



Policy: 5.29

**SUBJECT:                    STUDENT TRANSPORTATION SERVICES**

**Supersedes:**                Policy 5.29, September 20, 2001

**Effective:**                    July 12, 2007

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**Approved by:**

**1.0    Policy**

The District is responsible for maintaining a system of transportation that meets essential transportation needs of students and requirements of this state. The Department of Facilities Maintenance and Auxiliary Services will be responsible for developing regulations which effectuate the following provisions and federal, state, and/or local laws and regulations.

**1.1    TRANSPORTATION OF ELEMENTARY (K-5) STUDENTS**

Most elementary pupils are within walking distance of their schools. School bus transportation will be provided to students who live three-quarters of one (¾) mile or more from the school they attend.

**1.2    MIDDLE SCHOOL (6-8) STUDENTS**

School bus service will be available for most middle school students living one and one-half miles or more from their schools. When school bus transportation is not available, free bus cards, tickets and transfers will be furnished. In certain instances, special arrangements may be made for these students such as issuance of bus cards, and/or free tickets and transfers if the maturity of the student permits the use of public transportation and no other arrangements can be made.

For the 2007- 2008 school year, middle school students reassigned from a closing school under the District's Realignment Process [who live three-quarters of one (¾) mile or more from the school to which they are reassigned] will be eligible for corner stop school bus transportation.

**1.3    HIGH SCHOOL STUDENTS**

Bus cards entitling students to the reduced student rate on city buses to and from school will be provided to high school students who live one and one-half miles or more from the high school they attend.

For the 2007-2008 school year, high school students reassigned from a closing school under the District's Realignment Process will be eligible for free bus tickets and cards on city buses.

**1.4 SPECIAL EDUCATION STUDENTS**

Special transportation arrangements will be made for special education students in accordance with their specific needs as identified through an Individual Education Plan.

**1.5 VOCATIONAL/TECHNICAL SCHOOL PROGRAMS**

High school students enrolled in an area vocational/technical school program will be provided transportation from their high school to the vocational/technical center and back to the high school.

**1.6 DETERMINING DISTANCE QUALIFICATIONS**

The distance qualification for receiving transportation and/or tickets shall be calculated from the student's residence to the school by the most direct walking route, taking into consideration dead-end streets, parks, freeways or other obstacles, and/or other safety concerns.

Free transfers may be provided when the distance from the transfer point to the school is more than one mile and when the distance from the transfer point to the home is more than one mile. No student is to receive more than two free transfer tickets for each day of school attended.

**1.7. DISTRIBUTION OF BUS TICKETS AND CARDS**

The middle and high schools must maintain a list of students receiving free bus tickets and cards. The list must be kept in a central location and should include the student's name, grade, home address, and whether or not transfers are provided.

Schools should establish a procedure for distribution of bus tickets and cards, which assures that only qualified students receive the tickets/transfers, security measures are practiced by all staff involved in ticket and card distribution, and students' attendance is taken into consideration when tickets/transfers are distributed. For example, if a student received ten tickets for ten days of school but was absent for five, five tickets should be deducted from the student's next ticket allocation.

Students should not receive more than two bus tickets for each day of school attended.

**Attachments to Policy 5.29:** None

**See also:** 5.30 Student Bus Safety Program  
5.31 Student Conduct on School Buses

**Legal References:** MCLA §§ 380.1321 through 1325  
R340.281 – R340.295

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**Labor Contract References:** None

**Note:** In carrying out the transportation program of the District, the Department of Transportation shall abide by the requirements and procedures established by the state department of education and/or transportation, and to a federal court order dated August 15, 1975, as amended. A manual on pupil transportation, published by the state, is also available.