

**PITTSFIELD PUBLIC SCHOOLS**  
**Pittsfield, Massachusetts**

## **STUDENT TRANSPORTATION SERVICES**

### **POLICY**

**High school students who live more than two miles from school will be bused and middle and elementary students who live more than a mile and one-half from school will be bused; and kindergarten students who live more than one-half mile from school will be bused. In addition, transportation will be provided in situations if determined to be hazardous. Appropriate transportation shall be provided pupils in special classes.**

**Subject to appropriate authorization, paid transportation may be available for students not meeting the above requirements. Such transportation will be available within the limits of existing seating capacity on established routes.**

**Bus transportation will be limited to public thoroughways.**

### **REGULATIONS**

#### **PART ONE:**

1. The schools shall provide an accurate list of all students.
2. Bus Operations shall determine eligibility for transportation.
3. Bus Operations shall provide the schools with copies of all bus routes that pertain to the individual school.
4. Bus Operations shall provide a complete bus route schedule to any and all media for publication prior to the opening day of school if requested.
5. All eligible riders for the beginning of each school year should be notified in writing of their transportation schedule by Bus Operations. It shall be the responsibility of the school to notify all parents or guardians. If any scheduling changes occur during the school year, it shall be the responsibility of the school to notify all parents or guardians.
6. All eligible Special Education students will be notified of their transportation schedule by the Special Education Office prior to the opening of school. If any change occurs during the school year, it shall be the responsibility of the Special Education Office to notify all parents or guardians.

#### **PART TWO:**

The following regulations have been established in order to insure efficient and effective implementation of the school system's fundamental transportation responsibility which is to bus eligible students to and from their place of residence on a daily basis in a safe and timely fashion. The school system is not in a position to customize transportation services. Therefore, the following provisions shall apply.

1. Except in an emergency a single consistent pick-up and drop-off plan will be established and maintained for each rider. That plan may not be altered from day to day.
2. The pick-up and drop-off plan will, as a matter of course, be to and from the designated bus stop nearest the student's place of residence, unless a request involving variation therefrom is submitted by the parent or guardian and approved by the Director of Bus Operations.
3. This single pick-up and drop-off plan shall remain in effect for the duration of the school year unless the student's residence arrangements change or a revised plan is approved by the Director of Bus Operations.
4. Pick-up and drop-off of students is to take place only at designated bus stops.
5. A student is eligible for transportation only if his or her residence and pick-up and drop-off location, if different, meet the following criteria:
  - A. Satisfy the mileage requirements for bus transportation\*;

B. Are located within the district.

\*Other than when paid transportation is being approved.

6. In order for a student to be picked up and dropped off at a residence other than his or her home on a regular basis, written authorization from the parent or guardian, as well as written acceptance of responsibility for the student by an adult designated by the parent or guardian are required.

7. Use of school buses to transport students to and from other than a designated residence shall not be permissible unless specifically authorized by the School Committee.

## **REFERENCES**

### **M.G.L., CH. 71, S. 7A, TRANSPORTATION OF STUDENTS**

...no reimbursement for transporting a pupil between school and home shall be made on account of any pupil who resides less than one and one-half miles from the school which he attends, measured by a commonly traveled route....

### **M.G.L., CH. 71, S. 68, DUTY OF TOWNS TO MAINTAIN SCHOOLS; PUPIL TRANSPORTATION; SCHOOL BUILDING COMMITTEE REPRESENTATION**

...If the distance between a child's residence and the school he is entitled to attend exceeds two miles and the nearest school bus stop is more than one mile from such residence and the school committee declines to furnish transportation, the department, upon appeal of the parent or guardian of the child, may require the town to furnish transportation for children in grades kindergarten through six for a part or for all of the distance between such residence and the school...

### **M.G.L., CH. 145 OF THE ACTS OF 1991, S. 32**

...Any reimbursement made by the commonwealth pursuant to this section shall be subject to appropriation and shall only apply to transportation costs incurred for pupils enrolled in grades kindergarten through six.