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.
CHANGE REQUEST FORM

Student Name: ____________________________  Student #: __________
Home Address: ____________________________  Zip Code: __________
Phone: ____________________________________
School: ____________________________  Grade: __________
Assigned to Route #: ______________  Assigned Bus Stop: ______________

CHANGE REQUEST: Please fill out the nature of your request here. Also include special considerations.
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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Parent/Guardian Name: ____________________________  Date: __________