

Hillsboro School District 1J

Transportation Services

Transportation services will be provided in accordance with all applicable state and federal laws and regulations pertaining to student transportation, applicable Hillsboro School District policies, and these administrative regulations.

1. Transportation Eligibility

Transportation will be provided to and from a student's primary address and the school or program to which the student is assigned by the district when the distance from the primary address to school, as measured by the District's bus routing software program, exceeds the maximum allowable walking distance established by State Regulations. Transportation will also be provided when the student's primary address is covered by a State approved Supplementary Plan. Students attending any school or program on a voluntary basis other than the school or program normally assigned by the district shall not be eligible to receive transportation services.

2. Allowable Travel Time

Students eligible to receive transportation services whose primary address is within the Hillsboro city limits will normally have travel times from their assigned bus stop to their assigned school no more than 60 minutes. Students placed in special programs, or students whose primary address is outside the Hillsboro city limits will normally have travel times from their assigned bus stop to their assigned school of no more than 90 minutes. Exceptional circumstances, as determined by the District's Executive Director of Transportation, may require travel times that exceed these parameters.

3. Bus Stops

Students eligible to receive transportation services will be assigned to a group bus stop established by the District. Bus stops shall be located to support the overall safety and efficiency of the transportation system. Students up to grade 6 may be required to walk up to 0.25 miles to their assigned bus stop. Secondary school students may be required to walk up to 0.5 miles to a bus stop.

4. Alternative Service Addresses

Transportation service may be granted to students to and from an alternative address other than their primary address. This courtesy service may be provided only if, in the sole judgment of the Hillsboro School District, no additional costs will be incurred, and the following specific criteria are met:

- The alternative address is within the service area for the student's assigned school or program.
- Service to the alternative address is to be provided on a fixed weekly schedule.
- A seat is available on the bus route serving the alternative address; and
- A bus stop serving the alternative address already exists and is assigned to the bus route.

In addition to these criteria, transportation services may be provided to and from community partnership organization locations that are specifically approved by the district.

5. Special Accommodation Students

Students experiencing disabilities or requiring special accommodations for transportation, as established by Individualized Education Plans (IEP) or 504 plans with transportation listed as a related service, will be provided with transportation services in accordance with those plans.

6. New Students

The District shall process all new requests for transportation service and change requests in the order received, typically within three to five business days of receiving the required information from the students' assigned school.

7. Kindergarten Student Drop off

All-day Kindergarten students will be dropped off unattended with their elementary grade school peers. If a driver has a concern such as an authorized individual is not present who is usually at the stop, the driver will complete the bus route and return the child to their home school. The child will remain at the school and school staff will notify the student's parents who will be required to retrieve their student from the school.

8. Academic Field Trips

Field trips that may be supported by the Transportation Department must be scheduled outside of regular route times, on non-academic seminar days, no earlier than 8:45 a.m. and must return to school no later than 2:00 p.m. Trips scheduled on Wednesdays will be subject to the academic seminar route schedule. Transportation can accommodate up to three trips (three drivers) District wide outside this window each day, subject to driver availability. Field trips shall be requested at least 30 days

in advance of the trip date. Out of state overnight trip requests must be submitted at least 6 weeks in advance. Charter bus requests must be submitted at least 30 days in advance to the Executive Director of Transportation or designee. Charter buses may only be used on a limited basis in accordance with the classified union contract. Schools will receive notification of approval or denial of transportation within one week of submission or at least two weeks prior to the trip. All approved trip requests are subject to bus and driver availability, and all costs shall be borne by the requesting school. Adult chaperones must accompany students on field trips. Adults on the bus are subject to all the rules and regulations that govern students and employees. Travel routes for the trip will be determined by the Transportation Department.

9. Athletic Trips

Athletic trip requests for the entire season shall be submitted by the athletic secretary at least 30 days prior to the beginning of each sport season. All drop off/pick up locations must be included in the trip request. If a team is planning to stop anywhere during the trip it must be included in the trip request. Any changes or additions to the original schedule must be submitted immediately. Playoff trips shall be requested as soon as the school receives the schedule. A coach, approved District volunteer, or a District employee shall accompany students on the bus to and from all out of District events and activities. If a coach or District employee is not at the pick-up location and on the bus, the bus will not leave for the trip. Adults and school staff on the bus are subject to all the rules and regulations that govern students and employees. The Transportation Department will determine routes. Only coaches, identified chaperones, and team/activity participants will be transported on the bus.

10. Medication

District policies for the administration of medication to students shall be followed on the bus. Medication will not be administered on the bus, beyond assisting a student who is authorized to self-administer medication, such as an EpiPen or inhaler. Transportation of medication on the bus must follow District guidelines.

11. Inclement Weather

District Transportation staff will make a recommendation to the Superintendent by 4:30 a.m. to delay the opening of school or the closing of schools. Snow routes serving affected geographic areas, as established by the Transportation Department, will be posted on the District website.

12. Parent Responsibilities

Parents or guardians of students who are provided with transportation service shall ensure that their child understands and follows all District policies, rules, and regulations for riding the bus. These are outlined in the Parent/Student Handbook each year and are available from the school office. Parents are responsible for their student's safety from the time the student leaves home until the time the student boards the bus in the morning and as soon as the student gets off the bus in the afternoon.

13. Student Responsibilities

Riding the bus is part of students' educational day. Students are expected to behave in a safe and respectful manner at their designated bus stop and while riding the bus. Students that do not follow District policies and regulations may lose their transportation privilege. Students are encouraged to be at the bus stop five minutes before their scheduled pick-up time. For student safety, no eating or drinking is allowed on the school bus.

14. School Responsibilities

Office staff will keep accurate lists of student bus assignments and notify Transportation of changes per parent or school requests. The school is responsible for enrolling new students to be processed through the transportation electronic system.

15. Principal Responsibilities

School Principals or their designees shall ensure that staff members are assigned and on duty when buses are loading and unloading at the school. They shall enforce and administer the District's student discipline policies.

16. Bus Driver Responsibilities

Bus drivers will follow routes as assigned. Drivers shall implement positive behavior systems of support as part of their student management. Drivers will follow all rules and regulations as established by federal and state law, Hillsboro School District policy, and Oregon Department of Education regulations.

17. Transportation Appeals/Complaints

Appeals or complaints regarding transportation services shall be addressed to the Transportation Department. The Executive Director of Transportation or a designated Transportation Supervisor will investigate the request and will render a decision within five business days. If the requestor is unsatisfied with the response, they may appeal the decision in writing to the Superintendent's designee, who will investigate the request and render a decision within five business days. The decision of the Superintendent's designee shall be final.

18. Unaccounted For Student

In the event that it has been determined the District has an unaccounted for student, Transportation may be contacted to help provide information. Requested information is only to be provided to law enforcement, District Administrators, and the student's parent or legal guardian.

19. Cell Phones/Electronic Devices

Students may be allowed to use and possess personal communication devices on District property and at District-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.

20. Transportation of Equipment/Personal Property

Sports equipment must be carried in designated bags or containers specific to the equipment. Equipment may not obstruct the bus aisles or exits. Skateboards and scooters must be stored in an enclosed bag or backpack. Glass, chemicals, or flammable liquids of any kind will not be transported on the bus. Animals will not be transported on the bus. Student projects must be small enough that a student can hold it securely and safely in their seating space.