

## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who

1. lives at a distance of one and one-half miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or
2. lives within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.  
A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.
3. is a special education student (requiring transportation service and vehicle adaptation) if included in the student's individualized educational program
4. is a non-public school student in accordance with State law.
5. has been determined homeless in accordance with the McKinney Vento Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's direction and approval. In setting the routes, the pick-up and drop-off points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

### **Pre-Trip and Post-Trip Vehicle Inspection**

1. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.
2. The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver:
  - a. tests the two-way radio and ensures that it is functioning properly before the bus is operated, and
  - b. walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.
3. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.
4. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

- LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)
- ADMIN. PROC.: 4:110-AP2 (Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules), 4:170-E3 (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

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Adopted by the Board of Education October 2001

Revised and Adopted: June 2007; November 2008; June 2010