

Guidelines, Procedures, Policies

Although we would love to accommodate everyone's request regarding door service, it is simply impossible and unsafe to do so. The State of Alabama and Auburn City Schools practices the policies/procedures for the National Center for Safe Routes to School and the Pedestrian and bicycle information Center. We also strive to follow guidelines and procedures set forth by the National Highway Traffic Safety Administration. The following procedures are just a few which are often questioned by many:

- Stops have been consolidated to make routes more efficient. Drivers will stop at designated locations only
- Bus stops are generally from three tenths to five tenths of a mile, depending on the location/environment. This helps assure a safe distance for bus drivers to leave one stop, move into traffic and correctly signal their intention to stop again
- Students must be at the bus stop ten minutes prior to pickup time. Buses will not wait in the roadway for any child to proceed to the bus stop, for that puts all others on the bus and the motoring public at risk
- Students are to be picked up and dropped off daily at the same location unless special accommodations are made by local school administration, Parent/guardian consent form (transportation web site) must be submitted
- Auburn City Schools avoids stops that require back-ups. Certain situations warrant a back up.
- Generally, buses will not travel down cul-de-sacs unless picking up children with disabilities
- There must be a safe location to turn the bus around without accessing private property
- All stops should provide sufficient visibility for both students and drivers
- Students should remain 12 feet from the physical "bus stopping position" while waiting on bus for pickup

- Parents will ensure the child's safety between the home and the school bus stop
- Any system in Alabama reserves the right to deny transportation to anyone living within 2 miles of the school in which the child attends
- If a bus stop is not active for a two-week period, the stop will be discontinued until the district is notified of its need to serve. At this time, it could take up to 3 days to reactivate service
- Although transportation needs are accommodated within 2-3 days, the school system may need up to 10 days to provide transportation for a new location or Special Needs child
- Due to confidentiality, no parent is allowed to view any bus video.

It is imperative that the above mentioned guidelines, procedures and policies be followed to ensure safety for all students who are transported. Please make it known that although we wish to transport your child to school, safety is our primary concern. Please ensure you and your child understands the rules, discipline policy and bus stop procedures in which Auburn City Schools exercises. Bus rider rules and discipline policies can be found both here on the website and in the Pupil Progression Plan. Auburn City Schools will cease to transport any child who cannot follow safe transportation procedures. Your cooperation as a student and parent is greatly appreciated.