



## CITY SCHOOL DISTRICT OF ALBANY STUDENT TRANSPORTATION POLICY

The City School District of Albany Board of Education establishes the following as its policy on student transportation.

### **I. OVERALL TRANSPORTATION OBJECTIVE**

This revised transportation policy is to bring together into a single policy what has previously existed in a variety of policies. Its purpose is to ensure that the greatest benefit accrues to the district's students and their programs.

### **II. POLICY OBJECTIVES**

The policy objectives will serve as guidelines for the management and delivery of student transportation service. These objectives include the following:

- a. To provide safe and secure transportation.
- b. To provide the service in an efficient and effective manner
- c. To furnish transportation to those students whose health, safety, or distance from school make the service essential.
- d. To operate the transportation program with recognition of the requirements of the instructional program.
- e. To comply fully with all state and federal laws, regulations and mandates governing student transportation operations.
- f. To review student need and eligibility for transportation services on an ongoing basis to ensure all students entitled to services receive them.
- g. To review at least annually school bus schedules and routing plans to ensure that changing needs are accommodated and that maximum efficiency is maintained.
- h. To promote good communication in order to ensure that there is public understanding about the transportation program, including safety, level of service and efficiency.
- i. To ensure that the service providers will maintain the established standards of safety and service. An ongoing service evaluation program will form part of the contract with the service providers.

### **III. ELIGIBILITY FOR STUDENT TRANSPORTATION**

- a. Regular Education Students are eligible for district provided transportation if the school they attend is 1.5 miles or more from their legal residence, if they live in a district designated transportation zone or a child safety zone (an area within the 1.5 mileage limitation which is designated as unsafe). Generally, district provided transportation shall be by yellow school bus service for grades K-6. CDTA bus passes shall be issued for eligible students in grades 7-12. If no CDTA bus routes are available for eligible students in grades 7-12, other transportation will be provided. The district reserves the right to change the transportation carrier(s).
- b. Special Education Students will receive transportation when their residence is less than 1.5 miles from their school if their IEP specifically requires it.
- c. A student may be transported to or from the location of a child care provider if the student's legal residence and the child care provider's location are both 1.5 miles or more from the school the student attends. Parents must request such transportation in writing

not later than April 1<sup>st</sup> of the preceding school year unless a later date is authorized by the superintendent.

- d. Open Enrollment Transportation The district's Open Enrollment Program provides parents an opportunity to enroll their children in a non-magnet school other than the school to which they would be assigned by their residence. Participation in the Open Enrollment Program is by lottery. Grades K-6 students selected to participate in the district's Open Enrollment Program will be transported on the yellow bus service if their Open Enrollment school is more than 1.5 miles from their residence. Secondary students selected to participate in the district's Open Enrollment Program will be transported on CDTA bus service if their Open Enrollment School is more than 1.5 miles from their residence. If CDTA bus service is not available for the secondary Open Enrollment students, yellow bus service will be provided. Open Enrollment students may share service with special education students.
- e. District Initiated School Assignment – When deemed appropriate, the district may require a student to attend a school other than the school the student would attend based on his/her residence. Such assignments may be made to balance class sizes, for disciplinary reasons or due to a student moving into a new school attendance zone. Students who are assigned to a school other than the school (s)he would have attended based on his/her residence will be eligible for transportation if the district assigned school is more than 1.5 miles from the student's residence.
- f. Students Who Move During the School Year – Students whose families move during the school year into a new school attendance zone may be permitted to continue to attend the same district school for the remainder of the school year at the district's discretion. Transportation to a Grade K-6 student will be provided if the former school is more than 1.5 miles from the student's new residence. Transportation to a Grade 7-12 student's former school by CDTA will be provided if the former school is more than 1.5 miles from the student's new residence.
- g. Magnet School Transportation – The district's Magnet School Program provides parents an opportunity to enroll their children in a magnet school other than the school to which they would be assigned by their residence. Participation in the Magnet School Program is by lottery. Grades Pre-K-6 students selected to participate in the district's Magnet School Program will be transported on the yellow bus service if their magnet school is more than 1.5 miles from their residence. magnet school students may share service with special education students.
- h. Charter/Private/Parochial School Transportation – Charter/Private/Parochial School students will be provided transportation in the same manner as public school students only if the charter/private or parochial school they attend is within the district's boundaries. Parents must request such transportation in writing not later than April 1st of the preceding school year unless a later date is authorized by the superintendent.

- i. Child Safety Zones – A student may be transported to and from the school (s)he legally attends in accordance with district policy, despite the fact (s)he lives within the minimum transportation distances, if (s)he must traverse a hazardous zone designated by the Board of Education as a child safety zone in accordance with Education Law and the Regulations of the Commissioner. A parent or other lawful guardian who believes his/her child traverses a hazardous zone which may be designated as a child safety zone may advise the district of same in accordance with the child safety zone procedures as set for the in the superintendent’s regulations.
- j. Temporary School Assignments Effective September 1, 2004, transportation shall be provided for district students who are assigned to a new school building on a temporary basis due to construction at their regularly assigned school or for other emergency, short-term situations which may arise and be approved by the Board of Education. Such transportation will be provided regardless of the distance between their home and their temporary school assignment. Transportation under this provision shall only be provided during the period of temporary assignment, and will not be continued after the student’s regularly assigned school is re-opened.

**IV. POLICY EXCEPTIONS**

No exceptions to this established policy shall be recognized.

**V. APPLICATION**

The superintendent of schools shall work with the Assistant Superintendent for Business and the Director of Transportation Services in administering this policy. The superintendent shall have the authority to create, adopt and utilize any reasonable regulations which (s)he deems necessary for the administration of this transportation policy.

**IV. EFFECTIVE DATE**

This policy is effective immediately and this policy replaces all previous transportation policies, which are hereby rescinded. It is the intention of the Board of Education to review this policy every three years, or as the Board of Education may deem necessary.