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Pupil Transportation Services Plan

For the

Vista Unified School District

By

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April 1, 2023



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■ MANDATE

California Education Code Section 39800.1 states:

- (a) As a condition of receiving apportionments under Section 41850.1, a local educational agency shall develop a plan describing the transportation services it will offer to its pupils and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The local educational agency's governing board shall adopt the plan on or before April 1, 2023, and updated by April 1 each year thereafter. The plan shall include the following components:
 - (1) A description of the local educational agency's transportation services that would be accessible to pupils with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).
 - (2) A description of how unduplicated pupils, as defined in subdivision (b) of Section 42238.02, would be able to access available home-to-school transportation at no cost to the pupils.
- (b)
 - (1) The plan shall be developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.
 - (2) The plan shall be presented and adopted by the governing board of the local educational agency in an open meeting with the opportunity for in-person and remote public comment.
- (c) The plan may provide for the local educational agency to partner with a municipally owned transit system to provide service pursuant to this section to middle school and high school pupils.
- (d) Nothing in a local educational agency's plan shall preclude a local educational agency from providing no-cost transit passes to pupils.
- (e) For purposes of this section, "local educational agency" means a school district or a county office of education.

■ OVERVIEW

The (Local Education Agency) Transportation Plan incorporates existing Board Policies (BP) and Administrative Regulations (AR) governing pupil transportation support services, as well as augmented descriptions of available services for the current school year. The plan describes:

- Transportation services offered to pupils
- The prioritization of planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive, and pupils who are low income.
- Transportation services are accessible to pupils with disabilities and homeless children and youth.
- How unduplicated pupils could access available home-to-school transportation at no cost to the pupils.
- The required consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.

○ Pupil Transportation Operations Board Authorization

Vista Unified School District (VUSD) serves a diverse community of 17,939 students in Transitional Kindergarten through grade twelve. The district serves the communities of Vista and parts of Oceanside, Carlsbad, and San Marcos and encompasses 39 square miles.

Vista Unified School District recognizes transportation as an integral support of our comprehensive education process.

Transportation services shall be provided for students of the district according to policies adopted by the Governing Board district Administrative Procedures and in accordance with Titles V, VIII, and XIII of the California Administrative Code, the Vehicle Code, and the Education Code.

The Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. In determining the extent to which the District will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services. (BP 3540)

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services. (BP 3540)

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties, including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code [35330](#), [39800](#), [39801](#)) (BP 3540)

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code [39807.5](#) and BP/AR 3250 - Transportation Fees. (BP 3540)

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance. (BP 3540)

No student shall be required to be transported for any reason without written permission of the student's parent/guardian, except in emergencies involving illness or injury to the student pursuant to Education Code [35350](#) or the evacuation of students as necessary for their safety (BP3540).

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses. (BP 3540)

o Pupil Data and Route Management Procedures

Vista Unified School District serves diverse ethnicities. Our community is reflected in our TK-12 population and includes Hispanic/Latino (65.5%), white (22.5%), African American (2.2%), Asian (2.0%), Filipino (1.4%), Pacific Islander (0.6%) and Other(5.8%). 18 % of the district's students are classified as English language learners, 18% are enrolled in special education programs, and 70% are eligible to participate in the free, reduced-priced federal meal program.

Transportation is dedicated to providing safe and efficient transportation while serving our diverse community.

The Transportation Department annually retrieves applications for student transportation services. In July, all parents of students who are eligible for services receive an email. The email contains a link for our transportation application. It sends a spreadsheet of all student applicants to transportation. The application is processed by transportation, and all information is verified in Aries and then added to our database. The bus pass is printed and given to the school bus drivers to hand to the students. Parents of new students or parents who need to make changes throughout the school year are sent to the transportation office. An application is printed for the parent to register their student. All applications or changes are verified through Aries before changes are made or bus passes are printed. All students who qualify for transportation as a related service through an IEP are verified through student services. Once processed, the application is then sent to transportation with directions to begin transportation. The application includes all pertinent information needed to transport the student safely.

Drivers are required to carry a current route sheet with them at all times. School bus route information will be maintained for all regular and special education home-to-school bus runs. Each route shall show the route of travel, the pick-up and drop-off locations, and the expected departure time from each location. A school bus stop master listing, showing all active and inactive bus stops, shall also be maintained by the Transportation Department. School bus stop and route information is published on the district website and is included in the email parents receive in July to register their students to ride the bus.

The criteria for bus route design are to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and effectively utilize staff and equipment resources. Bus stops will only be assigned within the transportation eligibility areas established. No fee is charged for transportation services.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops and/or shall arrange for local media to publish such information.

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses. (AR 3541)

1. The Superintendent or designee may authorize transportation services for students when special problems or hazards exist. (AR 3541)

2. The Superintendent or designee shall design school routes and stops to enhance student pedestrians' safety. (AR 3541)

3. Bus routes shall be along federal, state, city, or county-maintained roads with grades of not more than twelve percent (12%) and where safe turnarounds are located. (AR 3541)

The Transportation Department will adjust and modify routes and schedules as appropriate to maintain an optimum level of transportation services. A complete file of all current bus schedules shall be maintained in the Transportation Department and on the district website. The Transportation Department shall furnish each school with the current bus schedules for that school. The respective schools shall maintain their files with the most current bus schedules the Transportation Department provides. Schools shall ensure that their bus duty personnel are kept abreast of all changes.

o Scope of Pupil Transportation Services Offered

Students who attend a school outside their attendance area are not eligible for transportation services.

Transportation shall not be provided for students attending district schools on an Interdistrict Transfer Agreement. (BP 5117)

The number of available vehicles owned and operated by the district is limited. These vehicles are provided for the purpose of carrying out the required operation of the district and shall not be used for personal reasons.

Transportation services may be provided for students who live within their home school boundary and outside the non-transportation radius area. The non-transportation area will be measured in radius fashion, a straight-line distance from each school site. The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

AR 3541. Transportation Services

With the Board's authorization, transportation services may be provided or arranged by the District for:

1. Students traveling to and from school during the regular school day (Education [Code 39800](#))
2. Field trips and excursions (Education [Code 35330](#))
3. School activities, expositions or fairs, or other activities determined to benefit students (Education [Code 39860](#))
4. District employees and parents/guardians traveling to and from educational activities authorized by the District (Education [Code 39837.5](#))
5. Preschool or nursery school students (Education [Code 39800](#))
6. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education [Code 39807.5, 41850](#))
7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education [Code 39837](#))
8. Matriculated or enrolled adults traveling to and from school or adults for educational purposes other than to and from school (Education [Code 39801.5](#))
9. Private school students, in the same manner, and on the same routes provided for District students (Education [Code 39808](#))
10. Nonschool purposes as allowed by law, such as
 - a. Community recreation (Education [Code 39835](#))
 - b. Public transportation (Education [Code 39841](#))
 - c. Transportation of government employees to and from their places of employment (Education [Code 39840](#))

The District shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education [Code 41850](#); 20 [USC 1400-1482](#); 34 [CFR 104.4](#))

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy, and administrative regulation. (AR 3541)

The following non-transportation radius distances are established. ***Grade TK-5 students are prioritized with a larger transportable zone than students in subsequent grades. Grade 6-8 students are prioritized with a larger transportable zone than subsequent grades.***

Grade Distance

- TK-5 1.5 mile radius

- 6-8 2.0 mile radius

Unduplicated Pupils

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation:

- English Learner
- Free / Reduced
- Foster Youth / McKenny Vento

○ **Transportation Eligibility Exceptions**

Students in the following categories shall be eligible for transportation services without regard to boundary limits:

- Students attending schools or classes for students with disabilities. Provision shall be made for handicapped students who have special transportation needs. Such students shall be transported in the same equipment with regular students if possible.
- Students assigned to special training schools or classes, social adjustment classes, or other schools or classes for exceptional children who are physically or mentally disabled. Such students shall be transported in the same equipment with regular students if possible.

Transporting students from one school to another for the purpose of balancing class loads to relieve overcrowded conditions, or to provide educational opportunities not available at the regular school of attendance is authorized at the discretion of the Superintendent, or designee.

○ **Non-Mandated Transportation Services**

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district,

AR 3260

When approved by the Board of Trustees, the Superintendent or designee may impose a fee for the following (5CCR 350)

AR 3260 (7)

Home-to-school transportation between regular, full-time day schools and regional occupational centers, programs and classes, as long as the fee does not exceed the statewide average non subsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5

Low Income Eligibility

The Board shall establish financial assistance requirements which shall be reviewed and adjusted periodically to meet the needs of the district.

Students at all Vista Unified School District schools participate in the Community Eligibility Program. All students are able to have a reimbursable breakfast and a reimbursable lunch at no cost. Due to all VUSD school sites being CEP sites, no meal applications will be collected.

No charge shall be made for any transportation of students whose individualized education program requires transportation or whose parents/guardians are determined indigent pursuant to administrative regulations. (BP 3541.5(a))

o Mandated Transportation Services

Transportation for Students with Disabilities

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral plan

The Board of Trustees shall ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The District shall make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.(BP 3541.2)

The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan. (BP 3541.2)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. (BP 3541.2)

The Superintendent or designee shall establish procedures to ensure compatibility between mobile seating devices and bus securement systems. (BP 3541.2)

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan.(AR 3541.2)

If a disabled student is excluded from school bus transportation, the District shall provide alternative transportation at no cost to the student or parent/guardian provided that transportation is specified in the student's IEP. (Education Code [48915.5](#)) (AR 3541.2)

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code [56366](#)). (AR 3541.2)

Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code [39839](#)) (AR 3541.2)

Unduplicated Pupils - Homeless Students and Youth in Transition

Within the scope of services offered, and in accordance with law, Board policy and administrative regulation, homeless students and youth in transition, where transportation is a barrier to accessing their educational services, shall be provided transportation on school buses, municipal buses, or through alternative transportation service providers, at no cost to the student.

AR 6173

Transportation

The district shall provide transportation for a homeless student to and from the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that transportation be provided. If the student moves outside of district boundaries, but continues to attend the student's school of origin within the district, the Superintendent or designee shall consult with Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of transportation 42 USC 11432

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an IEP that includes transportation as a necessary related service for the student (Education Code 48852.7)

o 2021-2022 School Bus and Alternative Transportation Services Offered

Figure 1 below provides details of (Local Education Agency) services provided on school bus routes.

	General Education	Special Education	Total
Routes	4	37	41
Students Transported	328	489	841
TK-6 Students Transported	317	155	472
Unduplicated Students Transported	217	323	540
Percentage of Transportation Eligible Unduplicated Students Transported	40.09%	26%	66.09%
Bus Passes Sold	0	0	0
Free Bus Passes Issued	714	0	714
Miles Traveled	65,291	415,440	480,731

Figure 1: School Bus Transportation (2022-2023)

Figure 2 below provides the number of (Local Education Agency) students using alternative transportation services at no cost to students.

	McKinney-Vento	Special Education	Total
Municipal Transportation Service	Student Services	0	
Rideshare Services	Student Services	20	20

Figure 2: Alternative Transportation (2022-2023)

o 2022-2023 Projected School Bus and Alternative Transportation Services Offered

Figure 3 below projects details of (Local Education Agency) services to be provided on school bus routes during the 2023-2024 school year.

Routes	4	32	36
Students Transported	597	476	1073
TK-6 Students Transported	255	279	534
Unduplicated Students Transported	453	269	722
Percentage of Transportation Eligible Unduplicated Students Transported	76%	73%	
Bus Passes Sold	N/A	N/A	
Free Bus Passes Issued	597	0	597
Miles Traveled 22/23	26,280	247,122	273,392

Figure 3: School Bus Transportation (2023-2024)

Figure 4 below projects the number of (Local Education Agency) students that will use alternative transportation services at no cost to students during the 2023-2024 school year.

	McKinney-Vento	Special Education	Total
Municipal Transportation Service	Student Services	0	0
Rideshare Services	Student Services	14	14

Figure 4: Alternative Transportation (2023-2024)

o Transportation Funding and Finance

Figure 5 below contains the projected reimbursement for the current school year based on transportation expenses in the 2023/2024 school year.

Revenue Calculation	12
Total 2023/2024 Transportation Expenses (Function 3600)	12,475,971
Less Capital Outlay (object 6XXX, Function 3600)	4,602,194
Less Non-Agency Expenditures (Goal 7110,7150, Function 3600)	0
Estimated 60% Reimbursement	4,724,266
Less 2021-22 Transportation add-on (from LCFF Calculator)	1628,377
Total Revenue (Object 8590, Resource 0000)	3,095,889
Expenditures and Other Financing Uses	
2000-2999 - Classified Salaries	3,977,768
3000-3999 - Employee Benefits	2,165,271
4000-4999 - Books and Supplies	1,331,488
5000-5999 - Services and other Operating Expenditures	399,250
vvv6000-6999-Capital Outlay	4,602,194
Total Expenditures (Minus Outlay)	12,475,971

Figure 5: Transportation Funding Reimbursement Calculation for Current School Year

Board Approval Date: (must be on or before April 1, 2023)

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.

■ APPENDIX – REQUIRED STAKEHOLDER CONSULTATIONS

In compliance with the mandate, Figure 4 lists the stakeholders invited to collaborate on the development of the (Local Educational Agency) transportation plan.

Stakeholder Entities	Date
Classified staff	1/10/2023, 2/22/2023
Teachers	
School Administrators	2/22/202, 2/23/2023, 3
Pupils	
Parents	2/28/2023
Regional Local Transit Authority	Message 2/21/2023 Email 2/22/2023
Local Air Pollution District	2/21/2023
Local Air Quality District	Disclaimer on their website.
Other Stakeholders	3/9/2023

Figure 4 Required Stakeholder Consultations