



701.13AP Scheduling

APPROVED: 1996.06.19
AMENDED: 2011.08.17
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CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.1AP Student Conduct/Discipline on Buses Admin Procedures](#)
 - [701.7AP Roles & Responsibilities Admin Procedures](#)
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PROCEDURES:

1. The Contractor/Bus Operator is to establish a schedule of pick-up and drop-off times. These times should be communicated to parents prior to the beginning of the school year and as changed from time to time.
2. The Contractor/Bus Operator should arrange their schedule to ensure that the bus arrives at school no sooner than 10 minutes before classes begin or as established by the school principal.
3. All busses should be at the school for first loading 5 minutes before the school dismisses their students.
4. After student dismissal, bus drivers must wait until their load is complete before leaving. However, no bus should wait more than 10 minutes. After waiting 10 minutes, the bus may leave.
5. Bus drivers should send a responsible student to the school supervising teacher to inquire about a missing elementary grade passenger. Bus drivers should have a check in place to ensure that all riders are accounted for.
6. When the students are not waiting at a designated pick-up point, the driver shall stop and proceed only after the scheduled pick-up time has elapsed. (Refer to administrative procedures 701.1AP Conduct/Discipline on Buses Admin Procedures and 701.7AP Roles and Responsibilities Admin Procedures).