SUPPORT SERVICES

Transportation Services

I. General Information

A. The Director of Transportation Services, or a designated representative, is responsible for scheduling transportation services for all eligible students including general education, special education, and specialty education programs.

B. The Office of Transportation Services shall publish the bus schedules one week prior to the opening of school or sooner if schedules are complete. Notification to parents/students will be made via the School Division’s website and/or by postcard to those students/parents with current mailing addresses posted in the appropriate field(s) in the Student Management System (SMS).

C. School principals shall be provided a copy of the bus schedules servicing their respective students at the beginning of each school year.

II. General Education Transportation

A. School bus transportation will be provided for all in-boundary students living in excess of one mile from their base school. Exceptions may be made to the one-mile rule when student safety is jeopardized by traffic, walking conditions, or other hazards. The Director of Transportation Services will make the decision on requests for exceptions to those procedures.

B. Students eligible for transportation may be required to walk up to one mile to a bus stop.

C. Students living within one mile of the school who have a temporary disability may be provided transportation by special request. This special service will require a written request through the school to the Office of Transportation Services and must be accompanied by a physician’s statement outlining the reason for temporary service. The Director of Transportation Services will consider special requests on a case-by-case basis.

III. Special Education Transportation

A. The Office of Special Education shall provide the Office of Transportation Services with the following information:

1. Before school pick-up and after school drop-off addresses;

2. School of placement; and

3. Type/severity of disability.
B. The Office of Transportation Services shall schedule transportation based on the information provided. These services may be provided using PWCS school buses or assigned to contracted commercial transportation augmentation companies.

C. Requested changes for special education students’ schedules will be initiated by the parent/guardian through the respective school and routed through the Office of Special Education to the Office of Transportation Services. Upon receipt, the Office of Transportation Services will implement routes/schedules within five working days.

D. The Office of Transportation Services shall provide specific additional training to bus drivers and attendants of students with disabilities as required.

IV. Specialty Program Transportation

A. Express bus services will be provided for students enrolled in the specialty programs. This service will be to and from established express bus stops only. Neighborhood stops will not be established for students attending specialty programs outside of their base school boundary.

B. Specialty program students residing within their base school boundary may use established neighborhood stops.

C. Students/parents shall select an express bus stop listed on the Specialty Transportation Form and submit the form through the specialty program coordinator at the school of enrollment. If six or more students/parents select the same express bus stop, the stop will be established. Additional stops may be added on a geographical/area basis at the discretion of the Director of Transportation Services. Discretionary express stops may be up to five miles from a student’s residence. It is a parental responsibility to ensure the students get safely to and from express stops.

D. Express bus stops will be modified annually.

The Associate Superintendent for Finance and Support Services is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services is responsible for reviewing this regulation in 2018.