Student Transportation Regulations

Students are eligible for transportation as outlined in policy 8412. The policy also outlines modes of transportation provided to students in grades 9-12 (public carrier or yellow bus).

Mileage Determination for Transportation: The District follows NYS mileage limits for eligibility for transportation: grades K-8, more than two (2) miles from student's residence to school; grades 9-12, more than three (3) miles from student's residence to school and Transportation will be provided for each such child up to a distance of fifteen (15) miles. The District will use the shortest distance, utilizing private roads with landlord consent and publicly maintained routes, including footpaths through publicly maintained parks and property, to measure mileage. The distance will be measured from the nearest road to the student's house to the nearest road by the school. Although in some instances a bus may enter a school's grounds, this distance will not be used for measurement purposes for transportation mileage eligibility.

Eligibility for Nonpublic School Transportation: All requests for transportation to nonpublic schools must be received via online application form located on the District website on or before April 1 of the school year preceding the school year for which transportation is being requested. If more than one school is in consideration the family must complete an application for **EACH** school under consideration and inform the transportation department as soon as the child is accepted as to which school s(he) will be attending. In the event a family moves into the District after April 1, they must show proof of residency and apply for transportation within 30 days of moving into the District. Students who are eligible for special transportation through an IEP, 504 plan or otherwise as determined by Student Support Services do not need to apply for transportation.

Modes of Transportation:

- **Students in grades K through 8** who meet the requirements for transportation will be transported to their school via yellow bus. The District will decide on the yellow bus company and when economically feasible may contract with a neighboring district or a consortium to provide such service.
- **Students in grades 9-12** who meet the requirements for transportation will be transported to their school via public carrier including but not limited to Bee Line Bus and Metro North **or** yellow bus. The policy will dictate which modes of transportation are available at District expense to each student. If a student is not eligible for a yellow bus but is eligible for transport at District expense by a public carrier, the parent may request either a Bee Line bus pass or a Metro North train pass when either option exists, if the cost is substantially equivalent. If only one mode of transportation is required, the District will provide only one transit pass per month. In the event 2 modes of public transportation are required, the District will provide passes to both.

- **Notification of eligibility:** All families will be notified as soon as practicable in the month of August as to eligibility for transportation and, if eligible the type of transportation (public carrier, yellow bus or yellow bus due to vacant seats).

- **Vacant seats on yellow buses:** Students who are eligible for public carrier in accordance with policy 8412 may be given the opportunity to be transported by yellow bus if on an existing or similar route, including them on the yellow school bus will not increase cost, require additional buses or add a significant amount of time to the route. The District will use the following criteria to assign vacant seats on yellow buses:
    - Vacant seats will be offered to siblings who would otherwise be on the same bus, (similar start/end times). In the event there are more siblings on a route than vacant seats, the District will use birthdate (month, day, year) assigning vacant seats to the youngest siblings first.
    - If there are no siblings or all the siblings are provided a vacant seat and additional vacant seats are available, the District will offer vacant seats to other students traveling to the same school, assigning vacant seats to the youngest students first, using birthdate (month, day, year).
    - The District reserves the right to ask for proof of birthdate prior to assigning vacant seats.
    - The District reserves the right to reassign a student riding the yellow bus due to "vacant seats" to public carrier if a situation arises during the school year that will require the District to hire a larger or an additional yellow bus. If a child is reassigned to public carrier the District will provide bus passes based upon the policy and regulations. In the event a child is eligible for a vacant seat but the family turns down this option, the District will only pay for transit passes if another child is able to fill the vacant seat.
    - A seat is not considered to be a vacant seat if it is assigned to a child and a child elects not to ride the bus on a daily basis. The District must receive a letter in writing from the parent that their child(ren) are waiving their right to ride the school bus for the school year.

Public Carrier Calculations: The District will use a variety of options to calculate whether children in grades 9-12 are eligible for public carrier passes or yellow bus service under the policy guidelines. The transportation department will use electronic scheduling programs, Transfinder or similar transportation software, site visits, paper bus/train schedules as applicable, discussions with Bee Line Bus, Metro North or other applicable transportation providers, and physical examination of bus stops and routes. If at least one route meets the guidelines for public carrier the child will be assigned to public carrier and will be provided transit passes at District expense. It is the parents' responsibility to determine the best route and times for their child.

Routes are calculated in the morning from the time the student leaves their home to the time they arrive at school. Walking times and waiting times for transfers, if applicable, are included in the calculation.

Routes are calculated in the afternoon from the dismissal time to the time the child arrives home.

Walking times are calculated using a variety of electronic sources and may not be representative of each child's actual walking time.

Transit Pass Distribution:

- **Metro-North passes** are distributed once a month. Students or their parents must pick up their passes at the Business Office at 1000 West Boston Post Road, Mamaroneck NY 10543 during the last week of the month. Passes must be signed for and will not be mailed.
- **Bee Line Bus passes** must be picked up and signed for by a parent or student twice a year, in late August/early September for the period covering September through January and in late January for the period covering February through June. Parents are required to notify the transportation department in writing if they will no longer be using the Bee Line Bus pass after distribution.

The District will not reimburse families for transit costs in lieu of providing passes, nor if students or their parents incur expenses as a result of their failure to pick up their pass in a timely manner.

Late Applications: Late applications will only be honored if there is room on a yellow bus and there is no additional cost to the District, does not require additional buses or add a significant amount of time to the route. Empty seats will be assigned to "on-time" applicants before any consideration will be given to late applications. By law, transit passes cannot be provided to students who file a late application. The District reserves the right to remove late applicants from the bus assignments for students who move into the District and "on-time" applicants.

Students Who Move Into the District: Students who are new residents to the District and require transportation to non-public schools have 30 days from the time they move into the district to apply for transportation. After 30 days such an application will be deemed "late" and the late application procedure set forth above will apply.

Appeal Process for All Transportation Issues: In the event there is a concern about any of the decisions made by the transportation department, the following process should be followed in the order indicated: First contact the transportation department at transportation@mamkschools.org or 914-220-3028 and speak to the supervisor of transportation about your concern.

- If you are unable to get a satisfactory resolution, then contact the Assistant Superintendent for Business Operations in writing either via-email at swallach@mamkschools.org or via mail to Sylvia Wallach 1000 West Boston Post Road Mamaroneck, NY 10543 Said contact with the Superintendent for Business Operations must occur within ten (14) calendar days of the decision from the Transportation Department.
- If you are still unable to get a satisfactory resolution, then contact the Superintendent of Schools within 14 calendar days in writing either via e-mail at districtclerk@mamkschools.org or via mail to the Superintendent of Schools, Mamaroneck UFSD, 1000 West Boston Post Road Mamaroneck, NY 10543
- If you are still not satisfied with the resolution, then you may contact the Board of Education within 14 calendar days through the District Clerk , in writing either via-mail at districtclerk@mamkschools.org or via mail to District Clerk, 1000 West Boston Post Road Mamaroneck, NY 10543.
- Finally, you have the right to appeal the final decision with the Commissioner of Education within 30 calendar days of the Board of Education's final decision. Information will be provided upon request.

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