

TRANSPORTATION

FILE: EE

TITLE: Purpose and Functions of the Transportation Services Program

POLICY:

The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide for the transportation of students to and from the nearest appropriate school as determined by the school board and in accordance with the relevant Florida Statutes. To administer the transportation program, the school board shall do the following.

- (1) Organize and establish the district's transportation system
- (2) Provide adequate educational opportunity to students of school age who live in eligible location from the school to which assigned
- (3) Provide transportation services to exceptional education students and students who are assigned to other programs as may be authorized by the school board
- (4) Provide transportation services for students engaged in field trips, extracurricular and co-curricular activities and other approved trips as provided in these rules
- (5) Safeguard the safety and welfare of the students who are transported to and from school and school-sponsored or school-related activities
- (6) Require such reports and information as may be needed to fulfill its responsibilities
- (7) Perform other functions as specified in Florida statutes and by the superintendent or designee

LAWS IMPLEMENTED: Sections 1006.21; 1006.21 (3); 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: 11/17/08

TRANSPORTATION – cont'd

FILE: EE

TITLE: Transported Students

POLICY:

Students who are transported shall be entitled to free transportation provided they abide by the rules of safety and behavior necessary to operate the district's transportation system. Serious infraction of these rules may result in the loss of a student's privilege. The student's parent(s) or legal guardian shall be responsible for

ensuring the student abides by the rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

- (1) Students who reside two or more miles from their designated school by the most direct traveled route are eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two miles of the designated school may be eligible to ride the school bus.
 - (a) Special authorization is granted by the school board, superintendent or designee.
 - (b) An exceptional education student may ride a school bus regardless of distance from home to school upon furnishing an appropriate statement that the student is handicapped and is unable to walk to school.
- (2) A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided transportation by payment from the school board to the parent(s) or legal guardian for use of a private automobile or other conveyance for this purpose.
- (3) The school board may cooperate with other school districts to provide transportation for students.
 - (a) When it is practical to extend a school bus route to serve any territory located in another school district, the School Board of Orange County shall enter into an agreement with the school board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official school board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.
 - (b) Whenever a school bus crosses a school district line, all rules of the Orange County School Board shall apply to students transported by the said school board unless otherwise stated in the agreement between the school boards.
- (4) Students shall ride the school bus to which they are assigned. Only a student who is regularly enrolled as a transported student and whose name appears on a school bus registration for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the parent(s) or legal guardian of a student and with the written approval of the senior director of transportation and support services or designee. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five school days, the superintendent's approval shall be required. Approval shall not be allowed for either of the following.
 - (a) Student visitation, unless duly authorized
 - (b) Transportation of students to their regular places of employment

- (5) No person shall be eligible for transportation on a field trip or extracurricular or co-curricular school trip unless authorized by the principal or designee.
- (6) Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be the primary requirements in the routing of buses, establishing student stops, appointing drivers and in providing and operating transportation equipment.
- (7) A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.
- (8) Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and shall not exceed 50 minutes for elementary students and 60 minutes for secondary students when practicable.

LAWS IMPLEMENTED: Sections 1006.21; 1006.21(3); 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-3.001; 6A-3.017; 6A-3.018

ADOPTED: 11/17/08

TRANSPORTATION – cont'd

FILE: EE

TITLE: The Use of District-Owned Passenger Cars for Student Transportation

POLICY:

The superintendent or designee is authorized to permit the use of district-owned passenger cars or multi-purpose passenger vehicles (MPV), as defined in CFR Part 571 of the Federal Code, for transporting students when it is determined a school bus is unnecessary or impractical. Students shall be placed in designated seating positions in a passenger car not to exceed eight students or in any other motor vehicle designed to transport 10 or fewer persons which meets all federal motor vehicle safety standards for passenger cars. The occupant crash protection system provided by the vehicle manufacturer shall be used unless the student's physical condition prohibits such use. Vans shall not be used for transporting prekindergarten through grade 12 students.

LAWS IMPLEMENTED: Sections 1006.21; 1006.22; 1006.25, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017, 6A-3.018

ADOPTED: 11/17/08

TRANSPORTATION – cont'd

FILE: EE

TITLE: Automotive Equipment

POLICY:

All automotive equipment owned by the school board shall be assigned to the senior director of transportation and support services or designee for proper care and maintenance.

- (1) Automotive equipment shall be used exclusively for school business. It shall not be used for the operator's private use or convenience. The superintendent shall report any unauthorized equipment usage to the school board. Violation of this rule shall be cause for school board action.
- (2) Failure of the operator to notify the garage work order staff as to any safety defect of any piece of automotive equipment may be cause for disciplinary action.
- (3) All mechanical defects of equipment, where repairs are needed, shall be the garage manager's responsibility and repairs shall be made immediately, provided that the vehicle may be withdrawn from use by the supervisor until the repairs are made. The school board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the superintendent or designee.
- (4) The garage manager shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the district's garage for repairs or servicing.
- (5) Under no conditions shall equipment be repaired by a private shop or private individual without the approval of the senior director of transportation and support services or designee.
- (6) The person who is assigned a vehicle shall be responsible for delivering the vehicle to the district's garage for inspection as prescribed by the transportation supervisor.

LAWS IMPLEMENTED: Sections 1006.21; 1012.23; 1006.22, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-3.017

ADOPTED: 11/17/08

TRANSPORTATION – cont'd

FILE: EE

TITLE: Bus Storage and Use

POLICY:

Bus operators shall park buses at locations designated by the senior director of transportation and support services or designee. Operators shall not vary from the designated parking area. When the operator parks a bus at the end of the route, it shall not be opened for public use. Under no conditions shall the bus be used for a personal or private purpose.

LAWS IMPLEMENTED:

Sections
Statutes

1006.21; 1012.23; 1006.22, Florida

STATE BOARD OF EDUCATION RULE:

6A-3.017

ADOPTED: 11/17/08