

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Transportation Program</b>	<b>AD Number:</b> <b>3.400.1</b>	<b>Adopted:</b> August 2012 <b>Former Descriptors:</b> SS3, SS4
<b>Policy References:</b> <a href="#">Board Policy 3.400</a> – Student Transportation Management <a href="#">Board Policy 6.308</a> – Bus Safety and Conduct		<b>Revised:</b> 2/14; 8/15; 8/19; 11/24

1 **Bus Routing**

2 Murfreesboro City Schools (MCS) provides transportation only to students who attend their zoned  
 3 or assigned school. Transportation is not provided to children attending a school outside of their  
 4 geographical school zone, unless a legal exception or requirement applies under Section 504 or the  
 5 Individuals with Disabilities Education Act (IDEA).

6 All bus routes are scheduled for no longer than approximately ninety (90) minutes from the first  
 7 pick up to arrival at school or home, unless extenuating circumstances apply. MCS does not pick  
 8 up or drop off at businesses. Bus stops will be based on the child’s residential address used for  
 9 school enrollment. To the extent possible, bus stops for densely populated residential areas or  
 10 neighborhoods will be organized by bus stop within approximately three-tenths (3/10<sup>th</sup>) of a mile  
 11 from each bus rider’s home. Pick-up and drop-off times are approximate and can vary depending  
 12 on factors such as weather and traffic. Bus stop times are subject to change due to student growth  
 13 throughout the school year. No one may board a school bus, except for students assigned to that  
 14 bus.

15 Students must always board and depart the bus at their assigned stop. Students are expected to be  
 16 at the bus stop ten (10) minutes prior to the scheduled pick-up time each morning. It is the parent’s  
 17 responsibility to supervise their child/children at the bus stop in the morning and afternoon.

18 **Drop-Off Procedures for Children in Pre-K/Kindergarten or Children Receiving**  
 19 **Transportation as a Special Education Service**

20 Children in grades Pre-K through Kindergarten are required to have a parent/guardian or an adult  
 21 on the child’s pick-up list at the afternoon bus stop drop off. Children provided transportation as a  
 22 special education service through an IEP or 504 plan will also be required to have a parent/guardian  
 23 or an adult on the child’s pick-up list at the afternoon bus stop drop off. If a parent/guardian or  
 24 adult is not present at the school bus stop, the bus driver will return the child to their school of  
 25 zone for pick up. Bus drivers will require that parents/guardians or other adults identify themselves  
 26 at drop off by photo identification from the beginning of school until Labor Day. However,  
 27 parents/guardians and adults at bus stops must be prepared to present photo identification at any  
 28 time during the school year as drivers may alternate routes and substitute drivers may be used.  
 29 Repeated failure to be present at bus drop off may result in denial of bus service.

30 **Changes to Bus Stops**

31 Bus stops may not be changed without written permission from the parent, which must be given  
32 to office personnel before 10:00 a.m. the day of the change. This includes requests to ride the bus  
33 home with other students. If the request is for a child who doesn't typically ride the bus, the parent  
34 must complete a Special Request for Transportation form, which is located in the school's office.

35 **Eligibility and Parent Responsibility Zones**

36 Under state statute, the school district is required to provide transportation for children who live  
37 more than one and one-half (1 ½) miles from school. The school district may serve students who  
38 live less than one and one-half (1 ½) miles from the school, but the district is not entitled to receive  
39 transportation funding for those bus routes. While the district understands that school-provided  
40 transportation is an important service for many of our families, MCS establishes parent  
41 responsibility zones immediately around each school within the minimum distance provided by  
42 state law in an effort to address ongoing transportation challenges.

43 Students living within one (1) mile of the school, measured by the shortest route available, are  
44 considered as living within a "parent responsibility zone" and are not eligible for district-provided  
45 transportation. Exceptions may apply and will be decided on a case-by-case basis by the  
46 Transportation Supervisor.

47 **Bus Code of Conduct**

48 The school bus is an extension of the school day and students are subject to the Murfreesboro City  
49 Schools Code of Conduct. In addition to the Code of Conduct, the following rules shall apply to  
50 bus riders:

- 51 1. Students will wait at their assigned bus stop, in an orderly manner.
- 52 2. Students will cross the roadway in front of the bus after the bus has stopped, the students  
53 have looked at the bus driver for a hand signal, and the students have looked both directions  
54 for oncoming traffic.
- 55 3. Students will enter and exit the bus in an orderly manner, using the handrail.
- 56 4. Students will be assigned a seat and will go directly to the seat after entering the bus.
- 57 5. Students will remain properly seated, back against the back of the seat, bottom against the  
58 bottom of the seat, and keep hands to themselves.
- 59 6. Eating, drinking, or chewing gum is prohibited, unless an exception applies.
- 60 7. Use of perfumes, hairspray, fingernail polish, or other harsh chemicals is prohibited.
- 61 8. Students may only carry objects that can be held in their laps.
- 62 9. Students will be silent in school zones, in school parking lots, or at railroad crossings.
- 63 10. Students must keep hands, head, arms, and objects within the school bus.
- 64 11. Students will stay seated until the bus has come to a complete stop at their assigned bus  
65 stop.
- 66 12. The use of electronic devices are prohibited.

67 The driver has the discretion to limit items brought onto the school bus if the item will interfere  
68 with safe operation of the vehicle. This includes limiting toys, breakable items, flower  
69 arrangements, balloons, animals, or other items that may interfere with the operation of the school  
70 bus. The student's parent/guardian will be responsible for transporting the item from the school.  
71 Items that become distracting or pose a risk of harm may be confiscated and will be submitted to  
72 the student's school administrator or front office to be picked up by the student's parent/guardian.  
73 Please note, MCS, nor its employees, assume responsibility or liability for the loss or damage to a  
74 student's personal items or electronic devices if confiscated pursuant to this Code of Conduct.

75 Parents/guardians are financially responsible for any vandalism or damage to a school bus caused  
76 by their student.

77 Minor misconduct will be addressed with the student by the driver or bus aide. If misbehavior  
78 continues, the student will be referred to the school principal. The principal shall be responsible  
79 for issuing appropriate discipline. The principal will be responsible for communicating discipline  
80 for bus-related misconduct to the student's parent(s) and to the school bus driver. If a bus  
81 suspension is issued, the principal or designee shall notify the Transportation Department of any  
82 suspension the day before the suspension begins.