

Bus Procedures

Eligible students being transported to and from school for the regular or the extra curricular program will be boarded or dismissed from the buses at their regularly scheduled stop, except for circumstances related to temporary bus changes.

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Bus Procedures

I. Temporary Bus Changes

Parent requesting a temporary change from their student's designated stop which does not require the bus to deviate from its regular route and the departure is at a regularly scheduled stop must:

- A. Be eligible for bus transportation;
- B. Parent/guardian must notify the school principal or the transportation department and receive prior approval.
- C. Permission for the temporary change may be granted for emergency situations only.

II. Alternate Scheduled Stop

Students requesting an alternate boarding or dismissal point from a regularly scheduled stopping point must meet the following criteria:

A. Pick Up Routes – Same Bus or Changing Buses

Students will be allowed to board their bus at a scheduled stop other than their own as long as this does not require the bus to deviate from its regular route. This alternative stop must be an every day occurrence.

B. Take Home Routes – Same Bus or Changing Buses

Students will be allowed an alternative dismissal stop as long as the bus does not deviate from its regular route or become overloaded. The alternative dismissal stop must be an every day occurrence.

In order to permit an alternate stop, parents must:

1. Submit a written request (*Alternate Stop Form*) to the Transportation Department;
2. Provide the Transportation Department with the necessary emergency information;
3. Allow up to two weeks for the implementation of the alternative scheduled stop.

III. Childcare Facility

- A. Alternate stops involving a childcare must be at an approved childcare site per Iowa Code 285.1 (22), which states it is a childcare facility that is “licensed by or registered with DHS or governed by the Department of Education.” This may include a childcare center, preschool, or registered child development home.

In order to permit an alternate stop due to childcare, all of the following criteria must be met:

1. The student is an elementary student defined by the state as grades K-8; or preschool student requiring specialized transportation.
2. The student attends a childcare facility; that is, a licensed childcare center, a preschool, or a registered child development home.
3. The residence of the student is more than two miles from the student's attendance center.
4. The student's childcare facility is more than two miles from the student's attendance center in accordance with Iowa Code 285.1 (9).