

General & Special Education Transportation Services Guidelines For Students and Parents

General Education

• Eligible Students

- School Districts are required by law to provide free transportation for students residing one and one-half (1.5) miles or more from any school to which they are assigned for attendance as their home school.
 - **Educational Program:** General education students attending other programs, such as Dual Language, at a different school, are not eligible for free transportation if they live 1.5 miles or less from the serving school.
 - **Primary Address:** Divorced parents must select a primary address within the school boundaries as their permanent address.
 - **Day Care:** Free transportation to a daycare or sitter's house located 1.5 miles or more from the attending school is only granted to eligible students who qualify for free transportation. Bus routes do not serve all childcare facilities or neighborhoods, and the facility must be located within the student's assigned school boundary.
 - **Permissive Transfer:** *Permissive Transfer Students* are not eligible for free transportation or paid services.
 - **Pay Ridership:** Students not eligible for free transportation may pay a fee, provided there is an available route, on a space-available basis, and if the bus route is within 0.5-1.5 miles, as established by the Board of Education.
 - **Special Transportation:** Students with special education needs shall be provided transportation as outlined in their Individualized Education Program (IEP).

• Student Responsibility

- **No eating or drinking on the bus!!**
Please keep in mind that we have students who ride these buses who are highly allergic to some foods.
- Follow the driver's instructions and recommendations.
- Keep the noise level down; no yelling or screaming.
- Violence of any type is prohibited.
- Keep your hands, feet, and objects to yourself.
- Remain seated and facing forward at all times.
- No bullying or harassment.
- Keep your head and arms inside the bus.
- Do not write on, litter, or damage the bus.
 - Consequences:
 - Verbal warning from the driver
 - A written warning will be given to the School Principal
 - Possible suspension from bus privileges

- **Bus Stops Regulations**

- **AM Pickup:**

- Students must arrive at the designated bus stop at least five minutes before the posted pickup time.
 - All students must be visible and outside their homes or buildings, waiting for the bus to arrive.
 - Drivers will continue the route if students are not visible at the assigned bus stop location at the designated pickup time.

- **PM Drop Off:**

- The estimated drop-off times provided to parents and students are subject to change based on when the bus leaves the school, traffic conditions, and other factors that may affect the route's smooth operation.
 - Parents, guardians, or authorized adults must be present at the bus stop to receive a Kindergartener or Preschooler from the bus. We request to arrive at the stop five minutes before the estimated drop-off time.
 - Daycare personnel must be visible and outside waiting for any Kindergartener or Preschooler to be released from the bus.

- **Bus Route Length:** The Number of bus stops and the route's length are subject to change during the school year as new students are added to current routes.
 - **Absent From School:** Parents are encouraged to inform the Transportation Office when their child will not be utilizing bus services.

- **Assigned Bus Route**

- **Students' Assigned Bus Route:** Students must board only their assigned bus, unless there is a family emergency requiring a temporary change for safety; no exceptions are permitted. Parents or guardians must arrange any necessary alternate transportation.
 - **Safety Rationale:** Adhering strictly to assigned routes is a vital safety protocol. This ensures student well-being and allows the district to maintain accurate passenger manifests at all times.
 - **Driver Authority:** Drivers are strictly authorized to deny entry to any student not specifically listed on their official route sheet.
 - **Emergency Exceptions:** Boarding a different bus is only allowed in emergencies with prior school authorization. Parents are required to request this permission via email to the school office.
 - **Required Documentation:** To board an alternate bus, students must present an approved emergency change permission slip directly to the driver.
 - **Removed From Route:** If a student does not show at the bus stop for two consecutive weeks, the student is automatically removed from the route. Parents can request that services resume when it is convenient for the student.

- **Drivers' Responsibility**

- Drivers are not authorized to make changes to bus stops.
 - Drivers are not authorized to make special arrangements with parents.
 - Drivers are authorized to deny entry to the bus to any student not listed on the route sheet.
 - Drivers are authorized to deny entrance to the bus to any parent or guardian. This is a safety protocol.
 - Drivers are to communicate any concerns regarding students to the Transportation Office.
 - Drivers must provide a written report of any inappropriate student behavior during the ride.
 - Drivers are to report and return any item left on the bus by the student.
 - The bus company reserves the right to assign permanent seats.

- Request For Bus Services

- No bus requests will be accepted for any route changes during the two weeks preceding and the two weeks following the start of the new school year.
- Any new transportation requests will be processed after the first two weeks of school.
- The school will provide families with bus route information for any new eligible students.
- When a change of home address occurs, parents must provide proof of residency before any changes to transportation are made.
- Any request to modify a student's current bus schedule requires parents to fill out a *Transportation Request Form* and return it to the school's administrative assistant or email it to transportation@nssd112.org.
- Parents must notify the Transportation Office if the student will be absent from the bus stop for a week or more.
- A Transportation Form must be submitted annually for any pickup and drop-off locations other than the home address. The Transportation Office must receive the request before July 1 of the incoming school year.

- Late Buses

- Bus service for after-school activities is provided by the School District and is available to all students, as per Board of Education Policy. Routes can be 1 hour long.

- Additional Notes

- Parents can email the Transportation Office if their student is "Opting Out" of Transportation.
- A bus route letter is sent to parents/guardians 10 days before school starts.
- No changes allowed to routes 2 weeks before the first day of school.
- Any lost items can be reported to the Transportation Office via email at Transportation@nssd112.org.
- Special bus route arrangements between the parents and the drivers are not allowed.

BUS COMPANY IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Special Education

- Eligible Students

- Special education transportation is determined as part of a student's Individualized Education Program (IEP).
- Special education transportation is provided when a student's home and attending school are different, due to the student being placed in a program that is not at their home school.

- Stops Regulations

- **AM Pickup:**
 - Students must be ready at home or at an alternative location at least 5 minutes before the posted pickup time.
 - Van will arrive at the student's home and wait for the student to come out for no more than three minutes, if necessary.
 - Parents are responsible for securing the student's seat belt, car seat, or any equipment that ensures the student's safety.
- **PM Drop Off:**

- The estimated drop-off times provided to parents and students are subject to change based on when the vehicle leaves the school, traffic conditions, and other factors that may affect the route's smooth operation.
- Parents, guardians, or authorized adults must be present at the stop to receive a Kindergartener, preschooler, or any other student who requires special transportation.
Please arrive at the stop five minutes before the estimated drop-off time.
- Daycare personnel must be visible and outside waiting for the student to be released from the van.
- **Vehicle Route Length:** The Number of stops and the route's duration are subject to change during the school year as new students are added to current routes.
- **Absent From School:** Parents are encouraged to inform the Transportation Office when their child will not be utilizing van services.