

The Board shall provide a system of transportation for eligible students. The Superintendent shall prepare supplementary rules and regulations to govern the operation and use of buses in conformity with state statutes and regulations.

A. Definitions:

1. School bus: as used in this policy, "school bus" is defined as the yellow public school buses.
2. Activity bus: "activity buses" are used for non-instructional activities and are normally painted white, green, or other colors, to distinguish them from school buses.
3. Contracted services: services provided by private contractors under contract with the Board for transportation of students in small buses or automobiles;
4. Voluntary transfer: transfers approved in response to requests by parents or legal guardians for students to attend schools other than their assigned base school. Reference Board Policy 6203—Transfer of School Assignment.
5. Students with disabilities: students who qualify as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.
6. ~~Draw Proximity Choice Schools area: a designated set of nodes (geographic areas used for student assignment) that are assigned as the application nodes from which families can apply to a magnet school or calendar school. A group of schools to which a parent may apply.~~
7. ~~Grandfathering: an approved transfer request to remain in the current school based on special provisions by the Board of Education for families in specific nodes impacted by a Board approved reassignment for the next school year that is not on the proximity choice list for the students address.~~

B. State funded transportation services:

1. State-supported transportation shall be limited to those services for which funds have been budgeted.
2. School buses may be used only for purposes expressly allowed by G.S. 115C-242.
3. School buses may be used in case of emergency, in accordance with G.S. 115C-242.
4. State-operated yellow school buses may be used for instructional programs directly related to the school curriculum when the trip and the use of the bus are approved in accordance with board policy:
 - Transportation shall be available only to students, teachers, and approved supervisory personnel and only for an instructional program directly related to the school curriculum, in compliance with G.S. 115C-242.
 - Examples of such instructional programs include: field trips, vocational programs, and after school activity buses.
5. All costs of field trips are to be paid from the school's funding sources. School buses may not be used for athletic activities or extracurricular activities.
6. Pupils who live outside Wake County will not be transported on school buses.

C. Locally funded transportation services:

1. All other transportation shall be operated from local funds.

2. As funding permits, activity buses meeting federal safety standards may be used for travel to athletic activities and travel to other approved school-related activities.

D. Eligibility for school bus transportation:

1. Students assigned to **base proximity choice** schools which are located more than 1-1/2 miles from their residence are eligible for transportation to the **base proximity choice** school (GS 115C-242, 246).
2. The superintendent or designee may provide transportation services within 1-1/2 miles in the following situations:
 - When factors are present that may endanger the safety of students walking to the school (Refer to R&P 7105).
 - Students who are medically certified as temporarily incapacitated.
3. Students who are assigned to a school because of a voluntary transfer ~~(including "grandfathered" students)~~ are not eligible for transportation *unless the school is on the proximity choice list.*
4. Eligibility for transportation for students attending magnet or calendar option schools is determined by the draw areas defined for each school.
5. Students who are entitled to transfer to a designated school under the provisions of No Child Left Behind are eligible for transportation.
6. Students will be transported to and from only one address, which is the address submitted when the student is registered.
7. Transportation for students with disabilities:
 - Unless special transportation is required as a related service as determined by the student's IEP or 504 plan, the criteria for eligibility for transportation services listed above for transfer students apply to students with disabilities,
 - If transportation cannot be accommodated by the school system's bus fleet, the board may contract with private carriers or with parents/legal guardians to provide service.
8. Transportation will be provided to homeless students in accordance with the provisions of the McKinney-Vento Act.

E. Applications for transportation of ineligible students:

1. The Superintendent or designee may consider applications for transportation services for ineligible students in extenuating circumstances.
2. The request must be submitted using the Transportation Service Request form, which is located on the WCPSS Transportation web site. (Refer to R&P 7105).
3. If the request is denied, the parent may seek review of the decision in accordance with Policy 6520, Student Grievances.

- A. The Wake County Board of Education endorses the routing strategy which is prescribed in General Statutes and charges the Superintendent to designate Transportation Department staff to implement this strategy
- The Board of Education approves the schedule for school opening and closing times by April 1, as prescribed by Board Policy No. 5032
- B. Routing strategies:
1. The Transportation Department staff is responsible for centralized bus routing.
 2. ~~The Transportation Department operates a three-tiered system:~~
 - ~~In the interest of operational efficiency, each driver and bus is responsible for delivering students to three schools in the morning and returning them home in the afternoon, unless precluded by the length of the run.~~
 - ~~The Board of Education approves the schedule for school opening and closing times annually.~~ (removed and placed as bullet in A)
 - ~~Operating the three-tier system saves the cost of buying more buses and hiring more drivers, because each bus is used to make the greatest number of runs within the time available.~~
 2. Buses must follow the routes as designated, unless the Transportation Operations Manager approves a change.
 3. Bus routes must follow state-maintained highways, municipal streets or other streets with publicly dedicated right-of-way, unless road conditions or other factors make this inadvisable.
 4. School bus stops will be located on divided highways only if the stop is a door-side stop or if the bus stop is at a point where pedestrian and vehicular traffic are controlled by traffic signals.
 5. Buses shall be routed to receive and discharge pupils living more than one and one-half (1½) miles from the school assigned at established stops. (Refer to Policy 7105—Use of School Transportation Services.)
 6. The Board of Education endorses keeping student ride time to a minimum. Ride time goals are listed in R&P 7125.
- C. Number of students on buses:
1. Student capacity limits are displayed inside each bus. Refer to R&P 7125 for a summary of school bus capacities.
 2. Band instruments, projects, and other objects cannot take up pupil seating space or block the aisle.
- D. Establishment of bus routes and bus stops:
1. Bus stops are placed no closer than two-tenths (.2) of a mile apart, unless ~~the transportation department deems a~~ safety hazard exists.
 2. In the interests of safety and efficiency, buses will in general be routed on main thoroughfares, and buses will not be routed off of those thoroughfares for distances less than one-half (.5) mile, except for groups of ten or more students or for students with disabilities.
 3. Buses are generally prohibited from traveling into cul-de-sacs.
 4. To the extent possible, bus stops are placed on corners ~~and centralized for assignment~~ students assigned to the stop.

5. General Statute requires that a bus will pass within one mile of eligible students' residences; however, the Board establishes reduced maximum walking distances to bus stops for students as follows:

- Elementary students -- three-tenths of a mile
- Middle School students -- five-tenths of a mile
- High School students -- five-tenths of a mile
- Distances to express bus stops may exceed these maximums.

6. The presence of factors that may endanger the safety of students will be considered when the location of stops is designated. (Refer to R&P 7125.)

E. Process for requesting changes to bus stop locations:

1. Parents/guardians who are seeking a change to the location of the bus stop may request a change by completing a Transportation Service Request Form. (Refer to R&P 7125.)
2. If the request is denied, the parent may seek a review of the decision in accordance with Policy 6520, Student Grievances.

F. Assignment to buses:

1. Students may ride only the bus to which they are assigned.
2. In order to assure safety of and accountability for students, they will be dropped-off in the afternoon at the same stop where they were picked-up in the morning. Exceptions are addressed in the section "Service to or from Before and After School Care Providers".

- G. Service to or from Before and After School Care Providers may be provided when specific criteria are met. The Superintendent will identify the criteria in R&P 7125.

H. Express buses:

1. The purpose of express bus stops and express bus routes is to reduce the ride time on longer routes by consolidating stops into as few stops as possible. Adding "local" stops to these routes has the effect of increasing ride time.
2. Express bus stops are designed for students to be dropped off and picked up by parents at designated "express" bus stops.
3. Each morning, parents are expected to accompany students to the bus stop approximately 10 minutes prior to the scheduled pickup time and wait with the students until students are safely on the bus.
4. In the afternoon, parents are expected to be at the bus stop 10 minutes prior to the scheduled arrival time, awaiting afternoon bus arrival, and to remain at the bus stop until all students have exited the bus.

5. Express bus stops are centrally located based on safety and efficiency; Express stops are established by Transportation Department staff.

Legal References: G.S. 115C-241, 242, 244, 246
Adopted: June 16, 2009

A. The following goals are established to keep student ride time to a minimum.

1. Less than forty-five (45) minutes one-way ride time should be expected for most students.
2. Goals for **maximum** one-way ride times:
 - **Base Proximity** Elementary Students - ~~One hour and 15 minutes~~ **less than one hour**
 - **Base Proximity** Secondary Students - ~~One hour and 30 minutes~~ **less than one hour**
 - **Magnet Students, Application students, students attending school not on their choice list, and students attending non-proximate schools - ~~Calendar Option, and Grandfathered Students~~ - Thirty (30) Forty-five (45) minutes in addition to the above times.**

B. Number of students on buses: students are assigned based upon the following load limits:

Bus Load Limits				
Bus Size # of seats	# students Elementary	# students Middle	# students High	# students Middle & High
12	36	30	24	24
16	48	40	32	32
18	54	45	36	36
20	60	50	40	40
22	66	55	44	44
24	72	60	48	48
26	78	65	52	52

C. Requesting changes to bus stop locations:

1. Parents/guardians who are seeking a change to the location of the bus stop assigned to their children, shall submit a request for change by completing a Transportation Service Request Form to the Transportation Operations Manager.
2. The request should state clearly the action which is desired and justification for the requests.
3. After receiving an appeal concerning a stop, the Transportation Operations Manager may:
 - Let the original decision stand with respect to the establishment of a stop, or
 - Make a change in accordance with state law or the established rules and regulations of the State Board of Education.

4. The response to the request shall be provided to the requestor in writing within two weeks of the date of receipt, with answers clearly stated and fully explained. A copy will be provided to the principal.
5. If the request is denied, the parent may seek review of the decision in accordance with Policy 6520, Student Grievances.

D. Requesting service to or from before or after school care providers:

1. General transportation: Service to or from before or after school care providers for the duration of the school year may be provided when all of the following criteria are met:

- Approval of a request to transport the student to a before or after school care provider will be for the school year, and not for one-time use,
- ~~The provider must be located in the base attendance or application draw area of the student's school;~~
- ~~If the provider is a day care or after school care center, day care staff must be present to load/unload students;~~
- Seating space must be available on the bus,
- Provider must be located along an existing established school bus run.
- Must be of no additional cost,
- Must not be in the designated walk zone
- Buses cannot enter day care or after school care center property, which is considered private property;
 - ~~Approval of transportation to daycare or after school care providers are is for the current school year only. Parents/Guardians must resubmit requests each year.~~

2. Exceptional Children: service to or from before or after school care providers for the duration of the school year may be provided when all of the following criteria are met:

- Approval of a request to transport the student to a before or after school care provider will be for the school year, and not for one-time use;
 - ~~Approval of transportation to daycare or after school care providers are is for the current school year only. Parents/Guardians must resubmit requests each year.~~
- The provider must be located ~~in the base attendance or application draw area of the student's school, or the schools serving the area in which the student resides;~~ within a 5 mile radius of the students assigned school or students home address.
- Seating space must be available on the vehicle;
- If the provider is a day care or after school care center, staff must be present to load/unload students;

- Buses/vehicles cannot enter daycare or after school care center property, which is considered private property.

3. Requesting service:

- Parents/guardians may request service to before or after school care providers using Transportation Service Request Form.
- Each request will be considered according to the criteria listed above, and the parent/guardian will be notified of the decision in writing. A copy will be provided to the principal.
- If the request is denied, the parent may seek review of the decision in accordance with Policy 6520, Student Grievances.

E. Criteria for determining safe bus stops:

1. Transportation Department staff will consider the following criteria—not necessarily in priority order—when determining the location of bus stops:

- Adequate lighting,
- Students' pathway to the bus stop,
- Stop is not isolated by its surroundings (visibility from nearby residences, etc.),
- Availability of space for multiple students to wait,
- Approaching motorists' view of the bus stop and the stopped bus,
- Street traffic patterns --curves, blind spots, etc.,
- Street or highway traffic volume and speed, and
- Available space for bus to safely stop and/or turn around.

2. Transportation Department staff will drive the affected bus route and/or visit the bus stop in order to obtain full information about requests for change.

Reduced bus idling reinforces the commitment to transport students on buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that emissions that accumulate from school buses and activity buses can be harmful to students and bus drivers. The Board further recognizes that unnecessary bus idling wastes fuel and financial resources.

A. The Board

1. is committed to transporting students on buses in a manner that is safe and consistent with the board's goal of resource conservation.
2. prohibits all unnecessary school bus idling on school grounds.
3. prohibits the warming of buses for longer than 5 minutes, except in extraordinary circumstances and completing pre & post trip inspections. Buses should not idle for more than 10 minutes to complete the pre & post trip inspection.

B. The Superintendent or designee shall

1. develop procedures consistent with this policy.
2. ensure that bus drivers and appropriate personnel receive training to implement this policy.

This policy applies to school buses and activity buses when used to transport students to/from school, extracurricular activities, field trips, and other school-related activities.

Legal References: G.S. 115C-36; State Board of Education Policy Number EEO-M-003; N.C. Public School Allotment Policy Manual, State Allotment Formulas – Transportation of Student, Program Report Code 056 (as modified October 6, 2005)
Issued: December 20, 2005
Revised: August 4, 2009

A. Eligibility for contract transportation services:

1. Students' eligibility for transportation services is determined in accordance with Board Policy 7105.
2. At the sole discretion of the Superintendent or Superintendent's designee, students may be deemed eligible to receive special transportation services from a public or private carrier or individual under contract with the school system if one of the following circumstances is present:
 - a. The student has been identified as a student with a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504) and transportation is listed as a related service in the student's individualized education plan (IEP) or as an accommodation in the student's 504 plan.
 - i. Transportation may be designated as a related service in a student's IEP only by the IEP team in accordance with Board Policy 6220 and applicable law. A representative of the Transportation Department may be invited to IEP meetings at which the IEP team will be asked to consider whether or what manner of special transportation should be listed as a related service in the student's IEP.
 - ii. Transportation may be designated as an accommodation in a student's 504 plan only by the 504/ADA committee in accordance with R&P 6210 and applicable law. A representative of the Transportation Department may be invited to meetings at which the 504/ADA committee will be asked to consider whether or what manner of special transportation should be provided to the student as an accommodation in the student's 504 plan.
 - iii. The student has been identified as a in need of a for Special/Optional school but does not fall under the IDEA or 504 Plans. Transportation may be designated as an accommodation if during the course of the school year a student has been designated to receive special accommodations at Special/Optional schools (as listed on the WCPSS website under Special/Optional Schools) by the Principal of that student's designated school.

iv. If the student's IEP requires that the student who is assigned to contract transportation be accompanied by a Safety Assistant to and from school, that employee is authorized to travel in the contract vehicle.

- b. The student has been identified as homeless under the McKinney-Vento Homeless Assistance Act, and regular transportation services are not available to transport the student to and from a school the student is entitled to attend under the Act.
- c. The student is eligible to receive transportation under Policy 7105 and the Superintendent or Superintendent's determines, in his or her sole discretion, that it is more cost-effective to transport the student by contract transportation.

B. Assignment to Contract Transportation Services:

- 1. For each student to be transported by means other than yellow school bus, the Superintendent or Superintendent's designee shall, in his or her sole discretion, designate a cost-effective mode of transportation that is consistent with any transportation requirements in the student's IEP or 504 plan, if any.
- 2. Before assigning students to contract transportation services, the Superintendent or Superintendent's designee should first consider whether transportation may be provided by unmodified yellow school buses. If that is not feasible, the Superintendent or Superintendent's designee should next consider whether transportation may be provided by yellow school buses equipped with lifts. If students cannot be cost-effectively accommodated on yellow school buses in a manner consistent with their IEPs or 504 plans (if any), they may be assigned to contract transportation services.

C. Administration of Contracts with Public or Private Carriers:

- 1. To the extent transportation cannot be accommodated by the school system's bus fleet, the Board or Superintendent may enter contracts with public or private carriers or individuals in accordance with G.S. 115C-253 and any other applicable law.

2. All contracts for transportation services will be in compliance with WCPSS Policy 8361—Service Contract Administration.³
3. The Superintendent or Superintendent's designee will administer any transportation contracts and monitor service providers' compliance with the terms of their contracts.

Legal references: G.S. 115C-250, G.S. 115C-253, Individuals with Disabilities Act, 20 U.S.C. 1400 et seq., 34 C.F.R. Part 300; The Rehabilitation Act of 1963, 29 U.S.C. 706(8), 34 C.F.R. Part 104; Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. Part 35

Cross References: Policy 6203 - Transfer of School Assignment; Policy 7105 - Use of School Transportation Services; Policy 6220 - Assurance of Appropriate Services For Students with Disabilities; Policy 8361 - Service Contract Administration.

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