

## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and approved by the School Board. Bus schedules and routes shall only be altered by the Superintendent or designee and require the approval of the School Board. In setting the routes, the pickup and discharge points should be as safe for students as possible. Type I (full size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue to the students on the bus or the students boarding or departing the bus at that stop.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Transportation will be provided to the student's home or designated childcare provider only if the bus stop is in the student's home assigned attendance center area. Childcare provider must be consistent throughout the entire week and cannot be changed on a daily bases. Exceptions may be considered in an extreme emergency. If a student's bus stop is not that of his/her home, then a bus stop change request form must be completed and on file with the student's attendance center and with the transportation secretary. Any further change(s) in the student's designated bus stop will require completion of another bus stop change request form. The Parent/Guardian is limited to one day care provider change per semester. The District reserves the right to deny transportation for an individual if the Superintendent and the Transportation Coordinator deem that such a change would not be in the best interest of the District. The decision shall be based upon consideration of safety, amount of time or length of the bus route, or capacity of the bus. Parents who use a childcare provider who reside in another attendance center area must provide their own transportation unless the student(s) are in attendance as a result of Policy 7-30.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

School buses are also available for special trips by school groups when such trips do not interfere with the regular bus schedule. Guidelines for use of buses by outside groups are as follows:

1. Mileage, including the cost of the driver will be charged to the outside group. The cost will be set annually by the Superintendent.
2. Use of school buses will be limited to formal, recognized organizations in the North Boone area, such as 4-H, PTO, little league, churches, etc., having an address within the North Boone School District.
3. In the event of an accident, the group renting the school bus will be responsible for paying the deductible portion of the insurance policy.
4. Each group must have a properly licensed school bus driver in the State of Illinois to drive the bus on any rentals. This driver must be an employee of North Boone School District 200.
5. All other decisions with regard to the rentals will be left up to the discretion of the administration.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-143.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816,  
5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics), 5:280 (Educational Support Personnel – Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules), 4:170-E3 (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

ADOPTED: November 6, 2001

AMENDED: November 3, 2010