

Administrative Policies and **Procedures**
Series: 6000 – Administrative and Management
STUDENT WALKING DISTANCES: 6605P

Transportation will establish consistent criteria for determining student eligibility for transportation services based on distance, safety, and individual student needs.

Procedure

A. Distance Eligibility

1. The District shall provide transportation services, within available resources, to students who reside more than one (1) radius mile from their assigned neighborhood school.
2. Distance shall be measured as a straight-line radius from the student's residence to the school using district-approved mapping tools.

B. Safety Route Eligibility

1. Students residing within one (1) radius mile of their assigned school may be eligible for transportation if their walking route is determined to be hazardous.
2. Hazardous walking routes shall be evaluated in accordance with Washington State Office of Superintendent of Public Instruction (OSPI) guidelines.
3. Factors considered in determining hazardous conditions may include, but are not limited to:
 - a. Traffic volume and speed
 - b. Roadway design and visibility
 - c. Lack of sidewalks or safe pedestrian pathways
 - d. Intersection and crossing conditions
4. Routes that meet state hazard criteria shall be designated as Safety Routes.
5. Students assigned to a Safety Route shall be eligible for transportation service, as feasible.

C. Safe Walk and Bike Routes (Elementary)

1. In accordance with WAC 392-151-025, the District shall identify and develop safe walk and bike routes for elementary school students who walk or bicycle to and from school.
2. The Transportation Department shall collaborate with local jurisdictions, schools, and safety officials, as appropriate, to identify recommended routes.
3. Safe walking and biking route maps shall be developed for each elementary school and made available to families.

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4. These maps shall identify preferred routes, crossings, and safety considerations to support student safety.
5. The District shall review and update safe walk and bike route maps at least once every two (2) years, or more frequently if conditions change.
6. Route information shall be communicated to families through the district website and school communications.

D. Students with Disabilities (IEP Transportation)

1. Transportation shall be provided as a related service when required by a student's Individualized Education Program (IEP).
2. Eligibility for transportation under an IEP is not subject to distance limitations.
3. Transportation services shall be determined by the IEP team based on the student's individual needs, safety, and access to educational services.

E. School Choice / Out-of-Area Enrollment

1. Students attending a school outside of their assigned attendance area at parent/guardian request are not eligible for district-provided transportation.
2. Parents/guardians are responsible for transporting students to and from the school of choice unless otherwise required by law or placement.

Implementation

A. Eligibility Determination

1. Transportation Services shall:
 - a. Verify student residence
 - b. Calculate distance eligibility
 - c. Apply safety route determinations
2. Eligibility shall be reviewed every two years and updated as necessary.

B. Safety Route Review

1. Safety route evaluations shall be conducted:
 - a. In accordance with state requirements
 - b. When conditions change or concerns are reported

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2. Documentation of all evaluations shall be maintained by Transportation Services.

C. Communication with Families

1. The District shall provide families with transportation eligibility information prior to the start of the school year when possible.
2. Information shall be available through:
 - a. District website
 - b. Student and family handbooks
 - c. Direct communication from schools or Transportation Services

D. Appeals Process

1. Parents/guardians may request a review of a transportation eligibility decision by submitting a written appeal to the Executive Director of Transportation Services and the Chief Finance & Operations Officer.
2. Appeals shall include:
 - a. Student name and school
 - b. Description of the concern
 - c. Any supporting documentation
3. The District shall review the appeal and provide a written response within five (5) school/business days.
4. The decision of the District shall be final.