

Lisbon School District

15 Newent Road
Lisbon, CT 06351

3541.43

Business and Non-Instructional Operations

Transportation: Routes and Services

By August 15th each year following consultation with bus contractors/transportation supervisors, student school bus schedules and stops will be reviewed by an administrator assigned by the Superintendent of Schools. These schedules and stops shall be in writing, as will any adjustments made during the year, and parents/guardians shall be notified via mail, posted on the school website and posted at appropriate locations throughout the town.

All 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: home care/child care arrangements, including occasional social visits to homes of other children; and others as approved the Principal.

Student athletes are expected to ride the bus to and from sporting events unless a Travel Release has been submitted for approval. Students that are not members of athletic teams may not ride the school bus to or from sporting events. Permission for emergency or special situations that may arise may be granted at the discretion of the Principal. (See Attachment A)

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, for the duration of the bus change, a record with appropriate detail of requested and approved changes to student bus assignments and school bus drivers will be notified by the Principal's office staff, of any changes in a student's normal bus schedule.

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

In addition, for High School Students:

1. Non-Lisbon students are not allowed to ride Lisbon busses unless authorized by the Superintendent or designee due to highly exceptional circumstances.
2. If there is a change in the drop off location for a student, a note will ~~shall~~ be given to the bus driver or sent to the Lisbon Superintendent's Office no later than 10:00 am on the day of the change.
3. Once the note has been received and approved by the Superintendent's Office, an e-mail is sent to First Student to notify the bus driver.

(cf. - 5131.1 Bus Conduct)

Policy adopted: 09/19/11 – Lisbon Board of Education

Policy amended: 04/21/14

Policy amended: 04/20/15