

## SUPPORT SERVICES

File: EEAB-R

### SCHOOL BUS SCHEDULING AND ROUTING

1. The Associate Superintendent for Curriculum and Instruction, in coordination with the City of Charlottesville Pupil Transportation Supervisor and CCS principals, annually reviews the school bus schedules and proposed stops to check for safety and efficiency.
2. CCS administrators routinely check the safety of bus stops and recommend changes for stops to the Associate Superintendent for Curriculum and Instruction in writing with proposed new stops.
3. Each principal prepares and annually reviews a vehicular and pedestrian traffic plan for the school with the Associate Superintendent for Curriculum and Instruction. Changes are made as safety hazards are identified.
4. Parents are 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 are available at each school and at the Central Administration Office in the office of Associate Superintendent for Curriculum and Instruction.
6. A written vehicular and pedestrian traffic control plan for each school is reviewed annually for safety hazards.

Issued: August 17, 2009  
Revised: January 10, 2011  
Revised: February 17, 2014  
Revised: June 19, 2018

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,  
8 VAC-20-70-150  
8 VAC 20-70-160

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