

TRANSPORTATION

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

Students transported in a school bus shall be under the authority of the driver of the bus, and the driver shall be held responsible for the orderly conduct of students while on the bus or while being escorted across a street, highway, or road. The Director of Transportation or designee will prepare a Transportation Safety Plan in compliance with the requirements of Education Code section 39831.3. Continued disorderly conduct or persistent refusal to submit to the authority of the school bus driver may be sufficient reason for a student to be denied transportation by the Transportation Director or designee. A bus driver shall not require any student to leave a school bus en route, except when emergency conditions exist.

Means of Transportation

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802- 39803)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Transportation Department will annually obtain student data updates and their home addresses from Information Technology. The Transportation Department shall assign students to buses and bus stops and so notify affected schools based upon current student transportation eligibility criteria.

School bus route information shall be maintained for all regular and special education home-to-school bus runs. Each route shall show the route of travel, the pick-up and drop-off locations, and the expected time of departure from each location. A school bus stop master listing, showing all active and non-active bus stops, shall also be maintained by the Transportation Department.

The criteria for bus route design is to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and to effectively utilize staff and equipment resources. Bus stops shall only be assigned within the transportation eligibility areas established.

TRANSPORTATION (continued)

The Transportation Department shall adjust and modify routes and schedules as appropriate to maintain an optimum level of transportation services. A complete file of all current bus schedules shall be maintained in the Transportation Department and on the district website. The Transportation Department shall furnish each school with the current bus schedules for that school. The respective schools shall maintain their files with the most current bus schedules as provided by the Transportation Department. Schools shall be responsible to ensure that their bus duty personnel are kept abreast of all changes.

Personnel transporting students shall not deviate from bus routes unless directed to do so by the Transportation Director, designee, an officer of the law, or when emergency load conditions dictate a change. A driver is authorized and directed, after discharging the last passenger, to proceed to the transportation terminal, or to the next driving assignment, immediately. Any time-adjustment delays en route shall be made at safe parking locations.

Return to the bus lot shall be accomplished using the most direct, safe, and expeditious route.