

Eugene School District 4J

Administrative Rules

Code: EEA-AR

Dated: 8/6/2019

Transportation Services

Transportation services will be provided in accordance with all applicable state and federal laws and regulations pertaining to student transportation, applicable Eugene School District policies, and these administrative rules.

1. Transportation Eligibility

Transportation will be provided to elementary students who live 1 mile or more from their neighborhood school and middle school students who live 1.5 miles or more from their neighborhood school, as established by ORS 327.043(1).

Transportation will also be provided when the student's primary address is covered by a State-approved Supplemental Plan. High school students who live more than 1.5 miles from a Lane Transit District (LTD) stop will be provided school bus transportation. In most cases school bus service is provided only to students attending their neighborhood school. Bus routes travel only within a school's attendance boundary. School choice and transfer students may use existing bus services if space is available; otherwise families must provide their own transportation.

2. Allowable Travel Time

Students eligible to receive transportation services whose primary address is within the Eugene School District attendance boundaries will normally have travel times from their assigned bus stop to their assigned school of 60 minutes or less.

Students placed in special programs, or students whose primary address is outside the Eugene School District attendance boundaries will normally have travel times from their assigned bus stop to their assigned school of less than 90 minutes.

Exceptional circumstances, as determined by the district's Director of Transportation, may require travel times that exceed these parameters.

3. Bus Stops

Students eligible to receive transportation services will be assigned to a group bus stop established by the district. Bus stops shall be located to support the overall safety and efficiency of the transportation system. Students up to grade 5 may be required to walk up to 0.5 miles to their assigned bus stop. Secondary school students may be required to walk up to 0.75 miles to a bus stop.

4. Alternative Service Addresses

Transportation service may be granted to students to and from an alternative address other than their primary address. This courtesy service may be provided only if, in the sole judgment of the Eugene School District, no additional costs will be incurred and the following specific criteria are met:

- a. The alternative address is within the service area for the student's assigned school or program;
- b. Service to the alternative address is to be provided on a fixed weekly schedule;
- c. A seat is available on the bus route serving the alternative address; and
- d. A bus stop serving the alternative address already exists and is assigned to the bus route.

In addition to these criteria, transportation services may be provided to and from community partnership organization locations that are specifically approved by the district.

5. Transportation Between Schools and Day-Care Facilities

It is the policy of the district to assist parents, whenever possible, in providing safe, responsible day care for their school-aged children during non-school working hours. To this end, the district will only provide transportation to daycare facilities within the school attendance boundaries and outside the one-mile walking boundary.

6. Special Education Students

Students who have special needs or special accommodations for transportation as established by Individualized Education Plans (IEP) or 504 plans will be provided with transportation services in accordance with those plans.

7. New Students

The district shall process all new requests for transportation service and change requests as quickly as possible but no longer than five business days of receiving the required information from the student's assigned school.

8. Kindergarten Student Dropoff

Kindergarten students will be dropped off unattended with their elementary grade school peers. If a driver has a concern, such as an authorized individual is not present who is usually at the stop, the driver will complete the bus route and return the child to their home school. The child will remain at the school and school staff will notify the student's parent or guardian who will be required to retrieve their student from the school.

9. Inclement Weather

On days when hazardous weather is a concern, the district may announce that buses will operate on snow routes. Snow routes serving affected geographic areas, as established by the Transportation Department, will be posted on the district website.

10. Parent Responsibilities

Parents or guardians of students who are provided with transportation service shall ensure that their child understands and follows all district policies, rules and regulations for riding the bus. These are outlined on the district’s website. Parents are responsible for their student’s safety from the time the student leaves home until the time the student boards the bus in the morning and as soon as the student gets off the bus in the afternoon.

11. Student Responsibilities

It is a privilege for students to ride the bus and they must behave in a safe manner while riding. Students who do not follow district policies and regulations may lose their transportation privilege.

12. School Responsibilities

Office staff will keep accurate lists of student bus assignments and notify the Transportation Department of changes per parent or school requests. The school is responsible for enrolling new students and notifying the Transportation Department in writing of all transportation requests.

13. Principal Responsibilities

School principals or their designees will ensure that staff members are assigned and on duty when buses are loading and unloading at the school. They will enforce and administer the district’s student discipline policies.

14. Bus Driver Responsibilities

Bus drivers will follow routes as assigned. Drivers will implement Positive Behavior Intervention and Supports as part of their student management. Drivers will follow all rules and regulations as established by federal and state law, Eugene School District policy, and these regulations.

15. Transportation Appeals/Complaints

Appeals or complaints regarding transportation services shall be addressed to the Transportation Department. The Director of Transportation or a designated Transportation Supervisor will investigate the request and will render a decision within 5 business days. If the requestor is unsatisfied with the response, they may

appeal the decision in writing to the Chief Operations Officer, who will investigate the request and render a decision. The decision of the Chief Operations Officer shall be final.

16. Lost Child

In the event that it has been determined the district has a missing student, transportation may be contacted to help provide information. Requested information is only to be provided to law enforcement, district administrators, and the student's parent or legal guardian.

17. Cell Phones/Electronic Devices

Students may be allowed to use and possess personal communication devices on school buses provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.

18. Transportation of Equipment/Personal Property

Sports equipment must be carried in bags or containers. Equipment may not obstruct the bus aisles or exits. Skateboards and scooters must be stored in a bag or backpack. Glass, balloons, chemicals, or flammable liquids of any kind will not be transported on the bus. Animals will not be transported on the bus. Student projects must be small enough that a student can hold it securely and safely in their seating space.