

## SUPPORT SERVICES

File: EEAB-R

### SCHOOL BUS SCHEDULING AND ROUTING

1. The Assistant Superintendent for Administrative Services, in coordination with the City of Charlottesville Pupil Transportation Supervisor and CCS principals, shall annually review the school bus schedules and proposed stops to check for safety and efficiency.
2. CCS administrators shall routinely check the safety of bus stops and recommend changes for stops to the Assistant Superintendent for Administration Services in writing with proposed new stops.
3. Each principal shall prepare and annually review a vehicular and pedestrian traffic plan for the school with the Assistant Superintendent. Changes shall be made as safety hazards are identified.
4. Parents shall be notified of any changes in the vehicular and pedestrian traffic plan prior to the implementation unless a notification would delay a necessary change for safety. In that case, the notification will be sent on the next day.
5. The bus schedules and routes shall be available at each school and at the Central Administration Office in the office of the Assistant Superintendent for Administrative Services.
6. A written vehicular and pedestrian traffic control plan for each school shall be reviewed annually for safety hazards.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,  
VAC 20-70-160

Cross References: EB School Crisis, Emergency Management, and Medical Emergency  
Response Plan