

**Regulation 5730R.1**

**Non-Instructional Business Operations**

**TRANSPORTATION TO AND FROM SCHOOL**

The Superintendent of Schools delegates to the Assistant Superintendent for Finance overall responsibility for implementation of Board Policy #5730, with the exception of transportation for students with disabilities, which is the responsibility of the Director of Student Services, or transportation for athletic events, which is the responsibility of the Athletic Director.

In order to provide transportation to best meet the needs of the School District, and using as guidelines Board Policy #5730, these regulations have been established to define certain aspects of departmental responsibility.

**OBJECTIVES**

- To provide safe transportation.
- To operate transportation efficiently and economically.
- To develop a public understanding of the transportation program, including standards of service.

**ELIGIBILITY**

Distance—maximum of 15 miles

- K-Grade 3 All Students
- Grades 4-6 More than 1.5 miles
- Grades 7-8 More than 2.0 miles
- Grades 9-12 More than 3.0 miles

Measurements: The distance will be measured by District personnel from a point on the public highway (road) in front of the driveway (if there is not a driveway, then the house) of the residence, then by the shortest public route to the nearest point on each school building property.

**TYPES OF SERVICE**

- Contract—The District will contract with independent contractors for service.
- Public Service—The public service franchises (RTS) will be used when available.
- BOCES—Cooperative service with other schools will be used when available.

**QUALITY OF SERVICE**

- Time: Students will normally not be required to be on the bus more than one hour each way.
- Pick-up points: Students will normally not be required to travel more than ½ mile to the pick-up point.
- Buses will travel on public highways and on routes established by the District.

**DRIVER CONDUCT AND DISCIPLINARY PROCEDURES**

Drivers will not deviate from published bus routes and stops unless confronted by an emergency.

The disciplinary procedure which a driver shall follow when confronted by an unruly student is:

1. A personal attempt will be made by the driver to resolve the difficulty
2. Any subsequent need for discipline involving the same student will be reported immediately (the same day) by the bus driver to the school that the student attends

Disciplinary problems involving students will be the responsibility of the principal. The principal has the authority to suspend a student from the bus for whatever period is deemed necessary. (Refer also to Regulation #7340R -- Suspension from Bus Transportation.)

**BUS ROUTES**

Bus routes will be planned by the Transportation Office to avoid entering subdivisions and dead-end streets. Any exception must be approved by the Assistant Superintendent for Finance. When deadend streets must be entered, children will be picked up on the way out only.

Changes in student population, road repairs or unusual situations may warrant a revision of bus routes after the school year has begun. The Transportation Office may alter the bus routes by making a new list of stops available to all the parents affected.

Dual or double trip routes will be used where feasible. Schedules for schools shall be established to permit dual routing of buses.

Bus Stops—Transportation personnel will submit to the Assistant Superintendent for Finance a list, or map, of stops for each bus run. A list of stops will be published before the opening of school.

Parents may appeal the placement of stops to the Assistant Superintendent for Finance.

Loading and unloading of students will be accomplished in a safe manner supervised by the driver.

**TRANSPORTATION APPLICATIONS**

Application for transportation to non-public schools, in accordance with Board Policy #5730, shall be submitted on forms provided by the District.

Applications for transportation to public schools will be filed by the school for eligible students.

Applicants who are refused transportation because of distance may have their mileage re-checked.

**TRANSPORTATION FOR STUDENTS WITH DISABILITIES**

The following procedures will be administered by the Director of Student Services, who is responsible for transportation arrangements for students with disabilities.

- All decisions regarding specialized transportation are made through the CSE or 504 review process.
- Short-term, medically necessary transportation requests will be evaluated by the Director of Student Services and Assistant Superintendent for Financial
- Transportation arrangements for eligible students will be made by the Director of Student Services.
- The bus driver/bus manager will contact the parent no later than the evening before the first day of transportation to confirm pick-up time.
- If transportation has not been approved, the Director of Student Services will apprise the parent.
- Should it become necessary to close school during the day for adverse weather conditions or other emergency reasons, the principal will notify parents. If the parents are unable to provide transportation, the school will then notify the Director of Student Services.

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