

**SUBJECT: TRANSPORTATION PROGRAM**

It is the intent of the Board of Education to operate a system for student transportation in accordance with the letter and spirit of the laws and regulations of the New York State Education Department, the New York State Department of Motor Vehicles, and Department of Transportation and within specified limits policies and regulations established by the Board of Education.

The purposes of the transportation program are to transport students to and from school, extracurricular activities, field trips, and to transport those requiring such other transportation services as may be necessary to fulfill clearly identified needs related to the educational goals of the District.

The Board of Education will provide transportation for students who are legal residents of the District and for those students whose home district is a participant with the Lancaster Central School District in an inter-school cooperative transportation program when that program will extend the educational opportunity and/or contributes to the operation of a safe, efficient, and economical transportation system for all parties.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children when the health and safety of students are involved. The Board of Education has a legal obligation to safeguard the welfare of bus-riding children. However, notwithstanding, the Board of Education is only responsible from the time the student boards the bus at the Board of Education authorized pickup point, to the school the student legally attends, and returns to the Board of Education authorized drop off point.

This implies that the Board is responsible for the safety of children transported and further implies that in no way shall education suffer as a result of transportation or lack of it.

**Designation of Bus Stops and Routes**

The Supervisor of Transportation shall designate bus stops for all established bus routes. The safety of the students and efficient operation of buses relative to loads, times, and distance shall be considered.

- a) Bus Stops - will be established at corners, designated fire hydrants, or other assigned midpoints. Children in grades K through 6 may be required to walk up to 1/10 of a mile to and from their stop. Children in grades 7 through 12 may be required to walk up to 2/10 of a mile to and from their stop.
- b) District Buses - with stops along four lane highways are routed in both directions to avoid having students cross this type of highway (example: Walden, Broadway, Transit, etc.) On most other roadways the buses are routed in one direction only. Students will be picked up and dropped off on the door side of the road, determined by the direction of the bus.

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- c) Request for Changes - to established transportation arrangements due to medical needs, must be made through the Director of Pupil Personnel Services.
- d) Inter-bus Transfers - may be required in order to promote the efficient use of the bus fleet. Transfers will be supervised by both the delivering and receiving bus drivers. Students will not be allowed to depart the delivering bus unless a receiving bus is present at the transfer site.

**Students Being Released Once They Have Boarded a Bus at School**

Once a student has boarded, the driver will not release him/her to any person without the approval of the school administrator or designee.

In all cases once a student has boarded a bus they will not be allowed off that bus unless they previous conditions have been met or they have arrived at their designated bus stop.

**Alternate Pickup and Drop Offs**

The District recognizes that a variety of parent work schedules exists and is willing to assist by arranging transportation schedules where possible. To accomplish this end, approval for alternate pickups and drop off are contingent on the following:

- a) Long Term Alternate
  1. The students must be eligible for transportation services;
  2. In the case of a non-licensed day care center, the alternate address must be within the attendance area of the child's school;
  3. Only one alternate address will be accepted in addition to the residence;
  4. Alternate address must utilize an existing stop on an existing bus route;
  5. Space must be available on the bus;
  6. A request form must be filed at the school of attendance at least five (5) days prior to the effective date;
  7. In order to establish and public bus routes, requests must be submitted prior to April 1; and
  8. Requests submitted after August 1 will not be implemented until September 15.

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- b) Daily or Emergency Alternate
  - 1. All the conditions of a long term alternate need to be met with the exception of "6". This request must be in writing and approved by the Principal or designee of the school the child attends.
  - 2. The request will include name, address, and phone number where the parent can be reached as well as name, address, and phone number of the person as the alternate address.

**Use of Buses by Community Groups**

Upon formal application to and approval by the Board of Education, buses may be rented to a municipal corporation; to any senior citizen center recognized and funded by the office for the aging; to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals can be made only for times when vehicles are not needed for student transportation and must be made for a consideration acceptable to the Board.

Education Law Sections 1501-b, 3602(7), 3620-3628, 3635 and 3636

NOTE: Refer also to Policy #7131 -- Education of Homeless Children and Youth

Adopted: 6/25/12