

## Transportation Procedures

The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

### Safety of routes/stops

- State laws related to school bus transportation must be met.
- Students are not scheduled to cross main roads to reach their bus stops.
- Consistent pick up and drop off locations are required. There may be different pick up location than drop off, but each must be the same every day.
- Bus stops shall be permanent allowing the public to become familiar with stop locations.
- A kindergarten student, if they are the only student at the bus stop, will not be required to walk more than one-quarter mile to a bus stop.
- Buses shall not enter cul-du-sacs unless required for a special education student by their individual education plan.
- Elementary students are not scheduled to walk along main roads without sidewalks.
- Whenever possible, no more than 25 students will be assigned to a bus stop.

### Efficiency of routes

- Where possible, bus routes are scheduled for main roads, except where needed for District routing efficiency.
- Stops should be at least one-quarter mile apart.
- Generally, secondary students may be required to walk up to one mile to their bus stop and are considered capable of walking on the shoulder of a main road with a five foot gravel shoulder.
- Generally, elementary students may be required to walk one-half mile to their bus stop (exception, school of choice students may need to walk further).
- Parents and students are notified of bus stop locations by postcard by the start of school. The postcard times are a best estimate and subject to change due to routing changes, traffic and construction.
- Students are required to be at their bus stop location 10 minutes before scheduled pickup time ready to load the bus when it arrives and not waiting in vehicles.
- School of choice students, if transportation is provided, may be required to use a shuttle bus from their original stop to another location and shuttled via a second bus to their chosen school.

Farmington Public Schools shall not discriminate against any person based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status in any of its programs, services, activities or employment. Inquiries regarding nondiscrimination policies should be directed to:  
Human Resource Specialist, 32500 Shiawassee,  
Farmington, MI 48336, 248.489.3356

**Farmington Public Schools  
Transportation Department  
32500 Shiawassee Street  
Farmington, MI 48336**

**248.489.3700  
248.489.3367 (fax)  
www.farmington.k12.mi.us**



# School Bus Transportation Overview

## Welcome

The Farmington Public Schools' Transportation Department provides this brochure to acquaint you with District policies and procedures related to school bus routes and bus stops. Our primary goal is the safe transportation of students to and from school. Transportation services must also be efficient and cost effective. It is also important that parents and /or guardians assume the responsibility of safety at bus stops, including getting children to and from bus stops.

## Board Policy

Transportation is provided for students attending schools within the District residing more than one and one-half miles walking distance to school.

Bus routes, where possible, will be scheduled for main roads. Routes may be modified for safety, as well as to eliminate congestion from large numbers of students being picked up at any one point.

High school and middle school students may be required to walk up to one mile to a bus stop and elementary students up to one-half mile.

## State Law

Michigan State law also has a significant impact on our operating procedures. Under the law, statutory requirements must be met.

- Stopping a bus for boarding or discharging students is prohibited unless the bus can be clearly seen from at least 400 feet in both directions in areas where the speed limit is above 35 mph; 200 feet visibility in areas where the speed limit is 35 miles per hour or less
- Stopping within 50 feet of an intersection controlled by a traffic light is not permitted.

These regulations are intended to assure that buses operate in a safe manner and can be easily seen by approaching motorists.

## Bus Stops in Subdivisions

Farmington buses will go into subdivisions for elementary students loading and unloading, particularly when the main roads are heavily traveled. If all of the many requests for additional bus stops in subdivisions were granted, it would have an enormous effect on the bus schedule and your student's time on the bus. Therefore, additional stops are normally not approved even though the bus drives past your home.

When considering an add or change to a bus stop, all of the following criteria must be met:

- Many students in the neighborhood are better served by the new stop.
- The stop is along an established bus route the bus follows anyway.
- The additional stop will not strain a tight schedule.
- The stop is not already within the established walking distances set by board policy.
- The stop is not solely for the convenience of the student or the parent.
- The stop location does not violate State laws and District policies and procedures.

## How to request a stop change

Stop changes are not made before the second week in October. This period is used to adjust the bus routes and to make sure all qualified students have a bus route assignment.

All requested changes must be made in writing. No phone requests will be considered. Bus stop change forms can be obtained on the the District's web site, at your child's school or from the Transportation Department.

All requests will be reviewed and a written response provided. This process may take up to two weeks, depending on the number of requests submitted.

If the staff in the transportation office cannot resolve the problem to your satisfaction, you may request an appeal to the Transportation Advisory Committee. This Committee consists of parents and District personnel. They will review your request in light of State law, Board policy and District procedures.

A request for an appeal must be made in writing to:

Transportation Advisory Committee  
Farmington Public Schools  
32500 Shiawassee Street  
Farmington MI 48336

A hearing time will be set as promptly as possible.

## Kindergarten

- Kindergarten students will be transported with grade 1-5 students. There is no transportation for half day kindergarten students.
- An adult is not required to be present at the bus stop at drop-off time. It is important that you have an alternate plan for your child in case you cannot make it to the bus stop at drop-off time. Your child should know where to go in case of an emergency
- The first week of school, your child will be provided a nametag to be placed on the outside of their clothing. This will help ensure your child gets on the correct bus and gets home safely

## Summary

We appreciate the opportunity to serve the families of Farmington, Farmington Hills and West Bloomfield and hope we can satisfactorily resolve any concerns you may have regarding your child's transportation.

Farmington Public Schools transports nearly 9,000 children every school day, utilizing regular route buses and special needs buses.

The starting and ending times at the elementary and secondary levels are on a staggered schedule so buses can perform the transportation in an efficient manner.

The timing of routes is essential. Any delays and unnecessary stops have a ripple effect upon the whole transportation schedule.

Thank you for your support of Farmington Public Schools.