

Policy

TRANSPORTATION ROUTES AND SERVICES

The Mansfield Township Board of Education recognizes that transportation to and from school is required for the promotion of education. The board has the responsibility to transport eligible students to and from their homes.

The board of education directs the superintendent to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Educationally disabled pupils in accordance with their IEP;
- C. Pupils participating in board-approved extracurricular activities or field trips;
- D. Pupils whose route to the school is deemed hazardous by the Mansfield Township Police Department;
- E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

- A. The distance to be traveled to and from school;
- B. The age and state of health of the child;
- C. The requirements of the instructional program;
- D. The hazards involved on the route to be traveled.

In the interest of student safety, the board of education as a rule will not establish bus routes that require school vehicles to make "U" or "K" turns or enter cul-de-sacs.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils and to pupils attending charter schools. All pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation.

On a space-available basis, the board may transport both public and nonpublic students who live within statutory limits (courtesy busing). The board or a cooperative transportation services agency may charge for this service. The charge shall be equitable and shall include, but not be limited to, the cost of fuel, driver salaries and insurance.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon by the board and submitted to the county office.

TRANSPORTATION ROUTES AND SERVICES (continued)

Courtesy Transportation Along Hazardous Routes

The Mansfield Township Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The superintendent shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the district. The superintendent shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Mansfield Township Police Department to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

- A. Population density;
- B. Traffic volume;
- C. Average vehicle velocity;
- D. Existence or absence of sufficient sidewalk space;
- E. Roads and highways that are winding or have blind curves;
- F. Roads or highways with steep inclines and declines;
- G. Drop-offs that are close proximity to a sidewalk;
- H. Bridges or overpasses that must be crossed to reach the school;
- I. Train tracks or trestles that must be crossed to reach the school;
- J. Busy roads and highways that must be crossed to reach the school.

Students who would otherwise be required to walk to and from school along routes designated as hazardous shall be included in the calculation of the district's regular vehicle capacity utilization.

Transportation to/from a Child Care Provider/ or Daycare Facility

The Mansfield Township Board of Education shall provide busing to and from school to the established bus stop serving the area that the student resides. Parents may request a change in the bus assignment for the purpose of childcare. Transportation to/from a childcare provider/Daycare Facility within the district may be provided so long as the following conditions are met:

- a. A Request for Transportation To/From Childcare Provider/Day Care Facility Form is completed.
- b. There is seating available on the bus.
- c. The bus route does not have to be extended and the child does not have more than one bus stop assignment in the morning and one bus stop assignment in the afternoon.
- d. The schedule is followed each week, five days per week, for the entire school year, as if transportation were being provided from and/or to the student's home.
- e. Childcare provider must be located within Mansfield Township.

Example of permissible request:

Student is picked up Monday through Friday at child care provider and dropped off Monday through Friday at home. The bus the student is picked up is one bus stop assignment and the bus the student is dropped off from is one bus stop assignment.

Example of non-permissible:

Student is to be picked up Monday, Wednesday and Friday at child care provider and on Tuesday and Thursday they will be picked up at home. The bus the student is picked up on Monday, Wednesday and Friday at the child care provider is one bus stop assignment and the bus pick up on Tuesday and Thursday would be a different bus stop assignment.

TRANSPORTATION ROUTES AND SERVICES (continued)

Applications must be received by the Business Administrator's Secretary at least 14 business days prior to the date the day care arrangements are to begin, with the following exception:

The Business Office must receive applications for the coming school year by August 15<sup>th</sup> to be considered for the beginning of the school year. Any applications received after August 15<sup>th</sup> will not become effective until the second full week of school.

Multiple requests for changes to a student's bus assignment will not be granted. Each request must be for a duration of 60 days.

Students are never permitted to ride a bus other than the one to which they are assigned.

All requests for changes to a student's transportation require **48 hour** processing time.

Date: Reviewed: December 17, 2007

Adopted: January 22, 2008

File Code: 3541.1

TRANSPORTATION ROUTES AND SERVICES (continued)

<b><u>Legal References:</u></b>	N.J.S.A. 18A:7F-25	Transportation aid
	<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)
	<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter schools)
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation To and From Schools
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:39-1.2	
	through -1.9	
	<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
	<u>N.J.S.A.</u> 18A:46-23	Transportation of pupils; special classes; handicapped children; state aid
	<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	New Jersey Commercial Drivers License Act
	<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:27-1.1(b), -2.1,	
	-3.1, -5.1, -6.2, -6.3, -6.4,	
	-9.1(e), -11.1, -13.3	
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)

Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995)

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

Manual for the Evaluation of Local School Districts

**Possible**

<b><u>Cross References:</u></b>	*3220/3230	State funds; federal funds
	*3516	Safety
	*3541.31	Privately owned vehicles
	*3541.33	Transportation safety
	*4211	Recruitment, selection and hiring
	*5200	Nonpublic school pupils
	*6145	Extracurricular activities
	*6153	Field trips

**Key Words**

Pupil Transportation, Transportation, Busing, Buses, Courtesy Busing, Nonpublic School Pupils, Student Transportation

**Mansfield Township School District**

Business Office  
200 Mansfield Road East  
Columbus, NJ 08022

**Request for Transportation To/From Childcare provider/Day Care Facility**

**School circle one:**

JHES            MTES

Name of Student \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

Name of Childcare provider/Day Care Facility

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Please circle one of the following:**

- a. To and from childcare provider's stop
- b. To school from home stop: after school to childcare provider's stop
- c. To school from childcare provider's stop: after school to home stop
- d. To school from home stop: after school to MVP

Starting date \_\_\_\_\_

Comments:

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**Business Office Use:**

Student ID # \_\_\_\_\_

Current Bus \_\_\_\_\_

New Bus \_\_\_\_\_

Start date \_\_\_\_\_

Approved by: