

TRANSPORTATION MANAGEMENT
STUDENT TRANSPORTATION

CNA
(REGULATION)

EXCEPTIONS TO
BOARD POLICY

When a request is made that an exception be made to student eligibility for ridership, the following procedure will be followed.

The request will be referred to the principal of the school who, with the assistance of the director for transportation, will evaluate the request to determine if the basis for the request is:

1. Extreme family hardship; and/or
2. Safety considerations.

If either or both of the criteria are met, the principal and director for transportation may decide that transportation will be provided to the student.

If the decision is made to make an exception to Board policy and transport the student, the director for transportation will inform the associate superintendent of administration and operations of the approval of the exception, the circumstances supporting such a decision, the bus route affected, the name of the student, and the school attended by the student.

A report will be sent to the Superintendent at the end of each semester summarizing any exceptions granted.

DESIGNATED BUS
STOPS

School bus stops are designated at the beginning of each school year. Designated bus stops will be based on safety factors. The designated stop within subdivisions is the nearest street corner to the student's house. Extenuating circumstances requiring bus stop changes will be reviewed when necessary.

Transportation to and from daycare centers will be provided by the District to students who are residents of the District and enrolled in the regular education program only if the daycare center is located on a regular bus stop and/or if space is available. Students assigned to the regular route by address will be designated to ride the bus first.

Students with disabilities who qualify for special transportation as determined by the admission, review, and dismissal (ARD) committee will be provided transportation to and from daycare centers.

ASSIGNMENT TO A
SPECIAL EDUCATION
BUS

The ARD committee may assign a special education student to a special education bus, after consultation with the transportation department, when the student:

1. Cannot be safely transported on a regular bus;
2. Cannot access a regular bus; or
3. Is assigned to a class outside his or her own school area.

All special education bus personnel must be physically capable of managing students in an emergency.

BUS ROUTES

School bus routes will be planned to consider:

1. Student population density.
2. Bus capacity.
3. Traffic routes, including hazardous traffic areas.
4. Economy of operation.
5. Location of authorized bus stops.
6. Condition of roads and bridges.
7. Student travel time.

A preliminary schedule of bus route operation will be published and distributed to students and parents approximately two weeks before start of the school year.

TRANSPORTATION
DEPARTMENT
PROCEDURES

The transportation department publishes the Transportation Department Employee Handbook, a handbook of information about expectations of employees, driver assignment procedures, driver training requirements, driving regulations, and safety/emergency expectations. This handbook is updated regularly to reflect changes in District policy and state or federal law or regulation.

BUS STOPS

Each summer the transportation department publishes a list of all bus routes and stops. A copy is mailed to the homes of bus riders. Additional copies are available in each school office.

PARTNERSHIP WITH
SCHOOLS AND
PARENTS

The transportation department and individual schools must work together to ensure students are delivered safely to school. Schools are encouraged to communicate issues and questions to the department as they occur to facilitate their prompt resolution.

The transportation department publishes a section in the student handbook. These guidelines outline the responsibilities and expectations of students, parents, bus drivers, and principals to ensure a safe environment on school buses.

Students and parents are encouraged to read these guidelines carefully to understand their responsibilities and expectations, including the consequences that may result for behaviors that interfere with a safe environment on the bus.

HAZARDOUS ROUTES

The administration recognized that hazardous transportation conditions may exist in situations that do not meet TEA reimbursement guidelines. The transportation director or designee will consider

applications for transportation of students for whom the District would not be eligible for TEA reimbursement.

To be considered for a hazardous bus route, the interested party should call the District transportation department to request that a representative visit the proposed site to determine whether it is eligible for a hazardous bus route.

The transportation department representative will respond to the request in a timely manner and render the decision according to the guidelines outlined in CNA(LLEGAL).