

TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA  
(REGULATION)

TRANSPORTATION  
DEPARTMENT  
PROCEDURES

The Transportation Department publishes *Transportation Department Handbook*, which is information about expectations of employees, driver assignment procedures, driver training requirements, driving regulations, and safety/emergency expectations. This handbook is updated regularly to reflect changes in District policy and state or federal law or regulation.

CRITERIA FOR  
ELIGIBLE  
STUDENT RIDERS

Regular eligible student means a student who resides two or more miles from the student's campus of regular attendance, measured along the shortest route that may be traveled on public road, and who is not classified as a student eligible for special education services.

Parents/Guardians must submit a Student Transportation Request (Exhibit A) to the Transportation Department in order for any student to be approved to be transported by District buses. If the Transportation Department does not have an approved Student Transportation Request on file, students will not be allowed to enter the bus after five school days.

BUS STOP  
GUIDELINES

Bus routes are created to enhance student safety while maximizing vehicle efficiency. Stops are created at locations that allow students to wait off the main roadway for the bus if at all possible. Stops are not placed in private gated communities, cul-de-sacs or dead-end streets. Bus stops will be located at the corner of intersections and middle of the block. The criteria applies to regular education students only. Special Program stops will have a consolidated bus stop such as elementary schools. Special needs stops are subject to different criteria.

HAZARDOUS  
CONDITIONS

The District administration will conduct an annual review of traffic conditions that could be deemed hazardous where students walk to school. The District administration will recommend the identified hazardous routes to the Board for approval.

INELIGIBLE  
STUDENTS

Transportation for students not eligible for bus service may be granted to students on a space available basis.

TRANSFER  
STUDENTS

Transfer students are not eligible for transportation route service.

BUS STOPS

A student who uses District transportation will board the bus at an authorized stop. Authorized stops will be designated annually by district administration. Bus drivers will load and unload passengers only at authorized stops.

Bus route information is available on the District's website. Each school has access to all bus stop and route information for that school.

BUS OPERATION

A person may not operate a school bus if:

1. The door of the school bus is open; or
2. The number of passengers on the bus is greater than the manufacturer's design capacity for the bus.

An operator of a school bus, while operating the bus, shall prohibit a passenger from:

1. Standing in the bus; or
- Sitting on the floor of the bus or in any location that is not designed as a seat.

Submitted by: Ruperto Becerra Jr., Executive Director of Operations

Cabinet Approval: October 2, 2017

SOUTH SAN ANTONIO ISD  
015908

TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA  
(REGULATION)



CNA Regulation  
EXHIBIT A

**SOUTH SAN ANTONIO INDEPENDENT SCHOOL  
DISTRICT**

***DIVISION OF OPERATIONS***

5622 Ray Ellison Drive :: San Antonio :: Texas :: 78242 :: (210) 977-7089 :: Fax (210) 977-7086

**TRANSPORTATION DEPARTMENT**

**STUDENT TRANSPORTATION REQUEST**

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
*\*(Required For Processing)\**

Home Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Legal Guardian

District Administration reserves the right to revoke transportation privileges for violations of the district code of conduct or at the discretion of the district. \_\_\_\_\_  
(Parent Initials Required)

**Transportation Office Use Only**

DATE RECEIVED: _____	(Routing Section)	START DATE: _____
P/U LOCATION: _____	D/O LOCATION: _____	
AM BUS: _____	Noon: _____	PM BUS: _____
P/U Time: _____	Time: _____	D/O Time: _____
DISTANCE FROM SCHOOL: _____		

SOUTH SAN ANTONIO ISD  
015908

TRANSPORTATION MANAGEMENT  
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EXHIBIT B



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL  
DISTRICT**

***DIVISION OF OPERATIONS***

5622 Ray Ellison Drive :: San Antonio :: Texas :: 78242 :: (210) 977-7089 :: Fax (210) 977-7086

TRANSPORTATION DEPARTMENT

**STUDENT TRANSPORTATION REQUEST  
WAIVER OF 2 MILE REQUIREMENT**

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
*\*(Required For Processing)\**

Home Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Legal Guardian

If my request for a transportation waiver is approved, I understand that the waiver and therefore permission to ride the school bus may be revoked at any time if space is needed for another student that meets the eligibility requirements. I further understand that my child must maintain good attendance and discipline at all times. District Administration may revoke this waiver at its discretion.

Transportation Office Use Only

DATE RECEIVED: _____ (Routing Section)	START DATE: _____	
P/U LOCATION: _____	D/O LOCATION: _____	
AM BUS: _____	Noon: _____	PM BUS: _____
P/U Time: _____	Time: _____	D/O Time: _____
DISTANCE FROM SCHOOL: _____		