



Administrative Regulation 7501 TRANSPORTATION OF STUDENTS

Responsible Office: Office of Operations – Transportation Department

PURPOSE

This administrative regulation shall establish the procedures for the transportation of students by the Washoe County School District ("District" or "WCSD").

REGULATION

1. This regulation complies with Board policies, administrative regulation and federal and state laws and regulations related to the transportation of students.
2. Transportation of students by bus will be considered under the following conditions:
 - a. For elementary school students, if the shortest walking distance is more than one and a quarter ($1 \frac{1}{4}$) miles.
 - i. Where half-day kindergarten exists: "One-way" transportation will be provided for students attending half-day kindergarten in the school for which they will be regularly zoned for first grade. Morning kindergarten students will be provided transportation to school on regularly scheduled elementary buses. Afternoon kindergarten students will be provided transportation from school on regularly scheduled elementary buses. Parents/guardians are responsible for transportation from school for morning kindergarten students and to school for afternoon kindergarten students.
 - b. For middle school students, if the shortest walking distance to the school is more than two and a quarter ($2 \frac{1}{4}$) miles.
 - c. For high school students, if the shortest walking distance to school is more than three (3) miles.
 - d. Transportation shall not be provided to pre-kindergarten students except in the case of special education or when determined necessary by the District (e.g. such as at an outlying school such as Natchez). In such cases, the Office of Student Services, in conjunction with the Transportation Department, shall develop implementing procedures.
 - e. Exceptions to the above may be made when:
 - i. Extreme hazardous conditions make bus transportation advisable for the safety of children;

- ii. Students are shifted from their own school zone to another school zone by action of the District; and/or
- iii. Space is available on buses transporting eligible students and then only for the period of time this space remains available.
 - 1. Where the District provides transportation to non-disabled students to and from school and school-sponsored services and activities, it will provide such transportation to disabled students without charge, except for fees that are also imposed on nondisabled students. This shall help ensure that students may receive a free appropriate public education (FAPE).

3. Transportation Allowance / Mileage Reimbursement

- a. When transportation of a student by the District is required and bus routes are not practical or economical, reimbursement to the student's parent/guardian shall be made available in lieu of transportation. Such reimbursement shall be at the current mileage rate established by the Internal Revenue Service. However, in accordance with state law, reimbursement shall not to exceed \$10 per day.
- b. All mileages will be verified by an officially calibrated District odometer.
- c. For students attending school in an adjoining county or state:
 - i. the allowance will be paid for the distance from the student's home to the closest bus stop where transportation is provided to a school of the appropriate level.
 - ii. the allowance will be paid only in those cases where an Inter-district Attendance Agreement exists providing for the student to attend school in that district. Costs shall be fixed by agreement between WCSD and the district in which the student attends school.
- d. Where the District provides reimbursement to the parents/guardians of nondisabled students for transporting their student to/from school and school-sponsored services and activities, it shall provide reimbursement to the parents/guardians of disabled students under the same terms and conditions as are applied to non-disabled students.

- e. Special Education students may be offered transportation or transportation allowances if their residence is outside the attendance area of their regular school. The decision whether a student needs transportation as a necessary related service to enable the student to receive a free appropriate public education will be made consistent with the requirements of the Individuals with Disabilities in Education Act (IDEA). Specifically, in making the decision, the District will draw upon information from a variety of sources, ensure that the information from all such sources is documented and carefully considered, review all transportation options and ensure that the decision is made by a group of persons with knowledge of the student, the meaning of the evaluation data, and the transportation options.

DESIRED OUTCOMES

1. Through this regulation:
 - a. Board Policy 7500, Transportation of Students, shall be implemented and the provisions communicated to staff and the community.
 - b. The District will take steps to ensure transportation is offered to nondisabled and disabled students in a consistent and equitable manner.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District:
 - a. Board Policy 7500, Transportation of Students
 - b. Board Policy 7505, Use of District-Owned Vehicles, and its associated administrative regulation
 - c. Administrative Regulation 7545.2, Operation of Motor Vehicles for District Purposes
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 386, Local Administrative Organization, and specifically:
 - i. NRS 386.790 – 386.845, Transportation

3. This administrative regulation complies with the federal laws and regulations, to include:
 - a. U.S. Department of Transportation guidelines related to school buses, and specifically:
 - i. Federal Transit Administration
 - ii. National Highway Traffic Safety Administration

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations, and/or other associated documents, will be developed as necessary.

REGULATION HISTORY

Date	Revision	Modification
9-11-1979	1.0	Adopted
6-15-1984	2.0	Revised
8-18-1988	3.0	Revised
5-12-1992	4.0	Revised
4-27-2010	5.0	Revised: Changed mileage rate for reimbursement from \$0.18 to \$0.50 per mile
4-1-2011	6.0	Revised: Changed mileage rate to "the current rate established by the Internal Revenue Service"
8-19-2014	7.0	Revised: added under "Regulation" # 3(a) related to Special Education students being transported to a school other than the one he/she is zoned for

5/24/2017	8.0	Revised: to include language related to the equitable treatment of disabled and nondisabled students.
8/6/2018	9.0	Revised: to increase walking zones for elementary and middle school students