Purpose
The Department of Transportation Services developed these Routing Guidelines in order to provide safe transportation and superior customer service in a timely and efficient manner.

1. Definitions
The following words and phrases, when used in these guidelines, shall have the meaning given to them in this section:

1.1. Approved Private School (APS) - Approved by the Secretary of Education, licensed by the Private Academic Schools office, and with funding by state appropriation and Local Education Authorities (LEAs), APSs provide students whose complexity of education needs cannot appropriately be served in the typical public school education program with a Free Appropriate Public Education (FAPE).

1.2. Bus transportation – Transportation to eligible students by school bus or school vehicle.

1.3. Charter School - Charter schools and regional charter schools (collectively referred to as "charter schools") are independent public schools established and operated under a charter from the local school board and in which students are enrolled or attend.

1.4. Eligible Student - A school-aged child who is entitled to transportation services from the District in accordance with the District’s eligibility guidelines.

1.5. Feeder run – A single pick up or drop off to or from a transportation hub consisting of students from multiple schools.

1.6. Hazardous walking - An unacceptable condition caused by potential incompatibility between vehicles and school students during the time students are walking between their home and school or bus stop.

1.7. Non-Public School - Licensed and regulated by the State Board of Private Academic Schools, whose rules, regulations, and standards are concerned with quality education, teacher certification, attendance and courses of study, which closely parallel public school requirements or schools sponsored by bona fide religious institutions.

1.8. Paired run – Two (2) or more schools transported on a single run at the same time.

1.9. Primary Student Boarding Accommodation (PSBA) – Primary student school bus accommodation requirement.

1.10. Public School - A school recognized by the Pennsylvania Department of Education as one that meets the Compulsory School Attendance Law operated by the School District.

1.11. Route – A group of runs assigned to an individual vehicle.

1.12. Run – An individual pick-up or drop off of students.

1.13. Secondary Student Boarding Accommodation (SSBA) - Secondary student school bus accommodation requirement.

1.14. School bus - A motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.
1.15. **School of origin** - The school in which a child is enrolled at the time of placement in foster care or is designated under the McKinney Vento Act. Note, if a child’s foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

1.16. **School run** – A single run to or from a transportation hub transporting a single school’s students to or from school.

1.17. **School vehicle** - A motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district.

1.18. **Shuttle run** – A run transporting students to or from one school to another school.

1.19. **Southeastern Pennsylvania Transportation Authority (SEPTA) Student TransPass (STP)** - Transportation provided to eligible students by issuance of a weekly SEPTA STP. A STP 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, families may upgrade TransPasses to include Regional Rail at any SEPTA sales location at their own expense. Additionally, TransPass stickers, issued through the school, may be added to the STP extending the hours to 8:00 pm for after school activities.

1.20. **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 used by school students because of the unavailability of an alternate route.

1.21. **Transportation hub** – A central location used to load or unload students from feeder runs or school runs.

2. **Transportation Eligibility**
Eligibility shall be determined based upon the following criteria:

2.1. **Distance** - Any student in grades 1-12 whose student walking route is equal to or exceeds one and one-half (1.50) miles to or from their assigned school. 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. Mileage shall be computed utilizing the District’s routing software.

2.2. **English Language Learners (ELL)** - ELL students in grades 1-6 whose student walking route is equal to or exceeds one and one-half (1.50) miles to or from their assigned school may receive bus transportation if space is available. Mileage shall be computed utilizing the District’s routing software.
2.3. Foster Program - Any student living in foster care within Philadelphia city limits whose student walking route is equal to or exceeds one and one-half (1.50) miles to or from the school of origin. Mileage shall be computed utilizing the District’s routing software. When the foster student is placed at a residence outside the city, the student may receive transportation to the school of origin of which the cost is split between The Department of Transportation Services and Department of Human Services (DHS). When requesting Transportation, the school is required to include the Education Stability Form, or a State issued Department of Human Services (DHS) placement notification letter.

2.4. Hazardous walking - Any student whose walking route to or from school or school bus stop has been determined by the Pennsylvania Department of Transportation to be a hazardous walking.

2.5. Individual Education Program (IEP) - Any student requiring specialized transportation, Curb-to-curb, Closest Corner, Free TransPass, as documented in their IEP.

2.6. McKinney Vento Homeless Assistance Act - Any student who meets the criteria set forth in the McKinney-Vento Act whose student walking route is equal to or exceeds one (1.00) mile from the school of origin shall receive appropriate transportation to the school of origin. Procedures for requesting transportation for McKinney Vento students may be found here.

2.7. Section 504 of the Rehabilitation Act of 1973 - Any student may qualify to receive specialized transportation due to a 504 plan. In order to qualify, the attending school is required to submit a M-152A, M-152B & a Section 504 Plan.

3. Routing Plans
How students are routed to their school is determined by the students’ grade and program enrollment as described in Section 3.4 below:

3.1. Bus transportation - Shall be provided for eligible students as indicated in the Method Table via school bus or school vehicle.

3.2. Free TransPass - Shall be provided for eligible students, through the school, as indicated in the Method Table.

3.3. Parental reimbursement – The Superintendent is authorized to disburse funds for reimbursement to parents/guardians of students who are eligible for school bus transportation, but for whom bus transportation is not economically feasible due to isolation from the assigned school, and when parents/guardians are approved to provide transportation through private means. When a parent or guardian inquire into mileage reimbursement, the steps for school staff are as follows:

3.3.1. The parent or guardian must fill out a Mileage Reimbursement Form and submit monthly.

3.3.2. If a student is new to the program, the parent or guardian must submit a W-9 Form with the Mileage Reimbursement Form, or if the student address has changed, a W-9 form must be submitted for updates.

3.3.3. Each school must submit completed forms before the second week of the month to the Department of Transportation Services to receive reimbursement in a timely manner.
3.3.3.1. If the District receives any forms after the second week of the month, the reimbursement will be processed at the end of the month.

3.4. Method Table

<table>
<thead>
<tr>
<th>School</th>
<th>Student Service Levels</th>
<th>Site Grades</th>
<th>Transportation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Private School (APS)</td>
<td>Elementary &amp; Secondary</td>
<td>01-12</td>
<td>Only students with an IEP or 504 = Bus Transportation or TransPass based on the student's IEP or 504</td>
</tr>
<tr>
<td>Charter / Regional Charter / Public / Non-Public</td>
<td>Elementary</td>
<td>01-06</td>
<td>Bus Transportation</td>
</tr>
<tr>
<td>Charter / Regional Charter / Public / Non-Public</td>
<td>Secondary</td>
<td>07-12</td>
<td>TransPass</td>
</tr>
<tr>
<td>Charter / Regional Charter / Public / Non-Public</td>
<td>Elementary &amp; Secondary</td>
<td>05-12</td>
<td>TransPass</td>
</tr>
<tr>
<td>Charter / Regional Charter / Public / Non-Public</td>
<td>Elementary &amp; Secondary</td>
<td>01-12 (Site must service 01, 02, 03 or 04 grade)</td>
<td>1-6 = Bus Transportation / 7-12 = TransPass</td>
</tr>
</tbody>
</table>

4. Requesting/Changing Transportation

4.1. School principals and staff do not have the authority to make changes to runs and/or bus stops. Parents/Guardians who need to change their student’s transportation assignment should contact the school principal or their designee who will submit the request to Transportation Services as outlined in paragraphs 4.2 and 4.3 below.

4.1.1. *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 joint approval of the school and the Transportation Routing office.

4.1.2. *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 legal Custody Agreement when requesting Transportation.

4.1.3. *Sibling Ridership* - Any student that qualifies for bus transportation per Section 3.4 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.

4.2. 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 whether the TAR request was approved/denied and the effective date of any change.

4.3. Transportation Action Requests are reviewed and/or completed in the order they are received. Transportation Services strives to process TAR requests to be effective within five to ten (5-10) business days from date of entry into the system.
5. **School Bus/Vehicle Ridership Capacity**

5.1. School runs shall be planned and adjusted based on the capacities of available equipment. School bus/vehicles should be chosen and assigned to runs, so that, as practicable, the full capacity of each bus/vehicle will be utilized, without standees, to serve students who are deemed eligible. Passengers, when seated in school buses shall not encroach the minimum aisle clearance.

5.2. Buses transporting elementary school students exclusively shall be assigned at an average ridership rate of no more than three (3) students per bench.

5.3. Buses transporting elementary and secondary school students concurrently shall be assigned at an average ridership rate of no more than two and a half (2.5) students per bench.

5.4. Buses transporting secondary school students exclusively shall be assigned at an average ridership rate of no more than two (2) students per bench.

6. **Routing Principles**

6.1. Prior to completing new bus runs, the Transportation Routing Analyst will review each school’s bus stops; deleting, creating, and relocating stops, as needed to accommodate eligible students.

6.2. Transportation hubs, shuttle systems and pairing of schools may be established to promote efficient and cost-effective runs for school students.

6.3. Bus stop and run assignment shall be determined and assigned by the staff of Transportation Service’s routing office using the transportation routing system.

6.4. School bus stops shall be placed at locations based on safety, convenience, and efficiency considerations for most of the students living in the immediate area using the legal residential address of the eligible student(s). Stops will generally not be placed any closer than one half (1/2) of a mile apart unless there is a legitimate safety concern. The total number of stops serving a neighborhood or zone will be kept to a minimum to develop the most efficient routes possible.

6.5. The Transportation Routing Analyst will consider the following for run building:

   6.5.1. **Safety** – Road conditions, traffic control devices, direction of travel, right-side pick up, dead-ends, gated communities, etc.

   6.5.2. **Efficiency** – Runs must be built in an organized manner, considering time, student load, geographical constraints and student equipment needs.

   6.5.3. **Student Counts** – The total number of students riding the bus/vehicle will not exceed the bus/vehicle’s legal seating capacity.

   6.5.4. **Student ride time** – Student ride time shall generally not exceed one hundred twenty (120) minutes.

6.6. AM runs are generally configured starting at the furthest stop from the school for the ride to school.

6.7. PM runs are generally configured starting at the nearest stop to the school for the ride home.

6.8. Routing Analysts must receive prior approval to add a run by submitting a Request for Run Adjustment form.
7. **Naming Conventions**

The following naming conventions shall be utilized in the Department’s routing software to organize, standardize and ensure consistency:

7.1. **Route Number**

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 – 0999</td>
<td>SDP Broad Street Garage</td>
</tr>
<tr>
<td>0001 – 0499</td>
<td>Regular Bus</td>
</tr>
<tr>
<td>0500 – 0799</td>
<td>Lift Bus</td>
</tr>
<tr>
<td>0800 – 0999</td>
<td>Other</td>
</tr>
<tr>
<td>1000 – 1999</td>
<td>SDP Passyunk Garage</td>
</tr>
<tr>
<td>1000 – 1499</td>
<td>Regular Bus</td>
</tr>
<tr>
<td>1500 – 1799</td>
<td>Lift Bus</td>
</tr>
<tr>
<td>1800 – 1999</td>
<td>Other</td>
</tr>
<tr>
<td>2000 – 2999</td>
<td>SDP Shallcross Garage</td>
</tr>
<tr>
<td>2000 – 2499</td>
<td>Regular Bus</td>
</tr>
<tr>
<td>2500 – 2799</td>
<td>Lift Bus</td>
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<tr>
<td>2800 – 2999</td>
<td>Other</td>
</tr>
<tr>
<td>3000 – 3999</td>
<td>To Be Determined (TBD)</td>
</tr>
<tr>
<td>4000 – 5999</td>
<td>Vendor Regular Bus</td>
</tr>
<tr>
<td>4000 – 4299</td>
<td>Durham</td>
</tr>
<tr>
<td>4300 – 4599</td>
<td>First Student</td>
</tr>
<tr>
<td>4600 – 4999</td>
<td>Philly Trans</td>
</tr>
<tr>
<td>5000 – 5299</td>
<td>Total</td>
</tr>
<tr>
<td>5300 – 5599</td>
<td>Yellowbird</td>
</tr>
<tr>
<td>5600 – 5999</td>
<td>Other</td>
</tr>
<tr>
<td>6000 – 7999</td>
<td>Vendor Lift Bus</td>
</tr>
<tr>
<td>6000 – 6299</td>
<td>Durham</td>
</tr>
<tr>
<td>6300 – 6599</td>
<td>First Student</td>
</tr>
<tr>
<td>6600 – 6999</td>
<td>Philly Trans</td>
</tr>
<tr>
<td>7000 – 7299</td>
<td>Total</td>
</tr>
<tr>
<td>7300 – 7599</td>
<td>Yellowbird</td>
</tr>
<tr>
<td>7600 – 7999</td>
<td>Other</td>
</tr>
<tr>
<td>8000 – 8999</td>
<td>Vendor Van</td>
</tr>
<tr>
<td>8000 – 8499</td>
<td>Regular Van</td>
</tr>
<tr>
<td>8500 – 8799</td>
<td>Lift Van</td>
</tr>
<tr>
<td>8800 – 8999</td>
<td>Other</td>
</tr>
<tr>
<td>9000 – 9999</td>
<td>Vendor Sedan</td>
</tr>
<tr>
<td>9000 – 9099</td>
<td>(215) Get a Cab</td>
</tr>
<tr>
<td>9100 – 9199</td>
<td>ALC</td>
</tr>
<tr>
<td>9200 – 9499</td>
<td>City Cab</td>
</tr>
<tr>
<td>9500 – 9799</td>
<td>Germantown Cab</td>
</tr>
<tr>
<td>9800 – 9999</td>
<td>Other</td>
</tr>
</tbody>
</table>
7.2. Run Number

- 0001 – 0099 Public Special Education
- 0100 – 0799 To Be Determined (TBD)
- 0800 – 0899 Public Distance
- 0900 – 0999 Public Hazard
- 1000 – 1099 Public Overcrowded
- 1100 – 1999 Public Special Education
- 2000 – 2099 Public Exception to Policy
- 2100 – 2999 Public Special Education
- 3000 – 3099 Public Cabs Special Education
- 3100 – 3899 Public Desegregation
- 3900 – 3999 Public Cabs Special Education
- 4000 – 4999 Non-Public Hazard
- 4500 – 4999 Non-Public Distance
- 5000 – 5099 Non-Public Special Education
- 5100 – 5799 APS Special Education
- 5800 – 5849 APS Special Education (Own Busing)
- 5850 – 5874 Non-Public Hazard (Own Busing)
- 5875 – 5899 Non-Public Distance (Own Busing)
- 5900 – 5999 To Be Determined (TBD)
- 6000 – 6029 Non-Public Exception
- 6030 – 6059 Non-Public Cabs Distance
- 6060 – 6099 Non-Public Cabs Hazard
- 6100 – 6499 APS Cabs Special Education
- 6500 – 6599 Non-Public Cabs Special Education (A)
- 6600 – 6699 Non-Public Cabs Exception (Homeless / Foster)
- 6700 – 6799 To Be Determined (TBD)
- 6800 – 6899 Early Intervention
- 6900 – 6999 Early Intervention Cabs
- 7000 – 7011 Charter School Hazard (Own Busing)
- 7012 – 7399 Charter School Hazard
- 7400 – 7489 Charter School Special Education
- 7490 – 7499 Charter School Special Education (Own Busing)
- 7500 – 7899 Charter School Distance
- 7900 – 8099 Charter School Cabs Special Education
- 8100 – 8999 To Be Determined (TBD)
- 9000 – 9999 Extended School Year (ESY)
7.3. The following abbreviations may be used for student disability:

- AUT  Autism
- BBD  Brittle Bone Disease
- CBI  Community Based Instruction
- DB  Deaf-Blindness
- DD  Developmental Delay (3-5 in EI Program)
- ED  Emotional Disturbance
- HID  Hearing-Impaired including Deafness
- ID  Intellectual Disability
- MD  Multiple Disabilities
- MG  Gifted without Disability
- OHI  Other Health Impairment
- OI  Orthopedic Impairment
- SLD  Specific Learning Disability
- SLI  Speech or Language Impairment
- SPI  Severely to Profoundly Impaired
- TBI  Traumatic Brain Injury
- VIB  Visual Impairment including Blindness

7.4. The following equipment codes may be used in the PSBA field:

- 1to1  One-to-One attendant
- AAB  Assist and Belt
- AAH  Assist and Harness
- ACO  Airconditioning
- AST  Assist
- BLT  Belt
- BST  Booster Seat
- CBS  Carry/Belt/Seat
- CHS  Carry/Harness/Seat
- CNB  Carry and Belt
- CNS  Carry and Seat
- CNT  Carry/Transport Chair
- CRY  Carry
- EPI  Epi-Pen
- HAR  Harness - Type 5 point etc.
- LFT  Lift Wheelchair
- LTD  Lift to Board
- NUR  Nurse
- PRD  Personal Restraint Device
- PST  Premium Car Seat
- SST  Standard Car Seat
- TNW  Tinted Windows
- WLK  Walker

7.5. The following abbreviations may be used in the SSBA field:

- ASM  Asthma
- BLD  Bleeding Problem
- BRE  Breathing Difficulty
- BST  Bee Sting Allergy
- CRD  Cardiac
- DIA  Diabetes
- DYS  Dysphagia/Swallowing
- EOP  Equipment
- HEL  Helmet
- HYP  Hypoglycemia
- NTA  Nut Allergy
- OXY  Oxygen
- SCA  Sickle Cell Anemia
- SZR  Seizure
- TRC  Tracheotomy
7.6. The following equipment codes may be used in the student notes field:
   1to1 One-to-One attendant
   FATT Female Attendant
   FDR Female Driver
   LSC Limited Student Contact
   MATT Male Attendant
   MDR Male Driver

7.7. The following abbreviations may be used in the student notes field:
   504 504 Plan
   ALGY Allergy
   ALTDO Alternate Drop Off
   ALTNU Alternate Number
   ALTPU Alternate Pick UP
   AMO AM Only
   BATP Bus and TransPass
   CBVT Community Based Vocational Training (CBVT) TransPass
   DCR Daycare
   ESH Emergency Shelter
   HTH Hand To Hand
   IRA IEP Ride Alone
   JCA Joint Custody Agreement
   LRA Legal Ride Alone
   NOREP Notice of Recommended Educational Placement (NoREP)
   PMO PM Only
   SBTP Sibling TransPass
   SOLO Ride Alone
   STLM Settlement Student

7.8. The following abbreviations may be used in the run notes field:
   1to1 One-to-One attendant
   ADD Add Stop
   ADJ Adjust Times
   AMRT AM Route Number
   DEL Delete Stop
   EQP Equipment Change
   MVE Move Stop to a Different Run
   ORD Reorder Stops
   PMRT PM Route Number
   REL Relocate Stop to Another Address
8. **Transportation Change Notifications**

Parent Notification Letters (PNLs) are mailed to the address on file in the School District of Philadelphia’s Student Information System (SIS) (XSIS):

- **8.1.** 1-2 weeks before the start of each School Year (SY) and Extended School Year (ESY)
- **8.2.** 3 times per week (Mondays, Tuesdays, and Fridays) when there is a change in route assignment, stop assignment, or any change in pickup time that is ten minutes or greater.

9. **Maintenance Schedule**

Department of Transportation Services shall review these routing guidelines annually.

10. **Related References**

22 Pennsylvania Code § 23.6. Authorized passengers.
67 Pennsylvania Code §171.2 Definitions.
67 Pennsylvania Code §171.42. Aisle.
Pennsylvania Department of Transportation School Bus Driver’s Manual.
Pennsylvania Department of Transportation Types of Schools