

## **Student Transportation Services\*\***

### 1. Bus Routes and Bus Stops

The superintendent, director of facilities and maintenance or coordinator of transportation shall regulate the positioning of bus stops within the district. The department of transportation will follow procedures for designation or changes of bus routes as dictated by Oregon law, Oregon Department of Education and district policy. Only those bus stops shown on the approved bus schedule will be used.

Bus routes will be developed that provide service to students and schools and be cost effective for the district. Buses will operate on adequately maintained public roads. Private roads will only be used to provide necessary turnarounds, and only with the owner's written permission.

Routes will not be extended to include spur or dead-end roads unless: (a) the bus stop is more than one mile from existing route; (b) an adequate turnaround exists; and (c) it is more cost effective than contracting with the parent/guardian to transport to an existing bus stop.

Bus loading zones at schools shall be supervised by appropriate school staff.

Kindergarten students will not be released unless an adult is at the stop to accept them; if no one is at the stop, the student will be returned to his/her school; and, if no one is at the school, the student will be transported to the police department in the school's respective area. The exception will be South Area Kindergarten students. Those who are not greeted by a parent or adult at their drop off point will be returned to the school. If there is no one at the school, the student will be transported to the literacy center. This practice will be reviewed annually and amended if needed.

### 2. Seating Arrangements

A seat that fully supports each student will be provided at all times. A child four or five years of age or who weighs between 40 and 60 pounds, regardless of age, shall be properly secured with a child safety system that meets the minimum standards and specification requirements of law. A district vehicle over 10,000 pounds or equipped with a lap belt only is exempt from child safety system requirements. Seating capacity will be in compliance with vehicle design and student grade levels.

### 3. Special Drop-Off Arrangements

The department of transportation has established guidelines and procedures for special drop-off arrangements. All requests for "special drop-off arrangements" will be approved by the building administrator. Under no circumstances shall requests for special arrangements involve changing the

regular routes, using unapproved stops, cause the bus to be overloaded or in any way affect the safe operation of the bus. Transportation will notify the building administrator if a bus is approaching capacity, allowing notice to parent. (Specific departmental operating procedures are included in the Department Operating Procedures relating to T-3 and T-4 forms.)

4. Cargo Restrictions for School Buses

Baggage will be allowed only if students can hold the item(s) they are carrying. Students will be refused passage if the item requires extra seating space or must be left in the aisle.

No large “boom boxes,” cassette and CD players are allowed; Walkmans are allowed only if the driver does not hear them.

Large musical instruments, oversized equipment/uniform baggage, skateboards, roller blades, scooters (must be in bags) and other bulky items will not be allowed unless arrangements have been made and approved by the transportation department in advance.

5. Food/Beverage Restrictions

Consumption of food or beverages to and from school is prohibited. Consumption of food or beverages on trips other than home to school must have prior approval of the transportation department.

6. Bus windows

Windows on buses can be let down two notches only.

7. Other Students

Under ORS 332.415, when the district provides transportation for students attending public schools, parochial, private or public charter school students attending under compulsory attendance laws who live along approved bus routes are entitled to the same rights, benefits and privileges for transportation as provided for public school students. These do not include deviations from established routes or stops.

8. Student Variances

Parents will be responsible for students attending schools other than the school in their attendance area. Students may ride if space is available and no stop or route changes are required.

9. Adult Bus Passengers

Permission may be granted for teachers, other staff, parents or volunteers to ride the bus if space is available and no stop or route changes are required. Approval from the coordinator of transportation must be given in advance. A written request must be submitted to the building administrator or

appropriate district administrator (superintendent, director, etc.) for approval.

10. Transportation Required by the No Child Left Behind Act of 2001 (NCLBA)

Transportation will be provided to a student in a school receiving Title Ia funds to attend a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a school that has not been identified for improvement, corrective action or restructuring. The obligation of the district to provide transportation will terminate at the end of the school year if the school from which the student transferred is no longer in school improvement.

In the event all other district schools a student may transfer to have been identified as in need of improvement, corrective action or restructuring or there is no other district school to which the student may transfer<sup>1</sup>, the district shall, to the extent practicable, establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided for in accordance with the agreement<sup>2</sup>.

The district may also provide transportation using federal funds<sup>3</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>4</sup> out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

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<sup>1</sup>If there are no district schools to which students can transfer because: (1) all schools at a grade level are in school improvement; (2) there is only one school in the district; or (3) the rural or isolated nature of the school district prevents choice, the district must notify the parents that the student's school has been identified for school improvement but that no choices are currently available.

<sup>2</sup>Interdistrict transportation under NCLBA does not appear to be a district responsibility. Districts should consult with their attorney.

<sup>3</sup>Federal funds means funds available through Title IV, Part A, and Title V, Part A.

<sup>4</sup>If there is not another school in the district to which students can transfer, districts are encouraged, but not required to, explore other appropriate options, i.e., an agreement with a neighboring district.

## 11. Contract with Individuals for Student Transport

The district will contract with individuals to transport students for special education programs and under certain circumstances when bus transportation is not provided.

### **Students with Disabilities/Home-to-School**

The district has the responsibility to provide transportation for students with disabilities. All policies and procedures related to the provision of transportation for non-disabled students apply to students with disabilities, except as noted below or that are shown to be a hardship on the individual student. The special programs department and department of transportation will be responsible for approving any exceptions to the regular transportation program. The district is responsible for providing transportation from home to whatever program site the student is enrolled in, and back home. If a parent requests that the student be picked up or dropped off at another location besides home or program site, every effort will be made to consent to the request, however, the district is not obligated to do so.

#### 1. Eligibility for Special Services

- a. Students are eligible for special services to and from school if they are certified disabled and the school is indicated on the IEP as the official placement.
- b. The same distance requirements for transport apply to students with disabilities unless their disability interferes with the student's ability to walk to and from school.
- c. Preschool-age students may be transported to and from school if they are officially placed in a district or state-operated program (e.g., regional programs, Early-Intervention, Headstart).

#### 2. District/Driver Responsibility

The district's responsibility for students begins when the student is picked up and ends when delivered at the end of the day. The bus driver is responsible for students while they are on the bus. The driver is never to leave a student unless the student has been delivered to someone who accepts responsibility for the student.

#### 3. Student Conduct and Discipline

Students with disabilities are expected to follow the Student Code of Conduct and Board policy relating to student transportation if their condition allows. Consequences for violations will be determined after consulting with the appropriate personnel, parent and student services.

#### 4. Arrival and Departures

Students with disabilities are expected to maintain the same schedule as others riding the bus, unless other arrangements have been made to meet a student's individual program. Every effort will be made to maintain a reasonable time schedule to and from school.

5. Special Equipment Needs

The department of transportation and student services will determine the equipment needs for transporting students with disabilities (e.g., type of bus, infant seats, harnesses, etc.).

6. Special Arrangement Requests

The department of transportation has established guidelines and procedures for special arrangements. All requests for “special arrangements” (other than home-school-home) will be reviewed by the department of transportation and student services if vehicles, personnel and funds are available. Any deviation from the regular schedule must be submitted in writing to the building administrator and communicated to the department of transportation in advance of change being implemented.

7. Initiating/Changing Service

All transportation requests, changes in routes, bus stops or schedules must be in writing or communicated directly to transportation. Service will not begin until transportation has the necessary information. All student information necessary to safely transport the student must be provided to transportation. Every effort will be made to maintain student confidentiality. When requesting placement, enough lead time should be given transportation for appropriate route development.

8. Discipline

Special education students will be disciplined in accordance with Board policy JFC - Student Conduct.

**Transportation Other Than Home-to-School**

The district and the Board believe it is the responsibility of the district to provide students with an educational environment in which maximum growth is attained utilizing a variety of teaching methods and providing programs to meet students’ special needs and interests. To achieve this, the district believes that learning takes place beyond the four walls of the classroom.

It is recognized that by encouraging instructional activities outside the classroom various factors such as safety, cost, insurance and student supervision become more complex. These factors must therefore be weighed against the potential educational outcomes.

1. Trip Authorization

Trip authorization will not be granted unless the department of transportation receives the written request 10 days prior to the trip. The only deviation that shall be made from this rule will be by the verbal approval from the coordinator of transportation or the director of facilities and maintenance.

In the event of trip cancellation, the building administrator must provide the department of

transportation sufficient time to cancel the bus service. “Dry run” costs will be charged against the offending building supply budget.

2. Rooter Buses

Rooter buses will be scheduled for league games only. Requests for state playoffs must be negotiated with the department of transportation. Adequate budget will be the primary consideration. The district will charge the same rates for rooter buses as for any other special trips, including field trips or athletic events. Therefore, rooter buses will be charged at the prevailing rate for that type of service.

If a building does not request a rooter bus for a league game trip, they may negotiate with the department of transportation for an important non-league game. Total costs for the regular season shall not exceed the total budgeted for the building.

3. Non-school Activity Use

The superintendent or designee may authorize the use of district buses for non-school activities, including emergency and non-emergency situations. Non-emergency use would require the organization/agency to reimburse the district for the actual costs of the bus and driver. These uses would only be authorized in the absence of appropriate public passenger carriers and would require that the “School Bus” sign be covered and an appropriate “Trip Permit” be obtained from the Department of Motor Vehicles.