

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: May 12, 1987

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810. TRANSPORTATION	
<p>1. Purpose Title 22 Sec. 23.4 SC 1361</p>	<p>Transportation for students in the Northern Lebanon School District shall be provided in a safe and reasonable manner in accordance with the law, school district resources and the following guidelines. It is further intended that this policy facilitates decision-making for the resolution of transportation problems.</p>
<p>2. Authority SC 1362</p>	<p>The Board shall contract for school bus services for the transportation of students to and from school at regularly scheduled hours, for students on athletic trips and for other authorized trips.</p> <p>The Board will also provide transportation for students if the walking conditions to the school are considered hazardous by the Department of Transportation.</p>
<p>3. Guidelines</p>	<p><u>Eligibility</u></p> <ol style="list-style-type: none"> 1. Kindergarten students and elementary students in grades one (1) through five (5) living more than one and one-half (1-1/2) miles from the school they attend shall be transported. (This distance does <u>not</u> include driveways or private roads.) 2. Secondary students in grades six (6) through twelve (12) living more than two (2) miles from the school they attend shall be transported. (This distance does <u>not</u> include driveways or private roads.) 3. A student shall be transported when walking conditions to school are found to be hazardous by the Department of Transportation. (This distance does <u>not</u> include driveways or private roads.) 4. The school district shall transport exceptional children who require special transportation services without regard to distance or hazardous walking conditions. 5. Tuition students shall be entitled to transportation from an authorized bus stop.

Walking Distance to Bus Stops

1. Elementary and secondary students are expected to walk a distance to their bus stop that does not exceed one-half (1/2) mile.
2. The school district shall determine the walking distance to a bus stop for elementary and secondary students by utilizing side roads and streets that will not include driveways or private roads.
3. Where driveways or private roads are located along the assigned routing of buses, stops shall be located so as to be central to the residences of students assigned to the stop.
4. The Pennsylvania Department of Transportation under Title 67, Chapter 447 has established guidelines for determining hazardous walking routes. Paragraph 447.4 establishes the criteria to be utilized in determining hazardous conditions. The Department of Transportation may be consulted to assist in determining if the walking conditions for a student are considered to be hazardous.
5. A student may be required to walk up to five hundred (500) feet on a roadway designated as a hazardous walking route according to Title 67, Chapter 447, Paragraph 447.3(d) (relating to criteria).
6. Exceptions to the above may be granted when school district officials determine that traffic and/or road and weather conditions make walking unsafe.

Establishing Bus Routes and Bus Stops

A decision by school district officials to establish bus stops and bus routes will be based on the following conditions and criteria.

1. Bus stops and bus routes will be re-evaluated and reestablished yearly. Current bus stops and bus routes that do not meet the guidelines of this policy may continue until the school district determines them to be unsafe, unsuitable or unnecessary.
2. Secondary and elementary bus stops will be eliminated as students graduate or move resulting in no students at the bus stop. The establishment of a new bus stop in this area will follow the conditions and procedure outlined in this policy.
3. The fact that a bus stop or bus route once existed in a particular place will have no bearing on placement of future stops or routes.

4. No bus stops will be created outside school district boundary lines.
5. The road conditions for new bus routes must be suitable and safe for travel by buses and, where appropriate, the turnaround for the bus must be suitable and safe.
6. No bus routes will be extended unless a significant number of students live more than one-half (1/2) mile from the present stop. (This distance does not include driveways or private roads.)
7. New bus stops will be established when needed. The school district will utilize the following criteria in establishing new stops.
 - a. The residence of an elementary/secondary student shall be further than one-half (1/2) mile from established bus stop. (This distance does not include driveways or private roads.)
 - b. No new elementary stops within one-tenth (1/10) mile of the old one.
 - c. No new secondary stops within two-tenths (2/10) mile of the old one.
 - d. No new stops within fifty (50) feet of an intersection.
 - e. New bus stops must be visible for five hundred (500) feet on a straight and level highway and seven hundred (700) feet on a hill or curve.
 - f. No new bus stops on steep hills on which it would be difficult for other traffic to stop.
 - g. New bus stops will be central to the residences of students where driveways and/or private roads are located along the bus route and providing that the central location is the safest place to stop.
 - h. A student may be required to walk up to five hundred (500) feet on a roadway designated as a hazardous walking route as per Title 67, Chapter 447, Paragraph 447.3(d) (relating to criteria).
 - i. Special consideration will be given to granting an exception to the above criteria if the school district is able to verify that the student has been diagnosed as having a medical problem which is made worse by the criteria. The school district may require verification via the school district physician.

Special Transportation Requests

The school district will permit special transportation arrangements to and from school on different buses under the following conditions.

1. Special transportation arrangements will involve no more than two (2) buses and must be for not more than one (1) student per bus.
2. No new bus stops or bus routes will be created. Students will be picked up and dropped off at only authorized bus stops along authorized bus routes.
3. The special long term transportation arrangements must be for five (5) days per week for-at least two (2) weeks.
4. Special consideration will be given in granting an exception to the five (5) days per week criteria if the school district is able to verify that the parent's/guardian's work schedule conflicts with the ability to properly supervise his/her children at an authorized bus stop or in cases of shared custody. The student will be responsible for getting on and off the correct bus on the proper day. Northern Lebanon School District requires proof of the parent's/guardian's employment and work schedule. If approved, the student will need a "Special Boarding Pass" issued by the Transportation Office.
5. Special transportation arrangements to and from school will be permitted contingent upon the availability of bus seating on the bus.
6. If a new student to an assignment area needs bus seating that is currently being used under a special transportation arrangement, the special transportation student must relinquish his/her seating on his/her non-assignment area bus to the new student.
7. Special transportation arrangements will be considered only under extenuating circumstances as determined by the school district.
8. Temporary special transportation arrangements will be honored providing there is a bus seating available and prior permission has been obtained via the building principal. All temporary boarding pass requests must contain a valid reason in order to be considered, e.g., family emergency, no one home to meet elementary child, etc. Requests without a reason will not be granted. Requests should be made to school officials infrequently and only under emergency situations. A temporary bus boarding pass will be issued by the building principal and submitted to the bus driver.
 - a. Valid reasons for temporary special transportation include: no home supervision, school related need, family emergency, economic hardship

employment.

b. Any request for male and female special transportation requests must be on a different note and be authorized and signed by both parents.

c. Temporary special transportation requests are limited to ten (10) days per school year or at the discretion of the building administrator.

d. All temporary special transportation requests must be in writing with appropriate authorization and signature.

Kindergarten Guidelines

The school district will provide kindergarten transportation based on the following conditions:

1. Kindergarten students will be bused to (A.M. session) or from (P.M. session) school utilizing the authorized bus stops with the elementary students grades one (1) through five (5).
2. When the only students being transported are kindergarten students, the school district will attempt to bus the kindergarten students to their residence (A.M. session) or from their residence (P.M. session) along the authorized bus routes. Exceptions are that the bus will not travel on private roads, or driveways or stop at an unsafe locale as determined by the school district.
3. Kindergarten students will not be dropped off at a bus stop on the noon run unless a parent/guardian is present. If no one is at the stop to meet the child, s/he will be transported to the student's original school.

Procedure for Applying for New Bus Stops or Bus Routes

1. Request for new bus stops, new bus routes, or special transportation must be made to the school district Transportation Office on a special school district form. This form may be obtained at the Transportation Office (865-2117).
2. Request for new bus stops or new bus routes must be submitted no later than June 30th for the coming school year.
3. Requests for changes in existing bus stops or existing bus routes must be submitted no later than July 15th for the coming school year.
4. Requests for new bus stops for students who have just moved into the school district will be accepted throughout the school year.

<p>Title 22 Sec. 23.4 (4, iii)</p>	<ol style="list-style-type: none">5. School district officials will make an effort to review all requests within twenty (20) days from the date received.6. If possible, the Transportation Office will give the parties involved a five (5) day advance notice when a request results in a bus stop or bus route change.7. If a request is denied, an appeal may be submitted within ten (10) days to the Superintendent's office. The appeal will <u>not</u> be considered unless there are extenuating circumstances not previously presented. <p><u>School Bus Discipline</u></p> <ol style="list-style-type: none">1. The school bus driver shall be responsible for the discipline of students while they are being transported to and from school. The driver is the authority on the bus, and students are responsible directly to the driver.2. The students' responsibility as passengers shall be that their conduct is reasonable and in no manner interferes with bus safety. Students who fail to abide by the school district bus discipline policy may be suspended from riding the bus. A parent/guardian will be responsible for providing transportation to and from school when his/her child is suspended from the bus. <p><u>Private and Nonpublic Schools Transportation</u></p> <ol style="list-style-type: none">1. The school district will provide transportation for a resident pupil to and from the private or nonpublic, nonprofit kindergarten, elementary school or secondary school in which the pupil is lawfully enrolled provided that such school is located within the school district boundaries or not more than ten (10) miles outside the district boundaries by the nearest public highway.2. All private or nonpublic schools must provide transportation requests in writing for the coming school year to the Transportation Office on or before July 15th. All transportation requests must be made on a school district transportation request form that may be obtained from the Transportation Office (865-2117).3. No new bus stops will be created in areas where both public and nonpublic pupils are located. All students will be picked up and dropped off at only authorized bus stops along authorized bus routes. The exception to this guideline will be for locations where the students are either handicapped or where no authorized bus stop or bus route previously exists.
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| | <ol style="list-style-type: none">4. On days that the Northern Lebanon School District does not have school (i.e., modified days or vacation days) or when early dismissals are requested from private or nonpublic schools, it will be the responsibility of the private or nonpublic schools to inform the Transportation Office in writing at least ten (10) days before the transportation is needed. A school district transportation request form for special transportation during the school year may be obtained from the Transportation Office (865-2117).5. On any day that the school district cancels due to inclement weather or emergencies, transportation services will also be suspended for all private and nonpublic schools. |
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