

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

#### POLICY TITLE TRANSPORTATION POLICY

No. 711.1

The Johnston Community School District provides transportation for students based on the distance limits as defined in the Iowa Code. Nevertheless, the Board of Directors, considering the advice of the Superintendent, may elect to provide busing to additional students on terms to be established, provided that funding is available without jeopardizing existing educational programs.

#### Eligibility:

- a) Resident students enrolled in District schools in grades kindergarten through nine who reside more than one mile from their attendance centers.
- b) Resident students enrolled in District schools in grades ten through twelve who reside more than two miles from their attendance centers.
- c) Resident students enrolled in District schools who live less than these distances from their attendance center if approved by the Superintendent because of safety or other good reasons. In such cases, the District may charge the parents or guardians the pro rata cost of the transportation.
- d) Resident students enrolled in Districts School who live less than these distances from their attendance center if approved by the Superintendent and are interested in participating in the Paid Ridership Program. This program is offered on a space available basis and no new routes are created to accommodate requests.
- e) Resident students who require special education or accommodations who are assigned by the District to programs outside of the building attendance area in which they reside or whose IEP's or 504 plans designate transportation as a related service. Transportation to and from a special education support service shall be provided if specified in the child's IEP.
- f) Resident students that meet the economic eligibility requirements established by the Iowa Department of Education and State Board of Education, the sending district is responsible for providing transportation or paying the pro rata cost of the transportation to a parent or guardian for transporting the pupil to and from a point on a regular school bus route of a contiguous receiving district unless the cost of providing transportation or the pro rata cost of the transportation to a parent or guardian exceeds the average transportation cost per pupil transported for the previous school year in the district. If the cost exceeds the average transportation cost per pupil transported for the previous school year, the sending district shall only be responsible for that average per pupil amount. A sending district which provides transportation for a pupil to a contiguous receiving district under this subsection may withhold, from the district cost per pupil amount that is to be paid to the receiving district, an amount which represents the average or pro

- rata cost per pupil for transportation, whichever is less.
- g) Nonresident students attending District schools pursuant to the Open Enrollment Act may be transported to school from a stop within the District and from school to a stop within the District.

#### Reimbursements

Parents and guardians may be reimbursed for transportation in amounts set by state law in lieu of District-provided transportation for their students. There must be mutual agreement between the District and the parents or guardians for reimbursement in lieu of District provided transportation for a student receiving transportation pursuant to an IEP.

#### Exceptions

A student attending a school building outside of their attendance area in which the student resides because of a request by a parent or guardian shall not be entitled to District-provided transportation.

#### Routes

Johnston CSD has contracted its transportation services to a private vendor. The private vendor shall be responsible for establishing bus routes. Routes shall be determined after considering the number of students to be transported in each area of the District, the seating capacity of the vehicles, the distance to be traveled, safety factors, efficiency and economy of the routes, and such other factors as deemed pertinent. The private vendor may adjust routes as deemed necessary.

#### Loading and Unloading Points

Resident students may be required to load or unload at points of not to exceed three-fourths of a mile from the student's residences. Buses shall not leave public roads to receive or discharge students except for safety reasons or if the private road is maintained in the same manner as a public road and in accordance with the directives established by the Superintendent or his/her designee.

#### Measurement

Distance to school or to a bus route shall be measured on the public roadway only, starting at the end of the driveway to the residence of the pupil and ending near the entrance to the school grounds/office or designated point on the bus route. The GPS associated with the routing software will serve as the official distance measurement.

#### Drivers

Johnston CSD has contracted its transportation services to a private vendor. As per our contract, school buses shall be driven only by persons holding proper driving license and permits from the Iowa Department of Education and the Iowa Department of Transportation. Drivers must have sufficient physical capability to operate the bus effectively and to render assistance to passengers in case of illness or injury. Drivers shall comply with all state driving laws and with rules and regulations of the district and of the private contractor. Drivers must be insurable under the District's or private contractor' liability coverage. Drivers must comply with all drug and alcohol testing

procedures. All bus drivers must have completed first aid courses and safe driving instruction offered by the Department of Transportation within six months of date of hire and every twenty-four months thereafter. Bus drivers shall be subject to background checks upon initial employment and every five (5) years thereafter as required by Iowa law.

#### Scheduling Use of Vehicles

All arrangements for the use of district and/or vendor provided vehicles for District field trips and co-curricular activities shall be approved by the Building Principal. Such activities must be under the direction of the District-approved sponsor.

#### Inclement Weather

The Superintendent or in his/her absence an approved designee, shall determine when transportation services shall be suspended or delayed or cancelled due to inclement weather, road conditions or other factors, which in his/her judgement are deemed unsafe. The Superintendent or in his/her absence and approved designee, shall determine when conditions are such that students should be returned home at a time other than that regularly scheduled. In the event transportation services are delayed, cancelled, or altered, parents and guardians will be notified by commercial media stations.

#### Reduced Visibility

When weather conditions create a situation where the driver has less than 300 feet of visibility at a stop, the driver should immediately report the situation by bus radio for instructions. If a decision is made to suspend transportation services, following the approval as outlined in this policy, and not to receive the students at the stop, a telephone call shall be made to the parents. If the students cannot be picked up, it shall then be the parents' decision on whether to send the students to school and the parents' responsibility to transport the students. If the students cannot be discharged at the stop, the parents shall be informed of where the students shall be discharged. If the parents cannot be reached, the students shall be transported back to the school. Once vehicles are on the road, the drivers are to use their best judgment whether to stop at a particular stop, keeping utmost in mind the safety and well-being of their passengers.

#### Buses

The District and its contracted vendor shall use only those buses inspected and approved by the State of Iowa.

#### Conduct

Passengers shall comply with all policies and rules regarding behavior. Transportation privileges may be suspended or revoked for failure to comply with District rules.

#### Reporting Failure to Stop Incidents

All bus drivers shall report any vehicle which fails to stop for a bus when warning lights are flashing and the stop arm extended. District officials in collaboration with the private transportation provider shall report said violations to law enforcement officials.

### Contracting

This District's policy is to contract with a private party for providing transportation services. Such contract shall be renewed an annual basis, shall be in writing, may be terminated upon 90 days' notice, shall comply with other requirements outlined by law for private transportation services. Every person in charge of a vehicle shall be at all times subject to District policies, rules and regulations governing the protection of students.

### Video Cameras

All efforts should be made for Video cameras to be placed on school buses to monitor student behavior and driver conduct. The video shall be treated as confidential when and to the extent required by applicable law. The film may be used as evidence in a student or employee disciplinary proceeding. The administration shall adopt regulations regarding use of video cameras and the corresponding film.

### Complaints

Complaints by a student, parent or guardian regarding transportation shall be brought to the Chief Financial Officer who oversees transportation services.

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