



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Tuesday, February 4, 2020

Re: Historical Overview of Transportation Services at Glenbrook

Background

Historical Philosophy of Transportation at Glenbrook

In reviewing historical documents, the Board of Education first took action to establish a transportation policy in January 1973. At that time, the Board adopted a policy titled, "Student Transportation Between Home and School" which outlined a procedure for how student information should be shared with approved transportation providers. The Board discussion in 1973 emphasized that while the school district will identify approved transportation providers, any transportation agreement is "between the parents of the student and the bus company [and] will be a private contract" and that "tax monies shall not be expended for such transportation" (Minutes from January 8, 1973). It should be noted that the Board of Education previously sought voter approval to establish a transportation rate in 1958 which failed, leading to the "necessity of the children paying their own transportation costs" (Minutes from May 5, 1958).

Since 1973, Board Policy 5070 has only been updated once. In November 1986 the policy was updated to incorporate references concerning student conduct on buses. The Board discussion at that time reinforced its philosophy regarding the management of student transportation. "The fundamental provision of our policy on student transportation is contained in Section A of the policy, which states that the school district does not desire to operate a bus service. This has been the ongoing policy of our Boards of Education since the district was organized" (Board Packet Materials from November 24, 1986).

Requirement to Provide Transportation

Illinois School Code requires certain types of school districts to provide free transportation for those students "residing at a distance of one and one-half miles or more from any school to which they are assigned for attendance maintained within the district, except for those pupils for whom . . . adequate transportation for the public is available" (105 ILCS 5/29-3).

As a township high school district, Glenbrook High School District 225 is not required to provide free transportation services to students, unless required as part of an IEP. It is important to note that while the District may choose to provide free transportation services to other students, it is not eligible to receive reimbursement from the Illinois State Board of Education for those services, "provided for regular public . . . residing less than one and one-half miles from their assigned attendance center for which there is no safety hazard approv[ed] by the Department of Transportation" (23 Ill Admin Code, Section 120.40).

Illinois School Code (105 ILCS 5/14-1.02; 105 ILCS 5/14-13.01) and Illinois Administrative Code (23 Ill Admin Code, Section 226.750) requires that students eligible for special education with transportation services included in their IEP, be provided such services. Board Policy 7140 (Transportation for Special Education Students) responds to this requirement stating, “it is the policy of the Board of Education . . . to pay for transportation for special education students under [certain] terms and conditions”. The terms and conditions stated include when a student’s educational program is located in a school other than the one the student would normally attend; when the nature of the student’s disability is such that special transportation is required; and/or when the nature of the student’s special program is such that special transportation is required.

Transportation Service Initiatives

Through a review of historical documents provided to the Board of Education (e.g. transportation service bids results; student fee memos; minutes from meetings), the following timeline of transportation service initiatives was developed.

- **1998-99 School Year**
 - Ryder Bus Company (now First Student) coordinated all administrative services (setting/collection of fees; preparation of bus passes; route design; manage concerns and questions from parents)
 - Students offered “virtually door-to-door service”
 - Offered bus passes based on the type of service
 - Round trip
 - Round trip with activity
 - AM only
 - PM only
 - PM with activity
 - District responsible for subsidizing the cost of students receiving financial assistance

- **1999-00 School Year**
 - Ryder no longer was willing to coordinate a full-service transportation system (described above), due to it not being profitable
 - The District needed to determine what services, if any, would be offered for the 1999-2000 school year
 - The Board of Education considered whether to offer free bus transportation, let the service expire and no longer offer transportation, or take over the responsibility of administering a program on behalf of the parents
 - Emphasized that it is the responsibility of parents to arrange for the transportation of their students to and from school
 - Recognized that although there is no legal requirement to provide student transportation, it is in the District’s educational interest to ensure that all student have a means to and from school each day, especially for those students at lower income levels
 - Determined that the District would take over the responsibilities of administering the student transportation program, and would continue to provide similar services as previously offered
 - In lieu of substantially increasing bus pass fees to pay for all of the expenses related to the new system, the Board approved subsidizing transportation fees for

all students riding the bus for one year (first-time such fees were subsidized by the Board since the district was established), in the amount of \$318,000

- Offered the same bus pass structure that was designed by Ryder, but assigned stops within 2-5 blocks of the student's residence
- **2000-01 School Year**
 - Entered into a new service agreement with Alltown
 - Subsidized transportation fees in the amount of \$302,952
- **2001-02 School Year**
 - Changed bus pass structure to offer limited, tiered rates
 - Round trip under 1.5 miles; round trip over 1.5 miles
 - Paid in full by May 15th; paid in full after May 15th
 - All bus passes include access to activity buses
 - Subsidized transportation fees in the amount of \$309,161
- **2002-2003 School Year**
 - No changes maintained previous practices
- **2003-04 School Year**
 - Implemented an online bus pass application system (RevTrak)
 - Offered a \$25.00 discount for bus pass applications completed online
 - Offered a payment plan option for students receiving reduced benefits under the Student Financial Assistance Program (required credit card pre-authorized charges)
- **2004-05 School Year**
 - No changes maintained previous practices
- **2005-06 School Year**
 - Performed a study of transportation service options, in conjunction with a review of school start time changes
 - Administered a student transportation survey to determine current use and satisfaction of parents; received almost 400 respondents
 - Determined that the service could be provided to 40-60% of current ridership (360-500 students) through implementation of (2) loops
 - First loop commencing at 6:45 AM (for students with early activities)
 - Second loop commencing between 7:15 - 7:30 AM
 - Eliminated bus service for students residing less than 1.5 miles from their school
 - Determined route structure and the number of buses based on bus pass applications paid-in-full by June 3rd
- **2006-07 School Year**
 - Entered into a new service agreement with Laidlaw and First Student.
 - Implemented use of 84-passenger buses to alleviate the waiting list for seats on buses, and allow the District to offer service to more riders, without increasing costs
 - Offered one late activity bus at Glenbrook North, and one late activity bus at Glenbrook South

- A second activity bus will be offered at Glenbrook South from September 11, 2006 - November 17, 2006 only
- **2007-08 School Year**
 - No changes maintained previous practices
- **2008-09 School Year**
 - No changes maintained previous practices
- **2009-10 School Year**
 - Revised Board Policy Procedures 8230, providing a 50% reduction per family for the cost of a bus pass for families receiving reduced benefits under the Student Financial Assistance Program
- **2010-11 School Year**
 - Offered a sibling discount of 50% for families with multiple bus riders
- **2011-12 School Year**
 - No changes maintained previous practices
- **2012-13 School Year**
 - No changes maintained previous practices
- **2013-14 School Year**
 - No changes maintained previous practices
- **2014-15 School Year**
 - Modified the activity bus service
 - Glenbrook North - Offered (1) bus departing at 5:00 PM serving all of Northbrook
 - Glenbrook South - Offered (2) buses departing westbound at 4:45 PM, (1) bus departing eastbound
 - Glenbrook South - Offered (1) bus departing at 5:45 PM serving all of Glenview
- **2015-16 School Year**
 - No changes maintained previous practices
- **2016-17 School Year**
 - No changes maintained previous practices
- **2017-18 School Year**
 - Implemented the VersaTrans Routing and Planning software solution to build routes based on available resources (number of buses), and bus applications received by June 2nd
 - Morning drop-off time range defined as 10-30 minutes before the start of school
 - Afternoon pick-up time range defined as 5-20 minutes after school
 - Student maximum time on bus defined as 35 minutes

- Earliest pick-up time for Glenbrook North defined as 6:45 AM; Glenbrook South defined as 7:05 AM
 - Implemented the FirstView bus tracking and transportation communications service for parents and school personnel
 - Established that the late purchase surcharge (June 3rd and later) would be set as 20% of the regular individual rate
 - Eliminated the \$25.00 discount for bus pass applications completed online
 - Transitioned responsibility for credit card processing charges to those families choosing to pay by credit card
- **2018-19 School Year**
 - Modified the activity bus service
 - Glenbrook North - Offered (1) bus departing at 5:30 PM serving all of Northbrook (previously offered at 5:00 PM)
- **2019-20 School Year**
 - Eliminated the late purchase surcharge
 - Routes defined based on bus pass purchased by July 25th (all passes purchased after that date are assigned to the closest route/stop available)

Historical Bus Pass Sales

Since taking over the responsibility of coordinating administrative services for the student to/from transportation service during the 2000-21 school year, the Business Services department has maintained a record of historical bus passes. In an effort to summarize the data, we have compiled several data points for review by the Board that encompasses five (5) previous school years, as well as the current school year:

- Total Ridership by School
- Total Enrolment by School
- Ridership by School as a Percentage of Enrollment by School
- Total Ridership by Lunch Status
- Sibling Ridership