

## **P7302 PROCEDURES FOR INITIATING AND RECOMMENDING CHANGES IN PUPIL TRANSPORTATION SERVICES**

### **BOARD POLICY:**

**Orderly procedures are utilized in (1) identifying pupils who are eligible to receive transportation services, (2) collecting information and making recommendations for changes, (3) communicating with persons affected by changes which need to be implemented, and (4) recommending needed sidewalks, lighted and unlighted crosswalks to the City Traffic Department after the Board has approved and prioritized the list.**

Administrative Implemental Procedures:

1. Orderly procedures are maintained for collecting information, communicating with interested parties, coordinating with appropriate agencies, proposing changes in transportation services, making appropriate decisions on those proposals, and implementing such decisions.
2. Principals engage in the following:
  - a. Collecting and providing information concerning changes in land use within attendance areas, enrollment and program data, and projections which might affect decisions about transportation services.
  - b. Establishing ad hoc committees at each school having transportation for hazardous reasons and, when appropriate, studying the possible need for transportation services in other areas. The responsibility of each committee will be to define the minimum improvements needed to remove the need for transportation services for hazardous reasons.
  - c. Recommending improvements and other changes which could change the requirements for pupil transportation services.
3. District office administrators engage in the following:
  - a. Reviewing information obtained from principals, the Supervisor of Pupil Transportation, program managers, and other sources.
  - b. Working with agency representatives in bringing about improvements such as sidewalks, traffic signals, etc.
  - c. Attending meetings of the Traffic Commission, City Commission, and other agencies as appropriate.
  - d. Providing information to other administrators, Board of Education, and others.
  - e. Making recommendations for changes in transportation services.
4. Any or all of the following may originate proposals for changes in transportation services:
  - a. Board of Education
  - b. District office administrators
  - c. Principals
  - d. Parents
  - e. Traffic Commission
  - f. Other agencies

5. Alternatives such as the following are considered in attempts to reduce transportation requirements and in attempts to avoid the necessity of additional transportation services:
  - a. Change in boundaries
  - b. Elimination of hazards
  - c. Alterations in programs, e.g., all day kindergarten
6. Recommended changes in pupil transportation services are coordinated with other recommendations which might affect transportation requirements, e.g., changes in program, school closings, etc.
7. While the above activities may be carried on throughout the year, special emphasis is given during the first semester which provides the basis for recommendations for the subsequent school year.
8. By the end of February, the Operations Division will report their recommendations to the Superintendent for changes for the following year.
9. Parents and others who might be affected by changes in transportation services are notified prior to consideration of the proposed changes by the Board of Education and following action by the Board.
10. Recommendations of the Superintendent are considered by the Board of Education with opportunity for parental input, if appropriate. If changes in boundaries are to be considered, recommendations may be presented to the Board at an earlier date.
11. Recommendations are placed on the agenda for study at the first regular meeting of the Board in April and on the agenda for action at the adjourned meeting in April. Recommendations will be made at other times when appropriate.
12. During May, principals send notices to parents of children whose transportation services to and from school have been affected by Board of Education action.
13. Changes in routing are made in June and July by personnel in the Pupil Transportation Department (see BOE Policy 7300 - *Transportation of Pupils*).
14. Information regarding pupil transportation services is provided to parents when pupils are being enrolled in August.
15. At no time are transportation services for hazardous reasons discontinued for any group of pupils sooner than 30 days after notices have been sent to parents.
16. Temporary changes in transportation services may be made in cases of emergencies or when other conditions justify such changes.
17. For a period of one year, pupil transportation services will not be reduced in scope in districts unifying with Unified School District 259.

18. Efforts are made in January or February to identify the following year's kindergarten children who may need transportation services so that changes in routing can be considered at an early date.
19. Building principals will encourage parents of regular and special education pupils needing transportation services who plan to move during the summer to notify the receiving school principal, or personnel in Student Records and Enrollment Services, so that arrangements for transportation services can be made in a timely manner.

Administrative Responsibility: Operations Division - Transportation Services  
Latest Revision Date: February 2014  
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