

**Regulation 3541: Transportation Routes And Services**

**Status:** ADOPTED

**Original Adopted Date:** 11/04/2010 | **Last Revised Date:** 02/10/2026 | **Last Reviewed Date:** 02/10/2026

**Purpose**

Administrative Regulation 3541 serves as the district's Home to School Transportation Plan in accordance with Education Code 39800.1. The Governing Board shall review and approve this regulation annually on or before April 1 to maintain compliance with AB 181, AB 185, and state transportation funding requirements.

The Governing Board recognizes that home-to-school transportation is an optional service that a school district may provide pursuant to Education Code 39800. Transportation services shall be provided when required by state or federal law, including transportation specified in a student's individualized education program, transportation for homeless students, and transportation for foster youth attending their school of origin.

Transportation services provided beyond those required by law shall be implemented only when financially viable and sustainable within the district's budget that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the schools.

**Program Priorities**

Consistent with Education Code 39800.1, the district prioritizes transportation services in the following order:

1. Transportation required by law, including:
  - Transportation for students with disabilities as specified in an individualized education program or Section 504 plan.
  - Transportation for homeless students pursuant to the McKinney Vento Homeless Assistance Act.
  - Transportation for foster youth to attend their school of origin when determined to be in the student's best interest.
2. Low income and unduplicated pupils. These services are optional but must be prioritized in accordance with Education Code 39800.1 when transportation services are offered. The district prioritizes access for these students by providing transportation at no cost to students who qualify as socioeconomically disadvantaged through completion of the Alternative Income Verification form during annual registration and by subsidizing transportation routes serving those students.
3. Students who are reassigned by the district from their school of residence to another school due to capacity limitations, when the reassignment is not requested by the family. This is an optional transportation service. The district will make reasonable efforts, within operational and financial capacity, to support transportation access for these students.
4. Students in transitional kindergarten, kindergarten, and grades 1 through 6. These services are optional but must be prioritized in accordance with Education Code 39800.1 when transportation services are offered. The district prioritizes these grade levels by establishing shorter home to school eligibility distances and designing routes that increase access for younger students where operationally feasible.
5. Other eligible general education transportation services when financially viable. This is an optional transportation service.

**Transportation Eligibility**

Distance shall be calculated from the student's verified home address as recorded in the district's student information system to the school of attendance using a straight-line radius measurement determined through the district's geographic information system or other standardized measurement method established by the Superintendent or designee.

Students shall be eligible for transportation service to and from school if the distance between the student's home address and the school exceeds the minimum listed below:

Grades TK to 5: three-fourths (3/4) mile

Grades 6 to 8: three (3) miles

Grades 9 to 12: four (4) miles

This radius measurement establishes a consistent eligibility standard across the district. It is understood that actual walking or driving distances may be greater than the radius measurement, and the use of this method assumes that

real world travel distances will exceed the measured radius. This method shall be applied consistently to all students to ensure clarity, and administrative efficiency.

Students who voluntarily choose to attend a school other than their designated home school, including participation in school of choice programs, shall not be eligible for transportation services except where transportation is required by law.

Students reassigned by the district from their school of residence to another school due to capacity limitations, when the reassignment is not requested or chosen by the family, may be considered eligible for transportation services consistent with district priorities and financial viability.

### **Safety and Operational Exceptions**

The Superintendent or designee may authorize transportation below these eligibility limits when documented safety hazards exist that cannot be reasonably mitigated through standard routing procedures, when operationally feasible and financially viable. Crossing an active light rail line may be considered a safety hazard when determining eligibility for transportation services.

The district may provide additional routing consideration or adjusted eligibility thresholds for students attending Title I school sites when operationally feasible and financially viable to support access for students with higher levels of need.

### **Student Conduct and Transportation Privileges**

Students are expected to follow all district transportation safety rules, staff directions, and student conduct expectations while waiting at the bus stop, boarding, riding, and exiting the school bus.

Transportation services are considered a privilege and not a right, except where required by law. Unsafe behavior, disruption of the bus environment, failure to follow staff instructions, or misuse of transportation services may result in suspension or revocation of transportation privileges.

Transportation staff shall document behavioral concerns and communicate them to the student's school site administration for follow up consistent with district student discipline procedures. School site administrators are responsible for addressing student behavior concerns and determining appropriate corrective actions in coordination with the Transportation Department. Repeated or serious safety violations may result in temporary or permanent loss of transportation services.

### **Bus Stops**

Bus stops shall be established when there is a minimum of five eligible students assigned to a stop, unless otherwise determined by the Superintendent or designee based on safety, operational considerations, or financial viability. School bus stops shall be designated by the district in accordance with California Code of Regulations, Title 13, Section 1238, and applicable California Highway Patrol school bus safety guidance.

Students shall use only the bus stop assigned by the Transportation Department. Students are not permitted to board or exit at alternate bus stops unless authorized by Transportation staff. Alternative bus stops, variable stops, or temporary stop changes are not available. Students are provided access only to their assigned pickup and drop off location.

Bus stop assignments are determined based on safety requirements, California Highway Patrol regulations, route efficiency, student capacity limits, and operational considerations. Final determination of bus stop locations and assignments rests with Transportation Department staff. Failure to follow assigned bus stop procedures or Transportation Department directions may result in suspension or revocation of transportation privileges.

Due to operational capacity, staffing availability, routing limitations, and financial considerations, transportation services may be limited. Eligible students may be placed on a waitlist or may not be offered service each year. As an optional program, transportation services must be balanced against the district's overall fiscal condition and the educational needs of all students.

The Transportation Plan and the financial sustainability of the transportation program shall be reviewed annually through the Superintendent's Budget Advisory Committee to help recommend available funding levels and service capacity.

The Superintendent or designee shall communicate in writing to parents and guardians regarding bus routes, schedules, stops, and program availability.

### **Services**

With the Governing 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 be for the benefit of students (Education Code 39860)
4. District employees, parents/guardian, and adult volunteers 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 center or program (Education Code 39807.5, 41850)
7. Student 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)

### **Fees**

The transportation fee shall be waived for students who qualify as socioeconomically disadvantaged through completion of the district's Alternative Income Verification form as part of the annual student registration process, consistent with Education Code 39807.5.

Current transportation fee rates shall be posted on the district's Transportation Department webpage. Transportation fees charged to families cover only a portion of the total cost of operating the transportation program. The program requires a significant ongoing subsidy from the district's General Fund, as fee revenue is not sufficient to cover operational costs such as staffing, fuel, maintenance, routing, and equipment replacement. To help offset this structural funding gap, the Governing Board may periodically review and adjust transportation fee rates, including potential annual increases, to mitigate the General Fund impact.

Payment of a transportation fee does not guarantee ridership or assignment to a transportation route. Transportation services are confirmed only after a transportation pass has been issued by the district. If transportation service cannot be provided after payment has been received, the transportation fee shall be refunded.

If a student withdraws from the district or moves outside of the service area during the school year, transportation fees shall be prorated on the quarterly basis remaining, and any eligible refund shall be issued if requested.

### **Transportation Services Required by Law**

The district shall provide transportation services required by law. When transportation responsibilities involve multiple districts or agencies, the Superintendent or designee shall coordinate cost sharing and service responsibilities as required by law.

### **Consultation and Annual Review**

This regulation and transportation plan shall be reviewed annually with the Superintendent's Budget Advisory Committee to gather input from classified staff, teachers, school administrators, parents, and pupils. District staff shall also consult with regional local transit authorities, local air pollution control districts, and air quality management districts to ensure compliance with Education Code 39800.1 consultation requirements.

The Transportation Plan shall be presented for adoption by the Governing Board at a public meeting with the opportunity for public comment.

### **Transportation Funding**

Pursuant to Education Code 41850.1, beginning in the 2022-23 fiscal year and each fiscal year thereafter, the district may receive a transportation allowance equal to 60 percent of reported home to school transportation expenditures from the prior year as reported in Function 3600 of the Standardized Account Code Structure,

excluding capital outlay and nonagency expenditures and adjusted for transportation add on calculations.

The district shall comply with audit requirements related to transportation funding, including adoption and annual review of this Home to School Transportation Plan. The district shall report transportation program data annually to the California Department of Education, including ridership, miles driven, expenditures, number of students transported, and demographic characteristics of transported students.

### **Implementation**

The Superintendent or designee shall implement this regulation and transportation plan, including the design of routes and stops that promote student safety, operational efficiency, and responsible use of district resources.

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