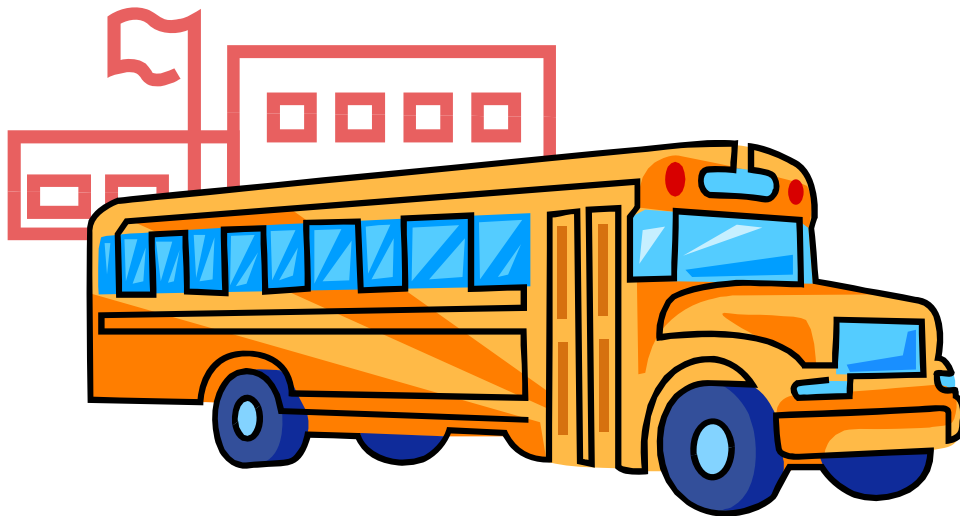


STUDENT TRANSPORTATION DEPARTMENT



STUDENT TRANSPORTATION SERVICE GUIDELINES

Revised August 21, 2009

STUDENT TRANSPORTATION SERVICE GUIDELINES

STUDENT TRANSPORTATION SERVICE GUIDELINES

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THIS DOCUMENT IS SUBJECT TO PERIODIC COMMITTEE REVIEW,
IN ORDER TO MEET THE CHANGING NEEDS OF THE DISTRICT.

348KMW

STUDENT TRANSPORTATION SERVICE GUIDELINES

SECTION A: STUDENT TRANSPORTATION RESPONSIBILITIES

Student Transportation Services is responsible for:

1. Protecting first the health and safety of its students and employees and secondly, recognizing the rights of each individual child to a quality education.
2. Selecting type of transportation to transport Portland students. This may involve regular school bus, Special Education bus, cabs, Tri-Met, or other available options that meet student needs and comply with District and state guidelines.
3. Selecting bus stops and student assignments, based upon safety, respect for private property, prescribed walking distance to/from school and bus stops and economy of operation. Stops are located not less than 3/10 of a mile apart in designated safe areas central to the needs of all students. Exception: Student congestion and hazards may influence locating stops less than 3/10 of a mile.
4. Providing semi-annual Safety Training Of Pupils in Portland Schools (STOPPS) in accordance with ODE rules, see Section E.
5. Providing appropriate bus routes and time schedules that are coordinated with Board adopted school begin/end times to permit maximum equipment use in meeting student needs as set forth by Transportation and Board policies. Beginning with the 1997/98 school year the School Board adopted universal standard begin/end times for all elementary and middle schools. Elementary times are 8:00 AM – 2:15 PM and 8:45 AM – 3:00 PM and middle school times are 9:15 AM – 3:45 PM. Elementary time assignments were based on efficient tie-in capabilities and adhering to these standard times provides for a significant and ongoing cost savings. Elementary schools may not swap between begin/end times as it may have a negative impact to the ongoing cost savings.
6. Enforcing District and state regulations for the safest transport of students with regard to student conduct on buses and at bus stops.
7. Enforcing District and state regulations for the selection and training of school bus drivers and other District and contract personnel who may transport students of the District.
8. Ensuring that district school buses are not being used for any other purpose except district and student related activities.

SECTION B: ELIGIBILITY OF RIDERSHIP

Transportation shall be provided in the following instances:

1. For students who live one mile or more from the elementary school they attend within their school attendance boundary.

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2. For students who live one and one-half miles or more from the middle school they attend which is within their attendance boundary.
3. The distance from home to school shall be determined by:
 - a. Measurement of the most direct combination of roads, streets, highways, and public paths.
 - b. Measurement shall be determined from the street immediately in front of the school to the street in front of the student residence. This distance not to include private drives or parking lots.
4. High school students who reside more than one and one-half miles from the school they attend which is within their attendance boundary and one mile or more from Tri-Met, private, or other public services. Measurement shall be determined from the street immediately in front of the student residence to the closest stop.
5. Students transferred at District initiative to another school to reduce overcrowding; using school-to-school shuttle transportation.
6. Students transferred at District initiative to another school to provide an educational program not otherwise available.
7. Students enrolled in Special Education classes who have transportation as a related service in their IEP, PEP or IFSP. See Section J for specific guidelines pertaining to the "Transportation of Special Education Students."
8. Open-enrollment and private school students who live more than one mile from their assigned elementary school, or more than one and one half miles from assigned middle school, may ride existing bus routes at existing stops as "hitchers" (see Hitcher Provision under Section G).
9. Pre-kindergarten and kindergarten students who reside outside the one-mile walking distance who attend half-day programs (see Section C, Item 3, for walking distance criteria).
10. For adult and student volunteers or other authorized persons who ride buses for a specific school-related function. Temporary Bus Passes (TD-38 form) will be issued by school principal (see Section H, Item 5 for Adult/Volunteer Bus Passes).
11. For District or contract staff on official business.
12. For parents, teachers, coaches or chaperones who must accompany students on buses for field trips, athletic events, Outdoor School or other school-related functions.
13. For students who meet the requirements of Section 504 of the Rehabilitation Act of 1973.

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SECTION C: TRANSPORTATION OF GENERAL EDUCATION STUDENTS

1. Students who attend school outside their assigned attendance area, under the “open transfer provision” shall not be eligible for transportation except under “Hitcher Provision,” when applicable (see Section F, Item 11). When non-Special Education students move out of their feeder school patterns, bus service will be discontinued. Parents are responsible to provide transportation for open transfer students.
2. Students will be expected to walk to bus stops up to one mile from their home based on the scale in item 3 below. Special Education students are expected to walk to bus stops commensurate with their ability.
3. The following scale is the criteria for student walking distance to/from bus stops only for authorized transportation service:

Pre-K to K	One-quarter mile during midday when older students are not en route.
Pre-K to 5	One-half mile.
6 to 12	One mile.
4. General transportation routes are developed to run within a 60-minute time frame whenever possible. Occasionally routes for special programs (Magnet or routes in rural areas) may require a longer ride. However, we make every attempt to keep this to a minimum.
5. Pre-kindergarten students daily must wear an approved yellow bus tag designating name, school, emergency phone number, route number and bus stop. Kindergarten through 3rd grade must wear an approved white tag for the first three weeks of school. Yellow (67-6525) and white (67-6500) tags are available through the Warehouse.
6. Other than in #5 above **the School District does NOT require general education students (Kindergarten –12th grade) to be met at the “from” school bus stop.** Parents are encouraged to educate their children in safe walking routes to/from schools and bus stops as well as an overall transportation plan. Students that do not get off at their assigned stops will be returned to their school of attendance.

SECTION D: SAFETY PROVISIONS

1. Students living within one mile of their assigned school (Pre-kindergarten – 5) or within one and one-half miles for grades 6 – 8 will only be transported if it is determined that they face unsafe and hazardous walking conditions. The Transportation Safety Office will investigate to determine where unsafe and hazardous walking conditions exist.

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Parents may request transportation through their school principal or via phone directly to Student Transportation. Schools will utilize TD-6's for transportation requests.

Routing Office personnel will review safety criteria to determine approval or denial of the request. If the request is denied, the requestor shall be informed of appeal process.

2. The following criteria will be used to determine if potentially unsafe, and hazardous conditions exist for students walking to/from school or bus stop:
 - a. Conditions and Usable Width of Road Shoulder -- Usable shoulder is that portion of the roadway that extends beyond the outer lane marker. Usable shoulder can be asphalt, gravel, concrete, dirt, grass, or other substances that allow sufficient surface for walking. Shoulder width is determined as follows:
 - When the roadway is marked with a fog line it shall be measured from the fog line out.
 - When no fog line is available, the shoulder will start 10 feet from the left side lane marker of the right most lane.
 - If usable shoulder is less than four feet, it will be considered a potential hazard. However, there are community neighborhoods where students may walk safely in the streets.
 - b. Volume of Traffic – For students who are walking on shoulder or crossing roadway (without benefit of a controlled crossing), the volume of traffic exceeding 450 cars per hour is considered a potential hazard.
 - c. Terrain Features Affecting Motorist Visibility -- In order to rate the terrain for visibility, one hill or several hills will be considered the same. A sharp curve is posted 25 mph or less. A gentle curve is posted 30 mph. Any time there are one or more curves/hills with a visibility of less than 300 feet, this could be considered a potential hazard, depending upon width of road shoulder.
 - d. Other Conditions -- There could occasionally be a condition not covered which would adversely affect the safety of students in walk areas. These conditions will be assessed and considered with all other pertinent information available.
3. Students residing within the walking boundaries will generally not be transported where the following conditions exist:
 - a. Controlled Intersections – Intersections with traffic signals or stop signs.
 - b. Patrolled Intersections – Intersections served by student or adult safety patrol.
 - c. Traffic Loads – Lightly traveled intersections without signals or stop signs where traffic count is less than 450 vehicles per hour.
 - d. Sidewalks or Shoulders – Locations where adequate walking space is provided for students to stay clear of vehicular traffic as defined in Section D. 2, a.
 - e. Visually Obstructed Traffic – Walking route which does not obstruct view of traffic as defined in Section D. 2, c.

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4. The Student Transportation Department will review and respond to all safety concerns of District students, parent/guardians, or District staff.

SECTION E: STUDENT TRAINING PROVISIONS

All Portland students shall receive school bus safety instructions at least twice annually through participation in the STOPPS (Safety Training of Pupils in Portland Public Schools) program. This program is designed to familiarize students pre-kindergarten through 12th grades with school bus safety and emergency evacuation in compliance with ODE Administrative Rule 581-053-0002.

SECTION F: CONDITIONS OF RIDERSHIP

The following requirements and conditions pertain to all students who are eligible to ride on District or contract transportation:

1. OAR 581-053-0010 "Rules Governing Pupils Riding School Buses" state:
 - a. Pupils being transported are under authority of the bus driver.
 - b. Fighting, wrestling, or boisterous activity is prohibited on the bus.
 - c. Pupils shall use the emergency door only in case of emergency.
 - d. Pupils shall be on time for the bus both morning and evening.
 - e. Pupils shall not bring firearms, weapons or other potentially hazardous material on the bus.
 - f. Pupils shall not bring animals, except approved assistance guide animals on the bus.
 - g. Pupils shall remain seated while bus is in motion.
 - h. Pupils may be assigned seats by the bus driver.
 - i. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
 - j. Pupils shall not extend their hands, arms or heads through bus windows.
 - k. Pupils shall have written permission to leave the bus other than at home or school.
 - l. Pupils shall converse in normal tones; loud or vulgar language is prohibited.

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- m. Pupils shall not open or close windows without permission of driver.
- n. Pupils shall keep the bus clean and must refrain from damaging it.
 - a. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
 - b. Pupils who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may forfeit their privilege to ride on the bus.

2. Additional District Guidelines:

- a. Due to safety and cleanliness concerns, eating and drinking on buses is prohibited. Exceptions are:
 - On field trips during inclement weather while the bus is parked.
 - Diabetic students who may suddenly need sugar to control glucose levels.
- b. Students' personal articles and belongings shall be placed in a manner that will not block aisles or emergency exits or endanger other riders. Large items that will not fit under the seat, cannot be carried in the student's backpack or cannot sit on the seat next to the student will not be transported. It will be the parent's responsibility to transport these items to/from school.
- c. Students should be at designated stops at least five (5) minutes prior to the scheduled bus arrival. School buses may not wait more than one minute past the scheduled stop time for late students.
- d. A back-up bus will not be provided if students miss the bus. Back-up transportation is provided only if it is verified there has been a Transportation Department error.
- e. Students or parents shall not request bus drivers to deviate from their prescribed route or make schedule changes.
- f. Requests for schedule or route changes shall be submitted to Transportation Routing Office for evaluation and approval or denial.
- g. Students needing to get off at a stop other than their regular-scheduled AM, Midday, or PM stops must have written permission by a school official. Drivers will honor authorized requests for specific dates only.
- h. Pre-kindergarten, and designated ESL students must be met at their "from" school stop by a responsible person. Unmet students will be returned to the sending school/center when coming from an AM half day program or delivered to the unmet student facility if coming from a PM half day or all day program.

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- i. Students are required to conduct themselves in an orderly manner while waiting for, loading and unloading the bus. Good conduct and respect for private property are essential to maintain community support and bus stops.

SECTION G: HITCHER PROVISION

Hitchers are open transfer, private, parochial, or charter school students who ride on existing bus service at exiting stops. Conditions of hitching are:

1. Students must live more than one mile from elementary schools or one and a half miles from middle schools.
2. Students are under the authority of the district and the bus driver during the time of bus use and must adhere to the rules governing all students on the bus.
3. Time or mileage may not be added or the route altered in order to provide hitcher service.
4. Hitchers on Special Education buses will not be denied service if the Special Education rider is not riding.
5. Bus service may be terminated at any time with notification as a result of:
 - a. Route changes resulting in the bus no longer traveling to the needed stop
 - b. Authorized service is eliminated
 - c. Space no longer available on the bus
 - d. School closure or shortened school hours
 - e. Hitching student's behavior is inappropriate
6. No back-up bus will be provided if the hitcher misses the bus.
7. A hitcher request must be approved and returned before student is authorized to ride.
8. Approval is for current school year only, and must be submitted again each year.
9. Hitcher form (TD-37) is available in PDF format at http://www.pps.k12.or.us/depts/transportation/st_forms_www.php.

SECTION H: ADULT/VOLUNTEER BUS PASSES

The District may authorize bus transportation for adults or volunteers provided they meet the following conditions:

1. They are School District employees, contract carrier personnel, parent/guardians of District student, or school volunteers on official or authorized business beneficial to the District.

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2. They comply with safety procedures, regulations, school policies, bus schedules and stops that apply to school students.
3. Because of the increased liability exposure, infants/toddlers in strollers, infant seats or carry-ons accompanying parent to/from school affairs, shall only be transported when properly secured by securement devices. If buses do not have securement, then parents must use other type transportation.
4. Temporary bus pass form (TD-38) is available in PDF format in the forms section of the PPS Inside Web Site.
5. Any adult/volunteer, who wishes to ride a bus and meets District conditions, must receive an authorized temporary bus pass from the school principal or designated representative. Authorization is on a "space-available" basis and cannot displace authorized riders or cause overloads.
6. The individual must show the temporary bus pass to the driver when boarding the bus. The temporary bus pass is valid for specified date only. Another temporary bus pass must be issued beyond the specified period.

SECTION I: AUTHORITY AND RESPONSIBILITY OF SCHOOL/PRINCIPAL

School principals/administrators have responsibility and authority in specific areas of student transportation. Their counsel and assistance is necessary to ensure the District meets the goal of safe, timely, and economical transportation. The areas/procedures affecting principals are:

1. Student Management: "Student Referral" (TD-9 form) -- Requires action to be taken by the school principal. The principal or designee has the authority to initiate corrective measures to assist the driver to resolve student misconduct that could jeopardize the safety of other bus riders. The need for open communication and cooperation with all parties (driver/student/parent/teacher/Transportation Department) is necessary to assure bus safety, comfort, and on-time performance.
2. Student Management -- Principals/Student Management Specialists may be asked to assist drivers with maintaining order and student safety while drivers are at or in route to and from a school.
3. Temporary Stops -- Principals have the authority to request driver(s) to make temporary mid-day only Pre-K and Kindergarten emergency stops not listed on current schedules to meet student needs. The request must meet the Eligibility Criteria (see Section B), and be given to the driver in writing. This is a temporary arrangement for five (5) days only, until appropriate stops are arranged with Student

STUDENT TRANSPORTATION SERVICE GUIDELINES

Transportation. Schools must forward TD-6 form requesting permanent stop additions/changes.

4. Chaperones – Excluding to/from school service, transportation will not be provided for field trips or outdoor school without a teacher or authorized School District personnel to act as chaperone. Principals have the responsibility to assign such a person to accompany students on the bus and to assist drivers in maintaining proper conduct (see Policy/Regulations 6.50.010).
5. On-Site Supervision -- The Principal or designee must provide on-site supervision during bus loading and unloading for their students at school and receive written Bus Referrals from bus drivers or bus aides where assigned. Refer to Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights and Discipline handbook.

SECTION J: TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

1. Individual Education Program (IEP) Determination -- Determination of transportation needs will be noted during the student IEP process. The IEP team will utilize the Transportation IEP Packet to assist in informing parents of key transportation points and gathering needed data to facilitate smooth implementation of transportation services. The IEP should specify the need for transportation, not the type of transportation, specialized equipment needs and/or handling instructions and other information pertinent to the safe transportation of the student.
2. Types of Transportation
 - a. School Buses – This is the preferred method of transportation. Special Education students will ride buses that are appropriately equipped, i.e., seatbelts, car seats, safety support systems, lifts, etc., to transport them safely to/from schools or centers. Drivers are responsible for properly securing students and equipment. Special Education buses may be multi-used for various Special Education schools/programs.
 - b. Taxi Cabs – Are used only to resolve routing issues where schools buses are not available, to correct overcrowding issues or excessively long rides, or where special medical or safety issues prevent a student from riding on a bus with other students. Cab use for medical or safety issues require administrative approval within the Transportation or Special Education departments. Transportation will ensure that only properly trained and certified cab drivers are used to transport District students.
 - c. Public Conveyance (Tri-Met) – Transportation will work with Special Education to provide Tri-Met tickets/passes instead of cab service when appropriate.
 - d. In-Lieu -- The District may elect to request or allow parents/guardians to transport their children to and from school and receive reimbursement for services performed. Such arrangements can be established if it is: 1) beneficial to all

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concerned, 2) cost effective for the District, and 3) mutually agreed upon by parties involved. Additionally:

- Approved full time in-lieu requests are for the one regular or extended school year only, i.e., regular school year (September – June) or extended school year (July – August).
- Requests approved for the regular school year shall not automatically be carried over to the extended school year, and requests approved for the extended school year shall not automatically be carried over to the regular school year.
- Parents must apply for each school year they are interested in. All requests are subject to approval.
- Temporary in-lieu requests may be approved at the discretion of the Transportation Department, pending start-up date of regular service.

3. Bus Stops

- a. Most Special Ed bus service is provided from student residence/day care location to school of attendance; however, students who are capable will be expected to walk to a stop where practical.
- b. Only one AM and PM stop location per student. Multiple AM or multiple PM stop locations are not authorized.
- c. Temporary changes of pick up or drop off locations cannot be accommodated.

4. Transportation Requests

- a. Transportation requests for new service, change of placement, change of class times, change of days of attendance, change of parent/guardian, or change of program or disability code must originate with the Special Education program. Such requests must be submitted via the electronic Special Education Transportation Request process. Requests for new service should only be submitted once the IEP process has been finalized and transportation has been added as a related service.
- b. Transportation requests for permanent changes in drop off/pick up location, emergency contact information, phone numbers, day care information, or other information not noted above can be submitted by the parent/guardian via phone call directly to the Transportation Department or through the Special Education program via the electronic Special Education Transportation Request process.
- c. Except during peak times (late August – October), transportation requests will be completed and effective within ten (10) working days of receipt by the Transportation Department.
- d. Fall startup data shall be provided electronically by Special Education in a format to include needed data as determined by Transportation. Once the electronic

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data is received by Transportation, all further requests from Special Education must be submitted via the TD-7 form. A calendar for receiving and processing fall transportation data will be cooperatively established each year by Transportation and Special Education. It is essential that this data be timely, complete, and accurate to ensure a smooth start up of Special Education transportation services.

5. Routing Priorities -- Transportation requests are normally processed on a first come, first served basis. During times of peak requests (late August – October) priority will be given as follows:
 - a. Establishing service to students not currently receiving service.
 - b. Adjusting service based on special medical or behavioral circumstances.
 - c. Changes for students already receiving service.

6. Routing Sequence/Riding Time -- Whenever possible the Routing Office will establish service where the students living closest to school are picked up last when going to school and dropped off first when returning home. In instances of students living in multiple directions “from” school but similar distances, routing will be sequenced to get the largest number of students home the quickest.

7. Drop-Off Requirements/Parent Responsibility
 - a. Met Students - Initially all Special Education students are required to be met at the door of the vehicle by a responsible person. It is the parent’s responsibility to determine who that responsible person is. Drivers shall not leave a student at the drop off location without a responsible person meeting the student at the door of the vehicle unless an approved “Request For Change Of Special Ed Drop Off Procedures” form (TD-75) is signed by parent/guardian, principal/program, and is on file in the Transportation Office. The TD-75 will allow for a visual unmet status where the driver must make visual contact with a responsible person at the address of the drop-off location, or an unmet status where the driver will drop the student at the drop address without confirming if anyone is home. The TD-75 form is available in PDF format at the Forms section of the PPS Inside website.
 - b. Drop Time - School buses run on a scheduled service and must leave stops on time to ensure all students are delivered to their drop off location in a timely fashion. If parents/guardian are waiting inside a building, they should be in a position to see the bus arrive as bus drivers cannot honk vehicle horns to announce arrival and cannot leave the bus to come to the door of the building. Drivers will not leave the bus stop prior to the scheduled time and will only wait one (1) minute past the scheduled drop-off time. After the one (1) minute, if the student(s) are not met when required to be met, the driver will leave and continue on route.

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- c. Unmet Students (PM Routes) - Upon completion of a PM route drivers will deliver unmet students to the District's Unmet Student Facility. Unmet students will not be returned to the drop-off address. Once delivered to the Unmet Facility, every effort will be made to contact the parent/guardian or the emergency contact. Parent/Guardians will have until 6:00 PM to pickup the unmet student prior to local law enforcement being notified. The Unmet Facility is intended only as an emergency care facility for students when due to an emergency parent/guardians could not be at the drop off location. This facility is **NOT A DAY CARE** and should not be used as such. If a parent/guardian knows they will not be able to meet a student, it is their responsibility to make other arrangements.
- d. Unmet Students (Midday Routes) - Upon completion of a midday route drivers will return unmet students to the sending school. The sending school will be responsible to contact the parent/guardian or emergency contact person to make arrangements for the student to be picked up at the school. Unmet students will not be returned to the drop-off address.
8. Unmet Children's Facility -- The Unmet Facility is a contracted service where unmet transported students are taken pending contacting parent/guardian or emergency contact person. It is used only by the Transportation Department. This facility is not for non-transported students that are not picked up from school. Schools shall not deliver students to the Unmet Facility.
9. Inclement Weather Service -- In the event of inclement weather it is the parent/guardian's responsibility to decide whether it is appropriate to send their child to school. On inclement weather days when the District announces snow routes, driving conditions can vary dramatically causing delays in picking up students and in some cases making it impossible to get to some pick up locations. On those snow route days a cooperative decision between parent/guardian and driver must be made. The options are:
 - a. Transportation will not attempt to pickup/drop off the student.
 - b. An alternate pick up/drop off location is agreed upon.
 - c. Transportation will attempt to pick up/drop off the student at the regular stop.

If on snow route day's item b is selected, the pick up/drop location will not be changed for that day even if weather conditions improve. A parental handout will be provided in November giving parent/guardians pertinent information for monitoring District inclement weather decisions. Parent/guardians are encouraged to listen to listed radio and TV stations during times of inclement weather for the most up-to-date closure information.
10. Parent Communication -- A Special Education Parent Letter will be sent in August to all parent/guardians of Special Education students set up for transportation services in the fall. Subsequently all requests for new service will result in the Special Education Parent Letter being sent to the parent/guardian of the student, covering key points of transportation service for their child.

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SECTION K: REPORTING TRANSPORTATION PROBLEMS/CONCERNS

1. Who To Call -- Anyone experiencing problems or concerns with transportation should call directly to the Transportation Department at 503 916-6901 regardless of whether concerns are regarding contracted or District operated service.
11. Complaint Process -- Complaints are entered and tracked electronically. Complaints will be forwarded to the appropriate person who can best resolve the concern. Complainants may request a call back regarding their concern. Complaints will be handled in a timely and professional manner. Anonymous complaints will not be accepted.

SECTION L: TRANSPORTATION DEPARTMENT APPEAL PROCEDURE

1. Requests -- Requests for changes, additions, or deletions of transportation service can originate from schools or patrons. Schools shall submit requests via a TD-6 (General Transportation Request) form. Patron requests can originate via the school or can be submitted in writing or verbally directly to the Transportation Department. Once received by the Transportation Department Routing Office requests will be evaluated against eligibility requirements and/or established safety criteria. Based on said requirements and criteria, a decision of approval or denial will be made. Routing Office staff will notify the originating party of the decision. In the advent of a denial, Routing Staff will also advise the requestor of the level 1 appeal process.
2. Level 1 Appeal -- If the requestor wishes to appeal the denial of a General Transportation Request, they may do so in writing to the Portland Public Schools, Training & Safety Supervisor (716 NE Marine Drive, Portland, OR 97211). The Training & Safety Supervisor will review the appeal with the appropriate parties, have an on site observation conducted as necessary and either uphold the request denial or take other appropriate action as necessary. The Training & Safety Supervisor will respond in writing to the requestor within 5-10 working days and maintain files of all such correspondence with copies sent to the building principal, the Routing Supervisor, and Director of Transportation. In the advent of an upholding of the original request denial, the Level 2 appeal process will be provided to the requestor.
2. Level 2 Appeal -- If the requestor wishes to appeal the denial of a Level 1 appeal, they may do so in writing to the Director of Transportation (716 NE Marine Drive, Portland, OR 97211). The appeal should be submitted only when there is a belief that the District or its personnel have violated, or misinterpreted or erroneously applied written policies of the District or relevant state or federal laws or regulations. The appeal must set forth the evidence in support of such belief. The Director of Transportation will review the relevant information and convey a final decision in writing to all people involved.

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Portland Public Schools - Student Transportation
TEMPORARY BUS PASS

School _____ Date Issued _____

Rider's Name _____ Date Expires _____
(First) (Last)

AM Stop _____ Route # _____

PM Stop _____ Route # _____

Check One:

Adult Volunteer

School Staff*

Signed _____
(Principal/Authorized Staff)


* Not to be used as employee home to work or work to home transportation.

10/02

(Valid Only For Dates Shown)

TD-38

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**Student/Bus
ID Tag**

Name: Sample Of Tag Only

School: NOT TO BE USED

Bus Stop (PM): _____

Bus # AM: _____ PM: _____

Emergency Phone: _____

Color Key: Yellow - PK ECEC / Headstart / ESL
White - K-3

67-6525 TD-139 / 6-89

STUDENT TRANSPORTATION SERVICE GUIDELINES

Portland Pubic Schools - Student Transportation

One Form Per Student

Date _____

PARENTAL REQUEST FOR HITCHER TRANSPORTATION ON EXISTING ROUTES

Student Name _____ Grade _____ Age _____

Address _____ Zip Code _____

Attending School _____

Service being requested: AM To School MD To School MD From School PM From School

Comments: _____

(Unless an alternate existing stop is noted in comments, approved hitcher service will be for the closest existing stop to your residence address)

We request that the above student be allowed to ride an existing school bus. We understand that by accepting this service we do not become entitled to this service and accept the bus rules (see other side) and conditions of this extended service.

Conditions Of Service:

1. Hitchers are open transfer, private, parochial, or charter school students who ride on existing bus service at exiting stops.
2. It is the parents/guardians responsibility to evaluate safe access to existing stops.
3. Student must **live more than one mile** from elementary schools or **one and a half miles** from middle schools.
4. Students are under the authority of the district and the bus driver during the time of bus use and must adhere to the rules governing all students on the bus (see other side).
5. Time or mileage may not be added or the route altered in order to provide hitcher service.
6. A non-special education student hitching on a S/E bus shall not receive transportation if the authorized S/E student does not require service for the day. No notification will be provided if service is cancelled due to authorized rider absence.
7. Bus service may be terminated at any time without notification as a result of:
 - a. Route changes resulting in the bus no longer traveling to the needed stop
 - b. Authorized service being hitched on is eliminated
 - c. Space no longer available on the bus
 - d. School closure or shortened school hours
 - e. Hitching student's behavior is inappropriate
8. No back-up bus will be provided if the hitcher misses the bus.
9. This request must be approved and returned before student is authorized to ride.
10. **Approval is for current school year only, and must be submitted again each year.**

work phone _____

Signature of parent or guardian _____ home phone _____

Submit this request to:

Student Transportation – Routing Office

Portland Public Schools

716 NE Marine Drive

Portland OR 97211-1099

Telephone: 503 916-6901 Fax: 503 916-2707

For Routing Office Use Only

APPROVED _____

Pickup Stop _____ Route _____ Pickup Time _____

Drop Off Stop _____ Route _____ Drop Off Time _____

DENIED/REASON FOR DENIAL _____

Signature _____ Date _____

STUDENT TRANSPORTATION SERVICE GUIDELINES

c: LES _____ PPS _____ (over)

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For your convenience, the state of Oregon rules for students riding school buses are included here. The rules are also posted in all school buses.

Rules Governing Pupils Riding School Buses (OAR 581-053-0010)

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animal, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the bus driver.
14. Pupils shall keep the bus clean and refrain from damaging it.
15. Pupils shall be courteous to the bus driver, to fellow pupils, and to passersby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

In addition to the above State rules the following District rules are to be adhered to:

- a. Pupils are not to eat or drink on the school bus.
- b. Pupils are not to bring skateboards or scooters on the bus unless the skateboard or scooter is completely secured within a skateboard or scooter pack or securely attached to a backpack.
- c. Pupils are not to bring inflated balloons on the bus.

STUDENT TRANSPORTATION SERVICE GUIDELINES

TD-37 Hitcher Form.doc



REQUEST FOR CHANGE OF SPECIAL ED DROP OFF PROCEDURES

All special education students who have transportation listed as a “related service” on their Individualized Education Programs (IEPs) must be met at the door of the school bus or cab by a responsible person unless this authorization (jointly signed by a parent/guardian and principal/program) is on file in the District’s Transportation Department. To request that your child be left unattended, or left with visual contact between the driver and a responsible person of your designation, complete the appropriate portion of this form and return it to the school your child attends. If the principal denies this request, a responsible person must meet the student at the door of the school bus or cab. This form must be renewed whenever student changes school sites.

Phil Weber, Director

I hereby request that my child _____ be left unattended at the drop location without
(name)
being met by a responsible person. I understand that, under this arrangement, I am responsible, and Portland Public Schools is not responsible, for the safety of my child after my child leaves the bus or cab. I have made provisions for my child’s safety at the drop location.

(Signature of Parent/Guardian) (Date)

OR

I hereby request that my child _____ be left at a drop location only when a responsible
(name)
person is clearly visible by the driver. I understand that, under this arrangement, I will assure a responsible person is clearly visible from the drop location when my child leaves the bus. I have made provisions for my child’s safety at the drop location. I understand that Portland Public Schools is not responsible for the safety of my child after my child leaves the bus or cab.

(Signature of Parent/Guardian) (Date)

For School Use Only

Approved _____ Denied _____ Signed _____
(Principal/Program)

Denial Reason _____

For Transportation Use Only

Effective Date _____ Signed _____
(Approved by Portland School District Legal Counsel)

NOT VALID UNTIL PROCESSED BY TRANSPORTATION OFFICE

(See back for procedures)

STUDENT TRANSPORTATION SERVICE GUIDELINES

Revised 8/17/08

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PROCEDURES FOR CHANGING DROP OFF STATUS

1. Parent completes form.
2. Parent sends/delivers completed form to attending school.
3. School/Program approves or denies request. If denied, School/Program will notify parent/guardian.
4. School forwards request to Student Transportation.
5. If approved, and after form is received, Student Transportation will process request and put into effect within three school days.
6. Approved requests will remain in effect from school year to school year so long as transportation services remain uninterrupted (except for summer, spring, and winter breaks) or until Student Transportation receives a written reversal.