

MEMORANDUM

TO: All Centers
Educational Alternative Outreach Program

FROM: Dr. Barbara Van Leer, Assistant Principal
Educational Alternative Outreach Program

SUBJECT: BUS TRANSPORTATION RULES AND RELATED PROCEDURES.

Please review the Bus Transportation Handbook attached below, the rules should be reinforced within the classroom setting.

Students must:

1. Be at the bus stop ready to board approximately 10 minutes before the designated arrival time. The bus cannot wait for students who are tardy.
2. Have a valid bus pass.
3. Stand off roadway while awaiting the bus.
4. Be seated at all times while the bus is moving.
5. Keep heads and arms inside the bus.
6. Cross the road immediately in front of the bus.
7. Observe appropriate conduct and conversation at all times.
8. Certain not to play radios, cds, or sing on the bus.
9. Be quiet when the bus is stopped and while crossing all railroad tracks.
10. Not eat, drink or smoke on the bus.
11. Be aware that the driver is in full charge of the bus and responsible for student's safety. The driver has been ordered to stop and park the bus anytime misconduct on the part of students endangers the lives of others.
12. Be aware that the driver has the right to assign seats if necessary to promote order on the bus.

The use of private cars for the transportation of students to athletic events or other official school activities is discouraged. When the use of privately owned cars is absolutely necessary the following rules must be adhered to:

1. Signed parental consent on the form prescribed for this purpose
2. Approval by the principal in writing on a form specifying date of use, points of departure and return, name of vehicle owner, owner's insurance coverage and the amount to be paid by the school.
3. All required manufacturer's passenger restraint devices must be in use at all times.
4. All criteria as set fourth in Section 234.02.F.S must be met.

Compensation may be paid on a mileage basis not in excess of the School Board formula for mileage. No direct car expense such as gasoline shall be paid in lieu of or in addition to the mileage allowance.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION

TRANSPORTATION HANDBOOK FOR SCHOOL STAFF

UPDATED FOR 2008-2009



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PART 1

ROUTING GUIDELINES

1. TRANSPORTATION OF SCHOOL CHILDREN – WHEN PROVIDED (Florida Statute 1006.21)

When is a student eligible for transportation? The basic rules for transportation eligibility are spelled out in Florida Statute 1006.21(3), which states:

School Boards, after considering recommendations of the District Superintendent:

- Shall provide transportation for each student in pre-kindergarten disability programs and in kindergarten through grade 12 membership in a public school when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available and to transport students whose homes are more than a reasonable walking distance, as defined by rules of the State Board of Education, from the nearest appropriate school.
- Shall provide transportation for public elementary school students in membership whose grade level does not exceed grade 6, if such students are subjected to hazardous walking conditions as provided in Florida Statute 1006.23 while enroute to or from school.
- May provide transportation for public school migrant, exceptional, nursery, and other public school students in membership below kindergarten; kindergarten through grade 12 students in membership in a public school; and adult students in membership in adult vocational, basic, and high school graduation programs when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which would not otherwise be available.
- May provide transportation for the transportation disadvantaged as defined in Florida Statute 427.11 and for other school-age children as provided for in Florida statute 1006.261.
- Shall provide necessary transportation to pregnant students or student parents, and the children of those students, as part of a teenage parent program pursuant to Florida statute 1003.54.
- May provide transportation for other persons to events and activities in which the district school board or school has agreed to participate or co-sponsor. The district school board shall adopt a policy to address liability for trips pursuant to this paragraph.
- May provide transportation for welfare transition program participants as defined in Florida Statute 414.0252.

2. WALKING DISTANCE TO SCHOOLS AND BUS STOPS.

Florida Statute 1006.21 (see above) makes reference to a “reasonable walking distance” for students. What is a “reasonable walking distance?” **State Board of Education Rule 6A-3.001 (Basic Principals for Transportation of Students)** gives us the definition:

A reasonable walking distance for any student who is not physically disabled is **any distance not more than two (2) miles between the home and the school or one-and-one-half (1½) miles between the home and the assigned bus stop.** Such distance shall be measured from the closest pedestrian entry point of the assigned school building or to the bus stop. The district shall determine the shortest pedestrian route whether or not it is accessible to motor vehicle traffic.

3. RESPONSIBILITY OF SCHOOL DISTRICTS FOR STUDENTS WITH SPECIAL TRANSPORTATION NEEDS (State Board of Education Rule 6A-3.0121)

- a. The school district shall determine what safety measures shall be used in transportation of students with special transportation needs ... including the method of securement or positioning of the student. Such safety measures shall include the designation of roads, bus turning areas, and student stop locations which shall not be left to the discretion of the bus driver or parent.
- b. The district shall provide bus drivers and bus aides with instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.
- c. School transportation shall not be provided for students with special transportation needs when parents of such students fail to assume their responsibilities in accordance with district policies with respect to appropriate supervision at the bus stop.
- d. Knowledge, skills, and abilities related to student management techniques and characteristics of students with special transportation needs shall be considered when selecting or assigning drivers and aides for route serving such students.

4. GENERAL SCHOOL BUS ROUTING PROCEDURES

- a. Part 3 of Rule 6A-3.001 of the State Board of Education states: "All school bus routes shall be so planned and adjusted to the capacities of available equipment and school buses should be so chosen and assigned to routes and attendance areas that insofar as practicable the full capacity of each bus will be utilized, without standees, to serve students whose homes are beyond reasonable walking distance of the assigned public school center."
- b. Basic criteria for determining the eligibility of a student for school bus transportation is set forth in Florida Statute 1006.21 and State Board of Education Rule 6A-3.001, as outlined above in sections 1 and 2 of this document. With certain exceptions (such as hazardous walking conditions or students with special transportation needs), school bus transportation will not be provided for students living within two miles of the school they are assigned to attend.
- c. Students eligible for school bus transportation as determined by the requirements of Florida Statutes, Rules of the State Board of Education, and the policies of the M-DCPS School Board shall be assigned to the proper bus stop and bus route by the staff of the Department of Transportation's School Bus Routing Office.
- d. Students who are eligible for school bus transportation will be transported from the stop closest to their residence and back to the same stop, unless the student has identified special transportation needs. Students with identified transportation needs may be transported from their residence when the need is documented in the student's Individual Education Plan (IEP) and safety considerations permit.
- e. Students eligible for school bus transportation will not be permitted to ride one bus to school in the morning and another back home in the afternoon unless they have been so scheduled by the staff of the Department of Transportation's School Bus Routing Offices.
- f. A school bus route will not be changed, nor will a bus stop be relocated, until the staff of the Department of Transportation's School Bus Routing Offices have reviewed and approved the change.

4. GENERAL SCHOOL BUS ROUTING PROCEDURES, continued

- g. All other rules of the M-DCPS School Board and the Department of Transportation notwithstanding, the following procedures apply specifically to students enrolled in a Teenage Parent Program.
- (1) School bus transportation will be provided for students enrolled in a teenage parent program and their babies. When safety and geographic conditions permit, students and their babies will be transported from and to their residence. Otherwise, transportation will be provided from and to the nearest street corner from their residence.
 - (2) Students in teenage parent programs will be responsible for bringing their baby or babies on board the school bus, securing them in their seats, and removing them from the bus at school and at home. All infants and children transported in these programs will be transported in approved child safety seats.
- h. **School Bus Capacities.** Pursuant to Florida Statute 1006.22(12), the routing and scheduling of buses shall be planned in such a manner as to eliminate the necessity for students to stand while a bus is in motion. When circumstances of an emergency temporarily necessitate transporting students on buses in excess of rated seating capacity, such buses shall proceed at a reduced rate of speed as to maximize the safety of the students. The Department of Transportation's School Bus Routing Offices shall be responsible for prompt relief of the emergency condition by re-routing and/or re-scheduling buses and ensuring any other appropriate remedial actions are taken, as needed.
- a. Definitions.
- **Rated Seating Capacity.** The maximum number of passengers that can legally be transported on the bus (except in emergency situations).
 - **Overloaded bus.** A bus is considered to be "overloaded" when the number of passengers exceeds the rated seating capacity of the vehicle.
 - **Overcrowded bus.** A bus is considered to be "overcrowded" when all passengers can not be properly seated. For example, in some cases, it will not be possible to properly seat three middle school students per seat, due to the physical size of the students.
- b. **Recommended bus loads.** M-DCPS recognizes that it is not always practical or safe to place three (3) students to a seat on school buses. While most elementary school students can be comfortably accommodated at three students per seat, the same is not necessarily true for middle school students. For this reason, the following guidelines will be used when assigning students to school buses:
- Elementary = 3 per seat
 - Middle school = 2 or 3 per seat, depending on the size of the children being transported
 - High school = 2 per seat
- i. **Temporary Bus Pass.** The **Temporary Bus Pass** is used to allow new students who are eligible for transportation and are waiting for a bus assignment to ride from existing stops. School principals may issue a **Temporary Bus Pass** under the following conditions:

- ✓ **Temporary Bus Passes** may be issued only to new students who are eligible for transportation and who are waiting for a bus assignment. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Temporary Bus Pass** to any student in order to make sure the student is eligible for transportation.
- ✓ The Principal is responsible to make sure there are unassigned seats available on the bus before issuing a **Temporary Bus Pass**. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Temporary Bus Pass** to any student in order to make sure an open seat is available.
- ✓ Students riding on a **Temporary Bus Pass** may only use existing bus stops that have been established for other eligible students.
- ✓ Before issuing a **Temporary Bus Pass**, the Principal is responsible to ascertain if the bus stop to be used by a student has a "RIGHT SIDE ONLY" designation. If the bus stop has a "RIGHT SIDE ONLY" designation, all students using the stop **must** live on the same side of the road as where they will be picked up and dropped off by the bus. Students are prohibited from having to walk across the roadway to get to where the bus will pick them up and drop them off for all stops with the "RIGHT SIDE ONLY" designation.

The **Temporary Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site dadeschools.net. It is form number **2349**.

- j. **Space Available Bus Pass.** The Space Available Bus Pass is used to allow students who are not eligible for transportation to ride from existing stops for eligible students. School principals may issue a **Space Available Bus Pass** to students who are not otherwise eligible for transportation under the following conditions:

- ✓ **Space Available Bus Passes** may not be issued by a school principal until **after** the tenth (10th) day of the Fall semester.
- ✓ The Principal is responsible to make sure there are unassigned seats available on the bus before issuing a **Space Available Bus Pass**. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Space Available Bus Pass** to any student in order to make sure an open seat is available.
- ✓ Students riding on a **Space Available Bus Pass** may only use existing bus stops that have been established for eligible students. New stops will not be created for students who are not eligible for transportation.
- ✓ Before issuing a **Space Available Bus Pass**, the Principal is responsible to ascertain if the bus stop to be used by a student has a "RIGHT SIDE ONLY" designation. If the bus stop has a "RIGHT SIDE ONLY" designation, all students using the stop **must** live on the same side of the road as where they will be picked up and dropped off by the bus. Students are prohibited from having to walk across the roadway to get to where the bus will pick them up and drop them off for all stops with the "RIGHT SIDE ONLY" designation.
- ✓ Should the seat being used by a student riding on a **Space Available Bus Pass** become needed for a student who is eligible for transportation, it is the responsibility of the Principal to withdraw the **Space Available Bus Pass**.

The **Space Available Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site dadeschools.net. It is form number **5697**.

5. EXCEPTIONAL STUDENT EDUCATION (ESE) TRANSPORTATION

- a. **The Federal Laws.** The rules and statutes pertaining to transportation of regular education students do not always apply to students with certain disabilities. There are two (2) Federal Laws that address education requirements for students with disabilities or handicaps. These two laws are (1) the ***Individuals with Disabilities Education Act (IDEA)***, and (2) ***Section 504 of the Rehabilitation Act of 1973***. In accordance with the requirements of these two Federal laws, school districts are required to provide transportation services to students who have **qualifying** disabilities or handicaps, regardless of the distance they live from their assigned school.
- b. **The IEP process.** The process to establish transportation requirements for a student with disabilities begins with the ***Individual Education Plan (IEP)***. IDEA requires that an IEP be prepared for every student who has a qualifying disability under the law.
- The IEP for a student with disabilities is prepared during a conference that ESE Staffing Specialists and school personnel will have with the parents of the student. During this “staffing meeting” a determination will be made as to whether transportation should be included as a related service. **For this reason, if there is an expectation that there may be questions or concerns regarding transportation which may come up during the staffing meeting, it is extremely important that the staffing specialist or someone from the school contact their Transportation Routing Office, speak with their assigned Routing Specialist or Route Manager, and discuss the situation with them before the staffing meeting takes place.** When appropriate, staffing specialists should request a Routing Specialist or Route Manager to attend the staffing meeting to provide input on transportation decisions.
- c. **General rules for transportation eligibility for ESE students.**
- (1) As a general rule, students in grades K – 12 who are enrolled in any of the ESE programs shown below may be eligible for transportation and for individualized pick-up, if transportation is specified as a related service in the student’s IEP, regardless of the distance the student lives from the school.

	<u>ESE code</u>
• Hearing Impaired	H
• Visually Impaired	I
• Dual-sensory Impaired	O
• Physically Impaired	C
• Educable Mentally Handicapped	A
• Trainable Mentally Handicapped	B
• Profoundly Mentally Handicapped	N
• Emotionally Handicapped	J
• Autistic	P
• Severely Emotionally Disturbed	Q
• Traumatic Brain Injury	S
• Other Health Impaired *	V *

* Note: Other Health Impaired may or may not be eligible for transportation, depending on the specific condition and the requirements of the student’s IEP.

c. **General rules for transportation eligibility for ESE students, continued.**

(2) As a general rule, students in grades K – 12 who are enrolled in any of the following ESE programs will **not** be eligible for transportation if they live **within the walk boundary** for their school, unless the student has medical documentation from a Florida licensed physician, or transportation is required as a related service in the student’s IEP.

	<u>ESE code</u>
• Special Learning Disabilities	K
• Gifted	L
• Speech Impaired	F
• Language Impaired	G
• Established Conditions	U
• Other Health Impaired *	V *

* Note: Other Health Impaired may or may not be eligible for transportation, depending on the specific condition and the requirements of the student’s IEP.

d. **A note about Bus Aides.** Bus Aides are **not** required to automatically be assigned to ride with ESE students. In fact, Florida Statutes and Rules of the State Board of Education do **not** require Bus Aides to be assigned to any school bus, regardless of the students being transported. Bus Aides must be assigned **only** when there is a clear need for an Aide to be present on the bus in order to ensure a **safe ride** for the student, based on the specific needs and disabilities of the student. The need for a Bus Aide must be documented in the student’s IEP.

e. **Documentation of transportation requirements when transportation is necessary as a related service.**

(1) Once the staffing meeting is held and transportation requirements are determined, **Page 6** in the IEP for **transportation requirements** must be completed. The Staffing Specialist/LEA should then **fax** the **front page** of the IEP **and Page 6** to the Transportation Routing Office. (Note: it is not necessary to send the entire IEP to Transportation; all that is needed is the front page and Page 6.)

(2) The Staffing Specialist/LEA must also make sure the information on transportation requirements is entered into the student’s record in ISIS. Specifically, the “**Q**” screen in ISIS is used to document transportation services required on the student’s IEP.

f. **Transportation to alternate addresses.** In certain situations, transportation may be needed to or from an address other than a student’s residence. Typically, the alternate address is for before or after school care, or therapy. The Miami-Dade County School Board has chosen to provide transportation to addresses other than a student’s residence when certain conditions are met, even though such transportation is not required by Law and is considered to be **courtesy** transportation.

(1) **Rule 6Gx13 – 3E.1.10** of the Miami-Dade County School Board states:

ESE students may be transported to a different stop from where they would normally be picked up and/or dropped off **only** if the following conditions are met:

- The change in bus stop does not entail a change in the route assignment or bus assignment of the student.
- The change entails transporting the student to a program or activity sponsored, conducted, or sanctioned by Miami-Dade County Public Schools.
- The change does not increase the mileage for the trip by more than $\frac{3}{4}$ of a mile, the riding time for other students on the bus by more than 8 minutes, or the total time for the trip in excess of 50 minutes.
- ESE students may change program providers only one (1) time during any school year provided the change meets the criteria set forth herein above.

(2) **Procedure to request transportation to an alternate address.**

- The Staffing Specialist/LEA will complete the following form: ***Request For Alternate Transportation Stop For Special Education Students***. The completed form will be faxed to the Transportation Routing Office.
- The request will be reviewed by Transportation to determine if it meets the criteria of the Board Rule (see paragraph (1), on the previous page).
- The Route Manager reviewing the request will complete the Transportation section of the form and fax it back to the Staffing Specialist/LEA.
- If the request is approved, then the Staffing Specialist/LEA must make sure the information is entered into the student's record in ISIS. Specifically, the "L" screen in ISIS is used to document the need to pick up or drop off a student at an address other than their residence, when transportation has been approved to or from an alternate location
- The ***Request For Alternate Transportation Stop For Special Education Students*** form will be available on-line through the **Records and Forms** link on the M-DCPS web site dadeschools.net. It is form number 7224.

6. TRANSPORTATION FOR "SCHOOLS OF CHOICE."

a. Overview. "School Choice" in M-DCPS includes the following programs:

- Magnet Programs
- Opportunity Scholarship and McKay Scholarship programs
- No Child Left Behind (NCLB) – commonly referred to as "Nickelbee" programs

b. Magnet programs.

- **Transportation Service Zones.** Students attending Magnet programs fall under the same rules for transportation eligibility as students in regular programs. However, Magnet programs recruit students from a much broader area than the attendance areas for regular school programs. In order to lessen the impact on transportation, the M-DCPS School Board has established **Transportation Service Zones** for magnet programs. Generally, students who live within the Transportation Service Zone for their magnet program are eligible for transportation as long as they live more than two miles from the magnet school. Students attending magnet programs who live outside of the Transportation Service Zone will generally not receive transportation.

- Information concerning Transportation Service Zones for Magnet programs is included on the M-DCPS internet dadeschools.net web site for School Choice and Parental Options/Magnet Programs (click on Directories, then select District Offices).

c. Space Available Bus Pass. School principals may issue a **Space Available Bus Pass** to Magnet students who are not otherwise eligible for transportation under the following conditions:

- ✓ **Space Available Bus Passes** may not be issued by a school principal until **after** the tenth (10th) day of the Fall semester.
- ✓ The Principal is responsible to make sure there are unassigned seats available on the bus before issuing a **Space Available Bus Pass**. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Space Available Bus Pass** to any student in order to make sure an open seat is available.
- ✓ Students riding on a **Space Available Bus Pass** may only use existing bus stops that have been established for eligible students. New stops will not be created for students who are not eligible for transportation.
- ✓ Before issuing a **Space Available Bus Pass**, the Principal is responsible to ascertain if the bus stop to be used by a student has a "RIGHT SIDE ONLY" designation. If the bus stop has a "RIGHT SIDE ONLY" designation, all students using the stop **must** live on the same side of the road as where they will be picked up and dropped off by the bus. Students are prohibited from having to walk across the roadway to get to where the bus will pick them up and drop them off for all stops with the "RIGHT SIDE ONLY" designation.
- ✓ Should the seat being used by a student riding on a **Space Available Bus Pass** become needed for a student who is eligible for transportation, it is the responsibility of the Principal to withdraw the **Space Available Bus Pass**.

The **Space Available Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site dadeschools.net. It is form number **5697**.

d. Opportunity Scholarship and McKay Scholarship Programs.

(1) **The State Law.** In 1999, the Florida State Legislature passed the **A+ Education Plan**. This legislation established a requirement for standardized testing of students (the FCAT tests). The **A+ Education Plan** contained funding requirements for schools based on the results of the FCAT tests and it established two "Scholarship" programs for students.

(2) **Opportunity Scholarship Program.**

- M-DCPS has divided the school district into three (3) geographic zones for the purposes of the Opportunity Scholarship Implementation Plan.
 - North Choice Zone
 - Central Choice Zone
 - South Choice Zone

For specific information on Choice Zones, refer to the **Opportunity Scholarship Program Implementation Document**, or contact the office of School Choice & Parental Options/Magnet Programs.

- **Transportation for Opportunity Scholarship students.** Transportation will be provided to eligible students who elect to transfer to a higher performing school under the Opportunity Scholarship program. In order to receive transportation, an Opportunity Scholarship transfer student must:

- Reside more than two (2) miles from the school to which they are transferring.
- Select a public school within their assigned Choice Zone.

Opportunity Scholarship transfer students who meet the eligibility criteria for transportation, as shown above, will be identified with a transfer code **V** in ISIS.

(3) **McKay Scholarship Program.** Just like the Opportunity Scholarship Program, the McKay Scholarship Program was authorized under the **Florida A+ Education Plan**. The difference between the Opportunity Scholarship Program and the McKay Scholarship Program is that McKay Scholarships are available **only to ESE students**. Otherwise, the McKay Scholarship Program is mostly the same as the Opportunity Scholarship Program (there are slightly different rules for student eligibility with McKay Scholarships).

- **Transportation for McKay Scholarship Students.** M-DCPS uses the same three geographic zones for McKay Scholarship transfers as are used for Opportunity Scholarships (see previous page). Transportation will be provided to eligible students who elect to transfer to another school under the McKay Scholarship program. In order to receive transportation, a McKay Scholarship transfer student must:
 - Reside more than two (2) miles from the school to which they are transferring, **or** have specialized transportation included as a related service in their IEP.
 - Select a public school within their assigned Choice Zone.

McKay Scholarship transfer students who meet the eligibility criteria for transportation, as shown above, will be identified with a transfer code **W** in ISIS.

e. No Child Left Behind (NCLB) programs.

(1) Federal Law.

- In 2001 the Federal Government passed the **No Child Left Behind Act**. NCLB is in many ways modeled after the **Florida A+ Education Plan**. It requires all states to establish standardized testing along the same lines as had already been done in Florida, in 1999. However, the Federal law goes even further than the Florida law. It has stricter criteria (students could be eligible to transfer to another “higher performing” school under NCLB, but not eligible to transfer under the requirements of the *Florida A+ Education Plan*). NCLB also requires specific actions to be taken if a school does not meet established targets for improving the achievement of its students (“Adequate Yearly Progress”).
- Parents of eligible students at schools that fail to make “Adequate Yearly Progress” under NCLB for two consecutive years have two (2) options:
 - Parents may elect for their child to receive Supplemental Education Services (tutoring and other academic enrichment services), or
 - Parents also have the option to transfer their children to a higher performing school.

(2) NCLB transfers.

- The Office of School Choice & Parental Options/Magnet Programs reviews and approves all applications for NCLB transfer requests.
- NCLB school choice transfer students who meet the eligibility criteria for transportation, as shown above, will be identified with a transfer code **C** in ISIS.

PART 2

THE ROUTING PROCESS USING THE "TRANSPORTATION ROUTING SYSTEM" WEB SITE

1. ROUTING PROCESS OVERVIEW. The routing process has **three (3) basic steps.**

Step 1: The school enters the information into ISIS.

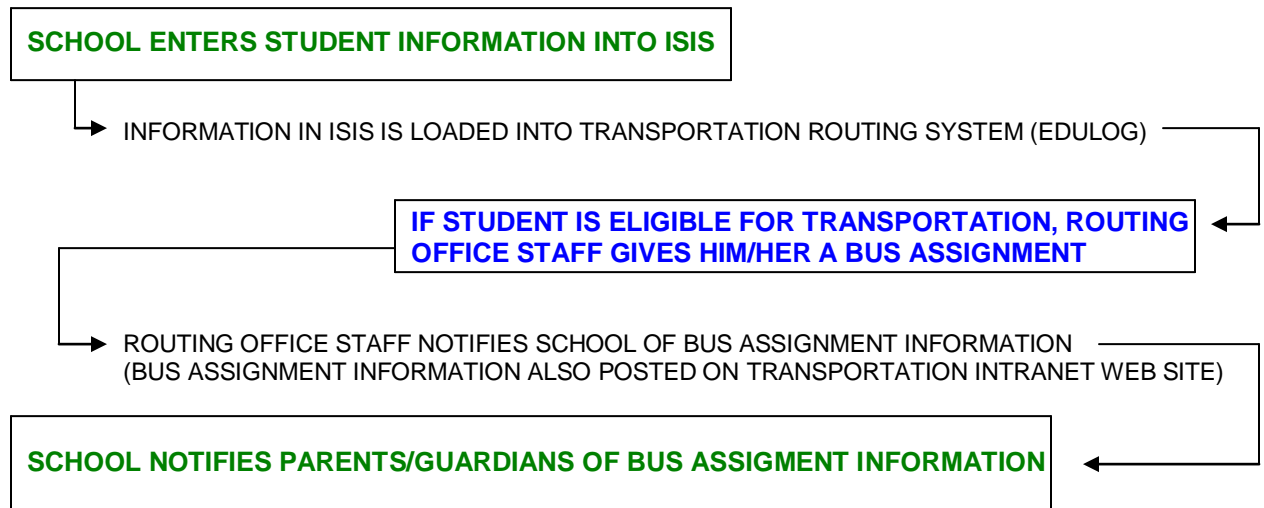
- At night, after the end of each work day, the information schools have entered into ISIS is automatically transferred/loaded into the transportation routing system.
- The staff of the Transportation Routing Office can not establish or change bus stops until the school has entered the new/updated information into ISIS and the information has been downloaded from ISIS into the transportation routing system.

Step 2: The transportation routing system (EDULOG) receives the new/updated information from ISIS. If the student is eligible for transportation, the staff of the Transportation Routing Office then gives the student a new/changed bus assignment.

- Routing Specialists regularly check EDULOG for students that are pending a new or changed bus assignment.
- Schools are encouraged to send an **e-mail** to their assigned Routing Specialist to let him/her know when they have a student who is waiting for a new or changed bus assignment.
- When the Routing Specialist has completed the process to assign a student to a bus s/he will send an e-mail to the school to let them know the student has been routed and when transportation will start. This information will also be posted on the **Transportation Routing System** web site (WTRS), which can be accessed through the M-DCPS intranet.
- **Timelines for routing new students.** The staff of the Transportation Routing Offices makes every effort to assign new students who are eligible for transportation to buses as quickly as possible. As a general rule, transportation should be able to start for new students within the timelines listed below. **However, at the beginning of the school year it may not be possible to get all students assigned to buses within these timelines, due the very large numbers of students needing bus assignments.**
 - ✓ **Regular Education** Students – should generally have transportation within five (5) working days after the information is received by the Transportation Routing Offices.
 - ✓ **Students in ESE programs who have an IEP requiring transportation as a related service** – should generally have transportation within three (3) working days after the information is received by the Transportation Routing Offices.

Step 3: The school notifies the parent/guardian of the bus assignment information.

SUMMARY OF THE ROUTING PROCESS:



2. INFORMATION IN ISIS (INTEGRATED STUDENT INFORMATION SYSTEM).

- **Students transferring under the auspices of School Choice.** There are special rules for transportation pertaining to students transferring under the various M-DCPS School Choice and Magnet programs. Depending on where the student resides and the specific school/program they will be attending, students may or may not be eligible for transportation.
 - (a) If you are not certain about whether a student will be eligible for transportation, check on it. Nothing is more embarrassing than to have to go back to a parent and explain that their child is not eligible for transportation, after they have been told otherwise!
 - (b) Information concerning Transportation Service Zones for Magnet programs is included on the M-DCPS web site, dadeschools.net for School Choice and Parental Options/Magnet Programs. To access this information click on the **Directories** link, then select **District Offices**, and then click on School Choice and Parental Options/Magnet Programs.
 - (c) Students who have been approved for a transfer under the Opportunity Scholarship, McKay Scholarship, or NCLB programs and who **are eligible** for transportation must have the appropriate **transfer code** entered in ISIS, as shown below:

Opportunity Scholarship	V
McKay Scholarship	W
NCLB	C

- **ESE students.** In addition to the basic information that is entered into ISIS for all students, the following information needs to be completed in ISIS for all ESE students who have **transportation required as a related service on their IEP**.
 - (a) **ESE Transportation Mode Screen (“Q” Screen).** The “Q” Screen contains both Primary and Secondary Transportation modes. A Primary transportation mode **must** be selected. Secondary transportation modes are selected only if/when they apply. Options for both Primary and Secondary transportation modes are shown on the charts on the following page:

Primary ESE transportation modes (you must select only one (1) of the options listed below):
<ul style="list-style-type: none"> • Individual Stop, No Parent Supervision Required. This mode is not permitted to be used with ESE Pre-K students.
<ul style="list-style-type: none"> • Child Safety Restraint Seat (car seat). Required for all students weighing less than 40 pounds.
<ul style="list-style-type: none"> • Individual Stop With Parent Supervision
<ul style="list-style-type: none"> • Wheelchair Lift Bus, Individual Stop With Parent Supervision
<ul style="list-style-type: none"> • Wheelchair Lift Bus, Individual Stop, No Parent Supervision Required
<ul style="list-style-type: none"> • Safety Vest, Individual Stop With Parent Supervision
<ul style="list-style-type: none"> • Safety Belt, Individual Stop With Parent Supervision
<ul style="list-style-type: none"> • Alternative Mode of Transportation
Secondary ESE transportation modes (select ALL that apply from the options listed below):
<ul style="list-style-type: none"> • Bus Aide Required (see note, below)
<ul style="list-style-type: none"> • Air Conditioned Bus Required (medical review/approval required)
<ul style="list-style-type: none"> • Medically Fragile Student (medical review/approval required)
<ul style="list-style-type: none"> • Medical Equipment Required (medical review/approval required)
<ul style="list-style-type: none"> • Transported Out Of District
<ul style="list-style-type: none"> • Occupational/Physical Therapy
<ul style="list-style-type: none"> • Shortened School Day
<ul style="list-style-type: none"> • Vocational/Time Share Program
<ul style="list-style-type: none"> • McKay Scholarship transfer

A note about Bus Aides. Bus Aides are **not** required to automatically be assigned to ride with ESE students. In fact, Florida Statutes and Rules of the State Board of Education do **not** require Bus Aides to be assigned to any school bus, regardless of the students being transported. Bus Aides must be assigned **only** when there is a clear need for an Aide to be present on the bus in order to ensure a **safe ride** for the student, based on the specific needs and disabilities of the student. The need for a Bus Aide must be documented in the student's IEP.

➤ **ESE student information required to be entered into ISIS, continued.**

- (b) **Alternate Transportation Address Screen (“L” Screen).** The “L” screen is used to document the need to pick up or drop off a student at an address other than their residences. Typically, the alternate address is for before or after school care or therapy.
- (c) **School Board Rule pertaining to transportation to an alternate address.** Rule 6Gx13 – 3E.1.10 of the Miami-Dade County School Board states:

ESE students may be transported to a different stop from where they would normally be picked up and/or dropped off **only** if the following conditions are met:

- The change in bus stop does not entail a change in the route assignment or bus assignment of the student.
- The change entails transporting the student to a program or activity sponsored, conducted, or sanctioned by Miami-Dade County Public Schools.
- The change does not increase the mileage for the trip by more than $\frac{3}{4}$ (0.75) of a mile, the riding time for other students on the bus by more than eight (8) minutes, or the total time for the trip in excess of fifty (50) minutes.
- ESE students may change program providers only one (1) time during any school year provided the change meets the criteria set forth herein above.

3. COMMONLY ASKED QUESTIONS FROM SCHOOLS ABOUT TRANSPORTATION.

- **Question:** I need transportation set up TODAY for one of my students. Can the Transportation Routing Office set up a bus assignment if I fax the student’s information to them or send them an e-mail?

Answer: Transportation can only work from the information contained in ISIS. If you have a “high priority” case you can send a fax or an e-mail to the Transportation Routing Office to alert the staff to the situation. However, until the information is entered into ISIS and then downloaded to the Transportation routing system, a new or changed bus assignment can not be processed.

- When entering information into ISIS, make sure the address information is correct and complete.

- **Question:** What should I do if the system tells me the address I have entered for a student is “not matched” or “unmatched?”

Answer: If the system is telling you that the address is “not matched” or “unmatched” it means the address can not be located on the electronic map used by the school district. If this happens, take the following steps in the following order:

- (a) Re-confirm the address information provided by the parent/guardian. In better than 95% of the cases where we get a “not matched/unmatched” error, it is because the address information supplied by the parent/guardian was incorrect and/or incomplete.
- (b) If the problem is still not resolved after re-confirming the address information provided by the parent/guardian, then contact the Mapping Specialists at the Department of Transportation. Phone: 305-969-2225. Fax: 305-234-9053.

- **Question:** I have just registered a new student for a school in ISIS. The parent can not bring their child to school until the student gets a bus assignment. Is there anything I can do to assist the parent with getting their child to school in the interim?

Answer: Yes. School Principals can issue a **Temporary Bus Pass** to allow a student who is eligible for transportation to ride from any existing stop on any bus serving the school. This will allow eligible students to access transportation on a temporary basis until they can be given a permanent bus assignment. The following rules apply to issuing the **Temporary Bus Pass**:

- ✓ The Principal is responsible to make sure there is an unassigned seat available on the bus before issuing a **Temporary Bus Pass**. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Temporary Bus Pass** to any student in order to make sure an open seat is available.
- ✓ Before issuing a **Temporary Bus Pass**, the Principal is also responsible to ascertain if the bus stop to be used by a student has a "RIGHT SIDE ONLY" designation. If the bus stop has a "RIGHT SIDE ONLY" designation, all students using the stop **must** live on the same side of the road as where they will be picked up and dropped off by the bus. Students are prohibited from having to walk across the roadway to get to where the bus will pick them up and drop them off for all stops with the "RIGHT SIDE ONLY" designation.

The **Temporary Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site, dadeschools.net. It is form number **2349**.

- **Question:** I used to be able to look at transportation information for my school on a screen in ISIS. However, it's not there any more. Where can I find this information?

Answer: Transportation information is no longer available in ISIS. You will need to go to the M-DCPS **intranet** to see this information. See Section 4 (below) for complete information on how to access the **Transportation Routing System** link (WTRS) which is available on the M-DCPS intranet.

4. USING THE **TRANSPORTATION ROUTING SYSTEM** LINK (WTRS) ON THE M-DCPS INTRANET

- (a) Transportation information for all M-DCPS schools and students is posted on the **Transportation Routing System** link (WTRS) that is accessed through the M-DCPS **intranet**. A complete tutorial for users of WTRS is available on-line at the Department of Transportation home page on the M-DCPS internet dadeschools.net.
- (b) In order to be able to access the **Transportation Routing System** link (WTRS) school staff must be authorized to do so by their school principal. Staff at other M-DCPS (non-school) locations must be authorized to access the **Transportation Routing System** link (WTRS) by the person at their work location who has AAAA authority.
- (c) What information is available on the **Transportation Routing System** link (WTRS)?
 - **Information for all students for every school, regardless of transportation eligibility.** If the student is eligible for transportation their **bus assignment information** will also be included. Remember – all student information is based on what has been put into ISIS!

Transportation Eligibility Codes.

0 = student is eligible for transportation

12 = student is NOT eligible for transportation (lives outside attendance boundary) ❖

13 = student is NOT eligible for transportation (lives within 2-mile walk area) ❖❖

Notes concerning Transportation Eligibility Codes:

- ❖ Some ESE students will have an eligibility code **12**. Transportation eligibility for such students is determined by the requirements of the student's IEP. See Part 1, Section 5 of this document (pages 8 and 9) for more information.
- ❖ Opportunity Scholarship (Transfer Code V), McKay Scholarship (Transfer Code W), and NCLB (Transfer Code C) transfer students may have an eligibility code **12**. Transportation eligibility for these students is determined by the requirements of the ***M-DCPS Implementation Plan*** for these programs. See Part 1, Section 6 of this document (pages 11 and 12) for more information.
- ❖❖ Some ESE students will have an eligibility code **13** (lives within 2-mile walk area for the assigned school). Transportation eligibility for such students is determined by the requirements of the student's IEP. See Part 1, Section 5 of this document (page 9) for more information.

(d) What other information is available on the ***Transportation Routing System*** link (WTRS)?

- **Bus schedule information.** The Transportation Routing System link (WTRS) contains complete information on all schedules for buses serving M-DCPS schools. Schools can view information in the following ways:
 - ✓ Listing of all stops made by each bus and the scheduled times for each stop.
 - ✓ Listing of all passengers (students) assigned to each stop made by the bus.
 - ✓ Driver directions. This feature has been made available to schools in the event a substitute driver is covering a route for the regularly assigned driver. Schools can print this out and give it to the substitute driver to help him/her locate each stop.

(e) Who to call if you are having problems with the ***Transportation Routing System*** link (WTRS):

- For questions or problems with getting someone authorized to access WTRS, contact ITS Systems User Support (305-995-3705).
- For questions or problems with viewing WTRS screens (you are authorized to access WTRS but are experiencing difficulty bringing them up on your computer, etc.), contact ITS Systems User Support (305-995-3705).
- For questions or problems with the information contained in the WTRS screens (questions about student transportation eligibility, bus assignments, bus stops, bus runs and/or bus route information) contact the Transportation School Bus Routing Offices.

North Routing Office: 305-633-6909

South Routing Office: 305-969-2225

Remember – a complete tutorial for WTRS users is available on-line at the Department of Transportation home page on the M-DCPS internet. You can access the DOT home page by going to dadeschools.net and clicking on the **Directories** link. Then, select **District Offices** and then click on **Transportation**. Once you get to the Department of Transportation home page you can access the on-line tutorial by clicking on the ROUTING SYSTEM button found on the left side of the screen, on the DOT home page.

PART 3

TRANSPORTATION ORGANIZATION AND CONTACTS

The M-DCPS Department of Transportation transports nearly 60,000 school children in grades pre-K through 12 every school day! In order to accomplish its daily mission, the Department of Transportation operates eight (8) Transportation Centers (bus compounds), two (2) Centralized School Bus Routing Offices, and nine (9) Vehicle Maintenance Facilities.

Transportation Administration:

The **Administrative Director** of the Department of Transportation is **Mr. Jerry Klein**. The **District Director** for Transportation is **Ms. Patricia (“Pat”) Snell**.

Centralized School Bus Routing Offices:

- The Department of Transportation has two (2) Centralized School Bus Routing Offices. One office takes care of routing for schools and students in the South end of Miami-Dade County. The other office takes care of routing for schools and students in the North end of Miami-Dade County.

SOUTH Routing Office
 phone: 305-969-2225
 fax: 305-234-9053 and
 305-232-2679

NORTH Routing Office
 phone: 305-633-6909
 fax: 305-633-9220 and
 305-633-9250

- Ms. Susan Detmold-Collins (“Sue Collins”)** is the **Director** for **School Bus Routing** for the Department of Transportation. She is located at the South Routing Office. **Mr. Christian (“Chris”) Rayneri** is the **Coordinator** for School Bus Routing. He is located at the North Routing Office.
- In addition to the two Administrators (see above), the Department of Transportation has four (4) **Route Managers** who are directly responsible to oversee the routing of school buses. Each Route Manager has responsibility for the routing of school buses for two (2) Transportation Centers.

<u>Route Managers: SOUTH Routing Office</u>	<u>Route Managers: NORTH Routing Office</u>
<p>Ms. Kathryn Hiller SOUTH Transportation Center (routes 3000 - 3999) CENTRAL – EAST Transportation Center (routes 1000 - 1999)</p>	<p>Ms. Joanne Hood NORTH Transportation Center (routes 2000 - 2999) NORTHWEST Transportation Center (routes 6000 - 6999)</p>
<p>Ms. Gloria Taylor SOUTHWEST Transportation Center (routes 5000 - 5999) CENTRAL – WEST Transportation Center (routes 7000 - 7999)</p>	<p>Mr. Brannon Lucas NORTHEAST Transportation Center (routes 4000 - 4999) JOHN H. SCHEE Transportation Center (routes 9000 - 9999)</p>

Centralized School Bus Routing Offices, continued:

- **Routing Specialists** work for the Route Managers and assign students who are eligible for transportation to bus stops. Each Routing Specialist is assigned a number of schools and are responsible to handle transportation arrangements for all students at their assigned schools. Schools should work directly with their assigned Routing Specialist and should contact him/her **first** when they have a question or concern about transportation for a student. A comprehensive listing of the school assignments for Routing Specialists is available on-line at the Department of Transportation web site at dadeschools.net. To access the Department of Transportation web site click on the **Directories** link, then select **District Offices**, and then click on **Transportation**.

WHO TO CONTACT WITH QUESTIONS/PROBLEMS CONCERNING TRANSPORTATION:

- ✓ PARENTS should always be instructed to contact their **school** whenever they have a question or concern about transportation for their child(ren).
- ✓ SCHOOLS and DISTRICT OFFICES should use the following guide to determine when they should contact Transportation and who they should get in touch with.
 - **Questions/concerns about a student's eligibility for transportation:** **First**, check on the **Quick Look Up** feature included on the **Transportation Routing System** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.

Note: Transportation eligibility for ESE students is usually determined by what is included in the student's IEP. Magnet program students must live within a Transportation Service Zone in order to receive transportation. Transportation for Opportunity Scholarship, McKay Scholarship, and NCLB students is determined by the District Office for School Choice and Parental Options/Magnet Programs in accordance with the M-DCPS **Implementation Plan** for these programs.
 - **Questions about the status of transportation for a student who is waiting for a bus assignment.** Refer to routing timelines for general information (see Section 1 in Part 2 – page 13 – of this document). Contact the Routing Specialist for your school for specific information.
 - **Questions/concerns about the location of a student's bus stop.** **First**, check on the **Transportation Routing System** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.
 - **Questions/concerns about the scheduled time for a student's bus stop.** **First**, check on the **Transportation Routing System** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.
 - **Concerns about buses arriving early or late.** **First**, check on the **Transportation Routing System** link (WTRS), which is accessed through the M-DCPS **intranet**, to confirm the actual scheduled time for the bus to arrive at the stop or school. Then, if the bus is arriving early or late per the published schedule, contact the Transportation Center from which the bus operates (see next page).
 - **Concerns about drivers or bus aides.** Contact the Transportation Center from which the bus operates (see next page).

Transportation Centers (bus compounds):

The Department of Transportation operates eight (8) Transportation Centers (bus compounds). Each Transportation Center is assigned a specific group of route numbers. Therefore, if one needs to determine which Transportation Center a specific bus operates out of, simply look at the route number assigned to the bus and then match it to the Transportation Center, as shown below.

<p>NORTH Transportation Center 16150 NW 42nd Avenue phone: 305-625-9086 fax: 305-624-6063</p> <p><u>Director:</u> Ms. Mary Sweeting <u>Coordinator:</u> Ms. Portia Walden</p> <p>Route Numbers: 2000 - 2999</p>	<p>CENTRAL – EAST Transportation Center 7011 SW 4th Street phone: 786-275-0700 fax: 786-275-0847</p> <p><u>Director:</u> Mr. Alexander (“Alex”) Miller <u>Coordinator:</u> Ms. Jeanette Smith</p> <p>Route Numbers: 1000 - 1999</p>
<p>JOHN H. SCHEE Transportation Center 2755 NW 122nd Street phone: 305-681-1576 fax: 305-688-8036</p> <p><u>Director:</u> Mr. Randy Mazie <u>Coordinator:</u> Ms. Gerris Barrett Martin</p> <p>Route Numbers: 9000 - 9999</p>	<p>CENTRAL – WEST Transportation Center 13775 NW 6th Street phone: 305-227-1995 fax: 305-227-1585</p> <p><u>Director:</u> Mr. George Millar <u>Coordinator:</u> Ms. Gloria Weathersby</p> <p>Route Numbers: 7000 - 7999</p>
<p>NORTHEAST Transportation Center 5901 NW 27th Avenue phone: 305-638-1658 fax: 305-635-9509</p> <p><u>Director:</u> Mr. Thaddeus Moss <u>Coordinator:</u> Mr. Pierre Landrin</p> <p>Route Numbers: 4000 - 4999</p>	<p>SOUTHWEST Transportation Center 15501 SW 117th Avenue phone: 305-234-0046 fax: 305-252-7942</p> <p><u>Director:</u> Ms. Mary Murphy <u>Coordinators:</u> Ms. Manette Carisma and Mr. Alfredo Roche</p> <p>Route Numbers: 5000 - 5000</p>
<p>NORTHWEST Transportation Center 9900 NW South River Drive phone: 305-887-2383 fax: 305-883-1191</p> <p><u>Director:</u> Ms. Aned Lamboglia <u>Coordinator:</u> Mr. Ronald Johnson</p> <p>Route Numbers: 6000 - 6999</p>	<p>SOUTH Transportation Center 660 SW 3rd Avenue (Florida City) phone: 305-248-3380 fax: 305-246-1890</p> <p><u>Director:</u> Mr. John (“Jay”) Cox <u>Coordinator:</u> Ms. Ilene Sessions</p> <p>Route Numbers: 3000 - 3999</p>