

TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA3  
(REGULATION)

- OBJECTIVE 1. The objective of the guidelines in this memorandum is to facilitate the safe and efficient operation of the transportation services system.
- DEFINITIONS 2. For the purpose of this memorandum, the following definitions will apply:
- EXTREME  
HARDSHIP  
CIRCUMSTANCES a. Extreme hardship circumstances are circumstances of sufficient extent and severity to prohibit a student's attendance at his or her assigned campus without the availability of transportation services.
- HAZARDOUS  
TRAFFIC  
CONDITION b. Within hazardous transportation, hazardous traffic is defined as conditions that may exist where no safe walk path is present and students must walk along or cross a freeway or expressway, an underpass, an overpass or bridge, a major traffic artery, an industrial area, or other comparable condition.
- See References (a), (b), and (c).
- BACKGROUND 3. The Texas Education Code authorizes each school district to establish and operate an economical public school transportation service, and provides for the allotment of state Foundation School Program funds for eligible school transportation services. The District Transportation Services, in accordance with established Board policy, meets all reporting and service requirements set forth by the Texas Education Agency for the allotment of Foundation School Program funds.
- FIXED BUS-STOP  
PLAN 4. Under the Fixed Bus-Stop Plan, non special needs students may be assigned to bus stops up to two miles from their residence, located primarily at the District campuses.
- TRANSPORTATION  
ELIGIBILITY  
REQUIREMENTS 5. District students are classified according to eight principal program categories for purposes of determining transportation eligibility:
- Standard education;
  - Magnet and majority-to-minority;
  - Special education;
  - Special transfers;
  - Career and technology;
  - Parent education;
  - Mandatory alternative education; and
  - Capped school programs.

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STANDARD  
EDUCATION  
PROGRAMS

- a. Students eligible for transportation to standard education programs are resident District students who are attending their zoned schools of attendance and who reside two or more miles from their assigned campuses. Students eligible for standard education transportation may be provided round-trip transportation between District-designated stops and their assigned campuses.

MAGNET AND  
MAJORITY-TO-  
MINORITY  
PROGRAMS

- b. Students eligible for transportation to magnet and majority-to-minority programs are resident District students who are attending such programs on approved transfers and who reside two or more miles from their assigned campuses. Students eligible for magnet and majority-to-minority program transportation may be provided round-trip transportation between District-designated stops and their assigned campuses.

SPECIAL  
EDUCATION  
PROGRAMS

- c. Students eligible for transportation to special education programs are resident District students with disabilities, impairments, or both who are eligible for special education services and who would be unable to attend school and benefit from their special education programs of instruction without the availability of specialized transportation. To be eligible for special education transportation, a student must attend the closest appropriate program to his or her zoned school of attendance and have:
- A written Admission, Review, and Dismissal (ARD) committee recommendation requesting specialized transportation services and stating the specific type of transportation services necessary to reasonably accommodate the student's disability or impairment; and
  - An individualized education program or individualized family service plan that includes the written recommendation of the ARD committee requesting specialized transportation services.

Students eligible for special education transportation will be provided round-trip transportation between District-designated stops and their assigned campuses.

SPECIAL TRANSFER  
PROGRAMS

- d. Students attending District schools other than their zoned schools of attendance on special transfers may be eligible for transportation services in the following circumstances:

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DESIGNATED  
PROGRAMS

- (1) At the discretion and direction of the Superintendent, and with Board approval, designated special transfer programs may be approved for transportation services when, in the opinion of the Superintendent, it is in the best interest of student achievement and learning that transportation services be provided to such programs. Designated programs that have been approved for transportation services will be subject to annual review to determine whether circumstances warrant continuation of transportation services. Students eligible for transportation to designated special transfer programs are resident District students who reside two or more miles from their assigned campuses. Students eligible for designated program transportation may be provided round-trip transportation between District-designated stops and their assigned campuses.

NONDESIGNATED  
PROGRAMS

- (2) A student who attends a District school at a campus other than his or her zoned school of attendance on a JROTC or vocational program special transfer may be eligible for transportation services to the assigned campus if:
  - The program for which the special transfer was granted was not available at the student's zoned campus or at another District campus that is less than two miles (as measured along the shortest route that may be traveled on public roads) from the student's residence; and
  - The student is attending the closest program with available space to his or her zoned school of attendance.

Students eligible for nondesignated program transportation may be provided round-trip transportation between District-designated stops and their assigned campuses.

CAREER AND  
TECHNOLOGY  
PROGRAMS

- e. Students eligible for career and technology program transportation are resident District students enrolled in regular or special education programs who attend approved career and technology programs that are not available at their assigned campuses during a portion of their regular school day. Career and technology students may be provided round-trip transportation between their assigned campuses of regular attendance and the

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- campuses of their approved career and technology programs provided they are attending the closest programs with available space to their zoned schools of attendance.
- PARENT EDUCATION PROGRAMS
- f. Students eligible for parent education program transportation are resident District students enrolled in approved parent education programs. Parent education program students and the students' infant children, if any, may be provided round-trip transportation between District-designated stops and their daycare facilities and assigned campuses provided they are attending the closest programs with available space to their zoned schools of attendance. However, no infant child will be transported outside of the District boundaries or without a parent.
- MANDATORY ALTERNATIVE EDUCATION PROGRAMS
- g. Students eligible for mandatory alternative education program transportation are resident District students who have been placed in a mandatory alternative education program at the District's direction. Mandatory alternative education students may be provided round-trip transportation between District-designated stops and their assigned campuses.
- CAPPED SCHOOL PROGRAMS
- h. Students eligible for capped school program transportation are resident District students whose attendance at their zoned schools of attendance would cause those schools to exceed their legal capacities, and who have been assigned to other campuses by Student Transfers and reside two or more miles from their campuses of attendance.
- HAZARDOUS TRANSPORTATION ZONE
6. Specific geographic areas within the attendance boundaries of District schools within two miles of the school may be considered eligible for District bus transportation on a case-by-case basis when designated as a Hazardous Transportation zone. See References (a), (b), and (c). Requests for Hazardous Transportation consideration must be made in writing by the principal to the appropriate regional superintendent. Upon approval by the regional superintendent, the request will be forwarded to the transportation manager of Special Projects. See Exhibit (2). The transportation manager will conduct a meeting with the Hazardous Transportation Committee to consider the request.

SPECIAL  
TRANSPORTATION  
ASSIGNMENT ZONES

7. Specific geographic areas within the attendance boundaries of District schools within two miles of the school may be considered for transportation eligibility on a case-by-case basis for designation as Special Transportation Assignment Zones. Such zones may be established when it is deemed a necessity to provide transportation services for students residing in these specific areas to assure student safety and attendance.

Requests for Special Transportation Assignment Zone consideration will be made in writing by the principal to the appropriate regional superintendent. Upon approval by the regional superintendent, the request will be forwarded to the Transportation manager of Special Projects. See Exhibit (3). The Transportation manager will conduct a meeting with the Special Transportation Assignment Zone Committee to consider the request.

The committee will submit its recommendation to the chief business operations officer and Superintendent. Students eligible for Special Transportation Assignment Zone services may be provided round-trip transportation between District-designated stops and their assigned campuses.

ANNUAL REVIEW

8. Special Transportation Assignment Zone requests that are approved will be subject to annual review by the Special Transportation Assignment Zone Committee. The committee may recommend discontinuance of transportation services to any Special Transportation Assignment Zone area due to a change in condition.

DISTRICT  
EMPLOYEES'  
CHILDREN

9. District employees' children who attend District schools and who do not reside in a District school attendance zone may be eligible for transportation services to their District campuses of attendance. Such students may use established District-designated stops on routes with available space to obtain transportation to their campuses of attendance; however, no new stops or routes will be created to accommodate the transportation requests of these students.

HARDSHIP  
EXCEPTIONS

10. Resident District students who are subject to extreme hardship circumstances may be considered for transportation eligibility on a case-by-case basis. Requests for Hardship Exceptions consideration must be made in writing by the principal to the appropriate regional superintendent. Upon approval by the regional superintendent, the request will be forwarded to the transportation manager of Special Projects. See Exhibit (1). The transportation manager will conduct a meeting with the Special Transportation Assignment Zone Committee to consider the request.

The Committee will submit its recommendation to the chief business operations officer and Superintendent. Students eligible for Hardship Exception services may be provided round-trip transportation between District-designated stops and their assigned campuses.

REQUESTS FOR  
TRANSPORTATION  
SERVICES

11. Each request for transportation services must be properly submitted to and processed by the appropriate campus transportation contact person. See Reference (d). Students who have not properly submitted requests for transportation services or whose requests have not been properly processed by their campus transportation contact person will not be allowed access to the District transportation services.

SPECIAL PROGRAM  
AND FIELD TRIP  
TRANSPORTATION

12. District transportation services may be utilized, depending on equipment and operator availability, for special program and field trip requests at established rates. See Reference (d). Rates for special program and field trip requests may be obtained from Transportation Services. All costs for transportation services for special programs and field trips will be charged to the budget of the requesting program or campus. See Reference (d).

CONSULTATION

13. This regulation does not require consultation.

MAINTENANCE  
RESPONSIBILITY

14. The executive general manager, Transportation Services, is responsible for maintenance of this regulation.

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REFERENCES:

- (a) Board Policy CNA(LEGAL)
- (b) Board Policy CNA(LOCAL)
- (c) Board Policy CNA(EXHIBIT)
- (d) CNA1(REGULATION)

EXHIBITS:

- (1) CNA(EXHIBIT), Exhibit A
  - (2) CNA(EXHIBIT), Exhibit B
  - (3) CNA(EXHIBIT), Exhibit C
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