



3545 A

Transportation Service and Routes

Regulation 3545 A

Original Adoption: 02/11/2014

Effective Date: 02/12/2014

Revision Dates:

Review Dates:

I. PURPOSE

A service offered to students who meet certain criteria is access to quality, safe and reliable transportation to and from school each day. The purpose of this regulation is to establish the criteria for district provided transportation or access to transportation.

II. GENERAL STATEMENT OF REGULATION

- A. The Superintendent, or Superintendent's designee, shall establish attendance areas for each school.
- B. The Superintendent, or Superintendent's designee, shall establish walking zones for each school. Walking zones may be less than two miles from the school.
- C. The District shall provide transportation to students assigned by the District to a particular school for the purposes of meeting English Language Learner needs if the student resides outside of the proscribed walking zone or attendance area of the school of assignment.

III. ELIGIBILITY FOR TRANSPORTATION

A. Elementary Schools:

- 1. Walking zones for Elementary Schools or Elementary schools with a middle grades program (Grades PreK – Grade 5, or PreK-8 configurations) shall be one-half (1/2) mile from the school unless designated otherwise due to establishment of a full-service zone
- 2. The Superintendent or Superintendent's designee may assign bus stops and grant transportation eligibility to students within the walk zone if criminal activity, traffic or other threats to safety are determined to exist.
- 3. Bus Stops for Elementary aged students (Grades Pre K-5) shall be no more than one-quarter (1/4) mile from their residence.
- 4. Bus stops for Middle Grades aged students (Grades 6-8) shall be no more than one-half (1/2) mile from their residence regardless of the grade configuration of the school of their attendance.
- 5. Only Pre-kindergarten students, and students whose Individual Education Programs (IEPs) or Individual Accommodation Plans (IAPs) require mid-day transportation to or from school are eligible to receive mid-day transportation to and from school.

B. Middle Schools.

- 1. Walking zones for Middle Grades Schools (Grades 6-8) shall be one mile from the school, unless designated otherwise due to the establishment of a full-service zone.
- 2. The Superintendent or Superintendent's designee may assign bus stops and grant transportation eligibility to students within the walk zone if criminal activity, traffic or other threats to safety are determined to exist.



3. Bus stops for students in the Middle Grades Schools shall be no more than one-half (1/2) mile from their residence.
- C. High Schools.
1. Walking zones for High Schools (Grades 9-12) shall be two (2) miles from the school, unless designated otherwise due to the establishment of a full-service zone.
 2. The Superintendent or Superintendent's designee may assign bus stops and grant transportation eligibility to students within the walk zone if criminal activity, traffic or other threats to safety are determined to exist.
 3. Where the district directly provides transportation bus stops for students in high school may be one-half (1/2) mile to 1 mile from their residence.
 4. Where the district provides access to mass transit providers, access is available to all students who live outside the walking zone for their high school of enrollment.
 5. Where the district provides access to mass transit providers, access may be made available to students within the walking zone on the basis of rules established by the Superintendent or Superintendent's designee.
 6. Where the district provides access to mass transit providers bus stops will be as designated by the mass transit authority along its established routes.
- D. Elementary and Middle school students choosing to attend schools outside of their attendance area after January 1, 2011 must provide their own transportation to and from school unless otherwise stipulated by the District. Parents must waive rights to transportation if they choose a school which is outside of their attendance area unless the choice is due to an approved district program for enrollment or transportation.
- E. A parent or a student who is the custodial parent of a child entitled to bus transportation may use the address of the child's residence or the address of a child-care provider within the attendance zone of the school or both as addresses for school transportation purposes.
- F. The Individual Education Program (IEP) or Individual Accommodation Plan (IAP) of a student shall determine the provision of transportation and location of bus stop for the student.
- G. Parents who choose to have kindergarten students attend only a half day of kindergarten must waive mid-day transportation and provide transportation for their students at mid-day.

IV. ROUTE CHANGES

- A. Parents and adult students may request a finding of safety need supporting a bus stop within a walk zone through the transportation department.
- B. Parents and adult students may request a change in a proposed or existing district controlled bus stop. Change requests should begin at the school of assignment.



- C. The Transportation Department is charged with the responsibility for making all determinations to grant or deny requests for bus stops under this section.
- D. Requested changes may be made for the following reasons:
 - 1. suggestion of the family only if doing so will not appreciably add to the length of the route or add additional time to the route and will improve the efficiency of the route.
 - 2. Safety concerns due to traffic conditions or criminal activity.
- E. The Transportation Department may make such district route and bus stop changes from time to time to effectively operate the student transportation system. Notice shall be given to parents and schools of any changes in routes or bus-stops that affect their students that occur after the initial notice of assignment has been made at least three days prior to the change taking effect.
- F. Mass transit routes are in the control of the mass transit authority. The Superintendent or Superintendent's designee may negotiate with the transit authority for adequate routes and schedules to accommodate student transportation needs to and from school.

V. RESPONSIBILITY

- A. The Superintendent designates the Transportation Department to make all decisions regarding district bus routes and bus-stops.
- B. The Transportation Department may make such other rules regarding student transportation as are necessary or prudent for the safe, efficient delivery of services. Such rules may encompass, but are not limited to:
 - 1. assignment of Temporary bus stops;
 - 2. temporary changes in transportation;
 - 3. occasional changes in transportation to accommodate family requests;
 - 4. use of bus-tags or identification cards, district bus passes, and bus tokens;
 - 5. assignment and use of Go-To-Cards.
- C. Parents are responsible to supervise students until they board or when they disembark a school bus at the bus-stop and shall be informed of this responsibility on an annual basis.
- D. Schools shall recommend that elementary students be accompanied to and met at bus stops by parents or responsible adults.
- E. The District may provide information to schools and parents about Safe Routes to Schools programs and bike to school rules and facilities for students to promote safety, physical activity, and alternative choices in transportation to students and their families.

Legal References:

42 U.S.C. §11301 *et. seq.*(McKinney-Vento Act)



Minn. Stat. §121A.59 (Bus Transportation a Privilege Not A Right)
Minn. Stat. §123B.84 (Policy: Equal Transportation Non-Public Students)
Minn. Stat. §123B.86 (Equal Treatment)
Minn. Stat. §123B.87 (Funds and Aids)
Minn. Stat. §123B.88 (Independent School Districts; Transportation)
Minn. Stat. §123B.92 (Transportation and Entitlement)

Cross References:

MPS Policy 3548 (Bus Safety)
MPS Policy 5000 (Equal Education Opportunity)
MPS Policy 5100 (Attendance)
MPS Policy 5200 (Behavior Standards and Code of Conduct)
MPS Policy 5260 (School Attendance Areas)
MPS Policy 5262 (Assignment of Students to Schools)
MPS Policy 5263 (Sibling Preference)
MPS Policy 5291 (Education of Homeless Children)