

- **How are stops established**

- The main objective of each bus stop is to provide as much safety as possible for the students who are assigned to the bus stop. Currently, within the GISD, school buses stop at over 3,476 established school bus stops. Bus stops located in close proximity to each other create traffic hazards where motorists tend to ignore bus stop laws. Regardless of where a bus stop is established, it is the parents' responsibility to supervise their children to and from the bus stop. The motoring public must observe school bus stop laws and drive safely around school buses and school children. The following criteria is used when a school bus stop is established or relocated:
 - NM PED "Standards for Providing Transportation for Eligible Students 6.41.4" is used as a guideline. Site distance, traffic volume, hazardous walking conditions, the number of students assigned to the bus stop, available established bus stops within the vicinity and other factors are considered before a bus stop is established or relocated.
 - Maximum walking distances to and from a bus stop are equivalent to the maximum walking distances as established for rider eligibility; 1) one mile one way for grades K-6, 2) one and one-half miles for grades 7-9, 3) two miles one way for students in grades 10-12. However, due to the grade configuration of the GISD and in those situations where 7-9 graders ride the same bus as 10-12 graders the maximum walking distance is two miles one way.
 - School buses will only travel on roadways maintained by NMDOT, Dona Ana County Road Department, city or village road departments or other approved maintenance departments or organizations that provide regular maintenance. School buses will not travel into areas that are congested with parked vehicles, with limited visibility, narrow or limited width creating unsafe school bus travel, etc.
 - Students who reside in areas that roadways are not improved must meet the school bus at the nearest established bus stop.
 - When possible or on divided highways bus stops are established so students are not required to cross the roadway. It is impossible to establish all bus stops which will prevent all students from crossing the roadway.
 - Under normal circumstances, in rural areas, unless a hazard dictates otherwise, bus stops are not established within 1000' of each other. This means that a student will not be required to walk more than 500' to or from the bus stop.
 - Special consideration for the establishment of a bus stop is given to students with disabilities or for parents with disabilities who are required to be at the bus stop when the bus arrives. A doctor's note may be required before a bus stop is established or relocated. Bus stops for students with an IEP are established in accordance to the IEP.
 - The GISD has requested that kindergarten students not be left unattended at a bus stop unless the parent or guardian is present or the parent or guardian has provided written documentation requesting that their child be left unattended and the building principal approves the request. Kindergarten students and siblings are returned to school or to the BTI Office or other designated location if a parent is not present at the bus stop.

- **Standard Operating Procedure for parents at the stop and what we do when they are not at the stop.....**
 - Kindergarten students and siblings are returned to school or to the BTI Office or other designated location if a parent or a guardian is not present at the bus stop.
 - If an elementary student's parent or guardian is normally at the bus stop to pick up the student and the parent or guardian is not at the bus stop, BTI will try to contact the parent or guardian for instructions. If the bus is blocking traffic the student is often returned to school.
 - Upper grade students are left at the bus stop if it is determined that it is safe to do so.

- **How do we communicate detours to parents re: construction, emergency road closures, etc. when we are made aware of the closure.....**
 - If BTI is made aware of detours in a timely fashion, written notices are issued to students indicating the location of the road closure and where the nearest temporary bus stop will be located.
 - During emergency road closings, if time permits prior to elementary drop off, BTI will attempt to contact a parent or guardian by telephone to notify the family of the road closing and where the bus will drop off their child. If time does not permit for a parent or guardian to be notified or a parent or guardian is not available, the school is notified and student(s) are left at the school for parents to pickup. The school notifies parents to pick up their children from school.