

## **Student Transportation Services – General**

### **Section 1 – Eligibility of Ridership**

Transportation will be provided in the following instances:

1. For students who live more than one mile from the elementary or middle school they attend within their attendance boundary. The one mile distance from home to school will be determined by:
  - a. Measurement of the most direct combination of roads, streets, highways and public paths that do not present extreme unsafe and hazardous walking conditions;
  - b. Measurement will be determined from the street immediately in front of the school, bus loading zones to the scheduled bus stop. This distance does not include private drives or parking lots.
2. For high school students who reside more than one and one-half miles from the high school;
3. For students transferred at district initiative to another school to reduce overcrowding;
4. For students transferred at district initiative to another school to provide an educational program not otherwise available;
5. Students enrolled in special education classes or centers who are incapable of walking to and from school. See section 7 for specific guidelines pertaining to the transportation of special education students;
6. Pre-kindergarten or kindergarten students who reside outside the one mile walking distances who attend half day programs. (See section 2.3 for walking distance criteria);
7. For adult and student volunteers or other authorized persons who ride buses for a specific school related function. Temporary bus passes or written permission, will be issued by the school principal;
8. For district staff on official business;
9. For parents, teachers, coaches or chaperones who must accompany students for field trips, athletic events or other school related functions.
10. Upon recommendation from building administrator, the superintendent may approve the transportation of students to and from school based on extenuating circumstances.

## **Section 2 – General Rider Provisions**

1. Students who attend school outside their assigned attendance boundary under the “open enrollment provision” or who request afternoon transportation outside their assigned attendance boundary will not be eligible for transportation except under the “hitcher provision,” when applicable.
2. Students will be expected to walk to bus stops up to one mile from their home depending on the age and ability of the students. Special education students are expected to walk distances commensurate with their ability.
3. When students move out of their school attendance boundary, bus service will be discontinued. Students may apply for transportation under the “hitcher provision.”
4. Kindergarten transportation will be bus stop to school/school to bus stop transportation only. Parents may request school to day care providing the day care is in the school attendance boundary, can be accessed by existing stops and does not create additional expense to the district. Transportation outside the assigned school boundary will be provided on a “hitcher” basis only. Kindergarten transportation will not be provided on a variable schedule. Example: Monday-Wednesday-Friday school to home, Tuesday-Thursday to day care. The transportation department, however, may make exceptions providing the alternate bus stop is on the route description and the student is wearing a tag with his/her name, and the alternative stop address. Kindergarten transportation is provided on a “must be met” status. Students will not be dropped unless they are met by a responsible person. Unmet students will be returned to their school. Students can be left unattended providing a “permission to be left unmet” form is on file with the transportation department. These forms are available at the school office or at the transportation department. All kindergarten students should wear identification tags for the first two weeks of school.

## **Section 3 – Conditions of Ridership**

The following requirements and conditions pertain to all students who ride on district transportation:

1. The Oregon Administrative Rule 581-053-0010, posted in all buses, Rules Governing Pupils Riding School Buses, must be adhered to.
2. Eating and drinking on buses is prohibited; except for extra-curricular trips for high school events.
3. Students’ personal articles and belongings shall be placed in a manner that will not block aisles or emergency exits or endanger other riders.
4. Students should be at designated stops at least five minutes prior to the scheduled bus arrival. School buses must depart on time and cannot wait for late students. When individual pick up stops are arranged, it is the responsibility of the parent to notify the transportation department when the student is absent. If notification is not provided for three or more consecutive school days, transportation will be discontinued until such notice is provided.
5. A back up bus will not be provided if students miss the bus. Back up transportation will only be provided if there has been a dispatch or bus system error.

6. Students or parents should not request bus drivers to deviate from their prescribed route or make schedule changes without authorization from transportation.
7. Requests for schedule or route changes will be submitted to the transportation department for authorization.
8. Students needing to get on and off at a stop other than their normal stop must have written parent permission and authorization from the school principal. Drivers will honor requests for specific dates only.
9. Pre-kindergarten, kindergarten and home pick up special education students must be met by a responsible person. Unmet students will be returned to their center of attendance. The aforementioned students can be left unmet providing a “permission to be left unmet” form is on file with the transportation department.
10. Students are required to conduct themselves in an orderly manner while awaiting for, and loading and unloading bus.

#### **Section 4 – Authority and Responsibility of School Administrator**

Principals/Administrators have specific responsibility in specific areas of student transportation. One of those areas is assisting with student behavior management. Administrative support and counsel are necessary to assure the district goal of safe, timely, and efficient student transportation services.

1. Notice of misbehavior on the school bus requires timely action to be taken by the transportation department.
2. Administrators may be asked to assist drivers with maintaining student discipline and order while drivers are on route. A driver may have to return students to school or have the bus met at school or another location. Administrative support and cooperation in these instances is essential.
3. Administrators are to provide ongoing supervision of school bus loading zones during loading and unloading of students.

#### **Section 5 – Special Education Regulations**

1. The student transportation department will be responsible for the planning and scheduling of to/from school transportation for special education students in cooperation with IEP/504 Plan teams and the student services department.
2. Special education students will ride buses that are appropriately equipped, i.e., seat belts, safety support systems, lifts, etc., to transport students safely to and from schools. Drivers are responsible for the safe securing of students and devices. Drivers are not responsible for escorting students to and from the bus.
3. Transportation needs will be determined by the student’s IEP or 504 Plan. The IEP or 504 Plan should specify the type of transportation required including specialized equipment or other information necessary for safe transportation. This information is to be included on the Special

Routes Transportation Request form to be submitted to the transportation department for any initiation or revision of transportation services. This form will also be used for other changes in transportation, such as change of address, class schedule, etc. Initiation or change in transportation services will occur as soon as possible, but within five school days.

4. Notification to parents of specific transportation arrangements will be provided to parents/guardians by the transportation department. In certain cases, this notification will be provided by the responsible special education teacher.
5. Drivers of special education students will not administer medications to students.
6. Disciplinary procedures for special education students will be in accordance with Board policy JGDA/JGEA and accompanying administrative regulations.

### **Section 6 – Transportation Requests/Concerns**

Anyone requesting new bus service or schedule changes should contact the transportation department. Allow five days for any schedule changes. Anyone experiencing problems or concerns with student transportation should contact the transportation supervisor. The transportation supervisor will refer to guidelines and safety criteria and attempt to resolve the concerns. If there is a continued concern or complaint, the district complaint policy and procedures shall be followed.

**Request for Review or Establishment of Bus Stop**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name Address

\_\_\_\_\_, \_\_\_\_\_ Telephone #  
City State

request a review of the bus stop located at/or request a new stop be established at:

\_\_\_\_\_

for the following reasons: \_\_\_\_\_

Name of school student will be attending: \_\_\_\_\_

Changes requested: \_\_\_\_\_

**Procedures**

1. This form is to be completed by the parent and given to the building principal;
2. The building principal will refer it to the transportation supervisor;
3. The transportation supervisor will investigate the request; i.e., visit the location in question, talk with the bus driver of the specific route and parents if need be. Then prepare a response for the superintendent's review;
4. In the event that the transportation supervisor's decision is challenged, the parent can request the superintendent to review the request.

**Changes will be based upon the following criteria:**

1. The safety of the child;
2. Road conditions;
3. School bus capabilities;
4. Number of students involved;
5. Provisions of an IEP.

**Lebanon Community Schools Transportation Department Citation of Misbehavior on School Bus**

Student's name \_\_\_\_\_ Date of issue \_\_\_\_\_ Date of violation \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ AM PM

Has student had prior citations to receiving this notice?  Yes  No Number \_\_\_\_\_

**Problem Behavior (check all that apply and circle the main offense):**

- Abusive/Inappropriate language
- Disruption
- Harassment/Tease/Taunt
- Property damage/Vandalism
- Combustibles
- Fighting/Physical aggression
- Tobacco/Drugs/Alcohol
- Defiance/Disrespect
- Forgery/Theft
- Weapons

Additional information, or comments \_\_\_\_\_

**Prior Interventions (check all that apply):**

- Warned student
- Talked with parent or school
- Talked to student
- Other \_\_\_\_\_
- Moved student to different seat

**Student Reaction**

- Accepted responsibility immediately
- Disrespectful attitude
- Other \_\_\_\_\_
- Accepted responsibility after initial denial
- Blamed others or made excuses

Signature of driver \_\_\_\_\_ Bus # \_\_\_\_\_ Date \_\_\_\_\_

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**Action Taken:**

- Level 1: Detention or similar action
- Level 2: One day suspension from bus riding privileges
- Level 3: Parent conference and a three day suspension of bus riding privileges
- Level 4: Parent conference and a five to ten day suspension of bus riding privileges
- Level 5: Hearing with the superintendent to consider expulsion from bus riding privileges.

Comments \_\_\_\_\_

Signature of school administrator \_\_\_\_\_ Date \_\_\_\_\_

Signature of student (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to building principal by \_\_\_\_\_

**Special Routes Transportation Request**  
**(Submit to Transportation Department)**  
**Allow a minimum of five school days prior to beginning service**

1. Basic Information

Student name \_\_\_\_\_ Sex:  F  M  
Resident school \_\_\_\_\_ Grade Age \_\_\_\_\_  
Home address \_\_\_\_\_  
Parent/Guardian name(s) \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone father \_\_\_\_\_ Work phone mother \_\_\_\_\_  
Emergency or other contact name \_\_\_\_\_ Phone \_\_\_\_\_  
List any custodial restrictions on file at the school \_\_\_\_\_

2. Student Information

IEP  Yes  No  
Transportation required on IEP:  Yes  No  
Describe disability or special need \_\_\_\_\_

List any physical/medical/behavioral problems \_\_\_\_\_

**Note: If any emergency protocol exists, attach a copy of this request form.**

Other special considerations/techniques to be used: \_\_\_\_\_

Is the student verbal:  Yes  No Understand verbal directions:  Yes  No  
Wheelchair:  Yes  No Specify: Car seat/Booster \_\_\_\_\_  
Student weight (approximate) \_\_\_\_\_  
Other limitations (specify) \_\_\_\_\_

3. Service Requested

School/Program name and location \_\_\_\_\_  
Pick up location \_\_\_\_\_ Drop off location \_\_\_\_\_  
Schedule (if different than all days) \_\_\_\_\_  
Hours of attendance: from \_\_\_\_\_ to \_\_\_\_\_  
Other pick up/drop off information \_\_\_\_\_  
Date of service to begin \_\_\_\_\_ End \_\_\_\_\_  
Parent to transport?  Yes  No Reason \_\_\_\_\_

**Note: Parent contact required for parent transportation reimbursement. Revisions must be submitted in writing or by email to be attached to this request.**

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of resident school special ed coordinator or principal

4. Transportation Action

Vehicle number assigned: Pick up \_\_\_\_\_ Drop off \_\_\_\_\_  
Driver assigned: Pick up \_\_\_\_\_ Drop off \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_  
Comments \_\_\_\_\_