

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2800-01
SUBJECT: STUDENT TRANSPORTATION	DATE OF ISSUE: 06/18/80 REVISIONS: 02/07/97; 07/01/04; 07/20/07; 10/06/22 PREPARING OFFICE: ASSOCIATE SUPERINTENDENT

I. PURPOSE:

To implement the Student Transportation Policy as efficiently and economically as possible and to provide transportation services for school activities to the extent resources are available.

II. DEFINITIONS:

- A. **Student Transportation:** Student transportation means those services provided for the movement of students to and from school activities by equipment contracted for or owned by the district.
- B. **Activities Service:** Activities service is all student transportation other than that provided to bring students to and from school on school days.
- C. **Field Trip:** A field trip is defined as the service provided other than the regularly scheduled activities and those services where reimbursement or payment is made by district allocation or from a school's activity fund.
- D. **Board-Approved Athletic Transportation:** Transportation for football, track, and band practices is provided at district expense for secondary schools with football fields and track facilities off-site. Transportation services for Topeka High, Topeka West High, and Highland Park High to Hummer Sports Park is approved when they are the home team.
- E. **Board-Approved Activities:** The sponsor is responsible for requesting transportation approval.
- F. **Discipline:** The school bus is an extension of the school and classroom, and the same discipline rules apply and stricter behavior compliance is required for student safety. The school principal and the bus driver are responsible for ensuring compliance with federal, state, and local school bus regulations regarding behavior, loading, etc. A misconduct notice will be issued on Form No. 8062-00. Each time a student receives a bus misconduct notice, a note will be sent home. Depending upon the severity and frequency of misbehavior, a student may be suspended/expelled for any incident of bus misconduct. If the behavior is deemed to be minor, a bus suspension of three (3) days will be imposed after the third misconduct notice. Parents are responsible for transporting their student during any suspension or expulsion.

- G. **Student Supervision:** Students who are released from activities prior to the scheduled bus departure are to be supervised.
- H. **Transportation Eligibility:** The Student Transportation Office determines student eligibility for transportation. The principal is responsible for providing notice to the Student Transportation Office about new students and students who leave the district. The principal is responsible for determining student eligibility for activity runs. A current list of eligible students must be maintained and available. Eligibility for district-furnished transportation will be determined as follows:
1. In general, the measurement will be from the street in front of the school to the front of the residence.
 2. Travel distance will be measured on normally used city streets by the most direct route. In cases where one-way streets vary from the to-or-from distance, the greater will govern.
 3. The measurement will be taken at the front of the student's residence to the front of the school. Stops are figured from home, not day care centers or relative's house. All student stops for regular education students will be corner to corner.
- I. **Priority:** The first priority for contracted bus service will be the scheduled services defined by Board policy. All other services will be on a first-come, first-served basis. **Transportation requests** must be received by the Transportation Office one week before the event.
- J. **Scheduling:** To provide practical and efficient service, equipment and personnel must be scheduled. Certain scheduled activities, such as athletic practices, will be scheduled for a full season. Cancellations must be sent to the Student Transportation Office to prevent wasted trips and allow for other activities. The school principal must make all requests and cancellations for student transportation services. All communications regarding transportation services are to be made in writing and through the Student Transportation Office. Changes of address must be called into the Transportation Office and not be given to the driver. It takes two (2) days before the dates become effective so proper routing can be done. Parents are responsible for transporting the student during the two-day waiting period.
- K. **Arrival and Departure:** Every attempt will be made to allow adequate time between activities to enable buses to arrive and depart at the scheduled times.
- L. **Run:** A run is described as the scheduled one-way trip, which terminates or originates at a school and proceeds through an area with designated stops.
- M. **Route:** A route is described as the combination of a pickup run and the return run.

- N. **Designated Stop:** To comply with state law, designated stops are those points along a route, which are the pickup and drop-off points. Students should be picked up and dropped off at their regular designated route stop.
- O. Camera requests on buses must be submitted in writing and forwarded to the Transportation Office. Availability of cameras will determine the bus assignment.
- P. Whenever a program is approved by the Board, the sponsor is responsible for requesting transportation.

III. PROCEDURES:

- A. One week prior to the first day of the school year, the Student Transportation Office will provide the following:
 - 1. Transportation eligibility area.
 - 2. Routes through the area.
 - 3. Locations of pickup points on routes (approximate times to be included). The pickup points and times may need to be revised within two weeks as rider participation stabilizes.
- B. **Field Trips:** The Transportation Office must receive field trip requests on Form No. 8061-00 one week before the event. Elementary and middle school events must be scheduled between route times, 8:30 a.m. to 2:30 p.m., unless approved by the Transportation Office. If there are an insufficient number of district buses to accommodate athletic, fine arts events and field trips, athletic and fine arts events will receive priority. The Transportation Office will not consider any field trip requests after the second week of May.
- C. Transportation eligibility for Special Services students will be established in writing by the Special Services Department.
 - 1. To request special education student transportation, the Transportation Office must receive a Request for Transportation Form No. 8063-00, two days before transportation is to begin. If the student lives in the school attendance area, they will be assigned to a regular education corner-to-corner bus stop unless approved by the Special Education Department for house-to-school transportation. The pickup and drop-off address may be different, if requested in writing.
 - 2. Transportation is house-to-school. The bus will only wait one (1) minute for the student. If the student is not at the bus stop after one minute, the bus will proceed to the next stop. The student and parents are responsible to have the student ready and waiting 15 minutes before the vehicle arrives.
 - 3. When the parent/guardian fails to cancel the bus for three consecutive days, the student will be removed from the route until the parent/guardian calls to reinstate transportation. It normally takes two days to reinstate.

4. **A parent/guardian must be at home to receive the student. If redelivery is necessary, the parent/guardian will be responsible to transport their student the next day.**
 5. **No student will be taken to an address other than the one designated by the parent/lawful custodian and approved by the Student Transportation Office. A two-school-day waiting period is required when a change of address occurs, and two days is also required for new transportation requests. Parents are responsible to transport the student during the two-day waiting period. Transportation changes must be requested in writing. The two-day waiting period is as follows:**
 1. **If the Transportation Office receives a request before 11 a.m., that day is considered as day one—and the next day is day two.**
 2. **If address changes or add-ons are received after 11 a.m., the first counted day is the next day.**
 3. **Students will be transported to therapy (physical, occupational, or psychotherapy) when such service is required by the student's IEP. Times should be coordinated with the Transportation Department so district buses can be utilized.**
 4. **If a student is unable to attend school for any reason, the parent/lawful custodian must call 785-233-2009, Kansas Central School Bus, to cancel a pickup at least 45 minutes before the normal pickup time.**
 5. **Students will be transported to the School of the Deaf and/or other special schools by the most economical means including contracted services.**
- D. **Safety: Drivers of all vehicles used to transport district students or other persons shall observe the law at all times. The number of students and other persons being transported shall not exceed the number of seats available in the vehicle being used. All passengers in any vehicle equipped with seatbelts or other restraint devices shall utilize these devices any time the vehicle is in motion.**