

## TRANSPORTATION ELIGIBILITY

### A. Background

The provision of regular education transportation services for students in the state of Colorado is not a legal requirement. Each local school board has the authority to establish the level of transportation services for its individual school district. Colorado Springs School District 11's (The District) transportation program has been designed to transport students who qualify for this service, (as defined by the District 11 Board of Education (the Board)). This service will be provided to and from their school of residence in a safe, reliable, efficient, and effective manner.

The laws and regulations concerning transportation services for students are covered by federal law. This may include students with special needs, students on 504 plans and homeless students.

This regulation is designed to facilitate the policies for transportation eligibility as determined by the Board. It shall be used as a tool to help determine student eligibility for District provided transportation services.

### B. Definitions

Construction – Roadway construction, including new construction or major repairs of existing roads/sidewalks and residential or commercial buildings, where student pedestrian safety could be impacted over a period of more than three (3) months.

Controlled Intersection – An intersection with a marked crosswalk, pedestrian crossing light and/or a vehicle traffic control signal. Stop signs and lights may be used to control the intersection.

Inadequate Visibility – (1) Fixed or permanent conditions which will impact the ability of a motor vehicle operator to see pedestrian traffic (includes roadway corners, buildings, hills, and vegetation). (2) Temporary conditions which will impact the ability of a motor vehicle operator to see pedestrian traffic (includes sun glare or adverse weather conditions). Only fixed or permanent conditions will be assigned a value for inadequate visibility.

Major Arterial – Streets that permit rapid and relatively unimpeded traffic movement throughout the City of Colorado Springs (the City) and carry high volumes of inter and intra-city traffic. Connects major land use elements as well as communities with one another. Major function is to serve through traffic. Normally four to six lanes of moving traffic with right and left turn lanes. Design speeds 40 – 45 MPH or higher. Classification determined by the City and/or El Paso County, Colorado (the County).

Major Residential Collector - Streets designed to serve the local needs of the neighborhood and to provide direct access to abutting properties. All traffic normally has an origin or a destination within the neighborhood. Normally two to four lanes of moving traffic. Design speeds of 35 MPH. Classification determined by the City and/or the County.

Minor Arterial – Streets that permit rapid and relatively unimpeded traffic movement throughout the City and carry high volumes of traffic that connects major land use elements. Normally four to five lanes of moving traffic. Design speed 40 MPH. Classification determined by the City and/or the County.

Minor Residential Collector - Streets designed to serve the local needs of the neighborhood and to provide direct access to abutting properties. All traffic normally has an origin or a destination within the

neighborhood. Normally two to three lanes of moving traffic. Design speeds of 30 MPH. Classification determined by the City and/or the County.

Mitigating Factors – Those factors that impact on the classification for transportation eligibility that could be corrected. Actions that could be implemented by parent, schools, the District, or the City to resolve a safety issue which may result in a change of eligibility for District provided transportation services.

Residential Street – Streets designed to serve the local needs of the neighborhood and to provide direct access to abutting residential properties. All traffic normally has an origin or a destination within the neighborhood. Normally two lanes of moving traffic. Design speeds of 25 – 30 MPH. Classification determined by the City and/or the County.

Roadway Crossing – Roadways that students are required to cross on their route to school will be classified using the City "Subdivision Policy Manual and Public Works Design Manual." In determining the point value for the Transportation Service Index (TSI), the evaluator will list all roads students will be required to cross. The value will be the most dangerous roadway to be crossed. Only one-point value will be assigned. The presence of a crossing guard for elementary students will offset the assigned value resulting in a zero (0) for that crossing. The presence of a controlled intersection (crosswalk, traffic control lights or stop signs) for middle and high school students will offset the assigned value to the next lower value.

Topography – Includes steep hills or inclines required to be negotiated by students in their walking route to and from school.

Transportation Advisory Committee (TAC) – The TAC is an administrative committee comprised of school administrators, parents, city traffic safety, engineering and police, and District transportation personnel. The TAC will evaluate eligibility for District provided transportation services. It will also provide recommendations and advice to the Superintendent on Transportation related issues.

Unusual Circumstances (Evaluator's Assessment) – These are factors that have not previously been considered in the evaluation. These include those structures or situations not considered in other evaluation criteria that may serve as a safety hazard to pedestrians. These include railroad crossings, open drainage ditches, attractive nuisances (i.e. massage parlor, adult book store, pawn shops, bars, etc.) and areas of high crime as classified by the Colorado Springs Police Department.

Walk Path / Sidewalk – Walk paths include non-finished surfaces, such as dirt or gravel, which serve as the primary or recommended walk route. Sidewalks include finished surfaces, such as concrete or asphalt, which generally meet City Code requirements. Bike and walking trails are also considered in this category.

Walking Distance – The actual distance, using the shortest route, in miles and tenths, from the student's address to the student's school.

## **C. Responsibilities**

### **1. Students**

Students are responsible for knowing and following all safety rules pertaining to their means of travel to and from school. Students are responsible to arrive at school, home and/or their assigned school bus stop location for their route number at the appropriate and designated time. Students should go directly to and from school and/or their school bus stop location for their

route number. Students are responsible to get to and from school and/or their designated school bus stop location for their route number by the safest route. Students are required to obey all traffic signals and follow the directions provided by law enforcement officers, school crossing guards, school bus drivers and other school officials in the performance of their duties. No matter which mode of travel is used (walking, riding bike, riding in/driving a personally owned vehicle, riding City or District provided transportation), students should always be courteous and respectful to others.

## **2. Parents and/or Legal Guardians**

Parents and/or legal guardians have the primary responsibility to get their child to and from school and/or assigned locations for District provided transportation. Parents and/or legal guardians need to know their children’s school start times and transportation depart/arrival times, allowing enough walking or driving time to get to school and/or the assigned school bus stop location for their route number at the appropriate and designated time.

Parents and/or legal guardians should educate their child on proper safety measures to be taken while walking, biking, riding as a passenger/driving a personal vehicle, riding on the school bus or using public transportation. These should include, but not be limited to, safe walk routes, areas to avoid, proper procedures for crossing at intersections, observation of traffic signs and signals, bicycle safety, use of passenger restraints, school bus safety rules and any other safety practices considered prudent and reasonable to ensure the safety of their child. If a child is walking, or taking the school bus, parents and/or legal guardians should know the route their child takes to and from school and/or the school bus stop location for their route number.

Parents and/or legal guardians should set good examples for their children as well as other children by following rules of road, safety procedures and complying with District/school policies and procedures. Parents and/or legal guardians should exercise extreme caution and courtesy when driving in the vicinity of a school. When walking/driving, follow all signs, flow of traffic, and traffic laws to ensure the safety of self, child and other pedestrians. When parents and/or legal guardians have a concern regarding safety, it is the parent’s/legal guardian’s responsibility to make the appropriate agencies aware of the concern.

## **3. School**

School principals should establish a site safety committee to address school specific safety issues, and to promote a high level of safety awareness. Each principal shall serve as, or shall designate, a building safety representative, and appoint an alternate (Regulation EB-R). The “Designated Site Safety Representative” (Regulation EB-R) should be the primary person to address these issues and the chairperson of this committee. Issues to be reviewed by the committee should include but not be limited to building safety, grounds safety, pedestrian, bus and traffic safety, especially in and around the school. The committee is responsible for identifying, reviewing and recommending solutions to resolve student safety issues. Schools should put safety committees in place.

School staff needs to be aware of the flow of traffic to/from and around the school. School staff should, whenever possible, make themselves visible to parents and/or legal guardians, students, drivers and walkers to help assist with the flow of traffic at the school and watch for potential safety hazards. School staff should review and recommend any changes for intersections, cross walks, signage, etc. to be in place and visible to drivers and pedestrians.

When not in place or visible they should report such to the Director of Transportation for review by the Transportation Advisory Committee.

#### **4. Colorado Springs School District 11**

The District shall ensure that the safety of children is a primary concern. The District is responsible for establishing a working relationship with the parents and/or legal guardians, school administrators, City Department of Public Safety, City Traffic Engineering and City Transit Services. A relationship of communication and cooperation should exist to identify, review and work on resolving safety issues as they pertain to students getting to and from school. These alliances with City, County and private organizations should be designed to initiate safety procedures and equipment as needed to ensure student safety.

The District is responsible for establishing policies and procedures as they pertain to transportation eligibility.

The District shall examine all schools and the surrounding areas to ensure that signs, walk routes, crosswalks, traffic signals and traffic flow are designed to provide for the safety of students. If any area is in need of improvements, it is the District's responsibility to notify appropriate agencies to remedy the problem. All policies and procedures shall be in place and effective communications shall flow from the District to schools and to the parents and/or legal guardians.

The District is responsible for promoting school safety programs and providing safety information to students and parents and/or legal guardians, to assist in their responsibility of instructing their children.

#### **5. City of Colorado Springs**

The City of Colorado Springs acknowledges a portion of responsibility for providing the safest environment for children traveling to and from school. The City will regulate the installation of signs, markings, and traffic controls that are necessary, based on engineering review and evaluation under the guidelines of the Manual on Uniform Traffic Control Devices. The City Traffic Engineering Department will continue to communicate with the District and citizens to review expressed concerns. The City shall have a representative assigned to the District's Transportation Advisory Committee (TAC) where safety concerns will be identified. The City will continue to review development plans to ensure that all safety concerns are addressed at the time plans are submitted to optimize safety for students. It should be understood that the responsibility is limited and shared with the District, parents and/or legal guardians of the students, and students.

### **D. Eligibility for District Provided Transportation Services**

#### **1. Transportation Service Index (TSI)**

The TSI is a tool used to evaluate District areas for eligibility for District provided transportation services. The primary factors taken into consideration are student age, school level, actual walking distance and student safety. Walking distance is defined as the shortest distance from home to school using safe designated trails, walking paths and sidewalks. Required roadway crossings along the route to and from school along with unusual safety circumstances are taken into account.

Streets to be crossed (Roadway Classifications - major/minor arterial, major/minor residential collectors, etc.) are defined in the City of Colorado Springs "Subdivision Policy Manual and Public Works Design Manual." Classifications will be based on the City's "Roadway Classification Map." Other factors, such as absence of walk paths or sidewalks, construction, visibility and topography are taken into consideration.

All factors are evaluated, weighed and assigned a numeric value. The total TSI Points equals the total of all the factor values. The Total TSI Points must equal or exceed fourteen (14) points to qualify for district provided services.

Areas can be requested for evaluation by parents and/or legal guardians, principals, District administrators or school board members. The evaluation will be conducted by the Transportation Department and approved by the Director of Transportation. Results of the evaluations will be communicated to the Transportation Advisory Committee for final determination of action to be taken.

The TSI has been designed to ensure that an equitable system is in place to evaluate all areas throughout the District.

## **2. Special Needs**

Students with special needs that fall under applicable federal and state regulations will be evaluated during their staffing. Eligibility for transportation as a related service will be determined at that time. Services will be prescribed in the student's Individualized Education Program (IEP).

## **3. Section 504 Students**

Students that meet the criteria for Section 504 of The Rehabilitation Act of 1973 should request transportation services through the District's Equal Opportunity Programs & Ombudservices Director for an eligibility determination.

## **4. Homeless Students**

Students considered homeless under the McKinney-Vento Homeless Assistance Act will be evaluated for transportation eligibility by the District homeless liaison or designee.

## **5. Choice Enrollment/Transfer Students**

Parents and/or legal guardians will be responsible for transportation of students that attend another school by choice, outside their home school attendance area (an exception may apply under #7 below).

## **6. Space Available Transportation**

School bus routes are designed to support only those students eligible for District provided transportation services. School bus stop locations will only be designated in the school's "Transported Area." (an exception may apply under #7 below).

In an effort to ensure the maximum utilization of District assets, students may ride District school buses on a "Space Available Basis." This service is available to those students that live in the

school's attendance area but do not live in the school's transported area. It is also available to those students who are attending as Choice Enrolled/Transfer students.

Applications for Space Available Transportation are considered on a first come first serve basis beginning with the first business day of August of the upcoming school year. The application is available and can be submitted on the District's Transportation web page at [d11.org>departments>department lists>transportation>space available information](http://d11.org/departments/departments%20lists/transportation/space%20available%20information). The applicant can contact the school or the Transportation Department if assistance is needed. This service may not be available until after October 1st of each new school year. Applications for Space Available Transportation will be valid throughout the grades served by the school level at the assigned stop for the assigned school.

Space Available service may be cancelled at any time during the school year. This may occur to ensure that a seat on the bus is provided for students who are eligible for transportation services.

Parents and/or legal guardians are responsible for their student's safety to and from the assigned space available school bus stop.

**7. Choice Busing to the Roy J. Wasson Academic Campus (RJWAC), Tesla Educational Opportunity School (Tesla), Magnet Schools/Programs (Buena Vista Montessori, Dual Language Immersion Program (DLIP), Gifted Magnet Program (GMP) Sites, and other Magnet Programs to be Determined), or Purple Star Transportation.**

Students who attend RJWAC and Tesla may receive District provided transportation services. Students attending a class or classes at the RJWAC should contact the school to determine eligibility for transportation. RJWAC and Tesla students will be served by shuttle busses on a standardized schedule. Students will be able to board busses at centralized stop locations.

Students currently in the GMP, or who have applied and been accepted (see JFBA/JFBB) may apply for District provided transportation services. Out-of-District students who have been accepted into the program may apply for space available transportation from the nearest district assigned stop for the assigned school. For middle school students, those living west of Union Boulevard (until it reaches the Circle/Fillmore intersection, and then west of Circle south of the Union and Fillmore/Circle intersection) will not be transported to Sabin Middle School, and those living east of Union Boulevard (until it reaches the Circle/Fillmore intersection, and then east of Circle south of the Union and Fillmore/Circle intersection) will not be transported to West Middle School. Parents/guardians are responsible for getting students safely to their stops for pickup. (see EEAC-R).

Siblings of these students will also be considered for transportation services for education at the same school, even if not enrolled in the GMP. However, if the sibling in the GMP discontinues with the program, transportation for the student and the sibling will not be provided under GMP transportation. The student and sibling may apply for space-available transportation to keep attending the school, which is not guaranteed transportation.

GMP families may bring their student(s) to bus stops at locations established throughout the District. Stops may change depending on student demographics.

Applications for GMP transportation will be valid for attendance at the requested school throughout the grades served by the school level.

Students who have applied for and are accepted into the Buena Vista Montessori School (BV) or the Dual Language Immersion Program may apply for District provided transportation services.

Families with students in BV or DLIP may bring their student(s) to satellite bus stops at locations established throughout the District. Stops may change depending on student demographics. These school bus stops are not supervised.

Applications for BV or the DLIP transportation will be valid for attendances at the requested school throughout the grades served by the school level.

Students of military families enrolled at some schools in District 11 designated as “Purple Star Schools” may receive transportation from Peterson Space Force Base under the Purple Star Transportation program. Applications for transportation are available online on the District 11 transportation web page. Applications for Purple Star Transportation will be valid for attendance at the requested school throughout the grades served by the school level.

### **8. Scheduling of Transportation Services (See EEAC and EEAC-R).**

Adopted January 2002  
Revised December 2002  
Revised June 22, 2011  
Revised June 10, 2015  
Revised February 13, 2019  
Revised June 10, 2020  
Revised January 13, 2021  
Revised August 10, 2022

LEGAL REFS.: 42 U.S.C 11431-11435 (McKinney Vento Act)  
20 U.S.C. 6301, et seq. (Every Student Succeeds Act)  
29 U.S.C. 701, Section 504 of the Rehabilitation Act of 1973

CROSS REFS.: EB-R, Regulation to Policy EB, Safety Program  
EEA Student Transportation  
EEAA, EEAE-E, Transportation Eligibility  
EEAB Special Needs Student Transportation  
EEAC and EEAC-R, Bus Scheduling and Routing  
EEAE Bus Safety Program  
EEAEA Bus Driver Requirements, Training and Responsibilities  
EEAEAA and EEAEAA-R, Controlled Substances and Alcohol Testing and Prohibited Conduct  
EEAEC and EEAEC-R, Student Conduct on School Buses  
JFBA/JFBB, School Choice – Open Enrollment and Transfer