**BOE Agenda Item Executive Summary**
September 11, 2023

Topic: First Review: Proposed Consolidation of Transportation Policies

| Current Policy | Proposed | Title | Notes |
|---|---|---|---|
| 7300 | NA | Transportation of Students | Updates to AIPs. |
| 7303 | NA | Transportation of Special Education Students | Revise title and updates to AIPs. |
| 7320 | NA | Transporting Non-Reimbursable Students | Revise title and updates to AIPs. |
| 7325 | Delete | Late Run Buses and Pass Card Buses | Delete policy to conform to existing practice; content is in P7300. |

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**P7300 TRANSPORTATION OF STUDENTS**

**BOARD POLICY:**

**Transportation services for students will be provided for a variety of reasons. The Board of Education shall contract for students transportation services.**

Administrative Implemental Procedures:

1. Students ~~will~~ **may** be transported **from residence-to-school/school-to-residence** for any or all of the following reasons:

   a. Distance ~~(see below)~~ **– residing 2.5 miles or more from their assigned school**

   b. ~~Integration~~

   c. ~~Participation in educational programs~~ **Special Education** (see BOE policy 7303 - *Transportation of Special Education Pupils*)

   d. ~~Safety~~ **Hazardous Criteria** (see policy 7330 *Provision of Transportation Service Because of Hazardous Traveling Conditions*)

   **e. Compliance with the Americans with Disabilities Act, Section 504**

   **f. Compliance with McKinney-Vento Homeless Assistance Act**

   **g. Compliance with The Every Student Succeeds Act**

   **h. Space Available (see BOE policy P7320)**

2. USD 259 ~~is not obligated to~~ **will not** provide transportation services **for any of the following reasons:** ~~as a result of a request for special assignment.~~

   a. As a result of a special assignment (see policy 5511 Special Assignment of Pupils)

   **b. For students enrolled in the At Risk pre-kindergarten program**

~~3. Provision of transportation services for one purpose may serve another purpose. For example, pupils assigned and transported to schools with special programs may contribute to the integration of the receiving school.~~

~~4. Transportation shall be provided for pupils who reside at least two and one-half miles from school. However, pupils who have received a special assignment are subject to the provisions of the policy entitled *Special Assignment of Pupils.*~~

~~5.~~ **3.** Transportation may be furnished at other times when approved by the ~~Board of Education~~ **District Leadership Team. Temporary changes in transportation services may be made in cases of emergencies or when other conditions justify such changes.**

~~6.~~ **4.** Students who ride buses shall be governed by the rules and regulations outlined by the local and/or state departments of student transportation.

~~7~~. **5.**~~Routes~~ **Runs** and time schedules shall be prepared by the Student Transportation Services Department of USD 259. ~~All routes shall be planned in such a manner as to provide the safest walking route for pupils to and from their bus stop~~. All ~~routes~~ **runs** are subject to change. Distances to stops will be regulated as follows:

~~a. Students to be picked up and/or delivered to their address: Special education students other than those assigned to "regular" transportation, and kindergarten students picked up or delivered at noon only.~~

~~b. Students to be picked up "at the corner:" Head Start and Assigned Attendance Area.~~

c. **Elementary s**tudents to be picked up and delivered at a stop not to exceed two blocks from their residence~~: Elementary students.~~

~~d. On or before May 1 each school year, the Superintendent will recommend to the Board the maximum distances to bus stops for elementary alternative education students for the upcoming year. These stop distance recommendations will be planned dependent upon the projected availability of vehicles during hours for said schools.~~

e. **Secondary s**tudents to be picked up and delivered at a stop not to exceed four block from their residence~~: Secondary students.~~

~~8.~~ **6.** Seating capacity of buses used by USD 259 shall be limited ~~by state law to 65 students~~ **to the maximum recommended seating capacity of the manufacturer.** The ~~Supervisor~~ **Director** of Student Transportation Services **or designee** ~~shall~~ **may** prescribe limits below ~~65 students~~ **the manufacturer's maximum recommended seating capacity.**

**7. A 30-day notice will be sent to guardians of students whose transportation services to and from school have been affected.**

~~9. USD 259 will be eligible for reimbursement by the State of Kansas for pupils who reside at least two and one-half miles from the public school to which they are assigned.~~

~~10. Non-reimbursable pupils may be permitted to ride USD 259 school buses under the conditions set forth in Board policy entitled *Transporting Non-reimbursable Pupils*.~~

Administrative Responsibility: Transportation Services
Latest Revision Date: ~~March 1999~~ **Month 2023**
Previous Revision Date: ~~August 1996 P7300~~ **March 1999**

Updated administratively for alignment purposes: April 2021

**P7303 TRANSPORTATION OF ~~SPECIAL EDUCATION~~ STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES**

**BOARD POLICY:**

**Students who qualify for special education services may have Transportation as a related service**. **~~If a student has Transportation as a related service, it is provided to the school where the student has been assigned by Student Support Services~~**. **The type of transportation provided is based upon the student's individual needs.**

Administrative Implemental Procedures:

1. The student's Individual Education Program (IEP) team must determine whether Transportation as **a** related service is needed for the student.

2. ~~The student will only be provided Special Education Transportation to the school to which the student is assigned by the Division of Student Support Services. Every effort is made to transport the student to the school they would attend if not identified as a student with an exceptionality. When the student's needed program is not available at the base school (as identified in the School Address Reference File) the student will only be provided Special Education Transportation to the school to which the student is assigned by the Division of Student Support Services. Special Education~~ Transportation **as a related service,** ~~it~~ may be provided in the following ways:
   a. Utilizing regular, established school ~~bus~~ **transportation** runs according to BOE Policy 7300 – Transportation of Students
   b. Developing specific runs
   c. Reimbursing lawful custodians or approved drivers on a mileage basis when reimbursement has been approved by the Assistant Superintendent of Student Support Services or that person's designee
   d. Providing city bus tickets
   ~~e. Provision of specialized equipment as indicated by each student's individual needs~~

3. Persons approved for mileage reimbursement (method 3c), will be reimbursed ~~twice annually (on the basis of the actual days of school attendance)~~ for ~~two~~ round trips daily at a rate approved by the Board of Education. Lawful custodians will not be eligible for this reimbursement if transportation is made available to the students under options a, b, ~~e~~, or d in AIP 2 above. Procedures for this provision are established with the assistance of Financial Services. Authorization for reimbursement for private transportation must be given by the Assistant Superintendent of Student Support Services or that person's designee.

4. Support personnel ~~may~~ **will** be assigned to bus runs dependent upon individual student needs as ~~determined by~~ stated in the IEP **or if pre-approved by the Director of Transportation or that person's designee.** ~~team and/or the Special Education Transportation Administrator.~~

5. **Specialized equipment and transportation accommodations will be used during transport when the IEP team indicates it is necessary.**

6. **For non-resident students who receive special education services who are attending under board of education policy P5506 - Non-Resident Enrollment and Admission, see P5506.**

Administrative Responsibility: Student Support Services Latest
Revision Date: ~~June 2011~~ **Month 2023**
Previous Revision Date: ~~September 1997 P7303~~ **June 2011**
Updated administratively for alignment purposes: April 2021

**P7320 TRANSPORTING ~~NON-REIMBURSABLE~~ SPACE-AVAILABLE STUDENTS**

**BOARD POLICY:**

**Transportation ~~of non-reimbursable students will~~ may be provided on a space-available basis for students that are not eligible for transportation services under policy 7300 Transportation of Students.**

Administrative Implemental Procedures:

~~1. Non-reimbursable students are defined as:~~ **Space-available requests will be considered after the official enrollment date.**

~~a. Students who, after September 20, take up residence two and one-half or more miles from the school to which they are assigned.~~

~~b. Students, either elementary or junior high school age, who reside in an area from which transportation is provided because it has been determined by the Board of Education that hazards exist along their normal walking path to school.~~

~~2. Space availability will be determined as follows:~~ **The decision to offer space-available transportation will be made by the school administrator or designee.**

~~a. Routes serving senior high school age students will be planned with a maximum loading of 65 students, a theoretical loading of 55 students, and a normal loading of 44 students.~~

~~b. Routes serving junior high school age students will be planned with a maximum loading of 65 students and a theoretical and normal loading of 55 students.~~

~~c. Routes serving elementary age students must not exceed 65 students at any time.~~

~~3. When necessary and practical, routes will be changed to equalize loading on routes to a given attendance center.~~ **Bus stops will not be created for students approved to ride space available. Students approved to ride space available must use an existing stop.**

~~4. In the event actual loading on routes exceeds the limits described, it may be necessary to deny transportation to some non-reimbursable students. If this should occur, non-reimbursable students will be removed from transportation in reverse order, i.e., last student assigned to route will be first student removed.~~ **Students who are transported on a space-available basis may have transportation privileges denied or revoked if:**

**a. there are no available seats on the bus or seats are needed for eligible riders**

**b. a bus stop is removed from a bus run**

**c. a student's behavior is inappropriate or unsafe.**

5. It will be the responsibility of the school administrator or designee to share this policy with ~~non-reimbursable~~ **space-available** students and their parents at the time the students are enrolled **or change address. It shall also be the responsibility of the school administrator or designee to notify parents of changes in his or her student's status as a space available rider**.

Administrative Responsibility: Operations Division - Transportation Services
Latest Revision Date: ~~August 1996~~ **Month 2023**
Previous Revision Date: ~~February 1982~~ **August 1996**

P7320 Updated administratively for alignment purposes: April 2021

~~**P7325 LATE RUN BUSES AND PASS CARD BUSES**~~

~~**BOARD POLICY:**~~

~~**Late run buses will be operated after the close of the regular school day to transport students who participate in after school activities. Pass card buses may be operated for students who have programs of studies that allow early departure from school; such buses will be provided for secondary school students who are transported to achieve racial integration.**~~

~~Administrative Implemental Procedures:~~

1. ~~Late run buses and pass card buses will be provided as an extension of the regular transportation services contract.~~
2. ~~The routing and scheduling of late run buses and pass card buses will be the responsibility of the Supervisor of Student Transportation Services to whom requests for regular or nonrecurring bus service should be directed.~~
3. ~~Only those students who have been issued a Transportation Services Pass Card, seasonal or single trip, by the principal or their designee are eligible to ride the late run bus or the pass card bus.~~
4. ~~Any student who, because of behavior problems, must be removed from a pass-card or laterun bus by security will at that time have the pass picked up by the security person. On the following morning, security will return the pass along with a report to the offending student's principal.~~
5. ~~All late run buses should be scheduled to complete their last runs prior to 6:30 p.m.~~
6. ~~Minimum load requirements do not apply to late run buses and pass card buses.~~

~~Administrative Responsibility: Operations Division - Transportation Services~~
~~Latest Revision Date: August 1996 Previous Revision~~
~~Date: January 1990 P7325~~
~~Updated administratively for alignment purposes: April 2021~~