

CSBA Sample

Administrative Regulation

Business and Noninstructional Operations

AR 3541(a)

TRANSPORTATION ROUTES AND SERVICES

Note: The following administrative regulation is for use by districts that choose to provide transportation services for students to and from school, either through their own transportation system, contracting out, or other methods, as authorized by Education Code 39800.

The Superintendent or designee shall design transportation routes and stops within district boundaries that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the schools.

(cf. 3510 - Green School Operations)

(cf. 3514 - Environmental Safety)

(cf. 3540 - Transportation)

Note: 5 CCR 15241 establishes minimum transportation distances for determining district reimbursement for transportation expenses. These distances are measured from the point the student boards the bus at the regular stop to the school by the shortest traveled road.

The numbers listed below reflect reimbursement minimums pursuant to 5 CCR 15241. Districts should revise the following list to reflect appropriate grades and applicable distances.

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:
Grades K-3: three-fourths mile
Grades 4-8: one mile
2. For students attending a three-year junior high school:
Grades 7-9: one mile
3. For students attending a four-year high school:
Grades 9-12: two miles

The Superintendent or designee may authorize transportation below these limits when safety problems or hazards exist.

(cf. 5142.2 - Safe Routes to School)

TRANSPORTATION ROUTES AND SERVICES (continued)

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

(cf. 1112 - Media Relations)

Note: Items #1-10 below should be revised to reflect services provided or contracted for by the district.

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)
2. Field trips and excursions (Education Code 35330)

(cf. 3541.1 - Transportation for School-Related Trips)

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

Note: Education Code 39837.5, as amended by AB 1453 (Ch. 173, Statutes of 2017), authorizes districts to provide for the transportation of adult volunteers to and from educational activities.

4. District employees, parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)
5. Preschool or nursery school students (Education Code 39800)

(cf. 5148.3 - Preschool/Early Childhood Education)

- New 6. Students traveling to full-time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)

(cf. 6178.2 - Regional Occupation Center/Program)

- New 7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

- New 8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)

(cf. 6200 - Adult Education)

TRANSPORTATION ROUTES AND SERVICES (continued)

- New 9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)
- New 10. Nonschool purposes as allowed by law, such as:
- a. Community recreation (Education Code 39835)
 - b. Public transportation (Education Code 39841)

N/A Note: Item #10c is for use only by districts that have entered into a contract with a federal, state, or local agency pursuant to Education Code 39840 to grant the use of a school bus to transport employees of that agency to and from their places of employment, provided that the district already provides transportation to and from school for students residing on the government agency's property; public transportation is not reasonably available to the agency's employees, and the transportation of agency employees does not interfere with the district's use of school buses for school transportation purposes.

- c. Transportation of government employees to and from their places of employment (Education Code 39840)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Note: The McKinney-Vento Homeless Assistance Act (42 USC 11432) mandates that the district adopt policies and practices to ensure that transportation is provided to homeless students who have moved, but have decided to continue to attend their school of origin. See BP/AR 6173 - Education for Homeless Children for language implementing this mandate.

The Superintendent or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)

TRANSPORTATION ROUTES AND SERVICES (continued)

(cf. 6173 - Education for Homeless Children) **Add**

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

(cf. 6173.1 - Education for Foster Youth)

Legal Reference: (see next page)

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TRANSPORTATION ROUTES AND SERVICES (continued)*Legal Reference:*EDUCATION CODE*10900.5 Use of school buses for community recreation**35330 Excursions and field trips**35350 Authority to transport pupils**39800-39809.5 Transportation, general provisions, especially:**39800 Powers of governing board to provide transportation to and from school**39801.5 Transportation for adults**39808 Transportation for private school students**39830-39843 School buses, especially:**39835 Use of school buses for community recreation**39837 Transportation to summer employment program**39837.5 Transportation of employees, parents/guardians, and adult volunteers to school activities**39860 Transportation to school activities**41850-41856 Allowances for transportation**41860-41863 Supplementary allowances for transportation**48853.5 Educational placement of students residing in licensed children's institutions*CODE OF REGULATIONS, TITLE 5*15240-15244 Allowances for student transportation, definitions*UNITED STATES CODE, TITLE 20*1400-1482 Individuals with Disabilities Education Act**6312 Transportation to maintain children in foster care in school of origin*UNITED STATES CODE, TITLE 42*11432 McKinney-Vento Homeless Assistance Act*CODE OF FEDERAL REGULATIONS, TITLE 34*104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504**300.17 Free appropriate public education**300.34 Special education related services**Management Resources:*CSBA PUBLICATIONS*Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014*WEB SITES*California Department of Education, Office of School Transportation:**<https://www.cde.ca.gov/ls/tm/or/assignment.asp>**Pupil Transportation Safety Institute: <http://www.ptsi.org>*

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