

## Policy Information

### Series 3000 - Business and Non-Instructional

#### Non-Instructional Operations

#### Transportation Program

Policy # 3540

Recognizing the important role that transportation plays in the implementation of the instructional program of the District, the Board of Education will provide transportation for all eligible resident students to and from the school they attend within the limitations approved by Board policy and in accordance with the laws of the State of New York. The student transportation program shall be organized to provide service for eligible students based upon safety, economy and efficiency.

#### Types of Transportation

In meeting and carrying out the above objectives, it will be necessary to make provisions for the following types of transportation:

- (1) Regular Transportation for public, non-public students and students with disabilities necessary to transport such students between school and home or child-care provider.
- (2) Extracurricular Transportation for District students for events which are conducted after normal school hours, during weekends and holidays.
- (3) Field Trip Transportation of District students for school-related field trips of an instructional nature which are organized and supervised by a member or members of the instructional staff and are conducted during the normal school day, evenings or holidays.

The District does not provide transportation for activities or events not directly related to student programs or services.

#### Transportation Requests - Non-public Schools

All requests for transportation to nonpublic schools must be submitted in writing to the Superintendent of Schools or his/her designee by no later than the first day of April preceding the school year for which transportation is requested or, if a new student, within 30 days of moving into the District.

#### Before and/or After School Child Care

In lieu of transportation between home and school, the District shall provide transportation between before and/or after school child care locations and school for children in grades kindergarten through 8 who attend public or nonpublic schools located within the District. Transportation shall not be provided between a child care provider and home. A child care location is defined as a place located within the District, other than the child's home, where care for less than 24 hours per day is provided on a regular basis. The District will only provide transportation to child care providers located within the attendance zone of the school the child attends unless the child care program is licensed or registered pursuant to Section 390 of the Social Services Law, in which case transportation will be provided anywhere within the District.

All requests for transportation to or from a child care location must be submitted in writing to the Superintendent of Schools or his/her designee by no later than the first day of April preceding the school year for which such transportation is requested or, if a new student, within 30 days of moving into the District.

#### Special Transportation

Transportation will be provided to students with disabilities as may be required in accordance with the student's individualized education program (IEP). In addition, a student may on occasion have an injury

or temporary illness that requires, upon doctor's written certification, transportation to and from school. Authorization for such transportation must be referred to the Assistant Superintendent for Business and Operations for investigation and implementation. The Assistant Superintendent for Business and Operations shall investigate the case and, if it is approved, make the necessary arrangements for transportation through the Supervisor of Transportation.

The responsibility for administering the transportation program in the District shall rest with the Supervisor of Transportation who shall comply with all applicable laws and regulations in developing said program.

#### Route and Schedules

Bus stops and bus routes shall be established annually by the Supervisor of Transportation within the limitations of Board policy and in conformity with school attendance areas and the maximum capacity of the buses to be used.

#### Changes in Schedules

It is the policy of the Board that students shall be assigned to only one bus and only one bus stop for the trip to school and for the trip from school for the safety of students and the economy, efficiency and reliability of the transportation program, except as required by law. There will be no day-to-day changes in bus stops and bus routes except in emergencies, upon written request of the parent/guardian to the Building Principal and Supervisor of Transportation, and approval of the request.

All requests for changes in bus stops, transportation routes and scheduling shall be submitted to the Supervisor of Transportation, in writing, stating the reason for the request. The Supervisor of Transportation shall investigate the matter and make a recommendation to the Superintendent based upon the circumstances pertaining to the specific request.

The Board of Education delegates to the Superintendent or designee the authority to make changes or extensions in the bus schedules and routes where the request meets the following criteria:

- (1) Roads must be state, county or town accepted and maintained; travel on such roads must be deemed safe for drivers and students; and such roads may not cause more than normal wear and tear on vehicles;
- (2) Buses, if required to turn around, must have a satisfactory turn-around point clear of parked cars;
- (3) Mileage from a main route must be at least one-quarter (1/4) mile in the case of elementary students and at least one-half (1/2) mile for secondary students;
- (4) No unusual safety hazard exists.

In cases of emergencies or extenuating circumstances only, and only upon the approval of the building principal, will students be permitted to leave the bus at other than their regular bus stop or ride a different bus.

If a parent/guardian is not satisfied with the decision of the Superintendent or designee, the parent/guardian shall have the right to appeal to the Board of Education. Any such appeal shall be submitted in writing to the Board of Education by the first regular Board meeting of the month. Action upon the appeal will be taken at the next regular meeting.

#### Transportation to School Sponsored Activities and Events

In accordance with state law, if the District provides transportation for District students to school sponsored trips and events, including interscholastic athletics practices and competitions:

- (1) students must travel to and from the trip or event on the District provided transportation, unless prior written permission has been given to the parent to transport the child directly to such activity or event due to intervening circumstances;
- (2) the District must provide transportation back to either the point of departure or to the appropriate school in the District unless the participating student's parent/guardian provides the Building Principal or Director of Athletics with written notice prior to the trip authorizing an alternative form of return transportation for such student and the request is approved; or unless intervening circumstances make such transportation impractical (e.g., injury or illness). Otherwise, students may only return home with their parent/guardian;
- (3) where intervening circumstances make transportation of a student back to the point of departure or the appropriate District school impractical, a representative of the District shall remain with the student until the student's parent/guardian has been contacted and informed of the intervening circumstances and the student has been delivered to his/her parent/guardian.

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