

## **Business and Non-Instructional Operations**

### **Routes and Services**

By August 15th each year following consultation with bus contractors/transportation supervisors, student school bus schedules and stops will be developed by an administrator assigned by the Stratford Superintendent of Schools. These schedules and stops shall be in writing, as will any adjustments made during the year, and shall be published in local area newspapers and/or on the district website prior to the opening of schools and posted at appropriate locations throughout the town.

All Stratford school buses have a definite approved seating capacity which cannot be exceeded. Because school buses are scheduled for maximum use of stated capacity, students must ride to and from school on buses to which they are assigned. For special circumstances and events, exceptions permitting students to ride different buses to different locations, or the same buses to different locations, from their residences will be made only upon parental request and approval of the school Principal or his/her designee providing:

1. Space is available on the route;
2. Different student destinations do not alter an existing route.

Special events include, but are not limited to the following: scouts; church functions; within district, music and athletic events; home care/child care arrangements, including occasional social visits to homes of other children; and others as approved by Principals.

Parental requests for temporary changes in bus assignments should be in writing, but, although not encouraged, in emergency situations Principals may approve telephone requests from parents or guardians. Schools will maintain daily logs, with appropriate detail, of requested and approved changes to student bus assignments and school bus drivers will be notified in writing by the student's teacher, or by the Principal's office staff, of any changes in a student's normal bus schedule.

Within budgetary constraints, late buses shall be provided for secondary school students remaining after school hours for extracurricular activities, extra-help sessions, or detention.

It shall be the responsibility of the individual school Principal to ensure that buses are not overloaded as a result of special event approvals.

Policy adopted: November 23, 2009

STRATFORD PUBLIC SCHOOLS  
Stratford, Connecticut