

## **Administrative Procedures for Transportation** (Attachment for Policy No. 810)

### **Purpose**

The Board of Education (“Board”) recognizes the importance of safely and efficiently transporting its students, and so requires the School District of Philadelphia (“District”) to provide safe transportation for students and superior customer service in a timely and efficient manner.

### **Definitions**

For purposes of these administrative procedures, terms are defined as follows:

**Southeastern Pennsylvania Transportation Authority (SEPTA) Student TransPass (STP):** Transportation provided to eligible students by issuance of a weekly SEPTA STP. A Student TransPass is valid for all bus, trolley, or subway trips from 5:30 am to 7:00 pm, on days when school is in session. STPs are not valid on Regional Rail Lines, on weekends, or between 7:00 pm and 5:30 am. However, Transpasses may be upgraded to include Regional Rail at any SEPTA sales location for an additional cost. Adults may not use SEPTA STPs.

**Student walking route:** The system of streets, shoulders, sidewalks, and crosswalks used by school students when walking between their home and school or school bus stop, officially designated by the school district, used by school students because of the unavailability of a reasonable alternate route.

### **Procedures**

#### **Parent/Guardian Responsibility**

School bus transportation is a student privilege. Parents/Guardians and students must understand that transportation privileges are contingent on acceptable student behavior aboard buses and at bus stops.

- Parents/Guardians are responsible for:
  - Students arriving at bus stops on time.
  - The safety of their child to and from bus stops and home.
  - Selecting their child’s walk routes to and from bus stops and home.
  - Student conduct and safety at the bus stop while waiting for the bus.
  - Reviewing the Bus Behavior Guidelines with their child.
  - Making sure their child knows their route number and stop location.

#### **Transportation Eligibility**

Eligibility shall be determined in accordance with law and Board policy. Generally, any student in 1st through 12th grade whose Student Walking Route exceeds one and one-half (1 ½) miles to

or from their assigned school is eligible for transportation. All such distances shall be computed by the public highway from the nearest point where private roadway meets public highway to where public highway meets school property. Eligibility determinations are made by the Department of Transportation Services (“Transportation Services”) in accordance with the Routing Guidelines, detailed below.

Transportation Method

The District provides transportation via School Bus, School Vehicle, provision of TransPasses, and other alternate methods. A determination regarding an individual student’s transportation method is made by Transportation Services in accordance with the Routing Guidelines.

The table below details methods of transportation as determined by school type and grades serviced.

School	Student Service Levels	Site Grades	Transportation Method
Approved Private School (APS)	Elementary & Secondary	01-12	Only students with an IEP = Bus Transportation or TransPass based on the student’s IEP
Charter / Regional Charter / Public / Non-Public	Elementary	01-06	Bus Transportation
Charter / Regional Charter / Public / Non-Public	Secondary	07-12	TransPass
Charter / Regional Charter / Public / Non-Public	Elementary & Secondary	05-12	TransPass
Charter / Regional Charter / Public / Non-Public	Elementary & Secondary	01-12 (Site must service 01, 02, 03 or 04 grade)	1-6 = Bus Transportation / 7-12 = TransPass

Additional information regarding transportation methods and contact information for the Transportation Services’s routing analysts are available at <https://www.philasd.org/transportation/contact-your-routing-analyst/>

When public schools are closed city-wide in the event of inclement weather, transportation shall not be provided for any Philadelphia pupil attending non-public or Charter schools.

Requesting Transportation

School principals and staff do not have the authority to make changes to routes and/or bus stops. Parents/Guardians who need to change their student’s transportation assignment should contact the school principal who will submit the request to Transportation Services as outlined below.

- **Alternate address** - If a student is eligible for bus transportation, then the student may be picked up or dropped off based on an alternate address upon approval of the school and the Transportation Routing office.
- **Joint custody** - Transportation may be provided to multiple addresses depending on the language of the Custody Agreement. The school is required to submit a copy of the Custody Agreement when requesting Transportation.
- **Sibling Ridership** - Any student that qualifies for bus transportation as defined above and has a sibling receiving transportation via TransPass may opt to choose TransPass instead of a bus transportation in order to travel with their sibling.

School Principals or their designee, representatives of the Office of Specialized Services (OSS), or a District Special Education Compliance Monitor (SPECM) must submit requests for transportation changes via a Transportation Action Request (TAR). The school will be notified via the TAR request method of the approved/denied change and its effective date. More information about the TAR request system is available at <https://www.philasd.org/transportation/compass-training-and-support/>

Transportation requests are reviewed and/or completed in the order they are received. Transportation requests will generally be effective within five to ten (5-10) business days.

### Routes and Scheduling

Transportation Services has developed Routing Guidelines to guide the development of transportation hubs, shuttle systems, and pairing of schools.

School bus routes shall be planned and adjusted to the capacities of available equipment. School buses should be chosen and assigned to routes that insofar as practicable the full capacity of each bus will be utilized, without standees, to serve students who are deemed eligible.

Bus stop and bus route assignment shall be determined and assigned by the staff of Transportation Service's routing office in accordance with the Routing Guidelines.

### Student Conduct

The ride is all about "SAFETY"

**S**it appropriately and stay in assigned seat

**A**lways act responsibly and respectfully

**F**eet, hands, and objects kept to oneself and inside the bus

**E**mergency and railroad tracks = voices and electronics off

**T**alk quietly to your neighbor

**Y**our driver is the leader

Students are expected to conduct themselves in accordance with the Code of Student Conduct and School Bus Behavior Guidelines while riding a school bus or school vehicle.

The driver and/or attendant may reprimand students for minor infractions. Drivers or attendants shall report serious or recurring minor infractions to the appropriate school principal or designee by use of a written Bus Conduct Report. The principal or designee shall investigate the report and administer appropriate discipline. [11][12] School Bus Behavior Guidelines are published on the District's website at [https://www.philasd.org/transportation/wp-content/uploads/sites/108/2019/09/Bus-Behavior-Guidelines\\_20190812.pdf](https://www.philasd.org/transportation/wp-content/uploads/sites/108/2019/09/Bus-Behavior-Guidelines_20190812.pdf)

Students assigned to school buses or school vehicles equipped with seat belts must always wear the belts during transportation.

#### Authorized Riders/Items

Only students assigned by the staff of Transportation Service's routing office shall be authorized to ride each bus route.

School bus drivers shall not permit any sharp objects, balloons, balls, bats, skate boards, cutting instruments of any kind, glass containers of any kind, laser light pens/pointers, large/bulky items which may interfere with the proper seating of students, live/dead plants, or any live/dead animal with the exception of an approved service dog.

Students may ride with musical instruments only if they can be held in the student's lap without endangering the safety of other students. No musical instruments will be permitted to be in the aisle, behind the driver's seat, or taking up any part of a seat designated for students. Schools are responsible for providing information and guidelines to parents and students regarding the transportation of musical instruments on school buses.

#### Reporting

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to their supervisor as soon as practicable, in accordance with law.

Transportation Services shall report any information required by Federal, State, or local reporting requirements.

#### Record Maintenance

Transportation Services and schools shall maintain records and reports regarding school transportation as required by Federal, State or local law and the Pennsylvania Department of Transportation's School Bus Driver's Manual.

**Maintenance Schedule**

Transportation Services shall review these administrative procedures annually.

**Related Information:**

[Pennsylvania Department of Transportation School Bus Driver's Manual](#)