

**RACINE UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE POLICY**

3541.31

Business

1. Regular Routes and Services (3541.31)
 - a. School bus routes may include students from more than one public or non-public school.
 - b. Bus routes will be established jointly by the Pupil Transportation Office and the contractor. They shall identify the bus stops.
 - c. The maximum one-way walking distance to and from a bus stop shall be as follows:
 - 1) Grades 4K – KDG one-quarter mile*
 - 2) Grades 1 – 5 one-half mile*
 - 3) Grades 6 – 12 one-half mile*
 - 4) Activity buses and early release buses one mile*
- *(Except: may exceed stated maximum on dead-end or cul-de-sac roads.)
- d. All pupils shall be at their respective pick-up points five minutes prior to the expected arrival time of the bus, and no driver is expected to wait for students who are late.
- e. All bus routes shall be established in such a manner as to avoid unnecessary turns, turn-arounds, or deviation from a “straight-line” route. All routes shall, wherever possible, be established along major through streets either in an east-west or north-south direction. “Straight-line” routing implies that, within the policies described in f. and g., buses will not enter subdivisions, zig-zag along streets, and make only a minimum number of stops.
- f. No buses are to be routed on dead-end streets unless there is an adequate cul-de-sac or turn-around area.
- g. Bus stops which serve subdivisions shall be established at the entrance(s) to a subdivision, except:
 - 1) where the maximum one-way walking distance to a bus stop may be exceeded;
 - 2) where a survey of traffic and other hazards may indicate a threat to the safety of children as determined by the Transportation Department; or
 - 3) where the efficiency of a bus route may be improved.

In the event that a bus stop is established within a subdivision, such stop shall be located at the shortest possible distance from the entrance and shall provide for a convenient return to the entrance.



Transportation Department
3109 Mt Pleasant St
Racine, WI 53404
262-631-7138

EMAIL: transportation.department@rusd.org

CHANGE REQUEST FORM

Student Name: _____ Student #: _____
Home Address: _____ Zip Code: _____
Phone: _____
E-mail Address: _____
School: _____ Grade: _____
Assigned to Route #: _____ Assigned Bus Stop: _____

CHANGE REQUEST: Please fill out the nature of your request here. Also include special considerations.

Parent/Guardian Name: _____ Date: _____