



*Non-Instructional/Business Operations*

**SUBJECT: TRANSPORTATION OF STUDENTS**

**Requests for Transportation to and from Nonpublic Schools**

The required mileage from home to school must not exceed 15 miles. The parent or person in parental relation of a parochial or private school child residing in the School District who desires that the child be transported to a parochial or private school outside of the School District during the next school year should submit a written request to the Board of Education no later than April 1 of the preceding year, or within thirty (30) days of moving into the District. No late request of a parent or person in parental relation shall be denied where a reasonable explanation is provided for the delay. If needed, a written request for a late bus must be included. Late buses will be provided only if there are a least five (5) requests per school to be maintained daily.

**Transportation to Nonpublic Schools on Holidays**

When a holiday falls on a Saturday or Sunday, the Board of Education may choose to close on Friday or Monday in observance of the holiday. Schools that close may provide pupil transportation. However, if the District has not shared its calendar and informed nonpublic schools that it will not transport on the optional holiday, the District is required to provide pupil transportation services on that day to nonpublic schools that are open.

**Transportation for Nonpublic School Students with Disabilities who are Parentally Placed**

For students with disabilities (ages 5 through 21) who are parentally placed in nonpublic schools outside their district of residency, if special education services are to be provided to a student at a site other than the nonpublic school, the school district of location is responsible for providing the special education services, including, as applicable, arranging and providing transportation necessary for the student to receive special education services. The proportionate share of IDEA Part B dollars could be used for such purpose.

The school district of residence remains responsible to provide transportation to parentally placed nonpublic school students from the student's home to the nonpublic school.

**Transportation of Students with Disabilities**

Students with disabilities in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

Student Information



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Any mode of transportation used on a regular basis to transport students with a disability on a regularly scheduled route shall, upon written consent of the parent or person in parental relation, have maintained on such mode of transportation the following information about each student being transported:

- a) Student's name;
- b) Nature of the student's disability;
- c) Name of the student's parent, guardian or person in a position of loco parentis (person in parental relation) and one or more telephone numbers where such person can be reached in an emergency; and/or
- d) Name and telephone number of any other person designated by such parent, guardian or person in a position of loco parentis as a person who can be contacted in an emergency.

Such information shall be used solely for the purpose of contacting such student's parent, guardian, person in a position of loco parentis, or designee in the event of an emergency involving the student, shall be kept in a manner which retains the privacy of the student, and shall not be accessible to any person other than the driver or a teacher acting in a supervisory capacity. In the event that the driver or teacher is incapacitated, such information may be accessed by any emergency service provider for such purpose.

Such information shall be updated as needed, but at least once each school year and shall be destroyed if parental consent is revoked, the student no longer attends such school, or the disability no longer exists.

Herein the term "disability" shall mean a physical or mental impairment that substantially limits one or more of the major life activities of the student, whether of a temporary or permanent nature.

**Fire Extinguishers**

School buses manufactured on or after January 1, 1990 fueled with other than diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers and used to transport such students shall be equipped with an automatic engine fire extinguishing system.

School buses manufactured on or after September 1, 2007 fueled with diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers used to transport such students shall be equipped with an automatic engine fire extinguishing system.



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**Transportation to School Sponsored Events**

The purchase of automatic engine fire extinguishing systems for school buses used to transport such students shall be deemed a proper school district expense.

**Transportation of Non-Resident Students**

Non-resident families must provide their own transportation.

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

**Transportation in Personal Vehicles**

Personal cars of teachers and staff shall not be used to transport students except in the event of extenuating circumstances and authorized by the administration.

**Late School Buses**

Under a voter approved budget, the Superintendent, or his/her designee, shall grant timely requests for late bus transportation from public and nonpublic schools attended by resident pupils entitled to District transportation subject to the conditions and requirements hereinafter set forth.

A. Late bus requests must be submitted on forms prepared by the Transportation Department to the Director of Transportation, not later than April 1st, of the year preceding the school year for which such transportation is requested.

B. Such requests shall be signed by the Building Principal/Administrator of the school for which such late bus service is requested and shall certify the required information as per administrative regulation. Failure to furnish the information requested can result in denial of a late bus transportation request.

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C. For the purposes of the late bus policy, the minimum number of pupils to be transported at any time from school to home is established at five (5). Any late bus request, which would result in the need to transport less than that number; will be denied.

D. The number of pupils transported by each vehicle provided for schools receiving late bus service shall be recorded by District personnel in a manner to be prescribed by the Director of Transportation. This record is to be verified at least once in each quarter of the school year and be reviewed with the appropriate school administrator of the school receiving late bus service. If such quarterly review shows a daily average of less than five (5) pupils referred to in paragraph "B" hereof, the District reserves the right to cancel late bus service to the school where such minimum is not met, on three (3) days' notice to its Building Principal

E. A parent or guardian of a child not residing in the District on April 1st preceding the next school year for which late transportation is request shall submit a written request for late bus service specifying the activity necessitating same within 30 days after establishing residence in the District

Education Law Sections 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, 4405, and 4410-6  
Vehicle and Traffic Law Section 375(20)(1) and 375(21-i)

NOTE: Refer also to Policy #7131 -- Education of Homeless Children and Youth  
Re-Adopted: July 11, 2012  
Revised: December 7, 2016

Note: Late Bus Previously #8415 and 8416

Adopted: March 10.1993  
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Revised: March 12. 1997  
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**Adopted: September 11, 2024**