

- d. **Approve 2023-2024 Redlands Unified School District Transportation Plan (Appendix Item).**



**Redlands Unified School District  
Pupil Transportation Plan**

**Board Approval  
March 12, 2024**

## Mandate

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California Education Code Section 39800.1 states:

(a) As a condition of receiving apportionments under Section 41850.1, a local educational agency shall develop a plan describing the transportation services it will offer to its pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board on or before April 1, 2023, and updated by April 1 each year thereafter. The plan shall include the following components:

(1) A description of the local educational agency's transportation services that would be accessible to pupils with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.).

(2) A description of how unduplicated pupils, as defined in subdivision (b) of Section 42238.02, would be able to access available home-to-school transportation at no cost to the pupils.

(b)

(1) The plan shall be developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.

(2) The plan shall be presented and adopted by the governing board of the local educational agency in an open meeting with the opportunity for in-person and remote public comment.

(c) The plan may provide for the local educational agency to partner with a municipally owned transit system to provide service pursuant to this section to middle school and high school pupils.

(d) Nothing in a local educational agency's plan shall preclude a local educational agency from providing no-cost transit passes to pupils.

(e) For purposes of this section, "local educational agency" means a school district or a county office of education.

## Overview

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RUSD's Transportation Plan incorporates existing Board Policies (BP) and Administrative Regulations (AR) governing pupil transportation support services, as well as augmented descriptions of available services for the current school year. The plan describes:

- transportation services offered to pupils
- the prioritization of planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive, and pupils who are low income.
- transportation services accessible to pupils with disabilities, and children and youth experiencing homelessness
- how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.
- the required consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

## Pupil Transportation Operations Board Authorization

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Transportation services shall be provided for students of the district according to policies adopted by the Governing Board, district Administrative Procedures, and in accordance with Titles V, VIII, and XIII of the California Administrative Code, the Vehicle Code, and the Education Code. (BP 3540)

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance. (BP 3540)

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (AR 3540)

## **Pupil Data and Route Management Procedures**

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The Transportation Department will annually obtain student data updates and their home addresses from Instructional Technology. The Transportation Department shall assign students to buses and bus stops and so notify affected schools based on current student transportation eligibility criteria. (AR 3540)

School bus route information shall be maintained for all regular and special education home-to-school bus runs. Each route shall show the route of travel, the pick-up and drop-off locations, and the expected departure time from each location. A school bus stop master listing, showing all active and non-active bus stops, shall also be maintained by the Transportation Department. (AR 3540)

The criteria for bus route design is to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and to effectively utilize staff and equipment resources. Bus stops shall only be assigned within the transportation eligibility areas established. (AR 3540)

The Transportation Department shall adjust and modify routes and schedules as appropriate to maintain an optimum level of transportation services. A complete file of all current bus schedules shall be maintained in the Transportation Department and on the district website. The Transportation Department shall furnish each school with the current bus schedules for that school. The respective schools shall maintain their files with the most current bus schedules as provided by the Transportation Department. Schools shall be responsible to ensure that their bus duty personnel are kept abreast of all changes. (AR 3540)

## Scope of Pupil Transportation Services Offered

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Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Governing Board policy. (AR 3541)

The number of available vehicles owned and operated by the district is limited. These vehicles are provided for the purpose of carrying out the required operation of the district and shall not be used for personal reasons. (AR 3541)

Transportation services may be provided for students who live within their home school boundary and outside the non-transportation radius area. Non-transportation radius area will be measured in radius fashion, straight-line distance from each school site. The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses. (AR 3541)

The following non-transportation radius distances are established. ***Grade TK-5 students are prioritized with a larger transportable zone than students in subsequent grades. Grade 6-8 grade students are prioritized with a larger transportable zone than subsequent grades.***

Grade Distance

- TK-5 1.5 mile radius
- 6-8 2.0 mile radius
- 9-12 4.0 mile radius

Students living in the non-transportation radius areas may request access to existing bus routes on a space-available basis as determined by the Director of Transportation. School bus stops will not be positioned within non-transportation radius areas. (AR 3541)

The Superintendent or designee shall communicate to parents/guardians regarding bus routes, schedules, and stops and/or shall arrange for local media to publish such information. (AR 3541)

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

- Students traveling to and from school during the regular school day
- Field trips and excursions
- School activities, expositions or fairs, or other activities determined to be for the benefit of students
- District employees and parents/guardians traveling to and from educational activities authorized by the district
- RSEED students

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (AR 3541)

Bus drivers shall report the names of students who have chosen not to ride the bus to the Transportation Department, if possible. The Transportation Department will notify the school of such an occurrence. (AR 3541)

*Unduplicated Pupils*

The Superintendent or designee shall provide transportation to students experiencing homelessness in accordance with law, Board policy and administrative regulation. (AR 3540)

Redlands Unified School District will use various avenues, including but not limited to school buses, local transit agencies, and contracted services.

## Transportation Eligibility Exceptions

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Students in the following categories shall be eligible for transportation services without regard to boundary limits:

- Students attending schools or classes for students with disabilities as specified in their individualized education programs. Provision shall be made for handicapped students who have special transportation needs. Such students shall be transported in the same equipment with regular students if possible.
- Students assigned to special training schools or classes, social adjustment classes, or other schools or classes for exceptional children who are physically or mentally disabled as specified in their individualized education programs. Such students shall be transported in the same equipment with regular students if possible. (BP 3540.1)

Transporting students from one school to another for the purpose of balancing class loads to relieve overcrowded conditions, or to provide educational opportunities not available at the regular school of attendance, is authorized at the discretion of the Superintendent or his/her designee. (BP 3540.1)

Buses shall be routed on public thoroughfares only. Locations of stops shall be authorized by the Director of Transportation or designee. (BP 3540.1)

Students who voluntarily transfer to other than their home school are not eligible for transportation. (BP 3540.1)

Students dismissed at other-than-scheduled school dismissal hours will not be provided transportation services except on regularly-scheduled bus runs. Students who remain at school for after-school activities may be provided transportation on activity school-to-home routes. (BP 3540.1)



## Non-Mandated Transportation Services

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### *Transportation Fees*

The Governing Board desires to provide transportation services for students with no fees to the students of the district as long as adequate funding is available for providing this service.

Additionally, the Board recognizes that the community places a high priority on having this service available. (BP 3541.5)

It is the intent of the Board to limit the expenditure of funds for transportation services that could otherwise be spent on educational programs. Since the community and the Board desire to maintain a reasonable level of transportation services and since additional funds will be needed to provide this service, the Board shall require users of transportation services to provide financial assistance to obtain this service subject to Education Code requirements. (BP 3541.5)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district, including the district's transportation fee structure and electronic bus pass system. (BP 3541.2)

### *Low Income Eligibility*

The Board shall establish financial assistance requirements which shall be reviewed and adjusted periodically to meet the needs of the district. (BP 3541.5)

### *Unduplicated Pupils*

No charge shall be made for any transportation of students whose individualized education program requires transportation or whose parents/guardians are determined indigent pursuant to administrative regulations. (BP 3541.5)

Unduplicated pupils, residing within transportation-eligible zones described in the scope of services, may apply for free school bus passes at the (Local Educational Agency) Transportation Office.

# Mandated Transportation Services

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## *Transportation for Students with Disabilities*

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan. (BP 3541.2)

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan. (BP 3541.2)

The IEP team shall communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed. (BP 3541.2)

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian. (BP 3541.2)

Special Education Services should represent the Transportation Department and their policies and procedures during the IEP process. The Director of Transportation may designate a representative from the Transportation Department to represent transportation issues during an IEP meeting when it is known that there will be detailed discussions of transportation issues. If the Special Services Department is aware of unusual or special transportation needs, a member of the Transportation Department should be present during the IEP process. (BP 3541.2)

Pertinent issues of a student's transportation needs, such as wheelchair/stroller, car seats, medical needs, disciplinary issues, and other particular needs, must be noted in the IEP. (BP 3541.2(a))

The above information must then be communicated to the Transportation Department for scheduling of the student using the IEP process and the procedures setup and managed by the Special Services department. (BP 3541.2)

The Special Services Department will make available for each parent/guardian of a special education student requiring transportation services information for parent/guardians and instructions pertaining to wheelchairs/strollers, car seats, and other transportation devices. The Transportation Department will also provide a parent/guardian release form for each special education student receiving transportation services. A current and correct parent/guardian release form should be on file in the Transportation Department at all times. Student release

authorization may be included within the Special Services Transportation request form. (BP 3541.2)

The information provided in the above materials will include pick-up/drop-off procedures, illness, suspension of transportation services, guidelines for wheelchairs, strollers, car seats, and other transportation devices, discipline procedures, and general knowledge handbook for parents and staff. (BP 3541.2)

All parents/guardians will receive the necessary information on a yearly basis or as needed. (BP 3541.2)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. (BP 3541.2)

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (BP 3541.2)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (BP 3541.2)

#### ***Unduplicated Pupils - Students experiencing homelessness and Youth in Transition***

***Within the scope of services offered, and in accordance with law, Board policy and administrative regulation, students experiencing homelessness and youth in transition, where transportation is a barrier to accessing their educational services, shall be provided transportation on school buses, municipal buses, or through alternative transportation service providers, at no cost to the student.***

## 2023-2024 School Bus and Alternative Transportation Services Offered

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Figure 1 below provides details of (Local Education Agency) services provided on school bus routes.

	General Education	Special Education	Total
<b>Routes</b>	42	42	84
<b>Students Transported</b>	1812	756	2,568
<b>TK-6 Students Transported</b>	759	348	1,107
<b>Unduplicated Students Transported</b>	1,358	773	2,131
<b>Bus Passes Sold</b>	0	0	0
<b>Free Bus Passes Issued</b>	1,932	780	2,712
<b>Miles Traveled</b>	292,902	185,604	478,506

*Figure 1: School Bus Transportation (2022-2023 est)*

## 2024-2025 Projected School Bus and Alternative Transportation Services Offered

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Figure 2 below projects details of (Local Education Agency) services to be provided on school bus routes during the 2024-2025 school year.

	General Education	Special Education	Total
<b>Routes</b>	42	42	84
<b>Students Transported</b>	1812	756	2,568
<b>TK-6 Students Transported</b>	759	348	1,107
<b>Unduplicated Students Transported</b>	1,358	773	2,131
<b>Bus Passes Sold</b>	0	0	0
<b>Free Bus Passes Issued</b>	1,932	780	2,712
<b>Miles Traveled</b>	292,902	185,604	478,506

Figure 2: School Bus Transportation (2024-2025)

## Transportation Funding and Finance

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Figure 3 below contains the projected reimbursement for the current school year based on transportation expenses in the 2022-2023 school year.

<b>Revenue Calculation</b>	
Total 2022-23 Transportation Expenses (Function 3600)	\$5,758,333.63
Less Capital Outlay (object 6XXX, Function 3600)	\$0
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	\$0
Estimated 60% Reimbursement	\$3,455,000.18
Less 2022-23 Transportation add-on (from LCFF Calculator)	\$1,037,110.00
<b>Total Revenue (Object 8590, Resource 0000)</b>	<b>\$2,417,889.18</b>

*Figure 3: Transportation Funding Reimbursement Calculation for Current School Year*

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.

## Appendix – Required Stakeholder Consultations

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In compliance with the mandate, Figure 4 lists the stakeholders invited to collaborate on the development of the (Local Educational Agency) transportation plan.

Stakeholder Entities	Date
Classified staff	1/29/2024
Teachers	2/8/2024
School Administrators	2/8/2024
Pupils	2/9/2024
Parents	1/29/2024
Regional Local Transit Authority ( <a href="#">Appendix</a> )	1/29/2024
Local Air Pollution District ( <a href="#">Appendix</a> )	2/2/2024
Local Air Quality District ( <a href="#">Appendix</a> )	2/2/2024
Other Stakeholders	2/8/2024

*Figure 4 Required Stakeholder Consultations*