

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0544 (VH)
Effective Date: 05-15-97
Person Responsible: Health & Safety Coordinator

Subject: Bus Route Directions
Last Revision: 09-14-2023

Approvals/Date: Brent Chan 9-21-2023
Superintendent, WCBDD Date Department Director Date

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| 1. The Bus Transportation Supervisor will route all bus routes using routing software and distribute route directions to all drivers at least one week before a school year or summer camp begins. The bus driver will notify the Bus Transportation Supervisor when changes to the route have occurred within one week of changes |
| 2. The bus staff will be responsible to place the Route Directions in an accessible place on the bus to be used by substitute bus drivers. |
| 3. A copy of the master bus list for students will be forwarded to the Administrative Assistant III at the school and Vehicle Maintenance by the next working day, and one copy will remain in the Transportation Department. |
| 4. The designation of bus stops and routes will be approved by the Superintendent or designee and approved by the Board. Within 10-days of the opening of school. All subsequent changes/additions to these stops will be approved by the Superintendent or designee. (OAC 3301-83-13). |
| 5. All students will be picked up/dropped off on the right side of the road/street of their residence. All subsequent changes/additions to these stops will be approved by the Health & Safety Coordinator or the Superintendent. |
| 6. Designated place of safety is in the immediate care of a family member or in the home. |

References: OAC 3301-83-13
OAC 3301:83-20

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