

TRANSPORTATION MANAGEMENT:
STUDENT TRANSPORTATION

CNA (REGULATION)

PROCEDURES FOR
STUDENT
TRANSPORTATION

1. Students that live within the legal boundaries of the District, attend the school within their attendance zone and desire District transportation may purchase a bus rider pass.
2. The Director of Transportation will annually determine student eligibility for District transportation services per provisions of Board Policy CNA (LEGAL) and CNA (LOCAL).
3. Student pickup and delivery will be made at designated stops determined by the Transportation Department. Bus stops are designated after careful study of demographics, walking distance to stops, and ridership within an area. Distance guidelines for student walk out distances to designate stops are 2/10 of a mile for elementary school, 3/10 for middle school, and 4/10 for high school. The District may exceed these walk out distance guidelines on limited stops.
4. The Assistant Superintendent for Financial Services will develop and implement procedures for collecting and receiving bus rider pass fees under this Regulation.
5. Based on the eligibility determination set forth in Board Policy CNA (LOCAL), detailed school attendance zone maps will be developed and disseminated electronically via the CISD website by seven (7) days prior to the first day of school.
6. Appeals of rider eligibility shall be made to the Director of Transportation and shall be subject to the procedural due process as afforded by District policies FNG (LEGAL) and FNG (LOCAL). Level two appeals shall be heard by the Assistant Superintendent of Operations with the Board of Trustees hearing level

three appeals, if necessary.

7. The annual bus rider pass fee is \$300.00 per student with a household maximum fee not to exceed \$575.00. Bus rider passes may also be purchased per semester at \$160.00 per rider with a household maximum not to exceed \$325.00 per semester. The District does not prorate fees for bus rider passes.
8. The District may offer early incentive pricing on bus rider passes to facilitate processing of the passes and planning of bus routes prior to the start of the school year.
9. Refunds:
 - a) Purchases for annual and fall semester bus rider passes may be refunded upon request during the beginning of school grace period (defined below).
 - b) Purchasers of semester bus rider passes specifically, for the spring semester, may request a refund during the spring semester grace period. (defined below)
 - c) Convenience fees for purchasing bus rider passes with a credit card are non-refundable.
10. Grace Period:
 - a) Transportation will be provided to any bus rider pass eligible student during the grace period of the first two weeks of the new school year without showing proof of purchase.
 - b) At the beginning of the spring semester, a grace period of one week is provided to allow the purchase or refund of spring semester passes.
 - c) The Assistant Superintendent for Financial Services shall determine the refund request deadline annually.
11. Students removed from buses due to disciplinary reasons will not be issued a refund of any portion of the fee paid to ride.
12. Provisions of the Student Code of Conduct will govern student conduct on the bus. All students must follow all rules and procedures as may be deemed necessary to ensure safe transport of themselves and other bus riders.

13. All students riding the bus must possess and display a bus pass when boarding. If lost, a new pass may be purchased at the CISD Administration Center for \$10.00.

14. Alternate Transportation Process:

The Superintendent, or designee, shall provide an Alternate Transportation Process that:

- a) Allow requests that are only for urgent needs and are temporary only. Must be on a regular route and an approved stop. Approvals are not guaranteed.
- b) Allows and accounts for current bus riders to have a different pickup or dropoff location within district boundaries at no cost. Must be on a regular route and an approved stop;
- c) Allows and accounts for students that do not have a bus pass to utilize the district's school bus transportation system for pickup and/or dropoff on a per one-way trip fee basis. Must be on a regular route and an approved stop within district boundaries;
- d) Allows and accounts for students to utilize the district's school bus transportation system on an occasional basis per an administrative decision due to special circumstances. Must be on a regular route and an approved stop within district boundaries; and
- e) Utilizes current routes to provide such alternate transportation options.

15. Application Process:

- a) A "Bus Rider Registration Form" may be picked up at the CISD Administration Center, purchased online, or may be downloaded from the CISD Transportation webpage at www.southlakecarroll.edu.
- b) Applications must be completed in full and returned with payment to the CISD Administration Center.

- c) The District must receive payment in full before either annual or semester bus rider passes are processed.
- d) Students eligible for free and reduced lunch may have their transportation fee waived.

Date Issued: July 25, 2022