

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Bus Parking Requests**

EFFECTIVE DATE: **April 15, 2004**

SUPERSEDES: March 10, 1999

CROSS REFERENCE: Eastern School District Policy EEA

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Buses must remain at the base school or authorized parking location during the instructional day. Bus parking must conform to the following regulations:

1. All buses will remain parked at the final school at which students are dropped off in the morning, the first school at which students are picked up in the afternoon or bus depot, unless this represents an added cost to the Board, or the bus is being used for approved shuttle service.
2. All drivers who wish to park at locations other than the designated school or bus depot must make application annually on the prescribed form. All applications for alternate parking arrangements will be reviewed by the Transportation Supervisor, in consultation with the Principal of the base school, prior to approval.
3. Applications will be reviewed to ensure responsible and prudent use of resources, efficiency and safety. Considerations during this review will include cost; the amount of parking space at the school; distance between the school and the driver's home; the availability at the school for safe, secure parking; a difference in the final morning stop and the beginning afternoon stop in a bus route; and, whether drivers are on call to fill in at various locations.
4. Substitute drivers hired on a day-to-day basis will be exempt from these regulations for a two-day period. This exemption period could be extended with the approval of the Transportation Supervisor.

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