

SUBJECT: TRANSPORTATION OF STUDENTS**Requests For Transportation To and From Non-Public Schools**

The parent and guardian of a parochial or private school child residing in the school district who desires that the child be transported to a parochial or private school outside of the school district, but within the applicable distance limitations, during the next school year should submit a written request to the Board of Education no later than April 1 of the preceding year, or within thirty (30) days of moving into the district. No late request of a parent or guardian shall be denied where a reasonable explanation is provided for the delay.

Transportation of Students With Disabilities

Transportation services will be provided for said pupils from birth to four years as ordered by family court. For children ages 3-21, a recommendation of the Committee on Special Education or the Committee on Preschool Special Education will be submitted to the Board of Education for approval. Transportation for these pupils will be provided on a door to door basis as required by law. Drivers will not enter houses or schools for the purpose of picking up or discharging these pupils. It is expected that parents will be at the home and trained instructional or non-instructional staff members at the school will be available to assist the children from these points.

Student Information

Any vehicle used on a regular basis to transport students with a disability on a regularly scheduled route shall, upon written consent of the parent or person in parental relation, have maintained on such vehicle the following information about each student being transported:

- a) Student's name;
- b) Nature of the student's disability;

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- c) Name of the student's parent, guardian or person in a position of loco parentis (person in parental relation) and one or more telephone numbers where such person can be reached in an emergency; and/or
- d) Name and telephone number of any other person designated by such parent, guardian or person in a position of loco parentis as a person who can be contacted in an emergency.

Such information shall be used solely for the purpose of contacting such student's parent, guardian, person in a position of loco parentis, or designee in the event of an emergency involving the student, shall be kept in a manner which retains the privacy of the student, and shall not be accessible to any person other than driver or a teacher acting in a supervisory capacity. In the event that the driver or teacher is incapacitated, such information may be accessed by any emergency service provider for such purpose.

Such information shall be updated as needed, but at least once each school year and shall be destroyed if parental consent is revoked, the student no longer attends such school, or the disability no longer exists.

Herein the term "disability" shall mean a physical or mental impairment that substantially limits one or more of the major life activities of the student, whether of a temporary or permanent nature.

Fire Extinguishers

School buses manufactured on or after January 1, 1990 fueled with other than diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers and used to transport such students shall be equipped with an automatic engine fire extinguishing system.

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SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd)

School buses manufactured on or about September 1, 2007 fueled with diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers used to transport such students shall be equipped with an automatic engine fire extinguishing system.

The purchase of automatic engine fire extinguishing systems for school buses used to transport such students shall be deemed a proper school district expense.

Transportation of Non-Resident Students

The district shall not extend its bus routes outside of the district to pick up non-resident students.

School Trips

School district buses may be used for transportation of pupils and teachers for any purposes that is clearly and distinctly a school purpose.

In case there are unusual events for school pupils which necessitate some children riding on other buses than they usually ride on, they must obtain a permission slip from their parents and the school principal before arrangements can be made for transportation.

School district buses shall not be used for any student overnight trips, without prior approval of the program by the Board of Education.

It will be policy of the Union Springs Central School District to take every precaution for the safety of students on away trips. Proper regulations to insure this policy are to be developed and carried out, defining the responsibilities of the various district personnel involved. In establishing this policy, the Union Springs Board of Education will support the action taken when personnel have followed the directions as prescribed under the regulations governing this policy.

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SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd)**Athletic and Other Interscholastic Events**

Buses will be provided for transportation of student spectators to athletic events at other schools provided each bus is filled to capacity and bus supervision is provided. On these occasions each student spectator will be charged a fee to be established by the Board of Education.

Transportation to School Sponsored Events

Where the district has provided transportation to students enrolled in the district to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless the parent or legal guardian of a student participating in such event has provided the district with written notice, consistent with district policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the district impractical, a representative of the school district shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

Transportation in Personal Vehicles

Personal cars of teachers and staff shall not be used to transport students except in the event of extenuating circumstances and authorized by the administration.

Education Law Sections 1604, 1709, 1804, 1903, 1950
2503, 2554, 2590-e, 3621(15), 3623-a(2c), 3635,
4401(4), 4404 and 4405
Vehicle and Traffic Law Section 375(20)(1) and
375(21-i)

NOTE: Refer also to Policy #7252 – *Education of Homeless Children and Youth*

Revised: 8/9/1993, 2/23/2004, 9/11/2006, 9/26/2016