

# **BOARD OF EDUCATION POLICIES**

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# BOARD OF EDUCATION POLICIES

## 700.1 TRANSPORTATION

*Adopted: June 14, 1990*  
*Revised: December 6, 2007*  
*Reviewed: June, 2011*

It is the policy of the District to provide Free transportation for pupils residing a distance of one and one half (1½) miles or more from the school to which they are assigned for attendance in accordance with State Law and the rules and regulations of the State Board of Education. Free transportation may be provided for any pupil residing within one and one half (1½) miles from the school attended where, in the judgment of the Board of Education, conditions are such that walking constitutes a serious hazard to the safety of students due to vehicular traffic. the Board of Education shall determine whether a serious hazard does exist in accordance with the guidelines promulgated by the Illinois Department of Transportation.

Students who are entitled to free transportation may apply to ride the regular bus routes to the location of a day care provider within the student's attendance area so long as there is available space on the bus. Application for such service must be made in writing for the entire school term and be accompanied by a processing fee. This transportation, if provided, shall not commence until the second week of the school term.

Students who are not entitled to free transportation may, if there is available bus space, be permitted to ride a regular bus route to the location of a day care provider within the student's attendance area. The parent or guardian shall pay the cost of such transportation, including the School District's processing fee, and such transportation may be discontinued at the discretion of the School District if the available space on the bus route becomes unavailable.

School buses and student-transportation vehicles owned by the District shall be housed, and maintained by the District for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased,

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or contracted for shall comply with specifications defined in applicable Federal and State law. Each operator of a school vehicle used by the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation of eligible special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board designates the Assistant Superintendent of Finance to ensure that all laws and regulations affecting safe pupil transportation are adhered to.

The Board reserves the right to terminate transportation not mandated by law based on financial, legal, or other considerations. It is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation.

To enhance student safety and well being, the Board authorizes the Superintendent to install and operate audio/video cameras in District buses for visual and/or audio recording in any format of the interior of any school bus while the school bus is being used in the transportation of students. The Superintendent shall establish administrative procedures to provide notice of the this recording policy to parents and students and to post notice of the recording on the door and interior of school buses.

Special transportation services required because of a child's disability or the location of the special education program or related service shall be provided in accord with the student's individual education plan and all applicable rules and regulations of the State Board of Education.

Nothing in this policy is intended to create any rights in third parties nor shall anything in this policy or the administrative procedures to implement it, be construed to

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alter any immunity provided by law or in any way increase the responsibility of the School District or any of its employees for the safety of others.

The Superintendent or designee shall establish administrative procedures to govern the provisions of the Transportation Policies of this Section VII. These administrative procedures shall include provisions for the maintenance of a map of bus routes, a record of emergency drills, and provisions for bus safety including the conduct of students on school buses.

105 ILCS 5/29-1 et seq.  
23 Ill. Admin. Code 275

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### 700.2 MEASUREMENT OF ONE AND ONE HALF (1½) MILES DISTANCE

*Adopted: June 14, 1990*

*Reviewed: July, 2007*

*June, 2011*

For purposes of free transportation, the one and one half (1½) mile distance shall be measured from the exit of the property where the pupil resides to the point where pupils are normally unloaded at the school attended, by the shortest distance on normally traveled roads.

105 ILCS 5/29-3

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### 700.3      **TRANSPORTATION OF PUPILS NOT ATTENDING DISTRICT SCHOOLS**

*Adopted: June 14, 1990  
Revised: December 6, 2007  
Reviewed: June, 2011*

Transportation, without cost, shall be provided for resident students attending state approved private schools who live on or along the established bus routes of the School District and more than one and one half (1½) miles from the school attended, as and to the extent required by law.

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### 700.4 TRANSPORTATION CHARGE

*Adopted: June 14, 1990*  
*Reviewed: July, 2007*  
*June, 2011*

Students who reside within one and one half (1½) miles of the schools attended and not otherwise entitled to free transportation may be granted permission to ride School District buses, in which case a charge will be made in an amount not to exceed the cost of the transportation. Transportation costs for students on field trips or extracurricular activities shall be paid by the student, provided, however, that some or all of the cost may be paid by the Board of Education based upon the recommendation of the Building Principal and approval of the Superintendent and provided there are funds available.

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### 700.5 USE OF PRIVATE VEHICLES

*Adopted: June 14, 1990*

*Revised: June 19, 1997*

*December 6, 2007*

*Reviewed: June, 2011*

Private vehicles shall not be used by School District personnel for the transportation of students, except as provided for in administrative procedures.

Any employee who transports any student in a private vehicle must complete an appropriate certification that they have a valid driver's license, appropriate vehicle insurance, and an acceptable driving record. The Superintendent shall establish administrative procedures to implement this policy.

Nothing in this policy is intended to create any rights in third parties nor shall anything in this policy or the administrative procedures to implement it, be construed to alter any immunity provided by law or in any way increase the responsibility of the School District or any of its employees for the safety of others.

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### 700.6 ADMINISTRATIVE PROCEDURES

*Adopted: June 14, 1990*  
*Revised: December 6, 2007*  
*Reviewed: June, 2011*

The Assistant Superintendent of Finance, under the direction of the Superintendent, shall establish administrative procedures for the implementation of transportation policies.

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### 700.7 REIMBURSEMENT POLICY REGARDING PRIVATE TRANSPORTATION

*Adopted: December 6, 2007*

*Reviewed: June, 2011*

The School District recognizes that there may be special circumstances when the transportation of a disabled student, required as part of a student's individualized education program, can best serve the interests of the student and School District by having a parent provide the transportation themselves. In those instances, while there shall be no obligation to do so, the Superintendent/Designee is authorized to enter into an arrangement with a parent which permits the use of such transportation, in lieu of District-provided transportation, which provides for partial or full-reimbursement of the parent or guardian for providing such transportation privately. The provisions of this policy shall at all times be subject to and be enforced in a manner consistent with existing law.

**Reimbursement:** The amount and nature of the reimbursement shall be as determined by the Superintendent/Designee. Among other relevant considerations, the Superintendent/Designee shall determine the cost to the District of providing transportation through the District and the reimbursement available from the Illinois State Board of Education for reimbursement to the District for parent/guardian provided transportation.

**No employee status:** Under no circumstances shall a parent or guardian be considered a district employee. The District does not control any aspect of the transportation arrangements other than to reimburse at a certain rate. The District will simply agree to a certain reimbursement level or amount and otherwise not dictate driver working conditions or transportation arrangements. Any driver will be required to demonstrate that they hold a valid Illinois Driver's License and proof of proper insurance.

**Waiver of liability:** The District, through the Superintendent/Designee, reserves the right to require the parent or guardian to sign a waiver of any liability for or against the district by the parent or guardian regarding the provision of such transportation in the event that the student is injured or some damage results from such transportation or

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*Adopted: December 6, 2007*

*Reviewed: June, 2011*

to further sign such a writing as will satisfy the Superintendent/Designee that the provisions of this Policy are properly implemented and the interests of the School District are properly protected.

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### 700.8 TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

*Adopted: December 6, 2007*

*Reviewed: June, 2011*

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the prior approval of the Superintendent.

The District may assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

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### **700.9 NONROUTINE USE OF SCHOOL BUSES**

*Adopted: December 6, 2007  
June, 2011*

The Board of Education will permit the school buses owned or leased by this District to be used for purposes other than regularly-scheduled routes to and from school in accordance with law and rules of the State, provided such trips do not interfere with routine school transportation services and provided further that the use is approved by the Superintendent.

Vehicles must be operated by the holder of a valid bus driver's license and a school bus safety certificate and, when possible by an employee of this District. The cost of transportation shall be reimbursed to the Board in accordance with a formula established in the District's administrative guidelines.

105 ILCS 5/29-3.4, 3.5

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### **700.10 PRE AND POST TRIP INSPECTIONS**

*Adopted: October 20, 2011*

Every school bus driver, whether a District employee or an employee of a contractor, must be the last person to leave the school bus. Prior to exiting the school bus, the school bus driver must inspect his or her vehicle by walking to the rear of the bus and checking each seat and under each seat to make sure that no passenger is left behind or remains on the vehicle at the end of a route, a work shift, or the work day. Before the inspection, the driver must activate the interior lights of the school bus to assist in the visual inspection. This inspection must be completed at the end of each route, work shift and work day.