

## SECTION IV: OPERATIONS

### T. PASSENGER ASSIGNMENTS

1. In general, students will be assigned to a bus based on their 911 or city address. The school will consult the street list provided by the Transportation Department when assigning a student to a bus. Due to the reassignment of bus stops, load management and route adjustments, errors in assignments do occur on occasion. If a driver believes that a student has been assigned in error, the following procedures should be followed:
  - a. Call the school office to report the error.
  - b. If known, provide the school with the student's correct driver and bus number information.
  - c. The school will contact the second driver to confirm that a correct assignment is being made.
  - d. If the information is not confirmed to be correct, the school shall contact the Transportation Department for assistance.
2. Drivers must be aware that population growth and other factors may require that stops be added or removed from the route. Bus stops and routes shall be viewed as "belonging to the school system" rather than a driver. Bus stops and routes will be created, reassigned or eliminated as the Transportation Department manages each school district's needs.
3. In an effort to assist each driver in maintaining current student rosters, schools are required to inform drivers of students who have been assigned to their bus or who have been permanently removed from their bus for any reason. The school shall make this known to the driver by written notice that shall include the name, grade, address and telephone number for the student. If the phone number and address provided is not at the student's home, the driver will be informed as to whom the address and telephone number belongs and that individual's relationship to the student.

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<sup>i</sup> Revised Date July 1, 2008.