

 Policy #: T-4	Effective Date: 2/26/02	Page #: 1 of 1
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COMPONENT: TRANSPORTATION

SUBJECT: TRIP ROUTING

OPERATIONAL PROCEDURE: To ensure that children are safe at all times. To ensure that in planning fixed routes, the safety of the children being transported is the primary consideration.

Trip routing will be accomplished jointly by bus drivers and classroom personnel.

Bus drivers must ensure the bus is not loaded beyond the maximum passenger capacity at any time.

Bus drivers will be timed in advance to ensure children are not on the bus longer than allowed by State and Federal regulations.

Bus drivers must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers.

Bus drivers will not make a right turn on a red light.

Bus drivers must ensure stops are located to minimize traffic disruptions and to afford the driver a good field of view in front and behind the vehicle at all times.

Cell phones will not be used by the driver while bus is in operation.

The Center Coordinator or Transportation, Facilities and Maintenance Manager will approve all bus routes.

Safe havens will be located/designated for all routes. The bus driver must be familiar with the routes and places they can safely pull off the road in case of a downpour, fog, or storms.