

**SUBJECT: TRANSPORTATION OF STUDENTS**

Responsibility for the administration of the transportation program rests with the Superintendent of Schools or his/her designee. The Superintendent shall adhere to all laws, rules and regulations of the Commissioner of Education, the Department of Motor Vehicles, and the Transportation Department, as well as policies of the Board of Education.

Student transportation vehicles may be used for any of the following purposes:

- a) Transportation of students to and from school.
- b) Transportation of students involved in extra curricular activities sponsored by the Board of Education.
- c) Transportation of pupils or teachers for any purpose that is clearly within the scope of the school program sponsored by the Board of Education (example: Field Trips).
- d) Transportation of resident children to and from private and parochial schools they attend, according to distances as otherwise specified in this policy, up to a distance of fifteen (15) miles from home to school measured by the nearest available public road. The District will establish one or more central pick-up points on school property. Students attending private or parochial schools who are not eligible for transportation due to the fifteen (15) mile limitation, may receive transportation to the school they attend from a central pick-up point up to a distance of fifteen (15) miles from the pick-up point to the school they legally attend. The District is not responsible for providing transportation between home and the central pick-up point.
- e) Students with a disability who have been classified by the District's Committee on Special Education shall be eligible for transportation up to fifty (50) miles from their home to the appropriate special service program or school they attend, unless exceeded by the Commissioner of Education.

**Student Information**

Any mode of transportation used on a regular basis to transport students with a disability on a regularly scheduled route shall, upon written consent of the parent or person in parental relation, have maintained on such mode of transportation the following information about each student being transported:

- a) Student's name;
- b) Nature of the student's disability;

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- c) Name of the student's parent, guardian or person in a position of loco parentis (person in parental relation) and one or more telephone numbers where such person can be reached in an emergency; and/or
- d) Name and telephone number of any other person designated by such parent, guardian or person in a position of loco parentis as a person who can be contacted in an emergency.

Such information shall be used solely for the purpose of contacting such student's parent, guardian, person in a position of loco parentis, or designee in the event of an emergency involving the student, shall be kept in a manner which retains the privacy of the student, and shall not be accessible to any person other than the driver or a teacher acting in a supervisory capacity. In the event that the driver or teacher is incapacitated, such information may be accessed by any emergency service provider for such purpose.

Such information shall be updated as needed, but at least once each school year and shall be destroyed if parental consent is revoked, the student no longer attends such school, or the disability no longer exists.

Herein the term "disability" shall mean a physical or mental impairment that substantially limits one or more of the major life activities of the student, whether of a temporary or permanent nature.

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**SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)****Transportation to School Sponsored Events**

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

**Use of Buses for Non-District Purposes**

The District shall not lease, rent or lend school vehicles to private individuals, groups or organizations. School vehicles may be leased to other School Districts or to municipalities for use in connection with municipal programs for youth or senior citizens. The Superintendent of Schools or his/her designee is authorized to develop regulations governing such special use of school vehicles, provided that such uses shall be at no cost to the District and shall not interfere with the transportation of students in school programs.

**Distances**

Students will be eligible for school bus transportation as follows:

- a) All elementary students are eligible.
- b) Middle school students who live one (1) mile or more from the school they attend.
- c) Jr. High and High School students who live one and one-quarter (1.25) miles or more from the school they attend.

\*Any change to transportation distance and eligibility requires voter approval.

Distances stated above shall be measured by the nearest main entrance to each building. Measurement shall begin from a point where access to the student's residence joins the road. If there is more than one access point to the residence, the access nearest to the school property shall be used as a determination for measurement. Measurement shall end at a point where a vehicle enters a building drive entrance, such entrance to be the one nearest to the students' residence.

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Distances to non-public school shall be measured in the same manner as for public schools.

**Discretionary Transportation**

Discretionary transportation may be provided to students who are not eligible for transportation under distance limitations established by the Board of Education, upon the following terms and conditions:

- a) Students who reside along or in near proximity to established bus routes may apply, in writing, for discretionary transportation along said bus route to such school they legally attend. Pick-up points along said route will be determined by the District.
- b) Written applications for such transportation shall be submitted annually and received by the Transportation Director no earlier than July 1 of the school year in which transportation is desired. Transportation services under this section will begin approximately October 1 annually.
- c) Students will be provided with discretionary transportation only if there are available seats on the bus, if the bus does not need to alter its route, and only if such transportation can be provided without additional cost to the School District.
- d) If there are more requests for discretionary transportation than there are available seats on any bus, such transportation shall be granted on the basis of the following order of priority:
  1. First to students in the lowest grade levels;
  2. Priority for students in the same grade level shall be determined on the basis of the date of application. Ties with respect to the date of application will be resolved on the basis of distance from home to school.
- e) In the event other students become eligible for transportation along said bus route during the school year, students receiving discretionary transportation will be "bumped" from the bus in the reverse order established by paragraph "d" above.
- f) The School District may discontinue providing discretionary transportation in total or for an individual student at any time and may change bus routes at its sole discretion. No entitlement to transportation is created by virtue of this regulation.

School vehicles shall load and unload students at collection points designated by the Superintendent or his/her designee.

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Non-Instructional/Business  
Operations

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School bus routes shall be determined by the Superintendent or his/her designee.

Education Law Sections 1604, 1709, 1804,  
1903, 1950, 2503, 2554, 2590-e, 3602(7),  
3620 – 3628, 3635 - 3636, 4401(4), 4404 and 4405  
Vehicle and Traffic Law Section 375(20) and (21-i)

NOTE: Refer also to Policies #5720 -- Use of Buses by Community Groups  
#7131 -- Education of Homeless Children and Youth

Adopted: 1992  
Revised: 12/19/05; 8/27/07