

## STUDENT TRANSPORTATION SERVICES

### I. Objectives

- A. To furnish transportation to those pupils whose health or distance from the school make the service essential in accordance with New York State law and district policies.
- B. To provide the safest possible transportation by adhering to all federal and state safety regulations, including driver training, vehicle maintenance, and student safety protocols.
- C. To operate the transportation program efficiently and economically while prioritizing student safety and equitable access.
- D. To adapt transportation to the requirements of the instructional program and student needs, including accommodations for students with disabilities.
- E. To maintain conditions on the buses which are conducive to the best interest of the pupils, including mental, moral and physical considerations, by implementing clear behavior expectations, anti-bullying measures, and student support systems.
- F. To promote a sympathetic public understanding of the entire transportation program, including safety, adequacy, efficiency and standards of service through regular communication with families and the community.
- G. To comply with all state laws, regulations and mandates including the New York State Education Department (NYSED) and Department of Transportation (DOT) requirements.
- H. To establish and review at least once a year the pickup and discharge points which are safest while considering changes in road conditions, student enrollment, and community input.

### II. Types of Transportation

In meeting and carrying out the above objectives, it will be necessary to provide the following types of transportation:

- A. Regular transportation for public, private, parochial, and students with disabilities, as required by New York State Education Law.
- B. Field trips for public school students, which are of an instructional nature, organized

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and supervised by a member of the instructional staff and conducted during the normal school day, evenings or holidays.

- C. Extracurricular transportation of a non-instructional nature for events which are conducted after normal school hours, during weekends and holidays.
- D. Summer transportation for students participating in extended school year programs (ESY), special education services, or other district-approved programs as required by law.

## III. Eligibility Requirements

All of the following distance criteria are to be determined by measuring from the legal residence of the pupil desiring transportation to the school of attendance using any device capable of such measurement over the nearest available public route.

- A. All students attending grades PreK-12 and are at least 4 years old, and reside not more than 15 miles from the school are eligible for transportation.
- B. Non-public school students (private and parochial) - Transportation services provided to public school pupils will be offered equally to all resident private and parochial school children in like circumstances, but not more than 15 miles from their home as per New York State law. Requests must be made to the Superintendent by April 1 of each year.
- C. Students with disabilities - Transportation services shall be provided as per a student's Individualized Education Program (IEP) or Section 504 Plan, in compliance with state and federal special education laws.
- D. McKinney-Vento Act: Transportation shall be provided for students experiencing homelessness as required under the McKinney-Vento Homeless Assistance Act, including transportation to their school of origin when in the student's best interest.
- E. Foster Care Students: Transportation shall be provided for students in foster care, in accordance with the Every Student Succeeds Act (ESSA) and state regulations, ensuring educational stability.

## IV. Routing

Bus routes are established under the direction of the Superintendent in cooperation with the transportation supervisor and/or contractor.

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- A. **Time Limitations:** Bus routes will be established so that no elementary or secondary pupil spends more than 75 minutes on a bus from the time of loading to the time of discharge. Efforts will be made to minimize ride times whenever possible, especially for students with disabilities.
- B. **Pickup and Discharge:** Students will be picked up and discharged according to the school day schedule adopted and approved by the Board of Education. Parents/guardians will be responsible for ensuring their child's timely arrival at the designated bus stop.
- C. **Bus Stop Safety:** Bus stops shall be designated based on safety considerations, including traffic patterns, road conditions, visibility, and student access.
- D. **Alternate Transportation Requests:** Parents/guardians may request alternate pick-up or drop-off locations within school district limits for childcare or custody arrangements, subject to district approval and capacity.
- E. **Use of District Buses by External Organizations:**
  - Community organizations and external groups using district facilities may request the use of district transportation services, subject to Board approval and compliance with district policies.
  - External organizations must ensure compliance with all state AED regulations if student-athletes or minors are present during transportation.

#### V. Student Conduct & Safety

- A. **Bus Rules & Expectations:** Students are expected to adhere to the District's Code of Conduct while riding the bus. Rules will be reviewed with students and parents at the beginning of each school year.
- B. **Driver Authority:** The bus driver has the authority to maintain order and ensure the safety of all passengers. Repeated violations of bus rules may result in suspension of transportation privileges.
- C. **Video & Audio Surveillance:** District buses may be equipped with video and audio surveillance for safety and security purposes. Recordings may be reviewed in the event of disciplinary incidents.
- D. **Emergency Preparedness:**

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- Bus evacuation drills will be conducted at least three times per year as required by New York State law.
- All transportation staff will be trained in emergency response procedures, including medical emergencies and evacuations.

#### VI. Review & Revisions

This policy shall be reviewed annually by the Board of Education to ensure compliance with changes in state and federal transportation laws and district needs.

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Waterville Central School District

Legal Ref: New York State Education Law (Sections 3635, 4401, 4402), McKinney-Vento Homeless Assistance Act, Individuals with Disabilities Education Act (IDEA), Every Student Succeeds Act (ESSA), New York State Vehicle & Traffic Law, NYS Department of Transportation (DOT) & Department of Motor Vehicles (DMV)

Cross-Ref: Policy 1004

Adopted: 02/79

Revised: 04/29/97, 07/08/14, 09/08/15, 04/29/25