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MANDATE

California Education Code Section 39800.1 states:

- (a) As a condition of receiving apportionments under Section 41850.1, a local educational agency shall develop a plan describing the transportation services it will offer to its pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board on or before April 1, 2023, and updated by April 1 each year thereafter. The plan shall include the following components:
 - (1) A description of the local educational agency's transportation services that would be accessible to pupils with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).
 - (2) A description of how unduplicated pupils, as defined in subdivision (b) of Section 42238.02, would be able to access available home-to-school transportation at no cost to the pupils.
- (b)
 - (1) The plan shall be developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.
 - (2) The plan shall be presented and adopted by the governing board of the local educational agency in an open meeting with the opportunity for in-person and remote public comment.
- (c) The plan may provide for the local educational agency to partner with a municipally owned transit system to provide service pursuant to this section to middle school and high school pupils.
- (d) Nothing in a local educational agency's plan shall preclude a local educational agency from providing no-cost transit passes to pupils.
- (e) For purposes of this section, "local educational agency" means a school district or a county office of education.



OVERVIEW

The Poway Unified School District Transportation Plan incorporates existing Board Policies (BP) and Administrative Regulations (AR) governing pupil transportation support services, as well as augmented descriptions of available services for the 2022-2023 school year, and projections for 2023-2024 school year. The plan describes:

- transportation services offered to pupils
- the prioritization of planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive, and pupils who are low income.
- transportation services accessible to pupils with disabilities, and homeless children and youth.
- how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.
- the required consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

Pupil Transportation Operations: Board Authorization

Transportation services shall be provided for students of the district according to policies adopted by the Governing Board, district Administrative Procedures, and in accordance with Titles V, VIII, and XIII of the California Administrative Code, the Vehicle Code, and the Education Code. (BP 3540)

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance. (BP 3540)

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. (AR 3540(a))

Pupil Data and Route Management Procedures

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. (AR 3540(a))

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. (AR 3540(a))

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. (AR 3540(a))

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. (AR 3540(a))

Scope of Pupil Transportation Services Offered

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Governing Board policy. (AR 3541(a))

The number of available vehicles owned and operated by the district is limited. These vehicles are provided for the purpose of carrying out the required operation of the district and shall not be used for personal reasons. (AR 3541(a))

Transportation services may be provided for students who live within their home school boundary and outside the non-transportation radius area. Non-transportation radius area will be measured in radius fashion, straight-line distance from each school site. The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses. (AR 3541(a))

The following non-transportation radius distances are established. ***Grade TK-5 students are prioritized with a larger transportable zone than students in subsequent grades. Grade 6-8 grade students are prioritized with a larger transportable zone than subsequent grades.***

- | Grade | Distance |
|--------|-----------------|
| • TK-5 | 1.5 mile radius |
| • 6-8 | 2.0 mile radius |
| • 9-12 | 2.5 mile radius |

Students living in the non-transportation radius areas may request access to existing bus routes on a space-available basis as determined by the Director of Transportation. School bus stops will not be positioned within non-transportation radius areas. (AR 3541(a))

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information. (AR 3541(a))

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

- Students traveling to and from school during the regular school day
- Field trips and excursions
- School activities, expositions or fairs, or other activities determined to be for the benefit of students
- District employees and parents/guardians traveling to and from educational activities authorized by the district



- Preschool or nursery school students
- Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center
- Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school. (AR 3541(b))

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (AR 3541(b))

Bus drivers shall report the names of students who have chosen not to ride the bus to the Transportation Department, if possible. The Transportation Department will notify the school of such an occurrence. (AR 3541(c))

Unduplicated Pupils

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation. (AR 3541(b))

Transportation Eligibility Exceptions

Students in the following categories shall be eligible for transportation services without regard to boundary limits:

- Students attending schools or classes for students with disabilities. Provision shall be made for handicapped students who have special transportation needs. Such students shall be transported in the same equipment with regular students if possible.
- Students assigned to special training schools or classes, social adjustment classes, or other schools or classes for exceptional children who are physically or mentally disabled. Such students shall be transported in the same equipment with regular students if possible. (BP 3540.1(a))

Transporting students from one school to another for the purpose of balancing class loads to relieve overcrowded conditions, or to provide educational opportunities not available at the regular school of attendance, is authorized at the discretion of the Superintendent, or his/her designee. (BP 3540.1(a))

Bus stops may be established when student density in the area reaches thirty (30) students per school of attendance, providing the pickup and delivery can be accomplished in a single trip. Bus runs will only be scheduled when the total student load is at least thirty (30) students. If an established route falls below thirty (30) riders, the Associated Superintendent of Business Support Services may authorize the cancellation of that route. He/she is required to ensure proper notification of parents. Affected parents must have a minimum of thirty (30) days notification. (BP 3540.1(a))

Buses shall be routed on public thoroughfares only. Locations of stops shall be authorized by the Director of Transportation or designee. (BP 3540.1(a))

Students who voluntarily transfer to other than their home school are not eligible for transportation. (BP 3540.1(a))

Students dismissed at other-than-scheduled school dismissal hours will not be provided transportation services except on regularly-scheduled bus runs. Students who remain at school



for after-school activities may be provided transportation on activity school-to-home routes. (BP 3540.1(a))

Non-Mandated Transportation Services

Transportation Fees

The Governing Board desires to provide transportation services for students of the district as long as adequate funding is available for providing this service. Additionally, the Board recognizes that the community places a high priority on having this service available. (BP 3541.5(a))

It is the intent of the Board to limit the expenditure of funds for transportation services that could otherwise be spent on educational programs. Since the community and the Board desire to maintain a reasonable level of transportation services and since additional funds will be needed to provide this service, the Board shall require users of transportation services to provide financial assistance to obtain this service subject to Education Code requirements. (BP 3541.5(a))

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district, including the district's transportation fee structure and electronic bus pass system. (BP 3541.2(d))

Low Income Eligibility

The Board shall establish financial assistance requirements which shall be reviewed and adjusted periodically to meet the needs of the district. (BP 3541.5(a))

Unduplicated Pupils

No charge shall be made for any transportation of students whose individualized education program requires transportation or whose parents/guardians are determined indigent pursuant to administrative regulations. (BP 3541.5(a))

Unduplicated pupils, residing within transportation eligible zones described in the scope of services, may apply for free school bus passes at the Poway Unified School District Transportation Office.

Mandated Transportation Services

Transportation for Students with Disabilities

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan. (BP 3541.2(a))

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs,



extended-year services, and, as necessary, implementation of a behavioral intervention plan. (BP 3541.2(a))

The IEP team shall communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed. (BP 3541.2(a))

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian. (BP 3541.2(a))

Special Education Services should represent the Transportation Department and their policies and procedures during the IEP process. The Director of Transportation may designate a representative from the Transportation Department to represent transportation issues during an IEP meeting when it is known that there will be detailed discussions of transportation issues. If the Special Education Department is aware of unusual or special transportation needs, a member of the Transportation Department should be present during the IEP process. (BP 3541.2(a))

Pertinent issues of a student's transportation needs, such as wheelchair/stroller, car seats, medical needs, disciplinary issues, and other particular needs, must be noted in the IEP. (BP 3541.2(a))

The above information must then be communicated to the Transportation Department for scheduling of the student using PUSD Form T-7. (BP 3541.2(a))

The Director of Transportation will make available for each parent/guardian of a special education student requiring transportation services information for parent/guardians, Special Education Handbook, and instructions pertaining to wheelchairs/strollers, car seats, and other transportation devices. The Transportation Department will also provide a parent/guardian release form for each special education student receiving transportation services. A current and correct parent/guardian release form should be on file in the Transportation Department at all times. Student release authorization may be included within the Special Education Transportation request form. (BP 3541.2(b))

The information provided in the above materials will include pick-up/drop-off procedures, illness, suspension of transportation services, guidelines for wheelchairs, strollers, car seats, and other transportation devices, discipline procedures, and general knowledge handbook for parents and staff. (BP 3541.2(b))

All parents/guardians will receive the necessary information on a yearly basis or as needed. (BP 3541.2(b))

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. (BP 3541.2(c))

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (BP 3541.2(d))

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (BP 3541.2(d))

Unduplicated Pupils - Homeless Students and Youth in Transition



Within the scope of services offered, and in accordance with law, Board policy and administrative regulation, homeless students and youth in transition, where transportation is a barrier to accessing their educational services, shall be provided transportation on school buses, municipal buses, or through alternative transportation service providers, at no cost to the student.

2022-2023 School Bus and Alternative Transportation Services Offered

Figure 1 below provides details of Poway Unified School District services provided on school bus routes.

	General Education	Special Education	Total
Routes	26	74	100
Students Transported	2183	712	2895
TK-6 Students Transported	448	270	718
Unduplicated Students Transported	433	193	626
Percentage of Transportation Eligible Unduplicated Students Transported	24.56%		
Bus Passes Issued	2213		2213
Free Bus Passes Issued	150		150
Miles Traveled	310,085	1,248,005	1,558,090
	Demographics	Ridership	District
Ethnicity	American Indian/Alaskan Native	0.21%	0.12%
	Asian	24.22%	22.99%
	African American	2.23%	1.57%
	Filipino	4.75%	5.45%
	Hispanic or Latino	19.96%	16.56%
	Multiple	9.98%	11.23%
	Not Reported	3.02%	0.16%
	Pacific Islander	0.07%	5.30%
Subgroup	White	35.36%	36.63%
	Socioeconomically Disadvantaged	15.61%	12.06%
	English Learner	8.82%	7.80%
	Homeless Youth	2.46%	1.60%
	Students with Disabilities	14.31%	6.74%

Figure 1: School Bus Transportation (2022-2023)



Figure 2 below provides the number of Poway Unified School District students using alternative transportation services at no cost to students.

	McKinney-Vento	Special Education	Total
Contracted Transportation Service	2	13	15
Municipal Transportation Service	3		3
Rideshare Services	0	0	0

Figure 2: Alternative Transportation (2022-2023)

2023-2024 Projected School Bus and Alternative Transportation Services Offered

Figure 3 below projects details of Poway Unified School District services to be provided on school bus routes.

	General Education	Special Education	Total
Routes	35	83	118
Students Transported	2310	712	3022
TK-6 Students Transported	465	270	735
Unduplicated Students Transported	450	193	643
Percentage of Transportation Eligible Unduplicated Students Transported	24.56%		
Bus Passes Issued	2350		2350
Free Bus Passes Issued	450		450
Miles Traveled	310,085	1,248,005	1,558,090
Demographics		Ridership	District
Ethnicity	American Indian/Alaskan Native	0.21%	0.12%
	Asian	24.22%	22.99%
	African American	2.23%	1.57%
	Filipino	4.75%	5.45%
	Hispanic or Latino	19.96%	16.56%
	Multiple	9.98%	11.23%
	Not Reported	3.02%	0.16%
	Pacific Islander	0.07%	5.30%
	White	35.36%	36.63%
Subgroup	Socioeconomically Disadvantaged	15.61%	12.06%
	English Learner	8.82%	7.80%
	Homeless Youth	2.46%	1.60%
	Students with Disabilities	14.31%	6.74%

Figure 3: School Bus Transportation (Projected 2023-2024)



Figure 4 below projects the number of Poway Unified School District students that will use alternative transportation services at no cost to students.

	McKinney-Vento	Special Education	Total
Contracted Transportation Service	2	13	15
Municipal Transportation Service	3		3
Rideshare Services	0	0	0

Figure 4: Alternative Transportation (Projected 2023-2023)

Transportation Funding and Finance

Figure 3 below contains the projected reimbursement for the current school year based on the 2021-2022 transportation expenses.

Revenue Calculation	
Total 2021-22 Transportation Expenses (Function 3600)	\$ 12,014,530
Less Capital Outlay (object 6XXX, Function 3600)	-
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	-
2021-22 Transportation Expenditures Subject to Reimbursement	\$ 12,014,530
Estimated 60% Reimbursement	\$ 7,208,718
Less 2021-22 Transportation add-on (from LCFF Calculator)	\$ 1,867,888
Total Revenue (Object 8590, Resource 0984)	\$ 5,340,830
Expenditures and Other Financing Uses	
2000-2999 - Classified Salaries	\$ 6,543,245
3000-3999 - Employee Benefits	\$ 3,598,867
4000-4999 – Repair Parts, Fuel, and Supplies	\$ 1,683,625
5000-5999 - Services and other Operating Expenditures	\$ 188,793
Total Expenditures	\$ 12,014,530

Figure 3: Transportation Funding Reimbursement Calculation

Board Approval Date: (must be on or before April 1, 2023)

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



APPENDIX 1 – REQUIRED STAKEHOLDER CONSULTATIONS

In compliance with the mandate, Figure 4 lists the stakeholders invited to collaborate on the development of the Poway Unified School District transportation plan

Stakeholder Entities	Date
Classified staff <ul style="list-style-type: none"> Julie Starkey (Transportation Dispatch Scheduler) Catherine Zaldivar (State Certified School Bus Driver Instructor) Robb Pfeil (Fees for Transportation Service Coordinator) Laura Upson (Youth in Transition Coordinator) 	February 15, 2023
Teachers <ul style="list-style-type: none"> Kristen Abboud (Oak Valley Middle School) Jessica Hoffman (Intervention TOSA) 	February 15, 2023
School Administrators <ul style="list-style-type: none"> Sara Ramirez (Mt. Carmel High School) Rod Jiu (Twin Peaks Middle School) 	February 15, 2023
Pupils: Three Poway Unified pupils were in attendance	February 15, 2023
Parents <ul style="list-style-type: none"> Melanie Smerican (Oak Valley Middle School) Andrea Martinson Fuller (Poway High School) Kevin Juza (Poway High School) 	February 15, 2023
Regional Local Transit Authority <ul style="list-style-type: none"> Rodrigo Carrasco (MTS Senior Transportation Planner) 	February 15, 2023
Local Air Pollution/Quality District <ul style="list-style-type: none"> Eric Luther (San Diego County Air Pollution Control District) Heidi Gabriel-Pack (San Diego County Air Pollution Control District) 	February 15, 2023
Other Stakeholders	February 15, 2023

Figure 4: Required Stakeholder Consultation

APPENDIX 2 – DRIVER SHORTAGE IMPACTS

Despite consistent efforts to recruit and train school bus drivers, the District continues to experience an historic driver shortage. During the 2021-2022 school year the transportation department reported a serious challenge recruiting school bus driver candidates. As a result, the department was forced to reduce and consolidate school bus routes. For the 2022-2023 school year, the transportation team had hoped to resume full route coverage, however, the continuing driver shortage limited the department’s flexibility to increase routing to pre-COVID levels.

	Special Education Routes	General Education Routes	Total
Pre-Covid	83	35	118
2022-2023 School Year	78	27	105
Delta	5	8	13

Figure 5: Driver Shortage Impacts

11 percent of the District’s pre-COVID school bus routes remain eliminated and consolidated, representing 13 fewer school bus routes than needs demand. The department has 96 permanent drivers and approximately nine regularly available substitute drivers, which only helps the department meet



staffing for the curtailed number of routes (105) above, and not the full coverage pre-COVID number (118). Although the Transportation Plan indicates the need to reimplement routes for the 2023-2024 school year, the driver shortage may prove prohibitive.

Insufficient staffing has significantly diminished the department's ability to consistently provide timely mandated transportation services. Currently, approximately 137 students are on waitlists for non-mandated fee for transportation bus service. Additionally, appropriate field and athletic trip support has been severely curtailed. The department adjusted the daily school bus co- and extracurricular trip limit from 19 to 13 to mitigate impact to home-to-school transportation.

The department continues to collaborate with Personnel Support Services and Personnel Commission leadership to improve recruitment strategies.