

## **Bus Scheduling and Routing**

The superintendent shall recommend to the Board of Education specific bus routes in cooperation with the director of transportation and shall provide regular service for such routes. The following factors will be considered in the establishment of the routes:

1. No bus will enter upon private property in order to pick up or discharge pupils, except by Board approval to facilitate bus turnaround and with written permission from the property owner.
2. No route will be established on any road deemed hazardous to safe school bus operation.
3. Routes will be limited to state and county accepted roads and areas with a Metropolitan Road Improvement District.
4. All route extension requests will be reviewed by the district transportation director who will make a recommendation to the Board regarding the approval or disapproval of the request. The Board may consider establishing or extending a bus route when there are seven or more students living one or more miles from an established route. The Board may consider an exception to the above if it is in the best interests of the district. No requests for route extension will be approved after October 1 of each school year.
5. Consideration will be given to shortening a bus route when one (1) mile or more is traveled one way to pick up five (5) or fewer students at the end of a route.

Students will be notified as necessary concerning routes, stops and other details pertinent to their routes.

Trip plans for all trips other than regularly scheduled bus routes will be developed by the director of transportation in cooperation with group sponsors for approval by the school principal and superintendent of schools.

The director of transportation will aid in the scheduling of buses for approved field trips and student activities in such a manner to avoid interference with the normal operation of the scheduled transportation program.

Adopted: December 10, 2002  
Revised: September 14, 2021

LEGAL REFS.: C.R.S. 22-32-113 (2)  
C.R.S. 42-4-1904