

Green Island Union Free School District

Transportation Policy The Green Island Union Free School District does not own school buses and will utilize a competitive bidding process to contract for transportation for eligible students residing within the District as specified below. The District will advertise for sealed bids by placing a Notice to Bidders (for a minimum of five business days) in the Troy Record, which is the newspaper of record for the school District. The Notice to Bidders will be placed in the Troy Record by July 1 for the transportation that will begin the following September. The District will seek and require one bid for all of the required transportation services and will not separate the bid by line item or destination. In addition to providing the bid amount, bidders will be required to submit a noncollusive bidding certification and proof of insurance as well as any other documentation requested in the bidding specifications. Sealed bids will be opened on the date and at the time specified in the Notice to Bidders in the District Office located at 171 Hudson Avenue, Green Island, New York. The bids will be opened publically and read aloud by the Transportation Director or other school representative.

The District reserves the right to determine the appropriate type of transportation for eligible students, which may include, but is not limited to: bus transportation from door to door, bus transportation to and from a pre-determined location in Green Island, public transportation for which the District will provide access/swiper cards on a monthly basis.

Transportation – Eligible Students

The following resident students are eligible for transportation provided by the District.

Students in grades K-8 that live two or more miles from the school

Students in grades 9 – 12 that live three or more miles from the school

Special Education students that require transportation as per an Individual Education Plan (IEP)

Students with a temporary disability or facing extenuating circumstances, upon the recommendation of the Director of Special Education, the school nurse, the social worker, school counselor and/or school psychologist to the Director of Transportation.

Homeless Transportation Procedures/Requirements

By federal law, students who lose their homes shall continue in the school/building they attended until permanent residence has been established. If requested, transportation must be provided, as long as it is not over fifty (50) miles one way.

The McKinney-Vento Act ensures homeless children transportation to and from school free of charge until permanent residence has been established, allowing children to attend their school of origin (last school enrolled or the school they attended when they first become homeless) regardless of what district the family resides in. It requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

Children sharing housing due to economic hardship or loss of housing;

Children living in "motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations"

Children living in "emergency or transitional shelters"

Children "awaiting foster care placement"

Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)

Children living in "cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations..."

The Green Island School District will designate a Homeless Liaison. The Homeless Liaison is the first contact for agencies, support services and/or families requesting transportation for homeless children. Upon the written request for transportation from the Homeless Liaison, the Director of Transportation will make the necessary arrangements for the required transportation to begin as specified below:

The transportation for the homeless student/s will begin as soon as possible. The goal would be to have the transportation arranged and started within five school days of receiving the written recommendation from the Homeless Liaison.

The transportation company that was awarded the busing contract for the District through the competitive bidding process will be contacted first to provide the required transportation. If they are unable to provide the transportation, the Director of Transportation will contact other companies until the transportation has been satisfactorily arranged.

School of Choice Transportation

A request for transportation to a school of choice must be submitted to the Green Island Union Free School District by April 1 for the school year to begin the following September. For the purposes of this policy, school of choice is defined as a charter, private or parochial school that a parent chooses to send his/her child to other than Heatly School in the Green Island Union Free School District. In order to be eligible for transportation to a school of choice, the student must meet the distance requirements set forth above. Transportation will be provided for students in grades K-8 that live two miles or more from the school of choice and students in grades 9-12 that live three miles or more from the school of choice. Transportation may be requested for a student who moved to Green Island after April 1, but must be made within thirty (30) days of establishing residency in the District. The following are examples of a school of choice:

Charter School

Private School

Parochial School

The Green Island Union Free School District reserves the right to select the mode by which transportation is provided to the school of choice. Possible modes of transportation include but are not limited to: bus transportation to and from a designated bus stop in Green Island, door to door bus transportation or the provision of monthly swiper cards to be used to access public transportation such as Capital District Transportation Authority (CDTA) buses. Transportation to school of choice will be provided up to a distance of 15 miles one way. Transportation to school of choice will not be provided for distances greater than 15 miles one way.

If transportation to the school of choice is provided on public transportation, the parent/guardian must pick up a swiper card for each month of such transportation not sooner than five school days before the end of the previous month or later than five school days after the first of the month. Swiper cards will be available in the District Treasurer's office and must be signed for by the parent/guardian.

Transportation To and From School-Sponsored Activities

All students participating in a sport or belonging to a class or activity group which is scheduled for a scrimmage, game, practice or field trip will be provided with transportation to and from such event. Students that are transported to a school sponsored sporting event or activity are expected to return from such event or activity on the transportation provided by the District. If a parent or legal guardian chooses to transport their son/daughter home from a school sponsored event, he/she must sign the student out in person with the supervising coach, teacher, and/or adult in charge of the event. The only adults that will be permitted to utilize the transportation provided by the District are those that are employed by District and that are chaperoning the students, overseeing the event and/or providing a service at the event – such as a scorekeeper or timekeeper.

Student Transportation in Private Vehicles

When private vehicles are used for school sponsored activities such as field trips or sporting events, to transport students to and/or from school due to illness, extenuating circumstances or in an emergency situation, the following requirements must be met:

Only an adult (non high school student over the age of 21) licensed driver shall be allowed to drive the vehicle.

Both the vehicle and the driver must be adequately insured – proof of such insurance may be requested and kept on file in the school office.

The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.

The vehicle used for transporting students must be equipped with an adequate number of seat belts for the both the driver and the number of students being transported.

No open-type vehicles, such as a pickup or truck, shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used.

If transportation is being provided to and/or from school due to illness, extenuating circumstances or in an emergency situation, every reasonable effort must be made to seek parent/legal guardian permission to provide such transportation. The preferred form of this permission is in writing, but in circumstances where it isn't possible to secure this permission in writing, verbal permission may be given over the phone. Verbal permission must be given to a minimum of two school employees and documented by both employees.

Student Self-Transportation or Transportation by a Non-Parent/Guardian Adult

In cases where a student is enrolled or participating in a Board approved program or District sponsored activity at another school or program site, parents/guardians of the student may request permission for their child to transport him/herself to and from that site or to be transported by another adult (non high school student over the age of 21), subject to any rules and regulations established by the administration. Parents/guardians who seek permission for their son/daughter to provide their own

transportation or to be provided transportation by another adult to District sponsored activities or other schools or program sites shall file their request, in writing, with the Transportation Director, stating specifically the nature of their request. A separate form may be developed by the administration to facilitate the request.

In all cases, parents/guardians who seek permission for their son/daughter to self-transport or request transportation by another adult (non high school student over the age of 21) shall be required to affirm and verify that:

The vehicle to be used is equipped with seatbelts that are operable and in good repair. Seatbelts shall be used at all time when the vehicle is in operation.

The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.

The vehicle and driver shall be insured and proof of insurance along with a valid New York Driver's license for the student or adult driver of the vehicle shall be presented before permission is given for the student to self transport or to be transported by the designated adult. Copies of proof of insurance and valid driver's license will be kept in the school office.

No other student passengers may be carried by the student under this policy and these rules without the specific permission of the Superintendent. Students found to be transporting other students without having permission to do so will have their permission for self-transportation revoked immediately.

The student or other adult driver shall maintain a driving record free of violations or infractions of the New York Vehicle Code. Violations such as tickets for speeding, reckless or careless driving, driving while intoxicated or the like, shall result in the immediate suspension of the permission to self-transport or be transported by another adult driver. It is the responsibility of the student driver or other adult driver to notify the District of any such violations or tickets.

The Board of Education shall be held harmless from any claims, suits, liabilities, causes or action of responsibility of any type for any accidents, injuries or death connected with the permission for student self-transport or permission for transportation by another adult driver, it being specifically understood that the parent/guardians and student or adult driver involved assume total and complete responsibility for all liabilities connected to the permission for student self-transport or transportation provided by another adult at the request of the parent/guardian.