

SPACE TYPES & REQUIREMENTS



School Bus Office

School Type:



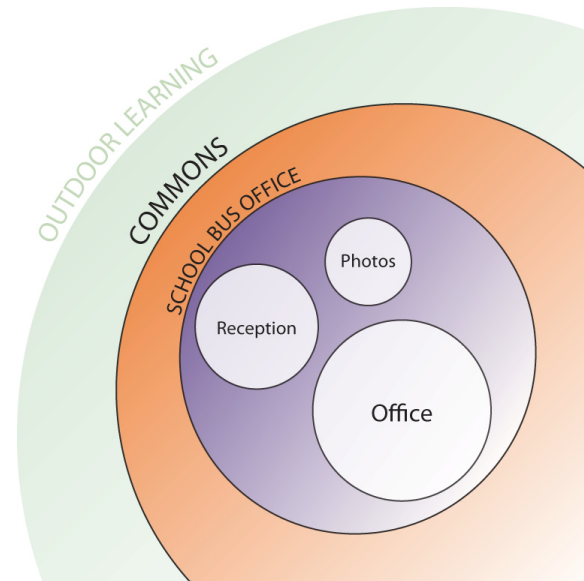
Functional Area Descriptions

This functional area is for a bus office that serves a smaller complex of schools. It is not intended to be used for planning the space requirements of a large, centralized school bus office. This office plans and directs the bus transportation for the student body. All aspects of traffic flow and safety concerns are handled here. Provide space for an office of up to three persons, a small reception/waiting area, and a place for taking photos for identification.

The reception area should open onto the main hallway providing easy access for both students and visitors. This area should be located conveniently to the identification photo area. Provide an area for taking student identification photos with a plain backdrop and a place to set up the camera. A lockable storage cabinet should be provided for the camera equipment and supplies. Provide a transaction counter, either built-in or configured with systems furniture to separate the waiting area from the office area.

Space for the office area will vary according to the number of people assigned to this function at a particular school. The number of persons can be up to five. An area with a desk, computer and telephone should be provided for each person. At least one desk should be able to see the reception/waiting area.

Adjacency Diagram



Planning Requirements

Area Description	SF	M ²	Notes
School Bus Office			
School Bus Office - Office area	100	9	Provide 100 sf (9 m2) per assigned person
Reception/Waiting/Photo Area	100	9	
Total	200	19	