

## BUS ROUTES

Gloucester County school buses will operate only on state maintained roads, provided an adequate turn-around is available, and that they meet the length criteria as follows:

1. Primary student bus stops may be scheduled two-tenths (2/10) of a mile apart.
2. Middle and secondary student bus stops may be scheduled five-tenths (5/10) of a mile apart.

Exemptions to this policy may be granted for physically handicapped special needs students. Other exemptions may be granted by the School Board subject to the following guidelines:

1. Requests for transportation services on a non-state maintained road must be submitted in writing, to the Director of Transportation prior to June 30 of the preceding school year. Requests will be considered once a year for school bus route planning purposes.
2. All (100%) of the road owners must sign an agreement with the School Board acknowledging acceptance of these conditions. This agreement shall include the name, E-911 address, and phone number of each resident residing within the community or area requesting service. A point of contact and an alternate point of contact (name, address, and phone number) must also be provided with each application.
3. Prior to June 30<sup>th</sup> each year following the initial application, the point of contact or agent for the property owners shall submit to the Director of Transportation a notarized letter which certifies that there have been no changes in property ownership from the original application, unless noted. Any noted change in ownership must be accompanied by signed acknowledgement of the agreement from the new property owner. Failure to provide this certification and/or new owner's agreement will result in withdrawal of bus service. If ownership of the property should change after June 30, it is assumed that the new owner agrees to the terms of the agreement, unless the property owner notifies the Director of Transportation in writing. Failure to have 100% agreement of the property owners will result in withdrawal of bus service.
4. The roads must be paved and meet minimum VDOT width requirements for the appropriate estimated volume of traffic. This shall be in accordance with "*The Geometric Design Guide for Subdivision Streets*" functionally classified as local, as contained within the "*Subdivision Street Requirements*" published by VDOT. The applicant must provide certification that the road meets the minimum standards. Certification must be from either VDOT or a licensed, professional civil engineer. The Director of Transportation may require recertification that the road meets minimum VDOT width requirements for the appropriate estimated volume of traffic.
5. The road must be, at minimum, one (1) mile in length; have at least 10 resident students who will ride the school bus (elementary and secondary); and have an adequate turn around area as determined by the Director of Transportation. If the number of students serviced falls below 10, the Director of Transportation may discontinue service on the road. A list of all resident students, by grade, that are anticipated to ride the bus, shall accompany the application.
6. The road shall be maintained in a safe condition by the owner(s) at all times. The Director of Transportation will notify the designated point of contact when an unacceptable condition exists. Potholes or deteriorating roadway must be repaired within 30 days of notification. All hanging tree limbs or other overhead obstructions must be corrected within seven days of notification. Critical safety hazards, such as tree limbs down, must be corrected within 24 hours. Snow removal will be the responsibility of the owner(s) of the road. The Director of Transportation reserves the right to suspend service on a given road, when an unsafe situation exists.
7. With each application there shall be certification of insurance to indemnify the school board and its employees in case of damage to School Board vehicles or accident or incident for which the board may be sued due to operation of a school bus on private roads. The amount of insurance shall be equal to the amount being provided by the School Board at the time of application for school buses generally. Gloucester County Public Schools shall be named as an additional insured.
8. Upon receipt of all necessary documentation, the Director of Transportation will make a recommendation to the School Board by the regular August meeting for its final approval.
9. The school board reserves the right to deny or withdraw service from non-state maintained roads at any time.

**ADOPTED:** October 13, 2009

**Gloucester County School Board**