

STUDENT TRANSPORTATION SERVICES - REGULATIONS

Rules and procedures for Organization of the Shuttle Bus Run:

- A. Each school office will have a sign-up period for the activity at least one (1) week before the activity begins. The sign-up sheet will include the following information:

Name, town, bus number (morning), whether the pupil plans to utilize the shuttle or furnish his/her own transportation.
- B. Pupils from all towns in the District will be provided an opportunity to sign up for service on a daily basis in each school office.
 - 1. Daily reminders will be given with morning announcements that sign up is necessary.
 - 2. By 1:00 p.m. the bus garage will be notified of the number from each of the towns who need transportation on that day.
 - 3. The Director of Support Services will be notified immediately of any change in schedule or practices.
 - 4. Only pupils participating in school activities or who were required to remain for make-up or other teacher requirements are allowed to travel on the shuttle. Individuals who were held by teachers will require a pass from the principal.
 - 5. A place in each town shall be designated as an unloading area. If convenient, drops may be made on the way, but the bus will not veer from the established route.
 - 6. When there are insufficient numbers of requests to justify running the shuttle, or when it is necessary to cancel the shuttle, the schools shall be notified immediately.

Legal Reference: TITLE 20A MRSA Sec. 5401

Adopted: Prior to 1988
Revised: January 10, 1995
Reviewed: January 22, 2002
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