

## Policy Information

### Series 05000 - Support Services

#### 5400 Transportation Services

#### Transportation of Students

Policy # 5402

#### Definitions

As used in this Policy and other Board Policies relative to transportation, the term “contractor” or “contractors” shall mean those contracted by the District to provide transportation services to the District. Said contractors, and their drivers and other employees, are independent contractors and are not employees of the District.

As used in the Policy and other Board Policies relative to transportation, the term “bus stop” is used as a general term that is intended to include any stop that is made by a contractor’s vehicle, regardless of whether said vehicle is a bus, van, or other vehicle.

#### General Provisions

Transportation for students shall be provided in accordance with applicable law and District Policy.

Generally, bus stops will be spaced approximately ¼ mile apart.

The District shall contract for transportation services to transport students to and from school and for field trips and co-curricular activities (as this term is defined in Policy 5420) in accordance with Policy Nos. 5405, 5415 and 5420.

The District shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.

The District shall transport students in accordance with the student’s individualized education plan (IEP) and applicable law.

The District shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.

Except as otherwise provided herein or by applicable law, the District shall transport eligible students only to and from their primary residence, as determined by applicable residency laws.

#### Daycare or Other Care Provider

The District will consider requested changes to an assigned bus stop that are made by working parents/guardians who have a daycare arrangement or other care provider arrangement for their child. An approval would require that the child be picked up and/or discharged at the same bus stop each school day. Students can be assigned to bus routes only within the attendance area in which the student resides or the attendance area to which the student is

assigned in accordance with Policy 10102 (if this is different than the attendance area in which the student resides). Requests for student pick-ups and/or discharges from a daycare facility or other care provider site for less than five (5) days per school week will not be granted. All requests must be submitted to the building principal in writing by utilizing the form designated by the District, at least 3 days in advance of the requested change and must be approved by the District's Manager of Transportation.

#### Emergency Situations

Changing a student's assigned bus stop in emergency situations will be handled on a case-by-case basis. An emergency is defined as: a serious situation or occurrence that happens unexpectedly and demands immediate action. Changes to an assigned bus stop due to an emergency situation will not be honored on a frequent (monthly or weekly) basis, shall cease upon the resolution of the emergency situation, and accommodations can only be provided when there is available space on the effected vehicle. In the event that a parent or guardian feels that an emergency situation is present, the parent or guardian shall contact the building principal, who will then notify the transportation office of the emergency-based request. Whether a situation constitutes an emergency shall be determined at the sole discretion of the District's Manager of Transportation.

#### Parental Responsibility

Parents/guardians shall assume responsibility for their child after the child has exited the contractor's vehicle at any bus stop and, if requested, shall provide assurances to the administration's satisfaction that the student would not be placed in a dangerous situation if dropped off at a particular bus stop.

#### Student Discipline

The driver shall be responsible for the discipline of students while they are being transported in accordance with applicable District policy, procedures, and contractual provisions. The driver shall immediately notify the building principal of any disciplinary infraction.

Transportation provided by the District is a privilege not a right. This privilege may be suspended if any student misbehaves on the contractor's vehicle. When this privilege is suspended, the responsibility of transporting the child must be assumed by the parent/guardian. The loss of riding privileges does not excuse a student from attending school.

#### Delegation of Responsibility

The Superintendent or his/her designee shall be responsible to:

1. Establish administrative procedures consistent with this Policy.
2. Establish administrative procedures to ensure compliance with 22 Pa. Code §23.4 (pertaining to the Board's responsibilities relative to routes, drivers, etc.).
3. Establish administrative procedures that specify the number of chaperones to accompany students in connection with school-related activities and field trips.

4. Prepare a District map or schedule indicating each stop and route.
5. Maintain records and required reports regarding school transportation.
6. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the District.

**Policy References:**

Legal References:

School Code - 24 P.S. Sections 1331, 1361, 1362, 1365, 1366, 1374, 2541, and 2542

State Board of Education Regulations - 22 PA Code Sections 15.1 et. seq., 23.1, 23.2, 23.3, 23.4, and 23.6

State Department of Transportation Regulations - 67 PA Code Sections 212.101 and 447.1 et. seq.

Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations - 49 CFR Part 37, Part 38

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