

Welcome!

The East Lansing Public Schools Transportation Department has provided this brochure to acquaint you with our District policies and procedures related to school bus routes and bus stops. Effective with the 2012-13 school year, Dean Transportation was selected as the preferred vendor to provide pupil transportation services for the District.

Our primary goal is the safe transportation of students to and from school. It is also important that parents assume a scope of responsibility at bus stops, including getting children to and from bus stops. Transportation services must also be efficient and cost effective.

Board Policy

Transportation is provided for students attending schools within the District residing more than one and one-half miles walking distance to school.

Bus routes, where possible, will be scheduled for main roads. Routes may be modified for safety as well as to eliminate congestion from large numbers of students being picked up at any one point.

Transportation Procedures

The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

1. Safety of routes/stops

- a. State laws related to school bus transportation must be met.
- b. Students are not scheduled to cross main roads to reach their bus stop.
- c. Consistent pick-up and drop-off locations are required. There may be different pick-up location than drop off, but each must be the same every day.
- d. Bus stops shall be permanent allowing the public to become familiar with stop locations.
- e. No students are scheduled to walk along main roads without sidewalks.
- f. Whenever possible, no more than 25 students will be assigned to a bus stop.

2. Efficiency of Routes

- a. Where possible, bus routes are scheduled for main roads, except where needed for District routing convenience.
- b. Stops should be at least one-quarter mile apart.
- c. Each school receives bus schedules by the 3rd week in August. Schedules are subject to change due to routing changes, traffic and construction.
- d. Students are required to be at their bus stop location 5 minutes before scheduled pick-up time.

State Law

Michigan State law also has a significant impact on our operating procedures. Under the law, our statutory requirements do not allow for:

1. Stopping a bus for boarding or discharging students unless the bus can be clearly seen from at least 400 feet in both directions for posted speed limits 35 mph and over or 200 feet for posted speed limits under 35 mph.
2. Stopping within 50 feet of an intersection controlled by a traffic light.

These regulations are intended to assure that buses operate in a safe manner and can be easily seen by approaching motorists.

Bus Stops in Subdivisions

East Lansing buses will go into subdivisions for student loading and unloading, particularly when the main roads are heavily trafficked. If we granted all of the many requests for additional stops in subdivisions, it would have an enormous effect on the bus schedule and your student's time on the bus. Therefore, additional stops are normally not provided even though the bus drives past your home.

Bus Stop Changes

In order to change an existing bus stop, all of the following criteria must be met:

1. Many students in the neighborhood are better served by the new stop.
2. The stop is along an established bus route the bus must follow anyway.
3. The additional stop will not strain a tight schedule.
4. The stop is not already within the established walking distances set by Board policy.
5. Meets State law.

How to Request a Bus Stop Change

Stop changes are not made before the second week in October. This period is used to adjust the bus routes and to make sure all qualified students have a bus route assignment.

All requests must be made in writing. No request from phone calls will be considered. The request must state the following:

- Student(s) name
- School they attend
- Current stop location
- Proposed new location
- The reason the stop does not meet the above criteria
- Contact phone numbers
- Parent name and address

Request must be made in writing to:

East Lansing Public Schools
Transportation Department
501 Burcham Drive
East Lansing, MI 48823

All requests will be reviewed and a written response will be sent. This process may take up to two weeks, depending on the number of requests submitted.

If the transportation department staff cannot resolve the problem to your satisfaction, you may request a hearing before the Board of Education. They will review your request in light of State law, Board policies, and District procedures.

We appreciate the opportunity to serve the families of East Lansing Public Schools and

hope we can satisfactorily resolve any concerns you may have concerning your child's bus stop.

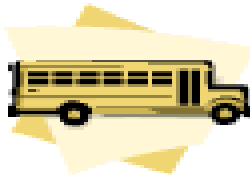
Family Educational Rights & Privacy Act

Each of our buses has a driver manual on board that may include student lists with names, addresses, and grades. These lists aide the bus drivers in many ways, such as locating homes of young children who ride our buses and to determine eligibility of riders. If you would like this information for your child omitted from the list, please notify Annette Adams, General Education Transportation Director, at Dean Transportation, at 319-8365 or by email at annettea@deantrans.com.

Summary

Our starting and ending times of school at the elementary and secondary levels are on a staggered schedule so buses can perform the transportation in an efficient manner.

The timing of routes is essential. Any delays or unnecessary stops have a ripple effect upon the entire transportation operation schedule.



August 2021



School Bus and Transportation Overview



Dean Transportation
4812 Aurelius Road
Lansing, MI 48910

517-319-8360 - General Education
517-319-8370 - Special Education
Fax: 517-319-8384

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East Lansing Public Schools
501 Burcham Drive
East Lansing, MI 48823

517-333-7459
Fax: 517-337-6586