

# POLICY

2016

5730  
1 of 4

NON-INSTRUCTIONAL/BUSINESS  
OPERATIONS

---

---

## **SUBJECT: TRANSPORTATION OF STUDENTS**

### **Requests For Transportation to and From Non-Public Schools**

The parent or person in parental relation of a parochial or private school child residing in the School District who desires his or her child to be transported to a parochial, private, or charter school outside of the School District up to the legal limit of fifteen (15) miles during the next school year, must 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. The District will publish the April 1 date in its school calendar and/or local newspaper as a reminder to parents of this deadline. No late request of a parent or legal guardian shall be denied where a reasonable explanation is provided for the delay.

### **Transportation to Nonpublic Schools on Holidays**

The District will share its calendar and start and dismissal times with nonpublic schools before the start of the school year. The District is not required to provide transportation to nonpublic schools on days on which the District's schools are not in session.

### **Transportation for Nonpublic School Students With Disabilities who are Parentally Placed**

For students with disabilities, ages 5 through 21, who are parentally placed in nonpublic schools outside their district of residency, if special education services are to be provided to a student at a site other than the nonpublic school, the school district of location is responsible for providing the special education services, including, as applicable, arranging and providing transportation necessary for the student to receive special education services.

The district of residence remains responsible to provide transportation to parentally placed nonpublic school students from the student's home to the nonpublic school.

### **Transportation of Students with Disabilities**

Transportation of students with disabilities in the District may not exceed fifty (50) miles (one way) from the student's home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. In that event, the Commissioner may then establish transportation arrangements.

### **Student Information**

Upon written consent of the parent or person in parental relation, every school bus which is used to regularly transport students with disabilities will maintain the following information about each student with a disability being transported:

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

# POLICY

2016

5730  
2 of 4

NON-INSTRUCTIONAL/BUSINESS  
OPERATIONS

- c) Name of the student's parent, guardian, or person in parental relation and one or more telephone numbers where that 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 parental relation who can be contacted in an emergency.

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

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

## Fire Extinguishers

School buses manufactured on or after January 1, 1990 fueled with other than diesel fuel and used to transport three or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight passengers and used to transport these students will be equipped with an engine fire suppression system.

School buses will also be equipped with at least one hand fire extinguisher in the event of an emergency.

## **Transportation of Non-Resident Students**

Non-resident families must provide their own transportation.

## **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 will also provide transportation back to either the point of departure or to the appropriate school in the District unless a student's parent or legal guardian has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for the student. 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, and the parent has not authorized alternative return transportation, a representative of the District will remain with the student until the student's parent or legal guardian has been contacted and informed of the intervening circumstances and the student has been delivered to his or her parent.

## **Transportation in Personal Vehicles**

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

# POLICY

2016

5730  
3 of 4

NON-INSTRUCTIONAL/BUSINESS  
OPERATIONS

---

---

## Transportation to Childcare Providers

The District will provide transportation to a childcare provider as long as the following criteria are met.

- a) The childcare provider's address must be eligible for transportation.
- b) The student's residence is not located within walking limitations established by the Massena Board of Education.
- c) The bus route will not be changed to accommodate the request.
- d) The request does not overload the bus capacity.
- d) The District will release the child at the nearest appropriate school bus stop.

## Transportation to Approved Programs Outside the District

Students attending approved instructional programs outside the District (such as programs of the Board of Cooperative Educational Services) shall be furnished transportation from the school in which they are registered to the location of the program and return to the school.

## Requests for Occasional Transportation

Children who wish occasionally to visit friends' homes may accompany their friends, on their school buses, if:

- a) Parent/legal guardian submits a written request to the building principal 48 hours before the date the transportation is requested and the Principal will check with the transportation department if;
- b) Transportation Director approves the request, based on the capacity of the bus assigned to the route where the child's friend lives and such a request is feasible; and
- c) Child gives the bus driver the written permission slip (signed by the building principal) when he/she boards the friend's bus.

## Rights of Appeal

A parent/legal guardian who feels that his/her child is not being furnished transportation authorized by this policy or required by statute may appeal.

# POLICY

2016

5730  
4 of 4

NON-INSTRUCTIONAL/BUSINESS  
OPERATIONS

---

---

## Adult Transportation to BOCES

Adult education students, attending day-school programs at Seaway Tech in Norwood, and wishing to ride Massena Central School District's buses to the BOCES Center, shall be granted permission to ride (at no cost to the individuals) if:

- a) They file (with the Transportation Director) a written transportation request at least five days prior to the beginning of classes;
- b) They arrange transportation to the Massena Central High School, in order to Board the BOCES bus; and
- c) There is sufficient space on the bus to permit all passengers to be seated while the bus is in operation.

No bus runs shall be created or extended for the purpose of serving adult education students; and, rules and regulations pertaining to student discipline on buses shall also apply to adults.

Education Law §§ 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, 4405, and 4410-6  
Vehicle and Traffic Law § 375(20)(1) and 375(21-i)

Adopted: 7/7/16