

ADMINISTRATIVE PROCEDURE

OPERATIONAL SERVICES

Transportation

Following are the procedures used to determine if a student is allowed to ride a bus:

REGULAR BUS RIDER

1. Any student living one and one half miles from the school is allowed by law to ride the bus.
2. A student may qualify to ride the bus if they live on the immediate block in which the one and one-half mile rule, in #1, occurs. This determination is made by the Superintendent and the Director of Transportation.
3. Any student who lives in an area that is a traffic hazardous area, as determined by the Department of Transportation, may ride the bus.
4. Kindergarten and Early Childhood parents shall identify a single pick up location and a single drop off location for their child. Any location other than the child's residence must be approved by the Director of Special Education and Superintendent.
5. Elementary students that live less than one mile and a half from their neighborhood school but are outplaced to a different school will be transported from their neighborhood school to their school of attendance and back.
6. Parents that select to keep their student in a neighborhood school, after moving to a new neighborhood, will be responsible for transportation of that student.

SPECIAL EDUCATION BUS RIDER

1. Any special education student is allowed by law to ride the bus to school no matter what the distance, if it is stated on the IEP. The State law allows for transportation aid for these students.
2. A student may be delivered from their home to the school instead of the bus stop, if the IEP says that it is necessary for the safety of the child.
3. A student may be required to ride a "special education bus" instead of a regular bus, if the IEP requires it for the safety of the student.
4. Special equipment or an aide may be required to help a child during the bus ride. This equipment or aide has to be required by the IEP.

HEAD START

1. The School District will provide bus, driver and bus aide for the transportation of Head Start students who reside in our district to the Head Start Family Center at E. Peoria.
2. Parents, guardians and family members will be allowed to ride the bus with their Head Start student so that they can participate with the instruction of the student or attend parent education classes.
3. The transportation of the student and family is a privilege and may be revoked by the District based on budgetary constraints, student discipline, or inappropriate behavior of the family member.
4. The District reserves the right to deny access of any individual based on capacity of the bus.

BABY SITTING

1. Any student who is eligible to ride the bus based on the earlier qualifications may be transported to the bus stop closest to the baby sitter or latch key provider.
2. Any student who is not eligible to ride the bus based on their residency qualification may be transported to the bus stop closest to the baby sitter or latch key provider if those locations are greater than 1.5 miles from the student's school.
3. Any student who is not eligible to ride the bus based on the earlier qualifications may be transported from their school to another school for baby sitter or latch key provider services only, if a bus is transporting between buildings and there is space available.

GUEST RIDERS

An elementary guest may ride home with a bus rider if the following occurs:

1. There is adequate space available on the bus.
2. The bus rider's parent must send a note to the teacher requesting the service.
3. The guest bus rider's parent must send a note to the teacher requesting the service.
4. The teachers deliver the notes to the principal's office.
5. The principal's office completes a bus pass form and delivers it to the guest rider.
6. The guest rider must give the bus pass to bus driver when entering the bus.

Junior High or High School students may ride another bus only if they are currently bus riders and if they bring a parent note to the bus driver. Non-bus riders may be allowed to ride the bus on an emergency basis with a parental request that must be approved by the director of transportation.

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