
REGULAR EDUCATION STUDENTS GRADES K-12
BUS ROUTE SCHEDULING PROCEDURE (TRN-P001)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Transportation Department when scheduling routes for regular education students, Grades K-12, at the beginning of the school year, as well as maintaining and updating the schedules throughout the year.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Transportation Coordinator

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
- 4.2 Policy 3541 (a) (b) 3541.5 – Transportation Policy for Milford students
- 4.3 SASI: Schools Administrative Student Information Systems
- 4.4 RCAD Form: Bus Stop Route/Change/Addition/Deletion Form (TRN-F001)

5.0 PROCEDURE:

- 5.1 The SASI student based software is rolled into the next school year after kindergarten registration in March each year. This database shows student names, addresses, telephone numbers, etc. The database is downloaded to the VersaTrans software program in order to build the bus routes for the new year. The Transportation Coordinator reviews the routes with the bus company to make any corrections and/or changes.
- 5.2 Updated bus stop routes are published in the local newspapers one to two weeks prior to the start of the new school year.
- 5.2.1 If additional stops are needed, the routes are updated by the bus company, approved by the Deputy Superintendent of Operations, and distributed to their drivers.
- 5.2.2 When final routes and stops are determined, they are forwarded to the appropriate personnel in each school building.
- 5.3 Bus stops may be added when requested, based on eligibility, safety, medical or extenuating circumstances.
- 5.3.1 Requests prior to the new bus routes being established must be made in writing or submitted on the RCAD Form (Bus Stop Route Change/Addition/Deletion Form)-TRN-F001.

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5.3.2 See TRN-P003 Regular Bus Student Route Changes.

5.4 The transportation coordinator maintains binders that include all routes, bus rider listing, street listing with map codes and all correspondence.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 MPS Transportation Policy # 3541 (a,b) 3541.5
- 6.2 RCAD Form - Bus Stop Request for Route Change/Addition/Deletion (TRN-F001)
- 6.3 Bus Stop Route Listing – All Schools/All Buses
- 6.4 SASI Student Database Listing
- 6.5 Milford Street Listing/Map Codes
- 6.6 Correspondence Binder
- 6.7 Mileage Chart for School
- 6.8 City of Milford Map

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
MPS Transportation Policy #22541 (a,b) 3541.5	Superintendent's Office			Locked Office
Bus Stop Route Listing	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office
Completed Bus Stop Route Change/Addition/Deletion Form	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office
SASI Student Database Listing	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Electronic
Correspondence Binder	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/03/2003	B	Change title, Approval authority
09/24/2003	C	6.0 Associated Documents – Add to 6.2 and Add 6.7
10/04/2004	D	Changed title in 2.0, 5.0 and changed retention time in 7.0
03/23/2006	E	Change language in 5.1 and in 5.3.1

***** End of procedure *****