

Operational Services

Transportation

Member Districts shall be responsible for the transportation of their own students to and from SEDOL programs. SEDOL will be responsible for field trips, mobility trips and one leg of any midday prevocational trip as needed to meet the needs of the SEDOL program.

The student's home District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the home school Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the home District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the home district Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the home District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the home school Superintendent or designee and shall be altered only with the home school Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The SEDOL Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

District-Owned Vehicles

The Executive Board recognizes that SEDOL has a need for vehicles to facilitate the efficient operation of the District. Management of District-owned vehicles is the responsibility of the Superintendent. In assigning this responsibility, the Executive Board provides the following guidelines relative to the use of vehicles:

1. Vehicles are to be utilized for District purposes.

2. Vehicles may be utilized for material, equipment and furniture delivery for SEDOL programs.
3. Vehicles may be utilized to transport students with administrative approval and driver attainment of proper bus permit documentation.
4. Every special purpose vehicle or school bus used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

Pre-Trip and Post-Trip Vehicle Inspection

The SEDOL Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Use of Private Vehicles on District Business

The Executive Board recognizes the need for some district employees to use their own vehicles for District purposes.

1. To be reimbursed for using a private vehicle for District purposes, the employee must have authorization of the Superintendent or designee and attainment of proper bus permit documentation.
 - a. This authorization may be in the form of standing authorization for employees who use their cars regularly.
 - b. For all special trips involving students, special authorization must be obtained in advance for the specific trip from the Superintendent or designee.
2. No school employee may transport students in private vehicles unless authorized by the administration and attainment of proper bus permit documentation.
3. No student shall be sent on school errands with his or her own automobile, an employee's automobile, or a District-owned automobile.
4. Staff using private vehicles shall be reimbursed by the District at the approved per mile rate.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816,
5/12-821 and 5/13-109.
23 Ill. Admin. Code §§ 1.510 and 226.750; Part 120.
92 Ill. Admin. Code §Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 7:220 (Bus
Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip
Inspection; Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules),
4:170-E3 (Emergency Medical Information for Students Having Special Needs
or Medical Conditions Who Ride School Buses), 6:140-AP (Education of
Homeless Children)

DATE: September 23, 2004

REVIEWED: January 23, 2020; May 27, 2021; March 24, 2022; April 23, 2026

REVISED: February 26, 2008; June 26, 2008; November 17, 2010; April 26, 2012;
October 22, 2015; May 24, 2018; June 27, 2019; May 27, 2021