

TRANSPORTATION
SERVICE STANDARDS 2016-2017
Effective 9/1/2016

Seattle Public Schools is committed to providing safe, efficient, and cost-effective transportation services to the students of our schools. This commitment is guided by the following transportation service standards:

A. ELIGIBILITY:

Students are eligible for district transportation within their assigned attendance area as referenced in the Student Assignment Plan and as described in this section (A) of the Transportation Service Standards.

District arranged transportation will not be provided for those students that by parent or student choice have enrolled in a school other than their assigned school.

1. High Schools - High school students who live within the boundaries of the Seattle School District and who live more than 2.0 miles from their assigned school are eligible for an ORCA card.

Exceptions are allowed in the following areas:

- a. students who require specialized transportation services as determined by their Individualized Education Program (I.E.P.).
 - b. students requiring medical transportation as approved by District Health Services.
2. Middle Schools - Middle school students who live within the boundaries of the Seattle School District and who live more than 2.0 miles from their assigned school are eligible for transportation. District arranged transportation is provided for those students attending a middle school in their attendance area or linked service area. ORCA cards may be provided for students attending a school outside of their service area or linked service area, if they live farther than 2.0 miles of the school.

Exceptions are allowed in the following areas:

- a. Students who require specialized transportation services as determined by their Individualized Education Program (I.E.P.).
 - b. Students requiring medical transportation as approved by District Health Services.
3. Attendance Area Elementary / Attendance Area K-8 Schools - Elementary and K-8 students who live within the attendance area or linked attendance area boundaries and outside the designated walk boundaries are eligible for district arranged transportation.

ORCA cards may be provided for attendance area K-8 school 6th through 8th grade students who live within the boundaries of Seattle Public School District choosing a school outside of their attendance area, if they live farther than 2.0 miles of the school.

Exceptions are allowed in the following areas:

- a. Students who require specialized transportation services as determined by their Individualized Education Program (I.E.P.).
 - b. Students requiring medical transportation as approved by District Health Services.
4. Option Elementary / Option K-8 Schools – Option School Elementary and K-8 students who live within the boundaries of their service area or linked service area and outside of the designated walk boundaries are eligible for transportation. District arranged transportation is provided for those students attending an elementary or K-8 Option School in their service area or linked service area. ORCA cards may be provided for 6th through 8th grade students who live within the boundaries of Seattle School District choosing a school outside of their service area, if they live farther than 2.0 miles of the school.

Exceptions are allowed in the following areas:

- a. Students who require specialized transportation services as determined by their Individualized Education Program (I.E.P.).
- b. Students requiring medical transportation as approved by District Health Services.

B. BUS STOP LOCATION:

Assignment Criteria - Students will be assigned to bus stops within the following guidelines:

1. Bus stops will generally be located on arterial or primary residential streets.
2. Walking distance to bus stops will be 1.0 mile or less for middle/high school students where feasible.
3. Walking distance to bus stops will be 1.0 mile or less for elementary school students where feasible. Elementary students may cross identified intersections in the recommended walk maps created by the City of Seattle School Traffic Safety Committee and City of Seattle Transportation Department.

C. BUS STOP MODIFICATION:

Requests for stop location changes may be submitted to the Transportation Office for review. Bus stops will be modified only under the following conditions:

1. Safety concern - conditions at the established bus stop do not meet the bus stop selection criteria as defined by the District guidelines.
2. Property owner complaint - upon receipt of a concern from a resident adjacent or close by an established bus stop, if after working with the students and schools associated with the bus stop the concern cannot be resolved, a relocation of the stop will be considered.
3. Students who do not use their assigned school bus may have their bus stop removed when doing so will result in reduced operating cost. Prior to a bus stop being removed, parents/guardians will be advised. Parents/guardians will be able to request reinstatement at a later date. Service will be restored within 10 working days of the request.

D. ONE-WAY RIDE TIME:

Attendance Area Elementary and Attendance Area K-8 routes will be designed to operate with travel times of 45 minutes or less where feasible. All other routes will be designed to operate with travel times of 60 minutes or less where feasible. Ride time is defined as the time the first student boards the bus until the bus arrives at school in the A.M., or in the P.M. the time the bus leaves the school until the last student is dropped off the bus.

E. SEATING ON BUSES:

A standard seat on a yellow bus is 39 inches wide. Students from Kindergarten through grade 5 may sit three to a seat. Students from grades 6 through 12 will sit two to a seat. No standees are permitted on school/charter buses.

F. BEFORE AND AFTER SCHOOL ACTIVITY BUSES:

Transportation for before school and after school activity programs for elementary and middle schools will be provided to schools and programs that have funding to cover the cost of the service. The following guidelines will apply:

1. Time requested does not conflict with regular to and from service.
2. Bus routes will be designed under the same service standards as to and from transportation.
3. Transportation service level will follow the IEP requirements for special needs students.
4. Request for services or changes to services are made at least ten (10) working days prior to the effective date.

G. RECOMMENDED BUS ARRIVAL/DEPARTURE AND SCHOOL START/END TIME SCHEDULE:

The bus arrival/departure time window will be according to the attached Appendix B.

Note: Per construction Master Use Permit, Denny International Middle School and Chief Sealth International High School must begin school a minimum of 30 minutes apart.

H. ALTERNATE TRANSPORTATION SERVICE ADDRESS:

The assignment address is the default transportation service address. Alternate service addresses will be considered for feasibility for the following situations:

- Child care
- After school activity

The District will assign transportation from one (1) address in the AM and one (1) address in the PM, provided the addresses qualify under the eligibility criteria and are feasible. Transportation will be considered feasible when existing service is available or a stop can be established without increasing time or cost. The District will assign transportation from (in the AM) or to (in the PM) a maximum of two (2) separate, alternate addresses per week.

The provision of transportation service to/from an alternate address will be granted for the requested school year only. Parents/guardians must re-apply for consideration of continuation each year.

Schools may issue a temporary bus card to students who (with parent/guardian consent) wish to use an existing stop on an infrequent basis provided there is an existing stop within service assignment guidelines. Stops will not be added for this purpose.

Note: ORCA cards will not be provided for alternate service addresses.

I. NON-RESIDENT STUDENTS:

Non-resident students approved through the Seattle Public Schools Service Center to attend a Seattle public school from an out-of-District address may be authorized District provided transportation under the following conditions:

1. High School and Middle School Students may utilize existing bus stops and routes serving their assigned school. It will be their responsibility to get to and from this existing service.
2. Elementary / K-8 Students:
 - a. The parent/guardian must provide the District with an alternate or childcare address to which they will transport the student and a contact person.
 - b. The alternate or childcare address provided must be within the Seattle School District, and conform to the transportation or walk boundary eligibility for the student's school of attendance.
 - c. The parent/guardian is responsible for transporting the student to the alternate or childcare address.

Note: ORCA cards will not be provided for Non-Resident Students.

J. SPACE AVAILABLE TRANSPORTATION:

The provision of space available transportation will be allowed under the following conditions:

1. The granting of space available will be at the discretion of the Transportation Specialists.
2. Space available may be considered when the following conditions are present:
 - a. Existing stops must be used.
 - b. Access to the stop must be in accordance with Bus Stop Location Transportation Service Standards as detailed above in B. 1-3.
 - c. Space availability will be defined as five or more seats below the rated capacity of the bus assigned to the route in question after October 1st.
 - d. The granting of space available will not increase cost to the District. If service needs change during the course of the school year the authorization may be rescinded.

K. MINIMUM RIDERSHIP STANDARD FOR HIGH SCHOOLS:

Yellow school bus service will be provided to grades 9 - 12 only when there is a lack of Metro seat capacity. Generally there must be a minimum of twenty (20) or more student riders in a common service area and it is feasible to tie the route with a bus already in service.

Determination will be made based on student assignment data available to the Transportation Office on July 1st. If actual ridership drops below the minimum in the current school year, this service may be rescinded after the following actions have occurred:

- School administrator is notified
- Students/parents are notified

L. MIDDAY KINDERGARTEN SERVICE:

Midday kindergarten transportation will be provided should a parent/guardian decide to not participate in the school's full day kindergarten program. Transportation will be limited to the school attendance area.

M. TRANSPORTATION SERVICES FOR MCKINNEY-VENTO ELIGIBLE STUDENTS:

1. McKinney-Vento students with a service address within the District and attending a District school or program will be subject to the same eligibility distance standard as all other

students attending the same school subject to the exceptions noted in Section A. (Eligibility).

- a. Eligible middle and high school students will be subject to the same transportation service modes as other middle and high school students.
 - b. Eligible elementary (Grades K-5) students will receive District provided transportation service. Parents/guardians of students assigned to taxicab service may request in-lieu compensation if they choose to drive their student(s).
2. McKinney-Vento students attending a school or program outside of the District from an address within the District or attending a school or program inside the District from an address outside of the District will be provided service to the school of origin.

The cost for this service is to be shared with the sending or receiving District. Since each circumstance will be unique and require some level of agreement with participants and other Districts, the following guidelines will be followed in each case.

- a. Students in middle and high school will be assigned public transit service where feasible. Generally, feasibility will be interpreted to mean that public transit service is available within 1.0 mile of the site and the service address, one way ride time is less than 90 minutes and transfers are three (3) or less.
In situations where public transit is not feasible, the most cost effective choice of District arranged transportation service or in-lieu compensation will be utilized.
- b. Students in grades K-5 will receive District arranged transportation service or the parent/guardian may receive in-lieu compensation.

N. SAFE ROUTES TO SCHOOL/BIKING & WALKING STUDENT WELLNESS PLAN:

The District Transportation Department shall continue to work in partnership with the City of Seattle School Traffic Safety Committee for the purpose of improving traffic safety for all of Seattle's school children. Student health and wellness in addition to reducing the District's carbon footprint shall be encouraged through the following measures:

1. Adult crossing guard placement shall be reviewed to maximize all K-8 recommended one mile walk boundaries.
2. Annual mode-choice counts (Using the Safe Routes to School Center mode choice survey) shall be conducted at each K-8 school during the first week of June.
3. In 2016-2017, each Elementary and K-8 school may operate a Walking School Bus that will be identified within the District's recommended walk maps. Walking School Bus routes shall be identified at all K-8 schools in partnership with the Transportation Department, City of Seattle Traffic Safety Committee, and school principals.

O. APPEALS

Appeals to the Transportation Review Board are a process to provide parents and/or students with an opportunity to present all concerns regarding a denied transportation request. Because the granting of transportation rests with several District offices, this process is an opportunity to ensure that transportation decisions are made with all relevant information, and in accordance with applicable District regulations.

Procedure

1. Request a review of the Transportation Review Board by:
 - a. Contacting the manager of transportation via email at transdept@seattleschools.org.
 - b. Submitting additional information to the manager of transportation via email at transdept@seattleschools.org.
2. The manager of transportation will:
 - a. Forward all information received regarding the review request to the Transportation Review Board for review.
 - b. Serve as the chairperson for the Transportation Review Board.
3. The Transportation Review Board will:
 - a. Hold a minimum of one meeting per month to review and formulate responses to transportation appeals.
 - b. Consist of representatives from the offices of:
 - i. Transportation
 - ii. Risk Management
 - iii. Health Services
 - iv. Enrollment Services
 - c. Provide a written decision for each appeal.
 - d. Send the written decision to:
 - i. Person(s) requesting the review, and
 - ii. Transportation Office.

P. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION:

See Appendix A, 2016-2017 Exceptions for Transportation

In the spring of 2016, Transportation performed the actual annual routing and bus capacity analysis and made a recommendation to the Superintendent for schools that would be cost neutral to opt into earlier tiers, and to maintain an exception for Hazel Wolf transportation for one more year.

The superintendent is authorized to make minor modifications to the District Transportation Standards and/or operational procedures as required in the best interests of the district.

APPENDIX A

TRANSPORTATION OUTSIDE OF BASIC ELIGIBILITY:

1. All South Lake students receive ORCA cards regardless of eligibility standards.
2. All Interagency students receive ORCA cards regardless of eligibility standards.
3. All NOVA students receive ORCA cards regardless of eligibility standards.
4. Cascade Parent Partnership Program students receive ORCA cards as an exception to Transportation service standards.
 - a. Cards are provided to the program for distribution, possibly given to grades K-5.
5. Skill Center students receive ORCA cards regardless of Service Standards.
 - a. Program sends a list and all students are assigned cards.
6. Middle School Students (other than those that attend Aki Kurose or Jane Addams) that live more than 1.5 mile but less than 2.0 mile from their attendance area school receive ORCA cards as an exception to normal Middle School eligibility standards.
7. Aki Kurose Middle School students are provided yellow bus transportation if they reside more than 1.0 mile from the school, as an exception to normal Middle School eligibility standards.
8. Jane Addams Middle School students are provided yellow bus transportation if they reside more than 1.5 miles from the school, as an exception to normal Middle School eligibility standards.

SUPPLEMENTAL SERVICE:

1. Chief Sealth students residing in the South Park neighborhood receive District arranged transportation service in addition to ORCA cards.
2. Ingraham students residing in the SW portion of the Ingraham attendance area, west of 15th Ave NW, shall receive District arranged transportation service to school. ORCA cards shall be provided for afternoon transportation requirements.
3. Ingraham students residing outside the Ingraham attendance area may receive supplemental District arranged transportation to augment ORCA cards as required.
4. Madison Middle School students may receive supplemental District arranged transportation to augment ORCA cards as required for transportation to and from the Denny service area due to the lack of available Metro service.

OTHER EXCEPTIONS:

1. Hazel Wolf K-8 students that were enrolled during the 2013-14 school year that reside in the Jane Addams MS and Eckstein MS Attendance Areas and outside the John Marshall walk area receive district provided transportation for the 2014-15, 2015-16 and 2016-17 school years.

2. Licton Springs K-8 students that were enrolled during the 2013-14 school year that reside in the Jane Addams MS and Eckstein MS Attendance Areas and outside of the Lincoln walk area receive district provided transportation for the 2014-15, 2015-16 and 2016-2017 school years.
3. Continuing Graham Hill students that reside in the Dearborn Park, Dunlap Emerson, Martin Luther King Jr., Van Asselt and Wing Luke Attendance Areas who were eligible and assigned transportation during the 2014-15 school year will be provided with transportation for the 2015-16, 2016-2017 school years only.
4. Licton Springs K-8 students that reside in the 2017-18 Wilson-Pacific Middle School boundary will receive district arranged transportation to the interim site at the Lincoln building.