trips

A midday trip is any trip run after the morning trips that transport students from home to school and before the afternoon trips that transport students from school to home.

d.) Midday Five-Year-Old Kindergarten Trips, Midday Four-Year-Old Child Development Trips, and Special Needs Midday Trips are any of the following:

- One that transports students from their home to the school during the school day, or
- One that transports students from the school to their home during the school day, or
- One that can load students at home to take to school at the same time that it is taking students home during the school day.
- Record as two separate trips, when a bus takes a group of kindergarten students to school during the school day and then takes another group home after unloading the group that it took to school.

Beginning of a MidDay Kindergarten Trip:

It begins at the location where the bus parks after completing its morning trips

OR

When the bus is parked at the driver's house or other approved location and does not return to the regular parking location for buses without mid-day trips before starting this trip, the beginning of this trip is the elementary school or the first stop on the trip. It will be the elementary school if the trip is taking students home or it will be the first stop if the bus is taking students to school.

End of a MidDay Kindergarten Trip:

It ends at the parking location for buses without mid-day trips before going on its next mid-day trip or regular, special needs, or hazardous conditions afternoon trip

OR

It ends at the last stop or the elementary school if the driver goes home or to another approved location without going to the parking location where buses without mid-day trips are parked.

b.) **Vocational Trips**

Vocational trips are any of the following:

- One that transports students from the high school to the vocational school. The bus waits at the vocational school to return the students to the high school. The loads must be recorded when they load at the high school and unloaded at the vocational school. The number unloaded at the high school will be recorded in parenthesis. When the bus returns to the high school with the students, record the count loaded at the vocational school and the count unloaded at the high school. The count unloaded at the high school must be recorded in parenthesis.
- One that transports students from the high school to the vocational school and leaves the vocational school without students.
- One that leaves its parking location during the school day to travel to the vocational school to transport students to the high school.

Beginning of a Vocational Trip:

It begins at the parking location for buses without mid-day trips after completing its morning trips

OR

It begins at the high school or vocational school if the bus is parked at a location other than the one for buses without mid-day trips. An example is when the driver leaves his/her house or another approved location to go directly to the high school or vocational school to run this trip without going by the location where buses without mid-day trips are parked.

End of a Vocational Trip:

It ends at the location where buses without mid-day trips are parked

OR

It ends at the vocational school or high school if the driver takes the bus home, goes to another approved location, or runs another trip, without going to the parking location for buses without mid-day trips.

c.) **Other Program Mid-Day Trips:**

Any trip, State or District funded, that is run on a regular schedule is considered as another program trip. A brief identification must be provided for trips identified as other programs trip. Examples of other programs trip are: gifted and talented, drivers taking buses home during the school day, a route for a special class after regular school hours that is run three times a week, and when the bus has to go to a different location from the normal parking location for fuel and maintenance every three days. Any one time trip will not be identified as other programs trip. An example of a trip that is not identified as an “other programs trip” is a permitted trip for taking the band to the football game. Odometer readings and time for “other programs trips” run with the morning trips that take students from home to school should be recorded in the regular morning trip section. “Other programs trips” run during the school day must be recorded in the mid-day trip section. Odometer readings and times for “other programs trips” run after or during the afternoon trips that take students from school to home must be recorded in the regular afternoon trip section.

Beginning of an Other Program Trip:

Other programs trips run during the school day begin at the parking location for buses without mid-day trips

OR

Other programs trips run during the school day begin at the first school where students are loaded if the bus is parked at an approved location other than the one for buses without mid-day trips and the bus does not return to this location before starting this trip. An example is when the driver leaves his/her house or another approved location to go directly to the first school to run an other program trip during the middle of the day without going by the location where buses without mid-day trips are parked.

Other programs trips run during or after afternoon trips that take students from school to home will use the same criteria described for regular, special needs, and hazardous conditions afternoon trips in section 2.) **Regular, Special Needs, Other Programs, and Hazardous Conditions Afternoon Trips From School to Home.**

Other program trips run during or before trips that take students from home to school in the morning will use the same criteria described for regular route, special needs and hazardous conditions morning trips in section 1.) **Regular, Special Needs, Other Programs, and Hazardous Conditions Morning Trips From Home To School.**

End of Other Programs Trip:

Other programs trips run during the school day end at the parking locations for buses without mid-day trips before going on its next mid-day trip or afternoon trip that takes students from school to home

OR

It ends at the last stop or the school if the driver does not go to the parking location where the buses without mid-day trips are parked.

Other programs trips run during or after afternoon trips that take students from school to home will use the same guidelines used for regular, special needs, and hazardous conditions afternoon trips in section 2.) **Regular, Special Needs, Other Programs, and Hazardous Conditions Afternoon Trips From School to Home.**

Other programs trips run during or before trips that take students from home to school in the morning will use the same criteria described for regular route, special needs, and hazardous conditions morning trips in section 1.) **Regular, Special Needs, Other Program, and Hazardous Conditions Morning Trips From Home to School.**

E. SCHOOL BUS ROUTE DESIGN AND STOP SELECTION

Criteria for design of school bus routes and stop selection is based on the laws and regulations found on pages 2, 3, 6, and 14 of the Department of Education's South Carolina School Bus Transportation Laws and Regulations manual.

1. Regular Route Transportation

a.) **1.5 Miles from the School**

A student within 1.5 miles of the school that he attends is ineligible for school bus transportation unless the district has received approval from the Department of Education to transport the student because of hazardous conditions or if the district agrees to pay for the cost. The student may also receive transportation if there is space available on the bus and the bus does not have to leave its route. (Reg. 43-80, H-1, H-2 and Law 59-67-420.)

b.) **.3 Mile from the Route**

Students living less than .3 of a mile from the route must meet the bus at the route. (Law 59-67-420.)

Exceptions:

- Kindergarten along with three and four year old child development students on routes during the middle of the day. These students must meet the bus on the route when riding on the regular morning and afternoon routes. (Law 59-67-420.)
- The Department of Education has approved a hazardous conditions application. (Law 59-67-420.) (Form R-61)
- The Department of Education has approved an application for a student with a temporary physical disability or a chronic disorder. (Reg. 43-80, D.) (Form R-2)
- The bus may leave the route to travel to a safe area for a stop when a large number of students are waiting for the bus in an unsafe area. (Reg. 43-80, V.)
- EAA After School Transportation Homework Center Routes

c.) **.2 Mile between Stops and 600 Feet of Visibility**

School bus stops must have at least .2 of a mile between them on regular morning and afternoon routes. A stop must also have at least 600 feet of visibility in each direction or a **SCHOOL BUS STOP AHEAD** sign posted. Stops less than .2 mile should not be assigned to different routes to avoid the .2 mile regulation. (Reg. 43-80, F.)

Exceptions:

- Inclement weather
- Students with disabilities

- Stops for mid-day kindergarten along with three- and four-year-old child development students are not required to have at least .2 of a mile between them on a route run during the middle of the day. These stops need at least .2 of a mile between them when they are on the regular morning and afternoon routes. The exceptions listed above also apply to these students.

d.) Criteria to Consider for a Stop

- Age of the students
- Number of students
- Walking distance for students
- Road Conditions, narrow shoulders, sidewalks, traffic, etc.
- Safety of the bus stop area

e.) Hazardous Road Conditions on Routes

The school district is responsible for inspecting the road conditions of all designated bus routes including school property. Bus drivers must report any unsafe road conditions to the school officials. All conditions deemed hazardous shall be reported in writing to the State Department of Education's County Supervisor of Transportation who shall verify any such hazardous conditions and report them in writing to the proper municipal, county, or State official who shall be responsible for taking corrective action. (Law 59-67-130 and Law 59-67-140.)

Blind spots caused by bushes and trees at intersections, traveling over narrow earthen dams, narrow dirt roads, over hanging roofs, and low tree limbs are some examples of unsafe road conditions that can cause damage to the bus or jeopardize the safety of the students. School officials should also be aware of any bridges that have been deemed unsafe for a school bus to cross. Buses should be rerouted to avoid any unsafe bridges.

The school district can report any unsafe road conditions to the County Supervisor of Transportation on form R-7. Form R-8 can be used by the County Supervisor of Transportation to report any unsafe road conditions to the proper state, county and municipal authority. The County Supervisor of Transportation will also attach a copy of the district's R-7 to the R-8.

Example of Letter

DATE

Mr. John Doe
County Supervisor of Transportation
Florence School Bus Maintenance Shop
P. O. Box 1474
Florence, SC 29501

Dear Mr. Doe:

The following safety hazard(s) have been identified on our bus route(s). In accordance with South Carolina State Law 59-67-130, I am required to report these hazards in writing to you. Please forward these hazards to the proper municipal, county, or state authority so they can be corrected.

Location of Safety Hazard	Description of Safety Hazard
1. On Jones St., 50 feet north of the Jones St. and Smith Ave. intersection	Large bushes obstruct the driver's view.
2. On S-21-45, 1.1 miles north of the S-21-45 and SC 51 intersection	Tree limbs are hanging over the right side of the road while traveling north from SC 51. The limbs are causing damage to the top and right side of the bus.

Please notify me if you have any questions about these safety hazards or if I can be of any assistance to you with this matter.

Sincerely,

Director of Transportation

State Department of Education R-7

(School District's Sample Letter)

Example of Letter

DATE

Mrs. Joan Doe
Maintenance Engineer
South Carolina Department of Transportation
P O Box 2223
Florence, South Carolina 29501

Dear Mrs. Doe:

Enclosed is a report from the School District of safety hazard(s) that exist on the school bus routes within the school district. I am seeking your help with improving these conditions on our bus routes. In accordance with South Carolina State Law 59-67-130, I have verified the hazardous conditions outlined in the attached letter, and I am filing this written report to you for corrective action.

Location of Safety Hazard

1. On Jones St., 50 feet north of the Jones St. and Smith Ave. intersection
2. On S-21-45, 1.1 miles north of the S-21-45 and SC 51 intersection

Description of Safety Hazard

- Large bushes obstruct the driver's view.
- Tree limbs are hanging over the right side of the road while traveling north from SC 51. The limbs are causing damage to the top and right side of the bus.

Please notify me if you have any questions about the safety hazard(s) or if I can be of any assistance to you. I appreciate your immediate attention.

Sincerely,

County Supervisor of Transportation

State Department of Education R-8

(County Supervisor's Sample Letter)

f.) Weights of School Buses and Capacities

The gross weight of a bus is used to determine whether or not it can cross a bridge by the Department of Transportation's standards.

Bus Type	Capacity (Gross)	Weight (Pounds)
C	16 or 36	21,700
C	19	21,000
C	54	21,700
C	60	24,500
C	62	23,000
C	65	31,000
C	66	25,500
D	35	31,350
D	70	33,000
D	72	35,000
D	78	35,050

g.) Stops on Four Lane Roads

A school bus route that requires passengers to be loaded or off-loaded along a multi-lane highway or multi-lane private road must be designed to ensure that a student is not required to cross a multi-lane highway or multi-lane private road.

Criteria for stops on four lane roads:

- The bus must always stop in the right outside lane.
- U turns on four lane roads with medians (painted, earth, or raised concrete) should be eliminated or kept to a minimum. This could require different buses to serve each side of the road or for the route to be designed differently for the morning and afternoon.
- Avoid stops at or near an area where traffic can cross a median (painted, earth, or raised concrete)

Requirements for other traffic on four lane road at bus stops: (Law 56-5-2770.)

- The driver of a vehicle meeting or overtaking from either direction a school bus stopped on a highway or private road must stop before reaching the bus where there are in operation on the bus flashing red lights specified in State Department of Education Regulations and Specifications Pertaining to School Buses, and the driver must not proceed until the bus resumes motion or the flashing red lights are no longer actuated.
- The driver of a vehicle need not stop upon meeting a stopped school bus when traveling in the opposite direction on a multi-lane highway or multi-lane private road.
- The driver of a vehicle must not overtake a school bus which has amber visual signals actuated.
- A school bus must be equipped with red and amber visual signals meeting the requirements of State Department of Education Regulations and Specifications Pertaining to School Buses, which must be actuated by the driver whenever the bus is stopped or preparing to stop on the highway for the purpose of receiving or discharging school children. A driver must not actuate the special visual signals when the bus is in designated school bus loading or off-loading areas if the bus is off the roadway entirely.
- A school bus may be equipped with a digital video recording device mounted on the school bus with a clear view of vehicles passing the bus on either side and showing the date and time the recording was made and an

electronic symbol showing the activation of amber lights, flashing red lights, stop arms, and brakes. Digital video recording devices mounted on school buses must be procured in compliance with Chapter 11, Title 35 or a procurement code adopted by the political subdivision procuring the digital video recording device in compliance with Section 11-35-50.

- A school bus must bear upon its front and rear plainly visible signs containing the words “SCHOOL BUS” in black letters not less than eight inches in height.
- A school bus route that requires passengers to be loaded or off-loaded along a multi-lane highway or multi-lane private road must be designed to ensure that a student is not required to cross a multi-lane highway or multi-lane private road.
- For the purposes of this section a multi-lane highway or multi-lane private road is a highway or private road that consists of four or more traffic lanes, having at least two traffic lanes traveling in each direction

h.) Bus Stops at Intersections

School bus stops at an intersection of two or more streets should always be avoided. The stops should be located in a safe area at least 100 feet from the intersection. A stopped school bus with its signals activated does not have control of the traffic in all directions when a stop is located at an intersection.

i.) Bus Stops on Heavily Traveled Thoroughfares

School bus stops on heavily traveled thoroughfares should be avoided whenever possible. Bus routes should be designed to load and unload students on nearby streets that do not have as much traffic.

Criteria to consider:

- You should consider the walking route for the student to get to the bus stop to determine whether it is safer for the student to walk along the busy thoroughfare or for the bus to stop on it. (sidewalks, wide shoulders along the road, age of the student, etc.)
- Does the student have to cross this busy thoroughfare either in the morning or afternoon to go to or from the bus stop?
- Is it safe for the bus to stop on this heavily traveled thoroughfare?
- Can the bus enter the busy thoroughfare safely after making bus stops on a side street?
- A bus route should be designed to allow the bus to enter a busy thoroughfare at a signal light even if it requires traveling some additional distance.
- A bus route should be designed to allow the bus to enter the busy road with a right turn if a signal light is not available.
- The amount of traffic on the busy thoroughfare at the time of day the bus is trying to enter should also be considered.

j.) Bus Turnabout

The distance to a residence must be more than three-tenths of a mile walking distance for the school bus to leave the main roadway to give closer service to legal residences of eligible student riders. The three-tenths of a mile between residences and a main roadway will be measured via the closest distance along the combination of established roads, sidewalks, and walking paths of egress.

Bus stops must be on a roadway.

- A) A private road must have a Release of Liability approved by the land owners, a road base that will support a school bus during winter and/or inclement weather.
- B) A private road must not have sharp curves or steep inclines, etc. which would make the bus difficult to maneuver during snow or ice.
- C) The road width must be wide enough (25 ft. wide) to allow vehicles meeting to pass freely.
- D) Tree limbs on a private road must not obstruct the travel path of the bus.
- E) An adequate turnout area (60 ft. radius or 50 ft. deep by 30 ft. wide, graveled area). SC Law 59-68-105(B)

k.) Railroad Crossings

Railroad crossings within the attendance area should be reviewed by the district's school bus transportation officials. Buses should be routed to avoid crossings that do not leave a bus sufficient room to stop before crossing. A bus should also have enough space to stop after it crosses the tracks before approaching an intersection of two roads.

Criteria for crossing railroad tracks:

- Does an intersection of two or more roads exist close to the railroad tracks?
- Is there enough distance for a bus to make a safe stop between an intersection of roads and a railroad crossing?
- Will the bus approach the railroad tracks from the same direction in the morning and afternoon? If so, does it change the safety of the crossing?
- What is the traffic volume at the intersection of roads near a railroad crossing at the time of day the bus will arrive?
- Are there traffic control devices at an intersection of roads and at the railroad crossing and are they properly synchronized?
- Is there enough visibility in both directions for the bus to cross the railroad tracks safely?

l.) Loading and Unloading Students on School Grounds

- The school bus loading and unloading area should be separated from the loading area for the car riders.
- Avoid lining buses into two or more columns for the purpose of loading and unloading students.
- Design the traffic pattern to prevent students from crossing in front of the bus when loading and unloading on the school grounds.

m.) Hazardous Conditions Transportation

State Law 59-67-420, page 14, allows the State to assume the obligation of transporting students living within 1.5 miles of their schools and within .3 of a mile radius of their residences when it is for the safety of the children. State Board of Education Regulation 43-80, H, page 3, states that no additional state owned school buses must be required to transport students who live within 1.5

miles of their school and the school district must assume any additional operational expense.

An Application for Hazardous Transportation, R-61, must be approved by the Department of Education when one of the following conditions exist:

- A hazardous trip for students living less than 1.5 miles from school they attend.
- A portion of a regular trip that requires the bus to leave the route for students living less than 1.5 miles who are transported because of hazardous conditions.
- A regular route transporting students less than 1.5 miles from school on available space without leaving the route.
- A hazardous portion of a regular trip that requires the bus to leave the route to transport students living less than .3 of a mile from the route.
- A regular trip that has stops less than .2 of a mile apart.

Criteria for Considering Hazardous Conditions

The State Board of Education has adopted the following policies and procedures to determine when hazardous conditions transportation should be considered.

Realizing that walking conditions must be defined by degree, and that accidents can and do happen in areas even where cross guards are stationed, the following statement defining hazardous conditions has been adopted.

A hazardous walking condition varies first with the age and maturity of the person involved. A condition may be hazardous to a kindergarten or immature student, whereas the same condition would be less hazardous to a mature high school student. There are hazardous conditions for anyone walking in certain areas, therefore, the following specific criteria have been developed and should be considered.

- 1) Students crossing intersections
 - Age of children
 - Lanes of traffic
 - Availability of traffic control devices
 - Amount of traffic
 - Posted speed (actual)
- 2) Students walking along roads and streets
 - Age of children
 - Sidewalks, condition of shoulders (narrow, ditches, etc.), bridges
 - Railroad tracks and curving of hill road
 - Amount of traffic
 - Posted speed (actual)
- 3) Students Waiting at the Stop

- Age of the students
- Number of students
- Safe waiting area

(Ref. Law 59-67-420)

m.) Contract Transportation for Non Special Needs Students

Contract transportation will be limited to pupils who cannot be transported efficiently by state owned buses. Regulation 43-80, Z, pages 6 and 7, states that school bus transportation will be provided either on state owned buses or by contract between the SC Department of Education and the school district, whichever is most economical to the State. State owned buses will be assigned when the number of eligible students (usually a minimum of 6) live within an area to make a bus route feasible from a time and mileage standpoint.

Form R-60, Request for Approval of Contract Vehicles to Transport Non-Special Needs Students is used to request approval for reimbursement from the SC Department of Education for the transportation of non special needs students by means other than on a State owned school bus for any part of the current school year. This form is submitted by the school district to the SC Department of Education through the County Supervisor of Transportation **prior to the implementation of the transportation.** Any changes, students transported, miles traveled, days operated, etc., in the contract must be approved by the SC Department of Education before the school district can receive additional reimbursement caused by the changes in the contract. Changes must be made on a new R-60 form with a copy of the original contract attached. The County Supervisor of Transportation must review and approve each R-60 for accuracy before forwarding it to the Lead Supervisor of Transportation, then to the Program Manager of Transportation for District Services for the SC Department of Education.

THE INITIAL REQUEST FORMS ASSIGNED TO EACH R-60 FOR A SCHOOL DISTRICT SHOULD BE NUMBERED, DATED, REASON FOR USE, STATE NUMBER, DISTRICT VEHICLE NUMBER TO BE USED, DATE AND TIME OF REQUEST PRIOR TO APPROVAL OR DISAPPROVAL DATE AND BOTH DISTRICT AND STATE OFFICIALS.

2. Special Needs Transportation

Transportation of special needs students will require much cooperation and communication between the school district's office of transportation and special needs. The Department of Education's County Supervisor of Transportation will also need to be involved with these two offices. Every effort should be made to assign students to class locations that will serve their needs and keep their bus riding time to a minimum.

a.) Eligibility (Student Classifications and Individualized Education Programs)

All special needs students identified in one or more of the following classifications are eligible for transportation on a regular route or special needs bus. Their transportation needs can also be met with a contract between the school district and the Department of Education. A contract can be negotiated when the student cannot be transported efficiently by state-owned buses. Guidelines listed in Regulation 43-80, Z, must be followed for contract transportation.

A special needs student's **Individualized Education Program (IEP)** is a description, among other things, of the services and programs to be provided to the student during the school year. When required for students with disabilities, transportation should be specified in the student's **IEP**. The scope of transportation service includes:

- Travel to and from school
- Between schools
- Travel in and around school buildings
- Specialized equipment- such as special or adapted buses, lifts, and ramps- required to provide special transportation for a disabled student.

School district transportation officials should attend **IEP** meetings when transportation information is necessary. Transportation officials are there to inform other members of the abilities and limitations of the transporters, including equipment and personnel, and obtaining information on the students needs. Transportation arrangements in the **IEP** cannot be changed without parental participation.

Meetings should be attended by transportation officials:

- If school bus equipment is required to be modified to provide services for the student.
- If the student has severe behavioral problems and transportation will have to implement a behavioral program.
- If the student is medically fragile and requires special handling.
- If the student has an infectious disease.
- If the student has a private duty nurse, provided by a source other than the school district.
- If the route is going to be longer than normal.
- If the student will have a long period of time waiting for the bus at the school in the afternoon.
- If the student will be unloaded at an unusually early time at the school in the morning.

(Ref. Transporting Students with Disabilities, S. James Rosenfeld, Esq. And Linda F. Bluth, ED.D., pgs. 88,89,94 and 95)

Eligible Classification for Special Needs Students
(Reg. 43-80, X.)

- Trainable mentally handicapped (TMH)
- Deaf-blind (DB)
- Hearing handicapped (HH)
- Visually handicapped (VH)
- Emotionally handicapped (EH) (Severely)
- Orthopedically handicapped (OH)
- Educable mentally handicapped (EMH)
- Learning disabled (LD)
- Other health impaired (OHI)
- Pre-school handicapped
- Profoundly mentally handicapped (PMH)
- Traumatic brain injury (TBI)
- Autistic
- Other disabilities identified in Section 504 of the Rehabilitation Act and the Americans With Disabilities Act

Below is a comparison of the definition of disabling condition under the Rehabilitation Act of 1973, more commonly called 504 and the Individuals with Disabilities Education Act (IDEA):

“Handicapped”/504

“Physical or mental impairment” defined as: physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following bodily systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; endocrine mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities.

“Handicap” consists of:

- Physical or mental impairment substantially limiting one or more major life activities;
- Record of such an impairment;
- Regarded as having such an impairment

“Disability” / IDEA

Children having:

- Mental retardation
- Hearing impairments including deafness
- Speech or language impairments
- Visual impairments including blindness
- Serious emotional disturbance
- Orthopedic impairments
- Autism
- Traumatic brain injury
- Other health impairments
- Specific learning disabilities
- Deaf-blindness
- Multiple disabilities

Courts have recognized some of the following as disabilities which makes them eligible for transportation regardless of the distance of their residence from the school: broken leg; migraine headache; diabetes; AIDS; and asthma. Please note that some disabling conditions can be temporary in nature.

b.) 1.5 Miles From School, .3 Mile From Route, and .2 Mile Between Stops

Any student enrolled in an approved special needs program is eligible for transportation on a school bus regardless of the distance of their residence to the school. These students will be loaded and unloaded at their residence and are not subject to the .3 of a mile from the route law and the stops less than .2 of a mile apart regulation.

(Law 59-67-520, Reg. 43-80, X.)

c.) Off Road Loading

The bus should stop along the road to load these students when it is safe to do so, based on the abilities of the student. The bus should leave the road to load and unload these students when it is deemed that it is unsafe because of the student's mental condition or the student's physical disabilities will require too much time to load while the bus is on the road. There must be a safe and sufficient amount of space for the student to enter and exit the road for the purpose of loading and unloading a student.

d.) Criteria to Consider When Developing Special Needs Routes

There are several things to consider when designing special needs routes. The number of schools that a bus has to travel to should be kept at a minimum. Routes in most isolated rural areas will need to transport all of the students from that area regardless of the number of schools. Sometimes you can double route buses in urban areas with a significant number of students going to a few schools when there is approximately 45 minutes or more between the take in and dismissal times for the schools. This keeps the ride time for the student at a minimum. Shuttling is a method of reducing the number of schools that a bus has to go to when some of the rural routes require the bus to go by many schools.

e.) Student Ride Time

Student ride time is based on two Federal Statutes, **Individuals with Disabilities Education Act (IDEA)**, originally enacted in 1975 and the **Rehabilitation Act of 1973**. Neither of these two statutes mentions the length of the school bus ride. There should not be a single policy for all students with disabilities. Questions concerning ride time should be considered on a student by student basis. The basic guideline is that there can be no difference in average travel time simply because of the disability of a student; the school day for disabled students should be the same as that for the nondisabled.

Shorter school days cannot be justified because of a shortage of properly equipped buses or drivers. Mechanical problems with regular equipment cannot justify a shorter school day for disabled students. Problems with transportation scheduling do not justify requiring disabled students to have a shorter school day.

OCR, Office for Civil Rights, has recognized that longer school rides may be required because of a school district's "widespread geography", "multiple logistical requirements", and "a product of careful considerations of options." Among the specific factors mentioned were the student's home

address, shuttle point locations, and the location of special education programs. Alpine (UT) School District (OCR 1991), 17 IDELR 1124.

(Ref. Transporting Students with Disabilities, S. James Rosenfeld, Esq. And Linda F. Bluth, ED. D., pgs, 73, 74, and 75)

f.) **Contract Transportation and Reimbursement For Special Needs Students**

Transportation can be provided by a contract between the school district and the SC Department of Education when it is more economical to the State. It is the responsibility of the school district to establish a contract with the individual or company providing the transportation. **A Request for Approval of Contract to Transport Students with Special Needs (R-55)** form is used to request approval from the Department of Education. It is submitted by the school district to the Department of Education. It is submitted by the school district to the Department of Education through the County Supervisor of Transportation. **A contract will only be reimbursed for a period starting no earlier than ten days before it is received by the County Supervisor.** The effective date of this reimbursement policy is October 1, 1996, update changes as of August 1, 2012. Any changes, students transported, miles traveled, days operated, etc., in the contract must be approved by the SC Department of Education before the school district can receive reimbursement for additional costs caused by the changes. Changes must be made on another R-55 form with a copy of the original contract attached. The County Supervisor of Transportation must review and approve each R-55 for accuracy before forwarding it to the Program Manager of District Services in the Office of Transportation. **A contract is effective only for the current school year.**

The school district submits a **Request for Reimbursement of Contract Transportation for Students with Special Needs (First Semester) (R-56)** form for reimbursement for all approved contracts (R-55) for special needs students for the first semester of each school year to the Department of Education through the County Supervisor of Transportation. The County Supervisor of Transportation must review and approve each R-56 for accuracy before forwarding it to the Program Manager of District Services in the Office of Transportation.

A Request for Reimbursement of Contract Transportation for Students with Special Needs (Second Semester) (R-56) form must be submitted by the district for reimbursement for all approved contracts (R-55) for special needs students for the second semester of each school year to the SC Department of Education through the County Supervisor of Transportation. This form must be submitted by June 15th. The County Supervisor of Transportation must review and approve each R-56 for accuracy before forwarding it to the Program Manager of District Services in the Office of Transportation.

(Law 59-67-520, Reg. 43-80, Z.)

g.) **Other Facilities and Multi-District Agreements**

Regulation 43-80, BB, pg. 7, provides transportation on **state-owned buses** or by contract of pupils attending multi-district programs or programs conducted by agencies other than the public schools will be provided only if the home district has received approval of “**another facilities agreement**” from the State Department of Education. This approval must be received prior to commencing transportation. The home district is responsible for securing contracts for transportation routes and for the requisitioning of funds.

1) Types of Applications:

Application For The Establishment of Multi-District Educational Programs, form SDE-29-032-07, is used for special needs students attending class in a facility owned or operated by a public school district other than the district where the student lives.

Provision of Instructional Services for Children with Disabilities by Public School District in Other Facilities, form SDE-29-034-08, is used for special needs students in public schools attending classes in a facility not owned or operated by the public school district.

2) Procedure for providing transportation for special needs students in multi-district programs or in facilities not owned or operated by public schools districts:

(a) The school district submits a, **Provision of Instructional Services for Children with Disabilities by Public Schools Districts in Other Facilities**, form SDE 29-034-08, or **Application for The Establishment of Multi-District Educational Programs**, form SDE 29-032-07 to the South Carolina Department of Education, Office of Programs For Exceptional Children, Rutledge Building, Room 513-F, 1429 Senate Street, Columbia, SC 29201.

(b) The Office of Programs for Exceptional Children will approve or disapprove the application. The approved application will be sent to the school district and the Office of Transportation’s Program Manager of Transportation for District Services.

(c) The Program Manager of Transportation for District Services will provide a copy of the approved application to the County Supervisor of Transportation.

(d) The County Supervisor of Transportation will provide transportation for the students attending programs at the approved facility upon request of the school district in accordance with regulation 43-80, BB.

(e) The County Supervisor of Transportation will attach a copy of the approved application to the route description or the **Request for Approval of Contract Vehicles to Transport Students with Special Needs, form R-55**.

(f) **Other Facilities and Multi-District Agreements** are approved annually.

APPLICATION FOR THE ESTABLISHMENT OF MULTI-DISTRICT EDUCATIONAL PROGRAMS

RETURN IN TRIPLICATE TO:

SOUTH CAROLINA DEPARTMENT OF EDUCATION
 OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN
 RUTLEDGE BUILDING, ROOM 513-F
 1429 SENATE STREET
 COLUMBIA, SOUTH CAROLINA 29201

Sending District	Receiving District	School Year
		20 - 20

In accordance with Section 59-33-50, Code of Laws of South Carolina, 1976, insufficient numbers of children with disabilities within the resident school district to provide an appropriate program is the only justifiable reason for a local school district to contract with other districts to provide educational services.

1. Document the justification for establishing a multi-district program. Justification statements must relate to insufficient numbers within the resident school district to provide an appropriate program. (Attach a separate sheet if necessary).

2. List all pupils residing in the sending district who are to be enrolled in the multi-district program: (Attach a separate sheet if necessary).

NAME	AREA OF DISABILITY	AGE

3. Has the district notified state and local school transportation officials of this proposed placement?
 ____ Yes ____ No

DATE	SIGNATURE OF SENDING DISTRICT SUPERINTENDENT
DATE	SIGNATURE OF RECEIVING DISTRICT SUPERINTENDENT

Information contained herein is protected under the Family Educational Rights and Privacy Act of 1974.

FOR STATE DEPARTMENT OF EDUCATION USE ONLY

RECOMMENDED BY:	_____	
	Education Associate, Office of Programs For Exceptional Children	
APPROVED BY:	_____	
	Director, Office of Programs For Exceptional Children	Date

PROVISION OF INSTRUCTIONAL SERVICES FOR CHILDREN WITH
DISABILITIES BY PUBLIC SCHOOL DISTRICTS IN OTHER FACILITIES

RETURN IN DUPLICATE TO:

SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN
RUTLEDGE BUILDING, ROOM 513-F
1429 SENATE STREET
COLUMBIA, SOUTH CAROLINA 29201

DISTRICT:	SCHOOL YEAR: 20____ - 20____
OTHER FACILITY:	ADDRESS: (Street, City, State, & Zip Code) _____ _____ _____

The formation of another facilities agreement has the effect of rendering the other facility a public school program. Therefore, children with disabilities participating in such a program have all the rights, privileges, and immunities that they would otherwise have in any of the schools operated by the district. The school must meet the standards and regulations applicable to any public school program for children with disabilities including "least restrictive environment".

		YES	NO
1.	Has an Individualized Education Program (IEP), consistent with the requirements of Public Law 101-476, been developed for each participant in the program?		
2.	Is the proposed educational program appropriate and specific to the pupils' needs based on each pupil's IEP?		
3.	Has the district implemented its approved procedures relative to LRE in determining placement for each pupil who will be provided special education and related services in the proposed "other facility"?		
4.	Has the district secured informed written parental permission for the pupils who will be provided special education and related services within the "other facility"?		
5.	Have these pupils been placed in programs for children with disabilities consistent with State Board of Education regulations?		
6.	Is the program of special education and related services provided at no cost to either parents or child?		
7.	Does the school district maintain administrative responsibility and control for the teacher(s) in the proposed facility?		
8.	Does the school district maintain administrative and instructional responsibility for the pupils?		

BLANK PAGE

F. School Bus Transportation To or From Day Care and Other before or After-School Programs (Other Than Student's Residence)

The State Department of Education (SDE) is annually appropriated state funds to transport qualified students to and from their home for the purpose of receiving state-mandated K-12 education services. The traditional belief that student trips should operate only to and from "home" has in recent years generated frequent questions from districts and parents. During the 2000 South Carolina Legislative Session, the General Assembly debated this issue and adopted the following new state statute:

56-5-196 ORIGIN OR DESTINATION FOR SCHOOL TRANSPORTATION

The parents or legal guardians of a student who is eligible to receive public school bus transportation must have the option of designating a child daycare center or other before- or after-school program as the student's origin or destination for school transportation.

Students throughout South Carolina are now eligible to be taken to and from places other than their residence. Thus, a student's origin and/or destination may begin or end at a day care center, or at a variety of before- or after-school student programs.

Students can be transported to locations other than their residence when the following criteria have been met:

- 1.) Parent makes a timely formal request that service be provided to and/or from a location other than the student's residence (day care center, after school program).
- 2.) The district can manage the routing and supervision.
- 3.) The student's residence and the alternate location (day care center, after school program) are more than 1.5 miles from the school the student attends. (A hazardous designation could alter this requirement.)
- 4.) The alternate location (day care center, after school program) is within the attendance area of the student's school.
- 5.) The route distances and route duration are not increased.
- 6.) Arrangements for this service must be established far enough in advance to insure that efficient and effective routing is accomplished.
- 7.) No child will be reserved more than one seat on more than one route bus in the morning and one route bus in the afternoon.

SECTION 59-67-415 PARENTS OR GUARDIANS RESPONSIBILITY AT A SCHOOL BUS STOP

Parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the child after the school bus leaves the designated school bus stop after transporting the children from school. For purposes of this section, the phrase 'arrival of the school bus' includes the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops, and loads or unloads students until the school bus deactivates all pedestrian safety devices.

G. SCHOOL BUS ROUTE EVALUATION

This section demonstrates the process to be used for the evaluations of regular bus routes, special needs routes, midday kindergarten, and other program routes. The Department of Education has personnel available to assist school districts with the evaluation process. A request for this service should be made through the County and Lead Supervisors of Transportation. The County Supervisor of Transportation is responsible for knowing the condition of the routing programs within his/her service area. This can be accomplished by counting students periodically, following buses, and studying the route maps and routing schedules.

The purpose of evaluating a district's routes is to ensure that buses are routed safely and efficiently. School bus routes should be evaluated more frequently when certain events occur. Changes in student population can require opening and closing schools, changing attendance lines, and adjusting school schedules.

A route bus is a bus that is assigned to a district to transport students to and from school, vocational school, and other mandated state school programs. A bus may not be designated a "route bus" if the route can be served, without excessive cost or service delays, by another route bus. This means that when another route bus is available to deliver the mandated service, an additional bus cannot be issued as a "route bus" to run a morning, afternoon, mid-day, alternative or vocational service. This additional bus would be designated a "spare bus" and its issuance to the district should be questioned by the County and Lead Supervisor. Districts may be issued buses under 100% permit provisions to operate district funded programs. The issuance of this type of bus, "permitted bus", should be evaluated by the County and Lead Supervisor to verify that the vehicle is being used effectively to justify the associated state costs. A bus can only be issued to a school if there is a properly licensed and certified driver employed by the district to operate the bus. That bus must be assigned to a designated route that cannot be served by another bus. The designated route must serve a State mandated program.

A Transportation Supervisor should be able to evaluate all of the routes assigned to a transportation program using the route map, routing schedule, and route description. The route map will show where the trips run, the buses running the trips, and the driver for each trip. A routing schedule will provide information about trips that are run by each bus, the order they are run, and the loads on each trip in the morning and afternoon. It will also tell you the time that each trip begins and ends. This form also provides you with the number of miles for each bus and the number of miles for each trip.

The routing schedule can also help a transportation supervisor analyze the trips in the program. You can determine if any trips can be eliminated because the loads are available for all of the trips for a school. When a trip is eliminated, the supervisor should be able to project the increase in time and load for the trips that will absorb the eliminated trip. The supervisor can also determine which trips can relieve a trip that becomes overloaded. When there is a driver or bus shortage the supervisor can review this schedule to determine which buses can run additional trips with the least effect on their regular schedule.

The route description also provides information about each trip. The purpose of each trip, schools served, driver, and bus are identified. It can be used when routes become overloaded and when a route is being eliminated because it provides the number of students at each stop, the location of the stop, and the time at the stop. It will also help with projecting the amount of time that will be added or deleted to routes when you are solving overload problems. This form also provides the number of miles traveled for each trip and it identifies who is responsible for paying for it.

Providing a copy of this report to each of the schools that are served will allow the school staff to assist the supervisor with telephone calls from the public. Each school with a copy of a map with

their routes and a copy of this form can tell parents the location of a bus stop, the time the bus will be at this stop, the bus number, and driver.

Keeping this report on the computer will also make it easier for the supervisor to make changes. Drivers, school officials, and the public can be given a current copy with little effort. Schools can be informed of any changes to their route maps with a telephone call. The Department of Education can assist with putting reports on the computer, through the State Routing Database.

Carry-On Items to be Transported on School Buses

The questions regarding the transporting of band instruments on school buses have reached the State Department of Education. The Department's position on this issue has not changed since it was originally stated in a letter dated April 1, 1992, and mailed to District Superintendents and District Transportation Directors. The following excerpt from that letter explicitly outlines the Department of Education's position:

Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under the control of the student at all times in case of an accident or an emergency.

The United States Department of Transportation, National Highway Traffic Safety Administration, Standard 17, Pupil Transportation Safety, reads in part:

.....baggage and other items transported in the passenger compartment should be stored so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.

School district compliance with this standard is mandatory. No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus. Securement of carry-on items prohibits them from becoming flying objects in the event of an accident. Items on the seats, floor, or obstructing the aisles endanger all students on the bus.

School district transportation personnel are requested to use prudent judgment in determining the instruments that will be allowed on buses under these conditions. Consideration should be given to the size of the instrument as well as the size and physical characteristics of the student in determining each instrument that is acceptable on a school bus.

1. Regular Route Evaluation

a.) Regular Route Student Information (R-15)

This form has been developed for the district's use; the Department of Education does not require this form. It provides the names of the students, schools, dates of birth, bus stop numbers, AM and PM times at the stop, grades, parents, addresses, and telephone numbers. This information can be used by the district's transportation officials during emergencies.

b.) Route Description (R-16) Due before or on October 15th annually to SCDE

A route description (R-16) will provide detailed information about each trip. One form should be used for each trip. If a bus has two regular trips in the morning, three

regular trips in the afternoon, and a midday kindergarten trip, six forms should be completed for that bus. Each trip will be assigned a different trip number. (See **Routing Schedule** in this section for trip number information.) Check Amended Route Description if the route description is replacing a previous route description.

Section 4, **Definitions for Trips**, will define a trip. It will also provide information about when a trip begins and ends. Instructions for completing a route description are also included in this section.

Description of Route: Regular, hazardous conditions, midday kindergarten trips, and other programs trips that transport students from home to school or school to home should be recorded from the first stop to the last stop. Vocational and other program trips that transport students from school to school should be recorded from the first school where students are loaded to the location where the students are unloaded.

Stop Locations, Students Counts, and Stop Time: Record the street address for each stop. Record the parent's name at the house closest to the stop if it is a rural address with no house number. All morning trips should list the schools in the order the bus travels to them at the last stops for that trip. All afternoon trips should list the schools in the order the bus travels to them as the first stops for that trip. Record the number of students loaded or unloaded at each school in parenthesis with the time at that school.

Two counts need to be collected for each stop, route enrollment and the daily student count. Route enrollment is the number of students assigned to each stop regardless of how frequently they ride. Daily student count is the number of students that usually load and unload at a stop and it will never exceed the route enrollment count. The daily count should be determined by using the highest count for any three consecutive days

Miles Traveled: This section is divided into four groups, morning trips, midday trips, afternoon trips, and after school trips. Record the times and odometer readings that pertain to that trip. The miles must also be recorded as **State Funded Miles or District Funded Miles**. All miles approved on the Applications for Hazardous Transportation, Other District or Inefficient (R-16) routes must be recorded as district funded miles. The Department of Education will deduct these miles from the miles the district will reimburse the State.

ROUTE DESCRIPTION

(One Form for Each Trip)

Assigned School For Bus: <u>Grover High School</u>		Amended Rt. Descrip. _____		Date Prepared: _____	
Bus Number: <u>503-4559</u>	Cap: <u>60</u>	Trip No: <u>EG-3-M-1</u>	Parking Location After Trip: <u>Grover High School</u>		
Driver: <u>Joan Rabon</u>	A: <u>X</u>	S: _____	Schools On This Trip: <u>Ewing Middle, Grover High</u>		
Check Appropriate Trip:		Reg. AM Trip: <u>X</u>	Reg. PM Trip: _____	AM Haz. Trip: _____	PM Haz. Trip: _____
Mid-day KG Trip: _____	Vocational Trip: _____	Other Trip: _____	Identify Other: _____		

Description of Route: (Reg., Haz., and KG- First Stop to Last Stop)

Starts on Union Hwy. .4 mile south of Little John, north on Union Hwy., left on Asbury, right on Goucher School Road, turnabout 1.4 miles east of Pacolet Hwy., left on Burnt Gin, right on Round Tree, turnabout 1.2 miles, right on Burnt Gin, right on Union Hwy., turnabout 1.5 miles south of Starr Ridge, right on Starr Ridge, right on Smoke Ridge, turnabout .7 mile, left on Corinth, right on Union Hwy., route ends at Garvin Lake

Stop No.	Location of Stops	Rt. Enroll Count	Daily Count	Time	Stop No.	Location of Stops	Rt. Enroll Count	Daily Count	Time
1.	209 Union Hwy.	2	2	6:40	19.				
2.	319 Asbury Road	1	1	6:43	20.				
3.	539 Asbury Road	3	3	6:48	21.				
4.	399 Goucher School Road	2	2	6:52	22.				
5.	255 Goucher School Road	5	5	6:55	23.				
6.	111 Burnt Gin Road	8	6	6:58	24.				
7.	247 Burnt Gin	6	6	7:06	25.				
8.	Jones Store, Burnt Gin Rd.	14	11	7:11	26.				
9.	347 Round Tree Road	5	5	7:19	27.				
10.	227 Starr Ridge Road	3	1	7:33	28.				
11.	230 Starr Ridge Road	1	1	7:40	29.				
12.	234 Starr Ridge Road	2	1	7:42	30.				
13.	Ewing Middle School	(37)	(32)	7:50	31.				
14.	Grover High School	(15)	(12)	7:55	32.				
15.					33.				
16.					34.				
17.					35.				
18.									
Total Counts							(52)	(44)	

Regular Morning Trip		Time	Odometer	Regular Afternoon Trip		Time	Odometer
1. Overnight Parking Location		6:25	155,341.1	1. Parking Location During Sch Day			
2. Last School On Previous AM Trip				2. Arrive at First School This PM Trip			
3. First Stop This Morning Trip		6:40	155,345.6	3. Leave First School This PM Trip			
4. Last School On This Morning Trip		7:55	155,356.7	4. Last Stop On This Afternoon Trip			
5. Parking Location During Sch. Day		8:00	155,358.0	5. First School Next Afternoon Trip			
6. Totals For This Trip		Min 95	Miles 16.9	6. Overnight Parking Location			
				7. Totals For This Trip		Min	Miles

Midday Trip		Time	Odometer	Funding For Miles On This Trip	
1. Parking Location During School Day Before Midday Trip				State Funded Miles	16.9
2. First Stop or School After leaving Parking Location				District Funded Miles	0
3. Last Stop or School Before Returning To Parking Location				Total Miles This Trip	16.9
4. Parking Location During School Day After Midday Trip					
5. Totals For This Trip		Min	Miles	School Days Remaining in Yr.	180

Bus Driver's Signature: _____ **Date:** _____

Bus Supervisor's Signature: _____ **Date:** _____

ROUTE DESCRIPTION

(One Form for Each Trip)

Assigned School For Bus: Grover High School **Amended Rt. Descrip.** _____ **Date Prepared:** Sept. 25, 1995

Bus Number: 503-4559 **Cap:** 60 **Trip No:** EG-3-A-1 **Parking Location After Trip:** _____

Driver: Joan Rabon **A:** X **S:** _____ **Schools On This Trip:** Ewing Middle, Grover High

Check Appropriate Trip: Reg. AM Trip: _____ Reg. PM Trip: X AM Haz. Trip: _____ PM Haz. Trip: _____

Mid-day KG Trip: _____ Vocational Trip: _____ Other Trip: _____ Identify Other: _____

Description of Route: (Reg., Haz., and KG- First Stop to Last Stop)

Starts on Union Hwy. at Garvin Lake Road, south on Union Hwy., left on Corinth, right on Smoke Ridge, turnabout .7 mile, left on Starr Ridge, left on Union Hwy., turnabout 1.5 miles, left on Burnt Gin, left on Round Tree, turnabout 1.2 miles, right on Burnt Gin, left on Goucher School Road, turnabout 1.4 miles, right on Asbury, right on Union Hwy., route ends .4 mile south of Little John

Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time	Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time
1.	Grover High School	(16)	(11)	3:00	19.				
2.	Ewing Middle School	(39)	(34)	3:15	20.				
3.	234 Starr Ridge Road	2	2	3:27	21.				
4.	230 Starr Ridge Road	2	1	3:28	22.				
5.	227 Starr Ridge Road	3	1	3:36	23.				
6.	347 Round Tree Road	3	3	3:49	24.				
7.	Jones Store, Burnt Gin Rd.	17	14	3:56	25.				
8.	247 Burnt Gin Road	6	6	4:00	26.				
9.	111 Burnt Gin Road	8	6	4:04	27.				
10.	255 Goucher Road	6	5	4:08	28.				
11.	539 Asbury Road	5	5	4:15	29.				
12.	319 Asbury Road	1	0	4:20	30.				
13.	209 Union Hwy.	2	2	4:24	31.				
14.					32.				
15.					33.				
16.					34.				
17.					35.				
18.						Total Counts	55	45	

Regular Morning Trip			Time	Odometer	Regular Afternoon Trip			Time	Odometer
1.	Overnight Parking Location				1.	Parking Location During Sc. Day	3:00	155,358.0	
2.	Last School On Previous AM Trip				2.	Arrive at First School This PM Trip	3:00	155,358.0	
3.	First Stop This Morning Trip				3.	Leave First School This PM Trip	3:10	155,358.0	
4.	Last School On This Morning Trip				4.	Last Stop On This Afternoon Trip	4:24	155,370.4	
5.	Parking Location During Sc.. Day				5.	First School Next Afternoon Trip			
6.	Totals For This Trip	Min	Miles		6.	Overnight Parking Location	4:40	155,375.1	
					7.	Totals For This Trip	Min 100	Miles 17.1	

Midday Trip		Time	Odometer	Funding For Miles On This Trip	
1.	Parking Location During School Day Before Midday Trip			State Funded Miles	17.1
2.	First Stop or School After leaving Parking Location			District Funded Miles	0
3.	Last Stop or School Before Returning To Parking Location			Total Miles This Trip	17.1
4.	Parking Location During School Day After Midday Trip				
5.	Totals For This Trip	Min	Miles	School Days Remaining in Yr.	180

Bus Driver's Signature: _____ **Date:** _____

Bus Supervisor's Signature: _____ **Date:** _____

Instructions for R-16 Route Description Form (All non special needs trips)

A trip exists when **all** of the students loaded at the assigned stops for that trip are unloaded at their school(s) or when **all** of the assigned students loaded at the school(s) are unloaded at the assigned stops for that trip. Stops made while the bus is traveling between schools to load or unload students should be counted as part of the original trip. Complete one form for each regular, hazardous conditions, and other programs trips for the each morning, afternoon, and mid-day trip.

Assigned School For Bus: The school where the bus is assigned

Amended Route Description: Check if this route description is replacing a route description that has already been submitted to the Department of Education's County Supervisor of Transportation

Date Prepared: Record the date this route description is completed if it is the first route description for the school year. Amended route descriptions must record the date the changes are implemented.

Bus Number: State Department of Education's bus number painted on the bus

Capacity: Seating capacity assigned to the bus: 54, 60, 66, 78, etc.

Trip Number: The number assigned to the trip, should agree with the number on the route map

Parking Location after Trip: The location where the bus is parked after this trip, if this is the last morning or midday trip. Do not complete this space if this route description is not for the last morning or mid-day trip. Example: If the bus remains at school after the morning trip until it runs the mid-day kindergarten trip, record the name of the school where it is parked. If the driver takes the bus home after the mid-day kindergarten trip, record the address of the driver's house on the route description for the "Other Trip", identified as "driver returning home".

Driver: Regular driver assigned to this trip

A: Place X here if the driver is an adult driver

S: Place X here if the driver is a student driver

Schools on This Trip: Record the names of the schools the students on this trip attend

Check Appropriate Trip: Place X beside the description identifying this trip. Identify the type of "Other Trip" this route description represents, gifted and talented, driver taking a bus home, etc.

Description of Route: Record a description of how the bus runs the route from the first stop to the last stop, excluding the stops, for routes taking students to and from their residence or other approved location. Routes that transport students from one school to another school should begin and end at the schools.

Stop Number: The order of loading and unloading students on the route.

Location of Stops: Record the address for each stop. When a house number is not available on a rural route, record the name of the adult living in the house. The last stops on a morning route will be the school(s) and the first stops on an afternoon route will be the school(s). Record the number of students loading or unloading at each school in parenthesis.

Route Enrollment Count: Record the maximum number of students at each stop for that trip. The route enrollment can exceed the capacity of the bus.

Daily Count: Record the number based on actually ride-ship and names of students assigned to stops on an average daily count. (This number will never be more than the route enrollment count at each stop). This number should not exceed the recommended maximum load for a bus. It should be the highest count for any 3 consecutive days.

A bus driver should run all trips in their entirety when recording the odometer readings and times for the route descriptions. Tenths of a mile on the odometer reading must be included when available.

Regular, Hazardous Conditions, and Other Morning Trip Times and Odometer Readings

- Line 1 **Overnight Parking Location:** Record the departure time and odometer reading where the bus is parked overnight if this is the first morning trip or the only morning trip.
- Line 2 **Last School on Previous Trip:** Record the odometer reading and the time the bus leaves the last school on the previous trip if this is not the first trip in the morning. (Time and Odometer Reading should be recorded on line 1 or line 2, not both.)
- Line 3 **First Stop on This AM Trip:** Record the time and odometer reading at the stop where the first student is loaded. Do not record the driver's house as the first stop if the driver's child is an eligible student but would normally ride another bus if his/her parent were not driving this bus.
- Line 4 **Arrive Last School on This Trip:** Record the arrival time and odometer reading at the school where the last student on this trip is unloaded.
- Line 5 **Parking Location during School Day:** Record the time and odometer reading at the location where the bus is parked during the school day before it runs a midday or afternoon trip. Do not record the time and odometer reading on this line if this is not the last trip in the morning.
- Line 6 **Totals for This Trip:** If this is the only morning trip: Line 5 minus Line 1= Total Minutes and Miles for This Trip
If this is the first trip and another morning trip follows this trip: Line 4 minus Line 1= Total Minutes and Miles for This Trip
If this is not the first trip and another trip follows this trip: Line 4 minus Line 2= Total Minutes and Miles for This Trip
If this is not the first trip and it is the last trip in the morning: Line 5 minus Line 2= Total Minutes and Miles For This Trip

Midday Trip Times and Odometer Readings

- Line 1 **Parking Location during School Day before Midday Trip:** Record the time and odometer reading at the location where the bus is parked during the school day before it runs a midday trip. The recorded time should be the actual time that it takes to drive to the first school from this location more than 2 minutes of waiting time for the students to be dismissed.
- Line 2 **First Stop or School after Leaving Parking Location:** Record the time and odometer reading at the first stop if this trip is transporting students from home to school. Record the time and odometer reading at the school where the students are loaded if this trip is taking students from school to home. Arrival time is no more than two minutes before the students are ready to load. Record the time and odometer reading at the first driver's house if this midday trip is taking other drivers home or to other locations. Record the time and odometer reading at the first school where students are loaded if this trip transports students from one school to another school or approved location.
- Line 3 **Last Stop or School on This Trip:** If this trip transports students from their residence to the school, record the departure time and odometer reading at the school where they unloaded. If this trip is transporting students from school to their residence, record the time and odometer reading where the last student is unloaded. Drivers taking their bus home or other approved location during the school day will record the time and odometer reading at this location.
- Line 4 **Parking Location during School Day after This Trip:** Record the time and odometer reading at the location where the bus is parked after this midday trip is completed. Drivers who have taken buses home during the school day will record the first school for their afternoon or next mid-day trip if they do not return to the location where buses without mid-day trips are parked. They will record the time and odometer reading at the location where buses without mid-day trips are parked if they return to this location before going on their afternoon or next mid-day trip.
- Line 5 **Total Miles For This Trip:** Line 4 minus Line 1= Total Miles For This Trip
*When the driver of a vocational or other programs trip remains at the vocational or other programs location for a period of time that does not qualify him/her to receive pay as a driver, record on Line 5 the amount of qualified time bus driving time.
- Example: Driver leaves high school with students at 8:30, unloads students at vocational school at 9:00, works at vocational school until 11:00, leaves vocational school with students at 11:00, unloads students at high school at 11:30. This driver records the 60 minutes of driving time on Line 5, not 180 minutes.

Regular, Hazardous Condition, and Other Programs Afternoon Trip Times and Odometer Readings

- Line 1 **Parking Location During School Day:** Record the departure time and odometer reading for the first afternoon trip at the location where the buses without mid-day trips are parked. If the bus does not return to the location where buses without mid-day trips are parked before going on the first afternoon trip, record the arrival time and odometer at the first school where students are loaded for the first afternoon trip. The recorded time must be the actual time the bus will depart in order to arrive at the first school without any more than 2 minutes of waiting time for the school to dismiss.
- Line 2 **Arrive at First School on This PM Trip:** Record the time and odometer reading when the bus arrives at the first school where students are loaded on this trip.
- Line 3 **Leave First School on This PM Trip:** Record the time and odometer reading when the bus leaves the first school on this PM trip.
- Line 4 **Last Stop on This Trip:** Record the time and odometer reading at the stop where the last student is unloaded on this trip. Do not record the driver's house as the last stop if the driver's child is an eligible student but would normally ride another bus if his/her parent was not driving this bus.
- Line 5 **First School on The Next Trip:** Record the arrival time and odometer reading at the first school on the next trip. Do not record anything on this line if this bus does not have another trip after this one.
- Line 6 **Overnight Parking Location:** Record the arrival time and odometer reading where the bus is parked overnight. Do not record anything on this line if there is another trip after this one. (Time and odometer reading should be recorded on line 5 or line 6, not both)
- Line 7 **Total Miles for This Trip:** If this is the only afternoon trip: Line 6 minus Line 1= Total Minutes and Miles for This Trip
 If this is the first trip and there is another trip after this one: Line 5 minus Line 1= Total Minutes and Miles for This Trip
 If this is not the first trip and there is another trip after this one: Line 5 minus Line 2= Total Minutes and Miles for This Trip
 If this is not the first trip and it is the last trip in the afternoon: Line 6 minus Line 2= Total Minutes and Miles for This Trip

Funding for Miles on This Trip

- Line 1 **State Funded Miles:** Total miles for trips funded by the Department of Education, regular morning and afternoon route trips, mid-day kindergarten and child development, and trips approved by the Department of Education for other programs
- Line 2 **District Funded Miles:** Total miles for trips funded by the school district- All hazardous conditions trips and hazardous conditions portions of regular route trips must be recorded on this line. Hazardous conditions miles allocated to the district will be deducted from this total by the Dept. of Education.
- Line 3 **Total Miles This Trip:** Total State Funded Miles and District Funded Miles, this is also the total for the total miles on the morning, afternoon, and mid-day trips on this route description
- Line 4 **School Days Remaining In Year:** The number of school days remaining in the present school year. This number will be 180 if this is the first route description submitted for this route for this school year and this route has been run since the first school day. Amended route descriptions must record the number of days remaining after the changes are implemented.

c.) **Route Maps Due before or on October 15th Annually to SCDE**

- A route map for the current regular morning and afternoon trips should be kept. Morning and afternoon trips for a school should be put on one legible map, include insets for housing developments and small towns with this map. Attendance areas that include large towns and rural areas should have a map of the town and a separate map of the rural area. One map can be used when a trip serves more than one school (combination loans, elementary, middle, and high on the same trip). Use one map when morning and afternoon trips travel over the same roads but stops are made in reverse order. Attach a supplemental map when some morning and afternoon trips are different because the bus is traveling different roads, one trip is longer or shorter because of loads or time, and when the total number of trips in an area varies between the morning and afternoon.
- Trips should be drawn from the first stop to the last stop.
- Trips should be assigned a trip number for identification. Each trip will have a separate trip number. If a morning trip and an afternoon trip are identical, they should be assigned a morning trip number and an afternoon trip number. (See trip number under **Routing Schedule** in this section for additional information.)
- List the trip numbers in the margin of the map or on an attached sheet of paper with the Department of Education's bus number and the bus driver's name recorded beside each one. Recording this in pencil makes it easier to make changes.

d.) **Routing Schedule (R-18) Due before or on October 15th annually to SCDE**

Regular trips and special needs trips should be recorded on three separate Routing Schedules. Use the same Routing Schedule (All Non Mid-Day Trips) form (R-18) for regular morning and afternoon trips and special needs trips. Midday trips are reported on (R-19) Routing Schedule for Midday Routes. Each assigned bus location for regular route buses and mid-day trips must complete its routing schedules separately from other assigned bus locations within the district.

- **Trip numbers** should agree with those on the map and route description. All trips should have an individual trip number assigned, even when morning and afternoon trips are identical.

The trip number should be divided into four sections: B-3-M-2

- B-** The first section will consist of letter(s) that identify the school(s) being transported. Usually this will be the first letter in the schools name but

it can be any letter. **B** in this trip number represents Berry Elementary School. Assign one school a different letter when two schools begin with the same letter that are served by the same high school or group of buses. An example of a trip number when two or more school are transported on the same trip: **LT-3-M-3** **L** represents Landville Middle School and **T** represents Thomas High School. This letter code for each school should be recorded on the bottom of the routing schedule. One letter per school.

3- The second section will consist of any unassigned numbers that identify the trip number for the school(s) transported. This is trip number 3 for Berry Elementary School. Students and school officials at Berry Elementary will only need to know that this represents trip number 3 for their school in the morning.

M- The third section represents when the trip is run, **M** for morning or **A** for afternoon.

2- The fourth section represents the section that tells which order this trip is run in the morning or afternoon and where this trip will be recorded on the Routing Schedule (R-18). This trip will be recorded as the second trip for bus in the morning on the Routing Schedule.

- **Loads** will represent the daily student count for each trip, not the route enrollment. This will be the actual highest count for any 3 consecutive days.
- **Morning time for each trip:** Record the time from the bottom of the route description for each trip. Do not record the time from where the bus is parked overnight to the first stop on the first trip. Do not record the time from the last school to where the bus is parked during the school day on the last trip.
- **Morning Miles:** Record the total miles for this trip, line 6, at the bottom of the route description.
- **Afternoon Time For Each Trip:** Record the time from the bottom of the route description for each trip. Do not record the time from where the bus is parked during the school day to the first school on the first trip. Do not record the time from the last stop to where the bus is parked overnight on the last trip.
- **Afternoon Miles:** Record the total miles for this trip, line 7, at the bottom of the route description.
- **Trip Number Index:** This is the letter assigned to each school in the first section of the trip number on the route description and map. See **Trip Numbers** in this section.

BLANK PAGE

Instructions R-18 Routing Schedule (All Non Mid-Day Trips)
(All information for this report should be obtained from the route descriptions.)

School:	Record the school where the buses are assigned. Record information for the buses assigned to each school or parking location on separate R-18's from other parking locations.
Regular Trips: Special Needs Trips:	Record regular trips on a separate R-18 from the special needs trips.
Bus Number:	The State Department of Education's assigned number
Bus Capacity:	The assigned capacity for regular route buses. Record the number of available seating spaces and wheelchair spaces on special needs buses. (16-2) 16 seating spaces and 2 wheelchair spaces

Morning Trips

Trip Number:	The trip number on the route description.
Arrival Time At First Stop:	Record the time the first stop is loaded on the first morning trip. Do not record students getting on at the driver's house as the first stop when they would ride another trip if this driver was not driving.
Load:	Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. EX. 22-2WC, 22 students in seats and 2 students in wheelchairs.
Time Arrive At School:	Record the time at the last school on each trip where students are unloaded. Line 4 in the odometer readings section for morning trips.
Miles Traveled:	Line 6 in the odometer readings section for morning trips on the route description.

Afternoon Trips

Trip Number:	The trip number on the route description.
Load:	Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. Ex. 22-2WC, 22 students in seats and 2 students in wheelchairs.
Time At Last Stop or The First School on The Next Trip:	Record the time at the last stop on this trip if another trip does not follow. Record the time when the bus arrives at the first school on the next trip when the bus has another trip following.
Miles Traveled: Total Miles Traveled Per Day:	Line 7 in the odometer readings section for afternoon trips on the route description. Total miles traveled on all morning and afternoon trips on this report.
School Codes in The Trip	Record the letter assigned to each school beside Code: and the name of the school it represents beside School: This is the same letter assigned to each school in the trip number on the route description. Do not complete this section for special needs trips.

e.) **Daily School Schedule**

This list should include: name of school, earliest time that a bus can unload students in the morning, latest unloading time for a student to participate in the breakfast program, school take in time, and school dismissal time.

f.) **School Bus Inventory and Capacities**

A list of all of the buses with their capacities that are assigned to the school.

g.) **Recommended Maximum Capacities**

	54Cap.	60Cap.	62Cap.	66Cap.	72Cap.	78Cap.
Elem.	54	60	62	66	72	78
El./M	50	55	56	60	65	70
E/M/H	45	50	51	55	60	65
E/H	47	52	54	58	63	68
Mid.	45	50	51	55	60	65
M/H	42	47	48	52	56	61
High	40	45	46	50	54	58

These approximate maximum loads should be based on the largest count during any three consecutive day counts, **not the route enrollment for the bus.**

h.) **Minimum Student Loads for Regular Route Trips**

State owned buses will be assigned when the number of eligible students (**usually** a minimum of 6) live within an area to make a bus route, feasible from a time and mileage standpoint. Regulation 43-80, Z, pages 6 and 7, states that school bus transportation will be provided either on state owned buses or by contract between the Department of Education and the school district whichever is most economical to the State. Contract transportation will be limited to pupils who cannot be transported efficiently by state owned buses. (Ref. Monthly Meeting of Area Supervisors and Central Office Staff, July 30, 1996)

See **Section E-1-L, School Bus Route Design and Stop Selection, Regular Route Transportation, Contract Transportation for Non Special Needs Students** for information about contracts for these students.

i.) **Students Standing on a School Bus**

All students must be provided a seat on a school bus. A limited number of standees may be permitted until school officials have had an opportunity to adjust the routes/trips to eliminate the standees. This period of time shall not exceed twenty (20) school days. (Law 59-67-100.)

j.) Recommended Maximum Riding Time for Students

- A. A student may not ride continuously on a state owned school bus for more than ninety minutes. With the approval of the Department of Education, the ninety minute maximum ride time may be exceeded when the area's geography requires longer than average highway travel because of a circuitous or meandering road network, extremely low population density, or waterway barriers. The ninety minute maximum ride time may be exceeded when attendance zones are multidistrict or countywide.

- B. The Department of Education annually shall assure that state owned school buses are routed in the most efficient manner and shall require that they are operated only on adequately maintained and safe public and private accessible highways and streets. SECTION 59 67 105. Maximum ride time; routing.
(Ref. Update July 2013)

2.) Special Needs Route Evaluation

The transportation supervisor can analyze the data provided from the following sources to determine what improvements can be made to the special needs routes in that school district. This information should allow the supervisor to determine if each of the buses are operating at maximum efficiency, if additional buses are needed, the type of buses needed (lift or non lift), and where to locate any additional buses. School district transportation personnel can demonstrate transportation problems with a current student plot map to the district's special needs personnel. The supervisor will have the riding time for each student and will be able to determine what can be done to reduce the riding time.

Buses that load students at their home or other approved location in the morning and buses that unload students at their home or approved location in the afternoon should list students on the back of this form. Buses shuttling students from one location to another will identify them in the **Shuttle Bus Information** on the front of the form. Students should be listed in the order they are loaded in the morning if the route description represents the morning trip only or the morning and afternoon. List the students in the order they are unloaded if the route description represents only the afternoon trip. Students riding in the afternoon only should be listed in the order they are unloaded.

Buses that load or unload students at their home or other approved location should record the students' times on their route description. Shuttle buses will provide the time that a student is loaded or unloaded at the school to the driver that transported the student to or from home. Record **Not Riding** in the AM time columns for students riding in the afternoon only. **Not Riding** must be recorded in the PM time columns for students riding in the morning only.

(List students in the order they are loaded in the morning)

Student Inventory

(EXAMPLE)

Information Not Required By SCDE

Bus Stop	Student	Address	School	Special Needs Class.	AM Time Home	AM Time School	PM Time School	PM Time Home	Special Requirements For Student	Student's Date of Birth	Parent or Guardia	Home Phone	Emergency Phone
1.	Rita Gibbes	908 Wilkins, Gaffney	Bramlet Elem.	OH,	6:25	8:00	2:15	4:10	WC	3-4-89	John	489-2210	489-1110
2.	Billy Terry	308 Johnson, Gaffney	Ewing Middle	TMH	6:29	7:40	3:05	4:05		4-4-83	Paul	489-3310	489-9909
2.	Tina Terry	308 Johnson, Gaffney	Gaffney High	TMH	6:29	7:48	2:58	4:05		5-9-80	Paul	489-3310	489-9909
3.	David Rains	211 Love Spring,	Bramlet Elem.	LD	6:33	8:00	2:15	4:00		9-12-90	James	489-9945	489-0014
4.	Tony Bonds	410 Sunny Slope,	Central Elem.	TMH	6:36	7:30	2:40	3:57		8-13-90	Bobby	489-1118	489-2246
5.	Doug	408 Lindsey, Gaffney	Ewing Middle	TMH	6:43	7:40	Not Ride		Rides 503-8899 in PM to 509 Robinson St., Gaffney	4-19-82	Brad	489-8882	489-1117
6.	Joe Love	408 Cannon, Gaffney	Granard Mid.	PMH	6:45	7:50	2:50	3:48	Shuttled on 503-8771 to & from Central Elem. to Granard	10-11-82	Tommy	489-6633	489-1108
7.	Pete Nolan	71 Lindley, Gaffney	Granard Mid.	PMH	6:50	7:45	2:50	3:43		11-12-83	Jake	489-0023	489-1109
8.	John Wood	12 Pinecrest, Gaffney	Bramlet Elem.	LD	6:56	8:00	2:15	3:37	Needs medication at 3:00 PM	3-9-89	Becky	489-2244	489-1209
9.	Terry Jones	211 Beaverdam, Gaffney	Central Elem.	TMH	7:01	7:30	2:40	3:31		4-12-89	Brent	489-9911	489-2298
10.	Trip Jones	29 Perrine, Gaffney	Ewing Middle	TMH	7:06	7:40	3:05	3:26	Aid	2-21-82	Brenda	489-1187	489-2286
11.	Tucker	211 Love Spring, Gaffney	B. D. Lee	PMH	7:11	7:25	2:15	3:20	Shuttled on 503-8421 in PM from B. D. Lee Elem. to	3-4-88	Terrance	489-6654	489-1115
12.	Linda Black	491 Morgan, Gaffney	Central Elem.	TMH	7:16	7:30	2:40	3:16		1-2-89	Ruben	489-5552	489-1197
									STUDENT				
									INFORMATION IS				
									FICTITIOUS				

Buses loading and unloading students at their home or other approved location should record the students on their Student Inventory list. Students riding only in the afternoon should be recorded in the order they would be loaded if they were riding in the morning. **Record students received from other buses for the purpose of shuttling in the section for Shuttle Bus Information.**

Midday Trip Times and Odometer Readings

- Line 1 **Parking Location during School Day before Midday Trip:** Record the departure time and odometer reading at the location where the bus is parked during the school day before it runs a midday trip. The recorded time should be the actual time that it takes to drive to the first school from this location without more than 2 minutes of waiting time for the students to be dismissed.
- Line 2 **First Stop or School after Leaving Parking Location:** Record the time and odometer reading at the first stop if this trip is transporting students from home to school. Record the arrival time and odometer reading at the school where the students are loaded if this trip is taking students from school to home. Arrival time is no more than two minutes before the students are ready to load. Record the time and odometer reading at the first driver's house if this midday trip is taking other drivers home or to other locations. Record the arrival time and odometer reading at the first school where students are loaded if this trip transports students from one school to another school or approved location.
- Line 3 **Last Stop or School on This Trip:** If this trip transports students from their residence to the school, record the time and odometer reading at the school where they are unloaded. If this trip is transporting students from school to their residence, record the time and odometer reading where the last student is unloaded. Drivers taking their bus home or other approved location during the school day will record the time and odometer reading at this location.
- Line 4 **Parking Location during School Day after This Trip:** Record the arrival time and odometer reading at the location where the bus is parked after this midday trip is completed. Drivers who have taken buses home during the school day will record the first school for their afternoon or next mid-day trip if they do not return to the location where buses without mid-day trips are parked. They will record the time and odometer reading at the location where buses without mid-day trips are parked if they return to this location before going on their afternoon or next mid-day trip.
- Line 5 **Total Miles for This Trip:** Line 4 minus Line 1 = Total Miles for This Trip
*When the driver of a vocational or other programs trip remains at the vocational or other programs location for a period of time that does not qualify him/her to receive pay as a bus driver, record on Line 5 the amount of qualified bus driving time.

Special Needs Afternoon Trip Times and Odometer Readings

- Line 1 **Parking Location during School Day:** Record the departure time and odometer reading for the first afternoon trip at the location where the buses without mid-day trips are parked. If the bus does not return to the location where buses without mid-day trips are parked before going on the first afternoon trip, record the arrival time and odometer at the first school where students are loaded for the first afternoon trip. The recorded time must be the actual time the bus will depart in order to arrive at the first school without any more than 2 minutes of waiting time for the school to dismiss.
- Line 2 **Arrive at First School on This PM Trip:** Record the time and odometer reading when the bus arrives at the first school where students are loaded on this trip.
- Line 3 **Leave First School on This PM Trip:** Record the time and odometer reading when the bus leaves the first school on this PM trip.
- Line 4 **Last Stop on This Trip:** Record the time and odometer reading at the stop where the last student is unloaded on this trip. Do not record the driver's house as the last stop if the driver's child is an eligible student but would normally ride another bus if his/her parent was not driving this bus.
- Line 5 **First School on the Next Trip:** Record the arrival time and odometer reading at the first school on the next trip. Do not record anything on this line if this bus does not have another trip after this one.
- Line 6 **Overnight Parking Location:** Record the arrival time and odometer reading where the bus is parked overnight. Do not record anything on this line if there is another trip after this one. (Time and odometer reading should be recorded on line 5 or line 6, not both)
- Line 7 **Total Miles for This Trip:** If this is the only afternoon trip: Line 6 minus Line 1 = Total Minutes and Miles for This Trip
If this is the first trip and there is another trip after this one: Line 5 minus Line 1 = Total Minutes and Miles for This Trip
If this is not the first trip and there is another trip after this one: Line 5 minus Line 2 = Total Minutes and Miles for This Trip
If this is not the first trip and it is the last trip in the afternoon: Line 6 minus Line 2 = Total Minutes and Miles for This Trip

Funding For Miles On This Trip

- Line 1 **State Funded Miles:** Total miles for trips funded by the Department of Education, morning and afternoon special needs route trips, midday kindergarten and child development special needs trips, and trips approved by the Department of Education for other programs
- Line 2 **District Funded Miles:** Total miles for trips funded by the school district
- Line 3 **Total Miles This Trip:** Total State Funded Miles and District Funded Miles, this is also the total for the total miles on the morning, afternoon, and mid-day trips on this route description
- Line 4 **School Days Remaining In Year:** The number of school days remaining in the present school year. This number will be 180 if this is the first route description submitted for this route for this school year and this route has been run since the first school day. Amended route descriptions must record the number of days remaining after the changes are implemented.

Shuttle Bus Information

Record times, locations, and bus numbers that are involved in the transfer of students from one bus to another for the purpose of shuttling. Students received from another bus at a shuttle location must have their names listed in this section. Buses transferring a student to a shuttle bus can record information in the Student Inventory section under the Special Requirements for Student column.

Student Inventory

- Bus Stop:** The order of loading the students in the morning. Use the same number for each student when more than one is loaded at the same stop. Students who ride the bus only in the afternoon should be recorded in the order they are unloaded.
- Student:** Record the student's name in this column. A student must be recorded in this column only if this bus transports the student to or from his residence or other approved location. Do not record the student in this column if the student is being shuttled between a shuttle point and his/her school. The shuttle bus will record in the Shuttle Bus Information section the students who ride another bus from their residence to the shuttle point. A student will be recorded on two route descriptions when he/she rides a different bus home from the bus that transported him/her to school that morning. The bus transporting the student in the morning will record **Not Riding** in the PM Time School column. The bus transporting the student home will record **Not Riding** in the AM Time Home column. Place the student in the order he/she is unloaded.
- School:** The school the student attends
- Special Needs Classification:** Record the special needs classification(s) recorded on the student's IEP.
- AM Time Home:** Record the time the student is loaded at home or other approved location in the morning. Record **Not Riding** if the student does not ride in the morning but rides in the afternoon.
- AM Time School:** Record the time the student is unloaded at the school he/she attends. The bus that loaded the student at his/her residence will record the school time on its route description when a student is transported from a shuttle point to his/her school by another bus. Obtain the time from the shuttle bus driver.
- PM Time School:** Record the time the student is loaded at his/her assigned school to go home, not the school's dismissal time. This time must be recorded on the route description of the bus that takes the student to his/her residence or other approved location in the afternoon. Obtain the loading time at school from the shuttle bus driver if the student is shuttled to another location.
- PM Time Home:** Record the time the student is unloaded at home or other approved location in the afternoon.
- Special Requirements for Student:** Record any information that is needed for the transportation of the student. Examples: WC for wheelchair students, AID for students who require an aid, CARSEAT for a student needing a car seat, record shuttle bus numbers and shuttle bus transfer points and times, record the afternoon address if the student is unloaded at a different location from the morning loading location.

This Section Is Not Required By the Department Of Education

- Student's Date of Birth:** Record the student's date of birth.
- Parent or Guardian:** Record the student's parent, guardian, or someone to call during an emergency.
- Home Phone:** Record the phone number at the student's residence.
- Emergency Phone:** Record a phone to call during an emergency.

a.) Map(s) With Special Needs Route Plotted

Data for special needs students is not recorded on maps in the same manner as the data for regular route students. The frequent changes with the locations of special needs students require that this data be collected differently. Special needs students enter and leave the programs frequently, often move within the attendance areas, and they are reassigned to different class locations frequently. Special needs students transported by other with contracts with the district should be plotted on this map.

The Department of Education will require a map that is large enough to plot special needs student information be kept in the possession of the school district. This will allow the school district to keep it current at all times. The Department of Education's personnel will review this map as needed to make decisions about special needs transportation. A special needs route map does not have to be submitted with the route description by October 15th of each year.

A large map of the attendance area with insets for small towns is needed. Large metropolitan areas may require a separate map from the rural areas.

Students should be plotted on these maps with small stick on labels

- Using stick on labels allows you to change your map when a student leaves the district or moves to another location within the district by placing a blank label over the label with the student information that will be changed.
- Label information: student's name, street address only, school, identify those requiring a lift bus by drawing a red line on the edge of the label. This includes special needs students transported by vehicles with contracts.
- Place the label as close to the residence as possible without covering streets and roads.
- Place a dot at the location of the residence and draw a penciled line to the label.
- Develop a color code for the schools in the district and color the label with a high light pen. A label with a green line on top of a yellow line would represent a school, while a label with a yellow line on top of a green line would represent another school.

The purpose for coloring the labels is to help the route designer identify the locations of students for each school. It will also be easier to demonstrate to others, people assigning these students to class locations, some of the transportation problems that may arise.

- Each special needs class location is also located on the map.
- Cover the map with a 4 mil sheet of plastic so it can be lifted from the bottom. This will allow student changes to be made. Draw the routes on the sheet of plastic with pens used to write on overhead projector transparencies.

b.) Routing Schedule (R-18)

Use the same form that is used for the regular route buses, but record the information for special needs buses on a separate R-18 from the R-18 used for the regular route buses. Special needs trips during the school day should be recorded on an R-19 form, Routing Schedule For Mid-Day Trips.

- **Trip numbers** should agree with those on the map and route description. Trip numbers should have three sections. The first section will be **(SN)** for special needs, second section will be any number assigned to another trip, and the third section will indicate the order the trip is run. An example is 1 it is the first trip, 2 second trip, etc. **SN-10-1**
- **Loads** will represent the daily student count for each trip, not the route enrollment. Loads will also identify the number of wheelchair passengers. **25-2WC** represents 25 students in seats and 2 in wheelchairs. Wheelchair spaces are identified in the capacity. Example, **33-2**, represents 33 available seats and 2 wheelchair spaces.
- **Morning time for each trip:** Record the time from the section with time and odometer readings on the front page of the route description for each trip. Do not record the time from where the bus is parked overnight to the first stop on the first trip. Do not record the time from the last school to where the bus is parked during the school day on the last trip.
- **Morning Miles:** Record the total miles for this trip, line 6, at the bottom of the route description.
- **Afternoon time for each trip:** Record the time from the bottom of the route description for each trip. Do not record the time from where the bus is parked during the school day to the first school on the first trip. Do not record the time from the last stop to where the bus is parked overnight on the last trip.
- **Afternoon Miles:** Record the total miles for this trip, line 7, at the bottom of the route description.
- **School Codes in the Trip Number:** Do not complete this for special needs routes.

Routing Schedule
(All Non Mid-Day Trips)

School: Grover High School

Date: _____

(Check One) Regular Trips: _____ Special Needs Trips: X

		Morning Trips									Afternoon Trips																
		First AM Trip		Second AM Trip			Third AM Trip				First PM Trip		Second PM Trip		Third PM Trip		Total Miles Travel Per Day										
Bus Number	Bus Cap	Trip Number	Time Arr. at 1st Stop	Load	Time Arr. at School	Miles Travel	Trip Number	Load	Time Arr. at School	Miles Travel	Trip Number	Load	Time Arr. at School	Miles Travel	Trip Number	Load	Time Last Stop/ Sc.	Miles Travel	Trip Number	Load	Time Last Stop\ Sch	Miles Travel	Trip Number	Load	Time Last Stop	Miles Travel	Total Miles Travel Per Day
503-4788	33-3	SN-8-1	6:15	25-1WC	8:05	33.8									SN-	24-2WC	4:40	37.9									71.7
503-5598	12-2	SN-9-1	6:10	10-2WC	7:55	31.8									SN-	11-2WC	4:28	34.8									66.6
503-6098	16	SN-3-1	6:28	14	8:02	28.6									SN-	14	4:37	31.2									59.8
Totals	61-5	3		49-3WC		94.2									3	49-4WC		103.9									198.1

School Codes in the Trip Number (One letter Per School)

Code: _____ Code: _____

School: _____ School _____ School _____ School: _____ School: _____ School: _____ School: _____ School: _____

Example: RB-23-M-2 (R) represents Roberts Middle School, (B) represents Bonds High School, (23) represents trip number, (M) represents morning, (2) represents the order the trip is run in the morning

Instructions R-18 Routing Schedule (All Non Mid-Day Trips)
(All information for this report should be obtained from the route descriptions.)

- School:** Record the school where the buses are assigned. Record information for the buses assigned to each school or parking location on separate R-18's from other parking locations.
- Regular Trips:** Record regular trips on a separate R-18 from the special needs trips.
- Special Needs Trips:**
- Bus Number:** The State Department of Education's assigned number
- Bus Capacity:** The assigned capacity for regular route buses. Record the number of available seating spaces and wheelchair spaces on special needs buses. (16-2) 16 seating spaces and 2 wheelchair spaces

Morning Trips

- Trip Number:** The trip number on the route description.
- Arrival Time at First Stop:** Record the time the first stop is loaded on the first morning trip. Do not record students getting on at the driver's house as the first stop when they would ride another trip if this driver was not driving.
- Load:** Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. Ex. 22-2WC, 22 students in seats and 2 students in wheelchairs.
- Time Arrive at School:** Record the time at the last school on **each trip** where students are unloaded. Line 4 in the odometer readings section for morning trips.
- Miles Traveled:** Line 6 in the odometer readings section for morning trips on the route description.

Afternoon Trips

- Trip Number:** The trip number on the route description.
- Load:** Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. Ex. 22-2WC, 22 students in seats and 2 students in wheelchairs.
- Time At Last Stop or The First** Record the time at the last stop on this trip if another trip does not follow.
- School on The Next Trip:** Record the time when the bus arrives at the first school on the next trip when the bus has another trip following.
- Miles Traveled:** Line 7 in the odometer readings section for afternoon trips on the route description.
- Total Miles Traveled per Day:** Total miles traveled on all morning and afternoon trips on this report.
- School Codes in The Trip:** Record the letter assigned to each school beside **Code:** and the name of the school it represents beside **School:**. This is the same letter assigned to each school in the trip number on the route description. Do not complete this section for special needs trips.

c.) **Daily School Schedule**

This list should include: name of school, earliest time that a bus can unload students in the morning, latest unloading time for a student to participate in the breakfast program, school take in time, and school dismissal time.

d.) **School Bus Inventory and Capacities**

A list of all the types of buses with their capacities that are assigned to the school. Use the actual number of seating spaces, not the capacity above the windshield on the interior panel. Also record the number of wheelchair spaces on the lift buses. Example: **33-2** represents 33 seating spaces and 2 wheelchair spaces.

e.) **Ride Time for Special Needs Students**

Student ride time is based on two Federal Statutes, **Individuals with Disabilities Education Act (IDEA)**, originally enacted in 1975 and the **Rehabilitation Act of 1973**. Neither of these two statutes mentions the length of the school bus ride. There should not be a single policy for all students with disabilities; at a minimum, questions should be considered on a student by student basis. The basic rule is that there can be no difference in travel time simply because of the disability of a student; the school day for disabled students should be the same as that for the nondisabled.

Shorter school days cannot be justified because of a shortage of properly equipped buses. Mechanical problems with regular equipment cannot justify a shorter school day for disabled students. Problems with transportation scheduling do not justify requiring disabled students to have a shorter school day.

OCR, Office for Civil Rights, has recognized that longer school rides may be required because of a school district's "widespread geography", "multiple logistical requirements", and "a product of careful considerations of options." Among the specific factors mentioned were the student's home address, shuttle point locations, and the location of special education programs. Alpine (UT) School District (OCR 1991), 17 IDELR 1124.

(Ref. Transporting Students with Disabilities, S. James Rosenfeld, Esq. And Linda F. Bluth, ED.D., pgs. 73,74, and 75.)

f.) **Minimum Student Loads for Special Needs Trips**

State owned buses will be assigned when the number of eligible students (usually a minimum of 6) live within an area to make a bus route feasible from a time and mileage standpoint. Regulation 43-80, Z. states that school bus transportation will be provided either on state owned buses or by contract between the Department of Education and the school district whichever is most economical to the State. Contract transportation will be limited to pupils who cannot be transported efficiently by state owned buses. (Ref. Monthly Meeting of Area Supervisors and Central Office Staff, July 30, 1996)

See **Section E-2-F, School Bus Route Design and Stop Selection, Special Needs Transportation, Contract Transportation for Special Needs Students** for information about contracts for these students.

3.) **Midday Kindergarten, Three- and Four-Year Old Child Development, Vocational School, and Other Programs Midday Route Evaluations**

a.) **Eligibility**

The Department of Education is responsible for transporting five-year-old kindergarten students to and from midday classes. Three- and four-year-old non special needs, child development students are provided transportation when funds are available. Three-to-five-year-old special needs students are provided transportation on state owned buses or with contract transportation. (Laws 59-67-420 and 59-67-425, Reg. 43-80, B.)

These students will be loaded and unloaded from a public maintained road as close as possible to their residence. The .5 of a mile from the route law and the stops less than .2 of a mile apart regulation do not apply to these students on the midday routes. These students have to abide by this law and regulation when they ride on the regular morning and afternoon routes with the older students. (Law 59-67-420.)

All mid-day trips not classified as kindergarten or vocational will be classified as other program trips. These are trips that are run on a regular schedule during the school day. Examples of other programs trips run during the school day are: gifted and talented, drivers returning home or to other approved locations, a bus traveling to a different location two days a week for fuel and maintenance. One time trips are not classified as other program trips, kindergarten students going to the fair.

b.) **Minimum Student Loads for Mid-Day Kindergarten, Vocational, and Other Program Trips**

State owned buses will be assigned when the number of eligible students (usually a minimum of 6) live within an area to make a bus route feasible from a time and mileage standpoint. Regulation 43-80, Z, pages 6 and 7, states that school bus transportation will be provided either on state owned buses or by contract between the Department of Education and the school district whichever is most economical to the State. Contract transportation will be limited to pupils who cannot be transported efficiently by state owned buses. (Ref. Monthly Meeting of Area Supervisors and Central Office Staff, July 30, 1996)

Vocational students will be transported to classes upon approval of the Department of Education by the most cost effective method. If a school bus is not used the Department of Education shall reimburse the district for the least expensive alternative transportation mode. (Reg. 43-80, I, Z.)

See **Section E-1-M, School Bus Route Design and Stop Selection, Regular Route Transportation, Contract Transportation for Non Special Needs Students** for information about contracts for these students.

c.) **Assignment to AM and PM Session for Mid-Day Kindergarten Classes**

Kindergarten and child development students shall be assigned to morning or afternoon sessions on the basis of where they live. (Reg. 43-80, B.)

The transportation supervisor should review the regulation about assigning students to the morning or afternoon sessions based on the location of their residence with the people who will be registering these students. Some districts register these students in the spring

before they enter school. The dividing line that will determine which session a child attends will have to be adjusted because the location of the students will change from one year to the next. Routes should be designed to ensure that overlapping does not occur because students living in the same area are going to morning and afternoon sessions.

d.) **Delivery to Locations Other Than Residence**

Transporting half day kindergarten and four-year-old development students to locations other than their residence (**day care centers**) is permitted when the same requirements for transporting students in grades 1-12 to other locations are met. (See Section **F Transportation to Locations Other Than A Student's Residence**) If a student is to be transported to another location, the student must attend the kindergarten session for which that location is assigned.

e.) **Route Description For Midday Trips (R-16)**

Use the same form, R-16, for midday kindergarten, vocational, and other programs routes that is used for the regular morning and afternoon trips. A route description for each mid-day trip is required by October 15th of each school year.

Description of Route: Midday kindergarten trips should be recorded from the first stop to the last stop. Vocational trips should be recorded from the high school to the vocational school and return to the high school. Each bus should complete a route description when one bus takes the students to the vocational school and returns to the school day parking location and the same bus or another bus returns later in the day to the vocational school to transport the students to the high school. All trips transporting students from home or other approved location to school or school to home will record the trip from first stop to last stop. Trips transporting students from school to school will record the trip from school to school.

Stop Locations, Student Counts, and Stop Time: Record the street address for each stop on midday trips transporting students from home or other approved location to school or from school to home. Record the parent's name at the house closest to the stop if it is a rural address with no house number. A landmark such as a church or store can be used in this situation also.

Two counts need to be collected for each stop, route enrollment and the daily student count. Route enrollment is the **number of students assigned** to each stop regardless of how frequently they ride. Daily student count is the **number of students that usually load or unload** at a stop and it will never exceed the route enrollment count. The daily count should be determined by using the highest count for any three consecutive days.

Time and Miles Traveled: Record the odometer readings for midday kindergarten, vocational, and other programs trips in the Midday Trip section at the bottom of the route description. The trip must be run in its entirety the day the odometer readings are recorded.

ROUTE DESCRIPTION

(One Form for Each Trip)

Assigned School For Bus: Grover High School Amended Rt. Descrip. _____ Date Prepared: _____

Bus Number: 503-6789 Cap: 60 Trip No: KG-B-3 Parking Location After Trip: Grover High

Driver: Joan Rabon A: X S: _____ Schools On This Trip: Brookville Elementary

Check Appropriate Trip: Reg. AM Trip: _____ Reg. PM Trip: _____ AM Haz. Trip: _____ PM Haz. Trip: _____

Mid-day KG Trip: X Vocational Trip: _____ Other Trip: _____ Identify Other: _____

Description of Route: (Reg., Haz., and KG- First Stop to Last Stop)

Starts on Burnt Gin, right on Round Tree, turnabout 1.2 miles, right on Burnt Gin, right on Union Hwy., turnabout 1.5 miles south on Starr Ridge, right on Starr Ridge, right on Smoke Ridge, turnabout .7 mile, left on Corinth, right on Union Hwy., right on Avery, turnabout .3 mile, left on Union, route ends at Garvin Lake

Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time	Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time
1.	221 Burnt Gin Road	1	1	9:50	19.				
2.	334 Round Tree Road	1	1	9:52	20.				
3.	543 Burnt Gin Road	1	1	9:58	21.				
4.	228 Union Hwy.	2	1	10:02	22.				
5.	311 Union Hwy.	3	3	10:05	23.				
6.	233 Starr Ridge Road	4	4	10:08	24.				
7.	247 Starr Ridge Road	2	2	10:13	25.				
8.	229 Smoke Ridge Road	3	1	10:19	26.				
9.	1001 Corinth Road	3	1	10:24	27.				
10.	2211 Union Hwy.	2	1	10:30	28.				
11.	339 Avery Road	2	1	10:43	29.				
12.	3345 Union Hwy.	2	1	10:55	30.				
13.	Brookeville Elem. School	(26)	(18)	11:03	31.				
14.					32.				
15.					33.				
16.					34.				
17.					35.				
18.						Total Counts	26	18	

Regular Morning Trip	Time	Odometer	Regular Afternoon Trip	Time	Odometer
1. Overnight Parking Location			1. Parking Location During Sc. Day		
2. Last School On Previous AM Trip			2. Arrive at First School This PM Trip		
3. First Stop This Morning Trip			3. Leave First School This PM Trip		
4. Last School On This Morning Trip			4. Last Stop On This Afternoon Trip		
5. Parking Location During Sc.. Day			5. First School Next Afternoon Trip		
6. Totals For This Trip	Min	Miles	6. Overnight Parking Location		
			7. Totals For This Trip	Min	Miles

Midday Trip	Time	Odometer	Funding For Miles On This Trip
1. Parking Location During School Day Before Midday Trip	9:40	122,339.1	State Funded Miles 25.3
2. First Stop or School After leaving Parking Location	9:50	122,344.5	District Funded Miles 0
3. Last Stop or School Before Returning To Parking Location	11:03	122,362.9	Total Miles This Trip 25.3
4. Parking Location During School Day After Midday Trip	11:11	122,364.4	
5. Totals For This Trip	Min 91	Miles 25.3	School Days Remaining in Yr. 180

Bus Driver's Signature: _____ Date: _____

Bus Supervisor's Signature: _____ Date: _____

ROUTE DESCRIPTION

(One Form for Each Trip)

Assigned School For Bus: Grover High School Amended Rt. Descrip. _____ Date Prepared: _____

Bus Number: 503-7789 Cap: 60 Trip No: V-1 Parking Location After Trip: Grover High

Driver: Bob Greene A: S: _____ Schools On This Trip: Grover High School

Check Appropriate Trip: Reg. AM Trip: Reg. PM Trip: AM Haz. Trip: PM Haz. Trip:

Mid-day KG Trip: Vocational Trip: Other Trip: Identify Other: _____

Description of Route: (Reg., Haz., and KG- First Stop to Last Stop)

Starts at Grover High School, right on Palmetto Ave., left on Railroad Ave., right on Martin Hwy., right at Cranston Vocational Center, left on Martin Hwy., left on Railroad Ave., right on Palmetto Ave., left at Grover High School

Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time	Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time
1.	Grover High School	13	10	12:30	19.				
2.	Cranston Vocational Center	(13)	(10)	12:45	20.				
3.	Cranston Vocational Center	13	10	2:45	21.				
4.	Grover High School	(13)	(10)	3:00	22.				
5.					23.				
6.					24.				
7.					25.				
8.					26.				
9.					27.				
10.					28.				
11.					29.				
12.					30.				
13.					31.				
14.					32.				
15.					33.				
16.					34.				
17.					35.				
18.						Total Counts	26	20	

Regular Morning Trip		Time	Odometer	Regular Afternoon Trip		Time	Odometer
1. Overnight Parking Location				1. Parking Location During Sc. Day			
2. Last School On Previous AM Trip				2. Arrive at First School This PM Trip			
3. First Stop This Morning Trip				3. Leave First School This PM Trip			
4. Last School On This Morning Trip				4. Last Stop On This Afternoon Trip			
5. Parking Location During Sc.. Day				5. First School Next Afternoon Trip			
6. Totals For This Trip	Min	Miles		6. Overnight Parking Location			
				7. Totals For This Trip	Min	Miles	

Midday Trip		Time	Odometer	Funding For Miles On This Trip	
1. Parking Location During School Day Before Midday Trip		12:30	88,333.8	State Funded Miles	11.5
2. First Stop or School After leaving Parking Location		12:30	88,333.8	District Funded Miles	0
3. Last Stop or School Before Returning To Parking Location		3:00	88,345.3	Total Miles This Trip	11.5
4. Parking Location During School Day After Midday Trip		3:00	88,345.3		
5. Totals For This Trip		Min 30	Miles 11.5	School Days Remaining in Yr.	180

Bus Driver's Signature: _____ Date: _____

Bus Supervisor's Signature: _____ Date: _____

ROUTE DESCRIPTION

(One Form for Each Trip)

Assigned School For Bus: Grover High School **Amended Rt. Descrip.** _____ **Date Prepared:** _____

Bus Number: 503-5599 **Cap:** 54 **Trip No:** O-1 **Parking Location After Trip:** Grover High

Driver: Jane Duran **A:** X **S:** _____ **Schools On This Trip:** Roberts Elem.

Check Appropriate Trip: Reg. AM Trip: _____ Reg. PM Trip: _____ AM Haz. Trip: _____ PM Haz. Trip: _____

Mid-day KG Trip: _____ Vocational Trip: _____ Other Trip: X Identify Other: Gifted and Talented

Description of Route: (Reg., Haz., and KG- First Stop to Last Stop)

Right on Palmetto Ave., left on Byrd Ave., right on Oak Ave., left on Thomas St., left at Robbins Educational Center, right on Thomas St., left on Main St., right on Palmetto, left at Grover High

Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time	Stop No.	Location of Stops	Rt. Enroll. Count	Daily Count	Time	
1.	Roberts Elem. School	20	16	12:11	19.					
2.	Robbins Educational Center	(20)	(16)	12:36	20.					
3.	Robbins Educational Center			12:38	21.					
4.	Grover High School			12:45	22.					
5.					23.					
6.					24.					
7.					25.					
8.					26.					
9.					27.					
10.					28.					
11.					29.					
12.					30.					
13.					31.					
14.					32.					
15.					33.					
16.					34.					
17.					35.					
18.					Total Counts					

Regular Morning Trip			Time	Odometer	Regular Afternoon Trip			Time	Odometer
1.	Overnight Parking Location			1.	Parking Location During Sc. Day				
2.	Last School On Previous AM Trip			2.	Arrive at First School This PM Trip				
3.	First Stop This Morning Trip			3.	Leave First School This PM Trip				
4.	Last School On This Morning Trip			4.	Last Stop On This Afternoon Trip				
5.	Parking Location During Sc.. Day			5.	First School Next Afternoon Trip				
6. Totals For This Trip		Min	Miles	6. Overnight Parking Location					
				7. Totals For This Trip		Min	Miles		

Midday Trip		Time	Odometer	Funding For Miles On This Trip	
1.	Parking Location During School Day Before Midday Trip	12:00	55,778.9	State Funded Miles	0
2.	First Stop or School After leaving Parking Location	12:11	55,781.8	District Funded Miles	10.9
3.	Last Stop or School Before Returning To Parking Location	12:38	55,785.9	Total Miles This Trip	10.9
4.	Parking Location During School Day After Midday Trip	12:45	55,789.8		
5. Totals For This Trip		Min 45	Miles 10.9	School Days Remaining in Yr.	180

Bus Driver's Signature: _____ **Date:** _____

Bus Supervisor's Signature: _____ **Date:** _____

f.) **Maps**

One map for midday kindergarten and 4 year child development trips with the trip number recorded near the route that is drawn from the first stop to the last stop. Record the bus number and driver beside the route number in the margin, on the back of the map, or on an attached sheet of paper. All other programs trips that transport students from home to school or school to home require a route map. A map for the vocational trips and other programs trips that transport students from school to school is not required.

g.) **Routing Schedule For Midday Trips (R-19)**

This form is used to record midday trips: kindergarten, vocational, and other programs trips (gifted and talented trips, etc.) that are run during the school day. Other programs trips run before or after school must be recorded on the **Routing Schedule (R-18)** with the regular trips that take students from home to school or school to home.

- **Trip numbers** should agree with those on the map and route description. All trips should have a trip number assigned and it must be the same one that is on the route description and map. The number should be divided into three sections.

Midday Kindergarten Trip KG-B-2

KG- The first section indicates that it is a midday kindergarten trip for that elementary school.

B- The second section indicates which elementary school is transported on that trip.

2- The third section indicates the trip number for that elementary school.

Vocational Trips V-1

V- The first section indicates that it is a vocational school trip. **1-** The second section indicates which trip is transported for the high school.

Other Programs Trip O-4

O- The first section indicates that it is a trip for other programs. **4-** This is the number assigned to the trip.

h.) **Options For Vocational Drivers**

(See Section I, **Bus usage during the School Day, Options for Vocational Route Drivers**)

Routing Schedule For Mid-Day Trips

School: Grover High School Date: _____

		Mid-Day Kindergarten Trips							Vocational Trips							Other Trips				Total Miles For Mid-Day Trips	
	Bus Cap	Trip Number	Load	Time At Elem. School	Time At First Stop	Time At Last Stop	Time At Elem. School	Miles For This Trip	Trip Number	Load	Time Leave High Sch	Arrival Time At Voc. Center			Miles For This Trip	Trip Number	Load	Time Leave Parking Location During Day	Return Time To Parking Location During Day		Miles For This Trip
503-4489	60	KG-B-	20	11:00	11:15	12:09		24.2													24.2
503-6789	66	KG-B-	18		9:50	10:55	11:03	25.3													25.3
503-7789	60	KG-B-	22	11:00	11:13	12:05		23.8	V-1	10	12:30	12:45	2:45	3:00	11.5						35.3
503-5599	54	KG-B-	40	11:00	11:10	11:15	11:25	3.9								O-1	16	12:00	12:45	10.9	14.8
Totals	240	4	100					77.2	1	10					11.5	1	16			10.9	99.6

School Codes in the Trip Number (One letter Per Elem. School With A KG Trip)

Code: B Code: Code: Code: Code: Code:

School: Brookville Elem. School: School: School: School: School:

Trip Number Index Code: **KG-B-2** (KG) represents mid-day kindergarten trip, (B) represents the elem. school (2) represents kindergarten trip number 2 for that elementary school
V-3 (V) represents vocational trip, (3) represents vocational trip 3
O-4 (O) represents other trip, (4) represents other trip 4

R-19 Routing Schedule (All Mid-Day Trips)

(All information for this report should be obtained from the route descriptions.)

- School:** Record the school where buses are assigned. Record information for the buses assigned to each school or parking location on separate R-19's from other parking locations.
- Bus Number:** State Department of Education's assigned number
- Bus Capacity:** The capacity assigned to the bus

Mid-Day Kindergarten Trips

- Trip Number:** This number should agree with the number on the route description and route map. It consists of three sections: First section will have the letters **KG**, second section will have one letter to represent the elementary school for that trip, and the third section will be any number that has not been assigned to another KG trip for that elementary school. **KG-B-3**
- Load:** The daily count, not the route enrollment, for that trip on the route description.
- Time At Elementary School:** Time the bus begins loading students to take home.
- Time At First Stop:** Time the bus loads or unloads students at the first stop on the route.
- Time At Last Stop:** Time the bus loads or unloads students at the last stop on the route.
- Time At Elementary School:** Time the bus begins unloading the students taken to school.
- Miles For This Trip:** Line 5 in the odometer readings section for mid-day trips on the route description.

Vocational Trips

- Trip Number:** This number should agree with the number on the route description. It consists of two sections: first section will have the letter **V** to represent vocational trip, and the second section will have any number not assigned to another vocational trip.
- Load:** The daily count, not the route enrollment, for that trip on the route description.
- Time Leave High School:** Time the bus leaves the high school to take students to the vocational center or to deadhead to the vocational center to return students to the high school.
- Arrival Time At Vocational Center:** Arrival time to unload students at the vocational center.
- Time Leave Vocational Center:** Time the bus leaves the vocational center to return students to the high school or to deadhead without students to the high school.
- Time Return To High School:** Time students are unloaded after returning from the vocational center or the time the bus arrives after deadheading from the vocational center.
- Miles For This Trip:** Line 5 in the odometer readings section for mid-day trips of the route description.

Other Trips

(Other trips not run during the school day will be recorded on the R-18 Routing Schedule.)

- Trip Number:** This number should agree with the number on the route description. It consists of two sections: first section will have the letter **O** to represent other programs trip, and the second section will have any number not assigned to another other programs trip.
- Load:** The daily count, not the route enrollment, for that trip on the route description.
- Time Leave Parking Location During School Day:** Line 1 in the odometer reading section of the route description for mid-day trips.
- Return Time To Parking Location During School Day:** Line 4 in the odometer reading section of the route description for mid-day trips.
- Miles For This Trip:** Line 5 in the odometer readings section for mid-day trips of the route description.
- Total Miles For Mid-Day Trips:** Total miles for kindergarten, vocational, and other trips for each bus.
- School Codes in the Trip Number:** Record the letter assigned to each elementary school that has a mid-day kindergarten trip. This is the same letter assigned to the elementary school in the trip number on the route description.

4.) **Route Study**

a.) **Need and Benefit of Routing Study**

A route study should be a team effort between the school district and the Department of Education. Both parties will benefit from a safe and efficient routing program. It allows the school district to employ a minimum number of drivers to operate the buses for longer periods of driving time while keeping student riding time at a minimum. It also allows a district to stagger their school schedules to reduce the student waiting time for loading in the afternoons, to delay unloading time in the morning, to require less bus duty time for school personnel, and to allow the opportunity to separate elementary students from middle and high school students when it can be justified economically. The Department of Education will benefit from lower operations and maintenance cost.

The County Supervisor of Transportation will assist the school district with evaluating its routing program. This can be done with the form discussed in Section G, **School Bus Route Evaluation**. He/She will also assist with obtaining data necessary to develop new routes, implementation of the new routes, and making any adjustments that are needed to insure that all of the new routes are running at maximum efficiency.

Several conditions can exist to warrant the need for rerouting:

- Re-zoning (new schools and population changes)
- Driver shortages
- Staggering the schools daily schedule
- Excessive student riding time
- Feasibility of dual transportation
- Proper loads on buses
- Route duplication

b.) **Procedure for Conducting a Route Study**

(1.) Origination meeting with superintendent and staff

- Discuss goals of the study
- Establish date for plotting students
- List materials needed (room for plotting, tables, chairs, etc.)
- Student count form for drivers to complete before plotting date

(2.) Plotting students on maps

- Develop a packet of materials for the bus driver while showing route (description forms, maps, and student count sheet)
- Bus driver shows route to SDE personnel in the SDE's car
- Record number of students at the stops on the maps and route descriptions
- Compare student totals to head counts taken by SDE and school district personnel
- Transfer student stop information to master maps

(3.) Develop route proposal

- Design new routes
- Complete a Routing Schedule (R-18) for the new routes
- Write the proposal
 - ❖ Written description of new routes first stop to last stop
 - ❖ Present school schedules and schedule changes
 - ❖ Goals of the route study
 - ❖ Identify students less the 1.5 miles from the school and their recommended transportation
 - ❖ Identify students attending school outside of their assigned attendance area
 - ❖ Recommendations for implementation
 - ❖ Route schedule

(4.) Implementation of route proposal

- Show the bus driver the new route
- Give the bus driver a written description of the route and a map
- Provide each school with a map of their routes
- Inform the parents of the route changes

(5.) Route proposal follow up

- Review route time and loads with the drivers
- Make route adjustments because of loads and/or times

H. REQUEST FOR ADDITIONAL BUSES

Assignment of buses for new routes will be made on the basis of actual need. Justification must be submitted showing that all buses presently assigned to the district or area are being used to the maximum before additional equipment can be assigned. (Reg. 43-80, B.)

1. Regular Route Buses

Information to justify the need for additional bus(s) on the SCDE R-43 Form

- a.) Use the route map with the present regular route trips as describe in Section G, **School Bus Route Evaluation**. This is the map that is submitted with the route descriptions by October 15th with the latest amendments.
- b.) Submit a route map(s) for the school(s) that will be affected by the additional bus(s) with the new trips included.
- c.) Submit Route Descriptions for Non Special Needs Routes (R-16) of the present routes. The County Supervisor of Transportation can use the route descriptions that were submitted by October 15th. All of the amended route descriptions since October 15th must also be in the possession of the County Supervisor of Transportation.
- d.) Submit Route Descriptions for Non Special Needs Routes (R-16) of the new route(s) and the present routes affected by the new routes. The present route descriptions that are affected must include the changes caused by the new routes.
- e.) Use the Routing Schedule for Non Mid-Day Trips (R-18) with the present regular route buses and trips as described in Section G, **School Bus Route Evaluation**. This is the latest version of the Routing Schedule for Non Mid-day Trips (R-18) for all of the regular route buses in the district that were submitted with the route descriptions by October 15th. It must include all of the changes caused by amended route descriptions submitted after October 15th.
- f.) Submit a Routing Schedule (R-18) for all regular buses affected by the additional bus(s), including the additional buses. The data for the present route buses must include the changes caused by the additional buses.
- g.) Submit a list of schools in the district and their daily school schedules (earliest AM unloading, take in time, earliest PM loading time, and school dismissal time.)
- h.) Submit a letter addressed to the Department of Education's County Supervisor of Transportation providing the following information:
 - A list of the buses that will benefit from the additional buses
 - A statement explaining the existing problem (overloaded buses, long riding times, etc.)
 - A statement explaining how the additional bus(s) will be beneficial using load and time data from the Routing Schedule to support this statement.

- i.) The Department of Education's County Supervisor of Transportation will be required to count the students on the buses one or more times to verify the accuracy of the loads recorded on the Routing Schedules (R-18). All loads at the schools that will be affected by the additional routes must be counted by the County Supervisor of Transportation. The County Supervisor should make a random count at some of the other schools to verify the accuracy of the loads.
- j.) The Department of Education's County Supervisor of Transportation will review this request with the Lead Supervisor of Transportation. They should review all of the present routing schedules in the district to verify that all of the district's buses are being used efficiently.
- k.) The Department of Education's Lead Supervisor of Transportation will write a letter to the Department of Education's Program Manager of Transportation for District Services recommending approval or disapproval. This letter must state the reasons for approval or disapproval of the request.

The Department of Education can approve additional buses after a route study has been conducted by the Department of Education personnel. A proposal submitted to the school district by the Department of Education must be accepted and implemented completely by the school district. The need for the additional bus(s) must be fully explained in the proposal.

2. Special Needs Buses

Information to justify the need for additional bus(s) on the SCDE R-43 Form

- a.) Department of Education personnel can use the same map with student data plotted on it that is used to evaluate the route descriptions submitted October 15th. This is the map identified in Section G-2, **School Bus Route Evaluation, Special Needs Routes**.
- b.) Submit a Routing Schedule for Non Mid-Day Trips (R-18) with the present routes. The County Supervisor can use the Routing Schedule submitted by October 15th. It must include all changes caused by amended route descriptions received after October 15th.
- c.) Submit a Special Needs Route Description (R-16) for each of the present special needs buses in the district. The County Supervisor can use the route descriptions that were submitted by October 15th, with all of the amended route descriptions.
- d.) Submit a Special Needs Route Descriptions (R-16) for each of the buses affected by the additional route(s) after the additional bus(s) has been included.
- e.) Submit a Routing Schedule for Non Mid-Day Trips (R-18) for all of the buses affected by the additional bus(s) with the new routes included.
- f.) Submit a list of schools in the district and their daily school schedules (earliest AM unloading, take in time, earliest PM loading time, and school dismissal time.)
- g.) Submit a letter addressed to the Department of Education's County Supervisor of Transportation providing the following information:
 - A statement explaining the existing problem (overloaded buses, additional wheelchair spaces needed, excessive student ride time, etc.) is required. Use the data (bus number, times, students names, etc.) provided in the Routing Schedule

(R-18) and the Special Needs Route Descriptions (R-16) to support the statement.

- A statement explaining how the additional bus will be beneficial is also required. Use the data in the Routing Schedule (R-18) and the Special Needs Route Descriptions (R-16) to support this statement.

Ex. If the problem is excessive riding time for the students, indicate how much time will be reduced for each student with the additional bus.

If the problem is overloaded buses, indicate what the new loads for all of the buses will be with the additional bus included.

- h.) The Department of Education's County Supervisor of Transportation will review the request to ensure that all of the data have been received and that it is accurate.
- i.) The County Supervisor of Transportation will review this request with the Area Supervisor of Transportation.
- j.) The Lead Supervisor of Transportation will write a letter to the Department of Education's Program Manager of Transportation for District Services recommending approval or disapproval. This letter must state the reasons for approval or disapproval of the request.

The Department of Education can approve additional special needs buses after a route study has been conducted by the Department of Education transportation personnel. A proposal submitted to the school district by the Department of Education must be accepted and implemented completely by the school district. The need for the additional bus(s) must be fully explained in the proposal.

I. BUS USE DURING THE SCHOOL DAY

1. Leaving Bus Parking Area After Regular Morning Routes

School buses must be left at a designated school bus parking area during the school day when they are not on an authorized trip (vocational, mid-day kindergarten, permitted trips, other programs trips, etc.) The Department of Education's County Supervisor of Transportation must have on file all approved requests from the school district for vocational, mid-day kindergarten, and other programs trips, etc., on form R-40, **Application For Use of Buses For Vocational, Mid-Day Kindergarten, and Other Programs Trips**, (Ref. Reg. 43-80, L).

Requests for buses used on permitted trips during the school day must be in the possession of the school bus maintenance shop on form R-1, **Permit for Use of School Bus**. (Ref. Law 59-67-510 and Reg. 43-80, T.) See B. **School District Funding**, Section G, **Permitted School Bus Trips** for additional information about permitted trips.

Exceptions:

- a.) With prior written approval by the Department of Education, drivers of buses may be transported by school bus pool to their home during the school day provided it can be justified economically. The Department of Education for economic justification purposes will allow a pool bus to travel a distance of no more than five miles per driver transported one-way per day. Pooling shall be defined as the transportation of more than one bus driver to home or to work on a single bus. In no case shall there be an adverse economic impact upon the bus maintenance services.

Example: Three drivers riding the same bus home can have a route with a maximum length of 15 miles one way. The district will pay the cost for miles in excess of 15.

- b.) Drivers of buses may drive their assigned bus home mid-day when the one-way mileage does not exceed five miles. Any additional mileage shall be at the district's expense

Example: Three drivers driving three buses home can each have a route with a maximum length of 5 miles one way. The school district is responsible for the additional 4 miles one way on the route that is 9 miles when one route is 3 miles one way, one route is 2 miles one way, and one routes is 9 miles one way, for a total of 14 miles.

- c.) Buses may be parked at another school when there will be no adverse economic impact upon bus maintenance services.

- d.) At the end of the school day, drivers may drive their vehicle back to their home or a designated public parking facility only when it can be proven that to do so can be justified economically.

The exceptions for use of buses and the related economic justifications shall be part of the route and schedule plan submitted by the local school district to the Department of Education. The school district must submit a plan for approval to the County Supervisor of Transportation before any buses can be taken home during the school day. This plan must be reported on Application for Adult Drivers to Return Home (R-63) along with a spot map showing the driver's homes and schools served.

In the exceptions above a and c, the request for approval shall include a plan to insure the proper servicing and maintenance of the bus.

2. Bus Parking Area on School Grounds

The school district shall provide for safe loading and unloading of students and a suitable concrete or asphalt-paved area for the parking and servicing of buses during the school hours. The parking and service area shall be located and designed to insure that vehicular traffic, students or unauthorized personnel are not in or around parked buses during the school day and shall be in compliance with all safety and fire regulations. Reg. 43-80, L.

3. Options for Vocational Route Drivers

The Department of Education has adopted the following policy for school bus drivers driving vocational school routes during the school day. This policy will outline the options that are available to the drivers after transporting students to their assigned vocational school.

- a.) School districts can employ the driver at the vocational school until the time students are scheduled to return to their high school.
- b.) State driver salary funds can be expended for waiting time which is less than 30 minutes between trips to include vocational.
- c.) Drivers will be allowed one time during the school day to drive the bus from the vocational school to home or other approved parking location when it does not exceed five miles one way from the vocational school. The driver must return to the vocational school from this parking location to transport students back to their high school. School districts will reimburse the Department of Education for miles that exceed five on each trip one way. School districts are not reimbursed by the State for the driver's salary when the driver takes the bus home or to another approved location.
- d.) Drivers will be allowed to drive from the vocational school to the beginning of another route when the miles do not exceed the number of miles from the parking location for buses without mid-day trips to the beginning of the same route. The deadhead miles from the end of this additional route to the vocational school cannot exceed the deadhead miles from the end of the route to the parking location for buses without mid-day trips. The district will reimburse the Department of Education for the additional miles and pay the driver's additional salary.
- e.) Drivers will be allowed to return from the vocational school to the parking location for buses without mid-day trips without students one time during the school day when the distance is less than five miles one way, unless the district reimburses the Department of Education for the miles exceeding five one way. The driver will not be allowed to take the bus from the parking location for buses without mid-day trips to home or other approved location unless the district reimburses the Department of Education for the miles. A driver will be allowed to deadhead one time during the day from the location where buses without mid-day trips are parked to the vocational school to return the students to the high school. The district will reimburse the Department of Education for the miles that exceed five on this return trip to the vocational school. School districts are not reimbursed by the State for the driver's salary for the drivers deadhead miles between the high school and vocational school.

All of the criteria in Regulation 43-80, L, of the South Carolina School Bus Transportation Laws and Regulations manual must be met prior to the driver taking the bus from the vocational school in options 3, 4, and 5.

J. REPORTS AND FORMS

This section provides a brief description of the forms used by the Department of Education for district services. It includes a form index that provides information about when forms are due, who completes them, who approves them, and who receives copies. A blank copy of each form is also included.

1. **Permit For Use Of School Bus (R-1)** This form is used when the school district wants to use a State owned bus for purposes other than transporting students to and from a state required educational service. It provides the following information about the trip:

1. date of trip	4. bus number	7. time
2. school and district	5. driver	8. miles
3. origin and destination	6. cost	

The school district completes this form and sends it to the school bus maintenance shop at least five days prior to the trip. It must be approved by the County Supervisor of Transportation.
2. **Request For Special Transportation (R-2)** This form is used when a student has developed a temporary physical handicap or a chronic disorder of lengthy duration may receive special school bus services. An example of this is when a student living less than .3 of a mile from the route has to walk to the bus route. This student can receive bus service to his house if he has a broken leg and if the bus does not have to leave a public maintained road to get to the house. The parents must go through the procedures listed on page 2 of the **South Carolina School Bus Transportation Laws and Regulations** manual. (Reg. 43-80, D.)
3. **Permitted Miles Report (R-3)** This form is used to record the miles traveled by each bus in the school bus shop. The purpose is to inform the school district and the Department of Education of the State funded and district funded miles traveled each month. This form will be completed by the Department of Education's County Supervisor of Transportation at the end of each month.
4. **Three, Four, and Five Year Old Students Riding School Buses (R-4)** This form is used to collect information about all three, four, and five year old students who ride the regular, special needs, and mid-day trips. Each elementary school in the school district that has these students riding buses will provide this information to the district office. The school district will submit this data to the County Supervisor of Transportation by December 1st of each year.
5. **Form Letter To Report Road Hazards (R-7)** This form letter is used by the school district to inform the Department of Education's County Supervisor of Transportation that road hazards exist within the district. This notification is in accordance with South Carolina State Law 59-67-130. It provides a brief description of the hazard and its location.
6. **Form Letter To Report Road Hazards (R-8)** This form letter is used by the County Supervisor of Transportation to inform the proper municipal, county, or state authority responsible for correcting the road hazard. This notification is in accordance with South Carolina State Law 59-67-130. It provides a brief description of the hazard and its location. A copy of the letter from the school district should be attached to this letter.
7. **Form Letter To Report Route Violations To The School District (R-9)** This form letter is used by the County Supervisor of Transportation to report route violations to the school district.
8. **District Route Enrollment Report Of Pupils Transported And Miles Traveled (R-14)** This form is used to report the number of pupils transported by route enrollment and the number of miles traveled. Each school district submits this report to the County Supervisor of Transportation by December 1st of each year. The sources of information for this report are the route descriptions and routing schedules.

9. **Regular Route Student Information (R-15)** This form is used by the school district to keep a student inventory for each route. The purpose of the form is to provide student information for the district's personnel during emergencies. It is not required by the SC Department of Education.
10. **Route Descriptions (R-16)** Each route bus assigned to the district must have a concise and correct route description A map(s) with all routes that transports students from home or other approved location to school or from school to home or other approved location also has to be submitted with the route descriptions to the Department of Education's County Supervisor of Transportation by October 15th annually. Mid-day kindergarten, 4 year old child development, vocational, and routes classified as "other programs trips" that are run by regular route buses also require a route description and map as explained in Section G-1-B, **School Bus Route Evaluation, Regular Route Evaluation.**

The Department of Education's County Supervisor of Transportation will schedule a meeting with the school district's transportation officials to review and resolve the discrepancies found in the route descriptions. The district will have a period of two weeks to make any corrections after receiving notice of disapproval. **Districts operating routes that have not been approved by the Department of Education will be considered as operating unauthorized routes and operating at the expense of the school district.** (Law 59-67-490 and Reg. 43-80, E.)

11. **Routing Schedule For All Non Mid-Day Trips (R-18)** This form is used to provide information about all of the trips transported by each of the route buses in the school district and should be submitted to the Department of Education's County Supervisor of Transportation by October 15th annually. It informs transportation personnel about the times, loads, and miles for each trip run by each bus that transports students before schools take in and after schools dismiss. Special needs trips must be recorded on a separate R-18 from the regular route buses. Regular route buses must be recorded on **Routing Schedules** by the assigned school parking locations. Do not group all of a district's buses on the same **Routing Schedule** unless they are all assigned to one location. Student loads for this report are the student daily count not the route enrollment. This form is due with the route descriptions.
12. **Routing Schedule For All Mid-Day Trips (R-19)** This form is used to provide information about all of the trips transported by each of the route buses in the school district for mid-day trips and should be submitted to the Department of Education's County Supervisor of Transportation by October 15th annually.. It informs transportation personnel about the times, loads, and miles for each trip run by each bus that transports students during the school day. Special needs trips must be recorded on a separate R-18 from the regular route buses. Regular route buses must be recorded on **Routing Schedules** by the assigned school parking locations. Do not group all of a district's buses on the same **Routing Schedule** unless they are all assigned to one parking location. Student loads for this report are the student daily count not the route enrollment. This form is due with the route descriptions.
13. **Form Letter For Route Approval Or Disapproval (R-20)** This letter will be written by the Department of Education's County Supervisor of Transportation to the Superintendent for the school district or the designee. It will inform the district of the status of the school bus routes in that school district. A copy of the letter should also be sent to the Department of Education's Lead Supervisor of Transportation. This letter should identify the school(s) whose routes are approved or disapproved. Disapproval's should identify corrective actions necessary for approval and the County Supervisor of Transportation must schedule a meeting to review these corrective actions with the school district's transportation personnel.
14. **Application For Use Of Buses For Vocational, Mid-Day Kindergarten, And Other Programs Trips (R-40)** This form is used by the school district to request the use of buses for programs other than the State funded regular and special needs trips that transport students from home or

other approved location to school before school takes in and from school to home or other approved location after school dismisses. The County Supervisor of Transportation must receive this application prior to operation of the trip. Loads and distances are projections. Accurate data for these trips will be collected on the **Routing Schedules (R-18 and R-19)**, **District Report of Number of Pupils Transported and Miles Traveled (R-14)**, and **Three, Four, and Five Year Old Students Riding School Buses (R-4)**.

15. **Application For Use Of Buses For Summer Programs (R-42)** This form is submitted by the school district to the County Supervisor of Transportation for the purpose of requesting buses for the school district's summer programs. The County Supervisor of Transportation must receive it at least two weeks prior to the use of the buses.
16. **Request For Approval Of Contract Vehicles To Transport Students With Special Needs (R-55)** This form is used to request approval for reimbursement from the Department of Education for the transportation of special needs students by transportation other than on a State owned school bus for the current school year. It is submitted by the school district to the Department of Education through the County Supervisor of Transportation. This request must be approved by the Department of Education prior to the implementation of the transportation. Any changes, students transported, miles traveled, days operated, etc., in the contract must be approved by the Department of Education before the school district can receive additional reimbursement caused by the changes. Changes must be made on a new R-55 form with a copy of the original contract attached. The County Supervisor of Transportation must review each R-55 for accuracy before forwarding it to the Program Manager of Transportation for District Services.
18. **Request For Reimbursement Of Contract Transportation For Students With Special Needs First and Second Semester (R-56).** The school district submits this form for reimbursement for all approved contracts for special needs students (R-55) for the first semester of each school year to the Office of Transportation in the Department of Education and submitted by February 1st and for the second semester by June 15th of each year. The County Supervisor of Transportation must review and approve each R-56 for accuracy before forwarding it to the Program Manager of Transportation for District Services. See B, **SCHOOL DISTRICT FUNDING**, Section C, **Contract Reimbursement For Transportation Of Students With Disabilities**
19. **Request For Approval of Contract Vehicles (Other Than Special Needs) (R-60)** This form is used to request approval from the Department of Education for the transportation of non special needs students by transportation other than on a State owned school bus for the current school year. This form is submitted by the school district to the Department of Education through the County Supervisor of Transportation prior to the implementation of the transportation. Any changes, students transported, miles traveled, days operated, etc., in the contract must be approved by the Department of Education before the school district can receive additional reimbursement caused by the changes. Changes must be made on a new R-60 form with a copy of the original contract attached. The County Supervisor of Transportation must review each R-60 for accuracy before forwarding it to the Lead Supervisor of Transportation.
20. **Application For Hazardous Transportation (R-61)** Ineligible students who live within 1.5 miles of the school they attend can receive transportation when the Department of Education approves this application from the school district. Eligible students who live less than .3 of a mile from the route can also receive transportation to their house when the bus does not have to leave a public maintained road and the Department of Education approves this application from the school district. The district can submit these applications when the health or safety of the student(s) is involved and funds are available. The school district is responsible for the costs when the allocated funds are exceeded. This form must be approved prior to the beginning of the school year or before the route is run if the route is implemented after the school year begins. (Law 59-67-420) See B, **DISTRICT FUNDING**, Section F, **Funding To Operate Hazardous Conditions**

- 21. Work Sheet For Additional Trip Costs (R-62)** This form is used to calculate any additional cost for buses used to transport students under conditions not funded by the Department of Education. Data to calculate these costs will come from the route descriptions, hazardous conditions applications, and on site measurements.

Students Less Than 1.5 Miles From Their School: Costs are calculated when students are transported on hazardous conditions trips and when there is available space on regular or mid-day kindergarten trips. The additional time that it takes to complete a stop will be calculated for students transported on available space. Time and distance will be calculated for hazardous conditions trips.

Students Less Than .3 Mile Off The Route: Costs are calculated when students are transported under hazardous conditions and when the bus leaves the route to load or unload students when there is no safe location on the route for the students to wait for the bus. Time and distance will determine the costs in both instances.

Stops Less Than .2 of a Mile Apart: Costs are calculated when buses are allowed to have stops less than .2 of a mile apart under Regulation 43-80, V. Additional time to make these stops will be used to calculate these costs.

- 22. Application For Adult Drivers To Return Home (R-63)** The school district must submit this application to the SCDE's County Supervisor of Transportation for approval before bus drivers are allowed to take their buses home. (See Section A-I-1, **Bus Use During the School Day**)

Form Index Routing and District Services

All Forms Are Completed By Or Submitted To The County Supervisor Of Transportation

Do not send copies of forms to the State Office (SO) when the block is shaded.

Form No.	Form Title	Completed By	Approved By	County Supervisor Sends Copy To:			Due Date	
				District	Area Sup.	State Office		
R-1	Permit For Use of School Bus	District	District	(See Permit	Procedures)	School Dist. to Finance	5 Days Prior To Trip	
R-2	Request For Special Transportation	District	Co. Sup.	X			As Needed	
R-3	Permitted Miles Report	Co. Sup.	Area Sup.	X	X	X	Monthly	
R-4	Three, Four, and Five Year Old Students Riding School Buses	District	Co. Sup.		X	X	Dec. 1st	
R-7	Form Letter To Report Road Hazards	District	Co. Sup.	Proper	Agency For	Repairs	As Needed	
R-8	Form Letter To Report Road Hazards	Co. Sup.		Proper	Agency For	Repairs	As Needed	
R-9	Form Letter To Report Route Violations To The School District	Co. Sup.		X			As Needed	
R-14	District Rt. Enrollment Report of Pupils Transported and Miles Travel	District	Co. Sup.		X	X	Dec. 1st	
R-15	Regular Route Student Information	District	Not Required				As Needed	
R-16	Route Description (Non Special Needs)	District	Co. Sup.				October 15th	
R-17	Route Description (Special Needs)	District	Co. Sup.				October 15th	
R-18	Routing Schedule (For All Non Mid-Day Trips)	District	Co. Sup.				October 15th	
R-19	Routing Schedule (For All Mid-Day Trips)	District	Co. Sup.				October 15th	
R-20	Form Letter For Route Approval or Disapproval	Co. Sup.		X	X		Nov. 15th	
R-40	Application For Use of Buses For Voc., Mid-Day KG, and Other Programs	District	Co. Sup.	X	X		Prior To Use	
R-42	Application For Use Of Buses For Summer Programs	District	Co. Sup.	X			Two Weeks Prior To Use	
R-55	Approval Of Contract Vehicles To Transport Special Needs Students	District	State Office			X	X	Prior To Use
R-56	Request For Reimbursement of Contract Transp. For Students With Special Needs (1st Semester)	District	Co. Sup.			X	X	February 1st
R-56	Request For Reimbursement of Contract Transp. For Students With Special Needs (2nd Semester)	District	Co. Sup.			X	X	June 15th
R-60	Request For Approval of Contract Vehicles (Other Than Special Needs)	District	State Office			X	X	Prior To Use
R-61	Application For Hazardous Transportation	District	Co. Sup.	X		X	Prior To Use	
R-62	Work Sheet For Additional Trip Costs	Co. Sup.	Lead Sup.	X	X	X	Nov. 15th	

K. DUTIES OF THE DEPARTMENT OF EDUCATION'S COUNTY SUPERVISOR OF TRANSPORTATION

1. Liaison between the Department of Education and the School District

The Department of Education's County Supervisor of Transportation will work with the local school districts while providing safe and efficient transportation for students enrolled in public schools. It is the responsibility of the County Supervisor of Transportation to ensure that laws and regulations are enforced while providing transportation. He/She as the designated representative for the Department of Education will review all transportation reports submitted by the school districts for accuracy and timeliness. (Reg. 43-80, A.) Refer to Section J on Reports.

2. Resolve Route and Bus Stop Complaints With the Public

Other duties of the County Supervisor of Transportation are to provide assistance to the school district when explaining transportation laws and regulations to other school officials and the public. He/She along with the district's transportation officials should make an on site evaluation when complaints pertain to bus stops or the design of a route. Guidelines in Section E, **School Bus Route Design and Stop Selection**, should be followed when evaluating bus stops and routes. Politeness and professionalism should be used when explaining transportation laws and regulations to the public. The County Supervisor should make contact with the complainant to follow up with any resolution and send a final conclusion into the Program Manager of District Services for SCDE to be posted.

3. Evaluate a District's Routes

The County Supervisor will also evaluate the safe and efficient use of school buses to determine when buses need to be added or deleted from a school's fleet. Guidelines in Section G, **School Bus Route Evaluation**, should be used when evaluating a school's fleet. After evaluating the district's bus routes, the County and Lead Supervisors of Transportation should determine if a route study will be beneficial. The County Supervisor will be responsible for collecting any necessary data that is needed to conduct a route study.

The County Supervisor of Transportation is required to ride 20% of a school district's routes each year. Each route should be checked for inefficient route segments, stops less than .2 mile apart, stops less than .3 mile from the route, the number of students riding who live less than 1.5 miles from their school, bus load, and the safety of the stops. Each route should be compared with the route map that was submitted on October 15th to determine if any unauthorized changes have been made. Refer to Section E (**School Bus Route Design and Stop Selection**) for the safety of the stops. All routes and bus stop violations should be reported on form Letter for Route Violations (R-9).

The County Supervisor should send an R-20 Report to the District Superintendent, informing him or her of the status of their Route Plan.

L. DUTIES OF THE DEPARTMENT OF EDUCATION'S LEAD SUPERVISOR OF TRANSPORTATION

1. Supervise the Relationship Between the County Supervisor and the School District

The Department of Education's Area Supervisor of Transportation will supervise the working relationship between the County Supervisor of Transportation and the school districts within the area. This supervision will insure that safe and efficient transportation will be provided to all of the eligible students enrolled in the public schools within the area. He/She will keep all of the County Supervisors in the area informed of any changes with routing for the Department of Education.

Other duties will include reviewing reports from the County Supervisor and school district for accuracy and timeliness. He/She will also work with the County Supervisor on any unresolved routing problems with the public.

2. Supervise the Evaluation of the Routing Programs in Each District

All routing programs will be reviewed by the Lead Supervisor and County Supervisor to determine if they are operating at maximum efficiency. He/She will schedule, develop, and assist the school officials with the implementation of any route studies within the area. It is the Lead Supervisor's responsibility to insure that all of the County Supervisors within the area are capable of analyzing all data to insure that an efficient routing program is being operated in the school districts. He will schedule any training sessions necessary to insure that all are capable of analyzing data and completing accurate reports.

M. DUTIES OF THE DEPARTMENT OF EDUCATION'S PROGRAM MANAGER OF DISTRICT SERVICES

1. Assist the Lead and County Supervisors of Transportation with Evaluating Their Bus Needs

The Program Manager for District Services will be available to assist school and Department of Education officials with any routing problems. His duties will include collecting and analyzing data to determine if buses are running efficient regular and special needs routes. He will also make recommendations for the approval of additional buses and the removal of buses when needed. Developing route studies and assisting school officials with the implementation of route studies are also included in these duties.

2. Conducts Audits of Transportation Reports

He will perform periodic audits of transportation reports at the school and shop level to verify accuracy of data and making recommendations for improved reporting methods.

3. Conducts Bus Route Training Sessions

He will also conduct and coordinate bus route training sessions with local and SDE transportation personnel.

4. Route and Bus Stop Complaints

Review complaints and assist the County Supervisor, Lead Supervisor and School District Staff to insure a resolution has been reached with the complainant. Insure complaints are logged into state database.

A. SCHOOL DISTRICT FUNDING

SCHOOL BUS DRIVER'S SALARIES

Section 59-67-480, South Carolina Code of Laws, 1976, as amended

Funding is used by districts to pay for school bus driver salaries and fringe benefits for the delivery of pupil transportation services in support of State required public educational programs. The district shall disburse these funds according to the State approved school bus drivers' 18 step pay scale. A school bus driver is placed in the appropriate pay step based on the driver's number of years of qualified school bus driving service. A year of qualified school bus driving service is achieved when a bus driver performs State financial school transportation services for at least 152 days in a school year. The district may also disburse these funds in support of fringe benefits for school bus drivers that are classified as "full time employees". A "full time employee" must work 30 or more hours a week. These funds may also be used to transport qualified students via contract service. Contracts may be used by districts when the contract is less expensive than a school bus to operate. All contracts must be pre-approved by the Department of Education. Contracts may only use approved vehicle types. Vehicles certified by the manufacturer to transport less than 11 passengers or certified as school buses may be used.

The district's annual allocation is based on the actual bus driver salary expenses for the prior year. The prior year's expenses are equal to the driver hours of transportation services (including 30 minutes a week per driver for bus cleaning and 10 hours per driver of in-service training each year) provided in support of State required public educational programs in each of the 18 pay steps and based on the approved state school bus driver pay for each step. To this salary cost is added no more than 70% of the associated fringe benefit costs for those drivers that qualify. The district may also add costs for regular transportation services delivered via approved contract. The district is required to report these annual costs by June 15th to the Department.

Contained in this funding is a State allocation for the district to authorize hazardous transportation services.

Formula:

District's Prior Fiscal Year Qualifying Expenditures for Bus Drivers' Salary and Fringe divided by Total State's Prior Fiscal Year Qualifying Expenditures for Bus Drivers' Salary and Fringe equals District Percent Allocation of State Funds Available.

Present Fiscal Year State Funds Available multiplied by District Percent Allocation equals District Allocation.

B. General Information about Driver's Salaries

- Adult bus drivers are covered by the Fair Labor Standards Act.
- Forty (40) hours per week is the maximum amount of time the SDE will reimburse a school district for a driver.
- A driver's workday begins when they leave the overnight parking location for a bus.
- Bus drivers' work time will include: actual driving time plus 5 minutes for pre-trip one inspection in the morning only, 30 minutes cleaning time per week, time spent in student discipline conferences with school officials, 10 hours of in-service training per year, waiting time necessitated for bus fueling or servicing, waiting time associated with special transportation (i.e. vocational classes). Drivers must be paid for waiting time unless they are completely relieved from duty and the length of time is sufficient to be effectively utilized as he or she wishes. Drivers can be paid when the waiting time is for a class period of one hour or less.

OR

- A school district can use the established driving time (tach time) plus waiting time not to exceed 10 minutes at each school unless authorized by the County Supervisor of Transportation. Each driver will be allowed 30 minutes per day, 15 minutes in the AM and 15 minutes in the PM to cover: pre-trip inspection, mechanical failures, conference time, and bus cleaning time.
- A driver must have a set minimum of 30 work hours per week to qualify for fringe benefits, which include social security, health, and dental insurance, sick leave, court leave, military leave, and eligibility to participate in State Retirement .
- All drivers are covered for worker's compensation and this is automatically funded at 100 % by the SDE, without any required action on the part of the school district.
- Bus drivers who have set hours of less than 30 hours per week, but who perform other jobs for the district that will give them a combined time of 30 or more hours also qualify for fringe benefits with the SDE bearing its percentage of the costs.
- Drivers who are eligible for sick leave shall earn the rate of a day and quarter per month. Court leave and military leave will be determined by district policy and for pay purposes will be reported as hours worked for SDE reimbursement if time taken was during set scheduled bus driver working time. S. C. Code of Laws 59-1-400)
- Districts are encouraged to enter into work agreements with bus drivers in the same manner as they presently do for other district employees to avoid liability for unemployment compensation during the summer.

C. **CONTRACT REIMBURSEMENT FOR TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS**

Section 59-67-520, South Carolina Code of Laws, 1976, as amended

Funds are allocated to school districts for the reimbursement of approved contract transportation costs not provided by the State school buses for students with disabilities. These funds are allocated to those districts that contract with parents and other providers based on the present year expenditures. A (R-55) Request for Approval of Contract Vehicles to Transport Students With Special Needs should be approved by the Department of Education before transportation of a student begins. **Reimbursement** for this service cannot be made without an approved contract on file.

A district must submit three forms through the County Supervisor of Transportation to request reimbursement of transporting students with special needs. The R-56 (Request for Reimbursement of Contract Transportation- (First Semester), the R-56 (Request for Reimbursement of Contract Transportation) for (Second Semester) for Students with Special Needs).

The R-56 for 1st semester reimbursement should be submitted to the County Supervisor no later than February 1st. The R-56 for 2nd semester reimbursement should be submitted to the County Supervisor no later than June 15th. If a contract ends prior to the end of the semester the district needs to forward the R-56 to the County Supervisor immediately, then review and forward on to the SCDE Office of Transportation to the Program Manager of District Services for processing.

When there is a lack of appropriated funds and an increase in demand for non-school-bus transportation for students with disabilities, funds to reimburse districts are not sufficient to cover all requests. This results in the Department of Education having to distribute available funds through a formula based on the actual amounts requested from the school districts. See the allocation formula on the following page.

(Reg. 43-80, Z.)

D. REIMBURSEMENT FOR AIDES ON BUSES TRANSPORTING STUDENTS WITH SPECIAL NEEDS

Funds are allocated to school districts to defray the cost associated with school bus aides serving students with special needs. These funds are allocated to those districts needing financial assistance based on the General Assembly's appropriation to the Department of Education. School districts are informed at the beginning of each school year of the number of aides allotted for their district. The district submits R-80, Funding For Aides On Buses Transporting Students With Special Needs, to the County Supervisor of Transportation requesting the number of aides that have been allotted to them.

In order to qualify for aide funds, school districts must meet the following criteria:

- Buses may not leave the regular approved route to pick up aides.
- Buses used to transport aides back to their home during the day must use the same policy as drivers returning home during the day. (See A, **SCHOOL BUS ROUTING**, Section I, **Bus Use During the School Day**).
- The maximum amount a district or county can pay an individual aid from these funds cannot exceed the amount approved per individual aid by the Department of Education for a given year.

E. FUNDING TO OPERATE HAZARDOUS AND OTHER DISTRICT TRANSPORTATION

Each school district must submit an Application For Hazardous Transportation, R-61, when an additional route, an additional portion of a regular route, or additional stops on a regular route are made because of hazardous conditions. These areas have been determined by the school district as having hazardous transportation conditions. A hazardous transportation condition can only be a result of hazardous motor vehicle or rail traffic. **No designated funds are appropriated for this service through the state; therefore, funding must come from the existing accounts at the local districts for the school bus maintenance, and fuel, which are charged a rate per mile and per stop to districts operating hazardous and Other District Transportation.**

Districts are held responsible for stops and a mileage at a rate determined by the SDE annually.

A per stop cost is calculated when the bus does not leave the route as in the conditions 3 and 5 below. These two conditions do not require the bus to leave the route, but a cost exists when the bus has to make the stop.

This process uses the Application For Hazardous Transportation (R-61) form when one of the following conditions exists:

1. A hazardous trip for students living less than 1.5 miles from school.
2. A portion of a regular trip that requires the bus to leave the route for students living less than 1.5 miles who are transported because of hazardous conditions.
3. A regular route transporting students less than 1.5 miles from school on available space without leaving the route.
4. A hazardous portion of a regular trip that requires the bus to leave the route to transport students living less than .3 of a mile from the route.
5. A regular trip that has stops less than .2 of a mile apart.

G. PERMITTED SCHOOL BUS TRIPS

School districts can use state owned buses or boats for purposes other than transporting pupils to and from a state required educational service. The operating cost of the bus and driver's salary shall be borne by the district permitting the bus. A **Permit For Use of School Bus, R-1**, must be completed and approved by the Department of Education's County Supervisor of Transportation prior to the trip. All regulations governing school bus permits and procedures listed on the back of each **Permit For Use Of School Bus, R-1**, must be followed. (Ref. Law 59-67-510, Reg. 43-80, T.)

H. REGULATIONS GOVERNING SCHOOL BUS PERMITS

When a state owned bus is used by a district for purposes other than transporting pupils to and from a state required educational service, the cost of operation of the bus shall be borne by the district permitting the bus. The driver of a permitted bus shall be paid directly by the permitting district or designee. In addition, a charge per mile, as set by the State Board of Education, shall be paid by the district to the Department of Education. The district is held responsible for damages to the permitted bus and all liability associated with the permitted trip that are not covered by the school bus insurance carried by the State Department of Education.

All drivers must possess the same licenses and certifications required by the State Department of Education for a school bus driver.

The permitting of school buses cannot conflict with the use of the school buses (before, during or after the permitted trip) to transport pupils to and from state required educational programs. The County Supervisor's approval is to verify compliance with this requirement.

Approval to use a bus for which a permit application has been completed must be secured from the County Supervisor, SDE Maintenance Shop before the bus can be used.

The use of state-owned buses shall be limited to those events and activities sponsored by district or designees. The State Department of Education will reimburse the district for fuel and oil purchased at a price determined annually.

A copy of the **permit must** be in the possession of the driver for the duration of the permitted trip.

The use of State owned buses for special purposes for trips outside the State shall be limited to athletic and other school activities in adjacent counties in Georgia and North Carolina with the following exceptions. In North Carolina: Polk, Henderson, Transylvania, Jackson, and Macon Counties have mountainous terrain. State owned buses shall not be used for special activities in these counties without prior route approval by the designated representative of the Department of Education. If the bus is more than ten miles outside of the State of South Carolina, in the event of a mechanical breakdown, the district assumes the responsibility for all expenses associated with the return of the bus to the State. (Ref. Reg. 43-80, T-6.)

I. PROCEDURES FOR SCHOOL BUS PERMITS

PERMIT NUMBERING

The Permit number begins with the last two digits of the current fiscal year. For example, school year permit numbers using this form during the 2013-2014 school year start with “14”. This fiscal year sequencing will continue with the 2014-15 School Year numbers being “15” and so on through the fiscal years. The next four digits in the permit number is the SDE County two digit code number followed by the District’s two digit code number. The final four digits identify the permit in consecutive order starting at “0001” and continuing through “9999” as needed. Every permit application must have a unique sequential number.

APPLICATION FOR PERMIT

The Permit Application must be completed by the district and the trip approved by the appropriate State Maintenance Shop five days prior to the requested date the bus is to be used. Special exceptions can be granted to this five day period on request by the district or designee to the County Supervisor. The Permit must be signed and submitted by the District Superintendent or authorized Designee. The Department of Education must have prior verification in writing from the District Superintendent of all District Designee(s). The Designee(s) authorization will require re-verification each school year.

APPROVAL OF PERMIT

The County Supervisor’s approval of the trip is to verify compliance with above regulations and procedures, and to insure that the maintenance shop is aware of the proposed trip duration and mileage.

COPY DISTRIBUTION

Copies of each Approved Permit must be distributed by the Permit applicant as follows:

- To the School(s) to which the student riders are assigned.
- To the appropriate District Office.(District to designate office)
- Must accompany the bus during its trip.

Note: The appropriate School Bus Maintenance Shop should have received the Permit Application at least five days prior to trip.

PAYMENT

School District Office

- A copy of all approved Permit Applications requested by Designees shall be submitted to the District office. All voided Permit Applications (in sequential order) since the last Permit approved must be attached to the next sequential numbered Permit.
- District office shall consolidate Approved Permits that resulted in transportation services being delivered from all local schools in district at the end of each calendar month.

- District office shall verify the accuracy of the approved Permits and submit a single payment to cover all permitted services for the month. "BUS PERMITS" and the name of the assigned school bus maintenance shop must be identified on each payment. If a District has more than one assigned maintenance shop, the District must designate on the payment which shop gave permit approval. Permits and the associated payment can then be grouped according to the Maintenance Shop having maintenance jurisdiction over the buses permitted.
- A copy of the payment attached to copies of the related Permits must be mailed to the local school bus maintenance shop on or before the date the payment is made to the Office of Finance, SDE.
- **All checks must be mailed directly to: OFFICE OF FINANCE, Bus Permits, State Dept. of Education, Rutledge Office Bldg., 1429 Senate Street, Columbia, South Carolina 29201**
- **The Department of Education reserves the right to collect from SDE districts accounts for payments passed due more than 120 days after permitted service is provided.**

R-1 PERMIT FOR USE OF SCHOOL BUS
 (See Regulations On Reverse Side)

Permit FY 14-2104-0003

Date School Bus/Permit To Be Used October 11, 2013

SCHOOL Brookdale High School DISTRICT Hampton 24

Permission is requested to use a state-owned school bus to transport individuals from Hampton
(Origin)
 to Savannah, Georgia Time: 5:00 PM to 12:00 PM
(Destination) (Beginning Of Trip) (Ending of Trip, Including Return Trip)

BUS NUMBER 503-8899 DRIVER NAME Robert Doe

The District identified above will assume responsibility for the actions of all passengers and driver relative to State Regulations and Statutes, and other traffic laws. This trip will be in accordance with the regulations governing school bus permits as shown on the reverse side of permit. It is also understood that all damages to the bus and liability associated with the permitted trip that are not covered by SDE insurance will be paid by the district.

Requested By: J. P. Turner
(Superintendent Or Authorized Designee) (Date)

Odometer reading: Beginning of Trip 66,569.8 End of Trip 66,781.3

Total number miles traveled 211.5 @ ??? per mile \$???

Less: Fuel and oil purchase, (the SDE will not reimburse the district a price greater than \$.?? per gallon for fuel or \$.?? per quart for oil) \$ 0
 Invoices must be attached referencing SDE bus number receiving fuel or oil.
 AMOUNT DUE STATE \$???

DISTRICT USE (OPTIONAL)

FUND	DEPT.	FUNCTION	OBJECT

Driver Salary: Hours: 7.0 at ?? Per Hour Equals Total Salary \$???

AMOUNT DUE DRIVER: \$???

A copy of this permit will be retained by the school, district office, and school bus maintenance shop, and payment made to the Office of Finance, State Department of Education.