



SCHOOL BOARD ACTION REPORT

DATE: December 16, 2016
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Pegi McEvoy, Assistant Superintendent, Operations,
pmcevoy@seattleschools.org; Kathy Katterhagen, Director of Logistics,
katterhagen@seattleschools.org

1. TITLE

Approval of the 2017-2018 Transportation Service Standards

For Introduction: January 4, 2017
For Action: January 18, 2017

2. PURPOSE

The annual approval of the Transportation Service Standards for the upcoming school year determines where and when the District provides transportation for students

3. RECOMMENDED MOTION

I move that the School Board approve the recommended Transportation Service Standards based on a 3 Tier delivery system as attached to the Board Action Report for the 2017-2018 school year that include arrival/departure times supporting the additional 20 minutes in the instructional day, and authorize the Superintendent to implement the standards with minor modifications as necessary.

I further move that the School Board authorize the Superintendent to seek external funding to support a 2 Tier schedule, and if external funding is available by May 1, 2017, implement the attached 2 Tier schedule in place of the 3 Tier schedule.

4. BACKGROUND INFORMATION

a. Background

The adoption of the Transportation Service Standards is an annual action by the Board of Directors and includes setting arrival and departure times for schools. After Board action, the Superintendent sets start and end times for school days. The district currently provides transportation schedules based upon a 3 Tier system which maximizes efficiencies and reduces transportation costs.

During the community engagement process regarding the addition of the 20 minutes to the instructional day, community, family and school feedback identified a clear preference for transportation schedules using a 2 Tier delivery system as opposed to a 3 Tier system. However, the District is facing a \$74 million shortfall for the 2017-18 school year, and the cost of moving from a 3 tier system to a 2 tier system is estimated to require an additional \$2.3 million for school bus transportation in the first year. The state reimbursement formula for transportation expenses funds the lesser of either the previous year actual cost or the current year expected cost; a one-year lag exists in the District being reimbursed whenever transportation costs increase. The new bus contract also starts the beginning of the 2017-2018 school year and will impact the transportation budget with an estimated increase of \$2.7 million.

Due to the current budget constraints, the Board has stated that external funding for the cost difference between 3 Tier and 2 Tier schedules is required for a 2 Tier transportation service could be considered. Should additional external funding be secured by May 1, 2017, then the District may authorize the arrival/departure times for the 2 Tier schedule.

The 3 tier and 2 tier schedules are based upon the addition of 20 minutes to the instructional day, updated boundaries, and student assignment information. The timing of this action has been established to support the operational timeline for the District's Open Enrollment period and provide time for schools, families, out of school providers and programs, the transportation department and transportation bus contractor to plan and implement changes.

- This action updates Appendix A, Other Exceptions, which was approved by the School Board, to support the boundary changes in the 2017-2018 Student Assignment Plan. Other than minor formatting and clarifications, the Transportation Service Standards generally remain the same.
- This action provides flexibility in seeking additional funds to support 2 tiers.
- This action includes an additional statement in the Transportation Service Standards that transportation for special needs students will be the same as general education students with regard to arrivals and departures from school unless otherwise specified by the student's Individual Education Plan.

b. Alternatives

No Action – This is not recommended because the Transportation Service Standards are necessary to inform parents and schools of transportation that will be provided in the following school year.

c. **Research** – Not applicable.

5. FISCAL IMPACT/REVENUE SOURCE

If 3 Tiers are implemented: Fiscal impact to this action will include items 1 ~~through 2~~ in Appendix A, Other Exceptions, that require 2 additional buses for an estimated total of \$154,900 based upon the 2017 Transportation Vendor contract.

Should the District choose to move from a three tier schedule to a two tier schedule with 60 minutes between tiers, the financial impact will increase by an estimated \$2.3 million based upon the need for more buses and more drivers. External revenues must be identified by May 1, 2017, in order to make that change.

The revenue source for this motion is the general fund.

Expenditure: One-time Annual Multi-Year N/A
Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Through community meetings regarding bell times, student assignment plans and boundary changes, input from multiple community meetings has guided final recommendations. Additionally, input from the Bell Times Task Force, school meetings and district wide surveys has provided input. Most recently, community input around the addition of 20 minutes to the school day, and the survey data collected by Teaching and Learning has helped guide the development.

7. EQUITY ANALYSIS

Twelve schools remain in Tier 3 (11.2% of SPS students). Several schools are higher free and reduced lunch (F/RL) schools, but the majority are lower F/RL schools.

Families from Tier 3 are reporting difficulty in finding adequate out of school support. Schools that have a lower F/RL number frequently lack the funding for afterschool programming. This requires students to enroll in community programs. Because of the reduced number of schools in Tier 3, most out of school time programs have aligned to the earlier start times for elementary students. This means that after school care or activities that meet Tier 3 school timing are sparse and over-enrolled, which is particularly challenging for low income families. Third tier teachers and principals are also reporting that student absenteeism at the end of the day is significant and disruptive to learning and that special education students are reporting difficulty ensuring appointments with care providers.

8. STUDENT BENEFIT

This action will benefit students by providing transportation to and from school for those students residing outside their assigned school walk zone.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. 6600 Student Transportation, provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

This motion is in alignment with Policy No. 0010, Instructional Philosophy, because student transportation is considered an integral element to ensure that all students receive an education that meets the goals enumerated in the District’s Instructional Philosophy.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on December 15, 2016. The Committee reviewed the motion and moved this item forward to the full Board for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the 2016-2017 Transportation Service Standards go into effect September 1, 2017.

13. ATTACHMENTS

- Appendix A Clean
- Appendix A 2nd redlined version
- 2016-2017 Transportation Service Standards – Redline
- 2016-2017 Transportation Service Standards – Clean, with Appendix A separated out
- Appendix A ([Updated](#))
- Appendix B.1: 3 Tiers with 50 minutes between tiers and all tiers starting 10 minutes earlier ([updated](#))
- Appendix B.2: 2 Tiers with 60 minutes between tiers and 20 minutes after



2017-2018 Transportation Service Standards

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

The following attachments have not been reviewed for ADA accessibility in this document. To view an ADA accessible version of the final, approved 2017-2018 Transportation Service Standards, please go to this link:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Transportation/17-18%20Transportation%20Documents/2017-18%20TSS%20&%20Appendix%20A,%20B%20ADA.pdf.

Transportation Service Standards 2017-2018

Effective 9/1/2017

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 reside 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 reside 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 reside 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 reside within the attendance area boundaries of their assigned school and outside the designated walk zone of their assigned school are eligible for district arranged transportation. ORCA cards may be provided for 6th through 8th grade students who reside within the boundaries of the Seattle School District choosing a school outside of their attendance area, if they reside 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. 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.

B. Bus Stop Location

Assignment Criteria – Students will be assigned a bus stop 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 up to two (2) addresses in the AM and up to two (2) addresses 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 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

4. 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).
5. 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. ARRIVAL AND DEPARTURE TIMES FOR SPECIAL NEEDS STUDENTS

Bus arrival and departure times for special needs students will be the same as general education students unless specified differently by the students I.E.P or 504 plan. Bus loading zones for special needs buses may only be separate from general education buses when a legitimate, non-discriminatory reason exists, and is documented by student's I.E.P or 504 plan for the student's safety or as determined necessary to meet the individualized disability-related needs of the student.

Q. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION

See Appendix A, 2017-2018 Exceptions for Transportation

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
(A separate clean
version of
Appendix has
been created for
board intro/action)

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.~~

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- ~~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.~~

1. Continuing Green Lake Elementary students that were enrolled during the 2016-17 school year that reside in Areas 41 and 44 will receive district provided transportation for the 2017-18 school year.
2. Continuing Hamilton students that were enrolled during the 2016-17 school year that reside in Area 126 will receive district provided transportation for the 2017-18 school year.

Note: The following exceptions are still in review by the Board and are not approved as of December 15th, 2016. This document will be revised after the January 4, 2017 School Board Meeting.

3. Continuing Whitman 8th grade students that were enrolled during the 2016-17 school year that reside in the Eaglestaff Middle School Attendance Area and outside the walk zone for Whitman will receive district provided service during the 2017-18 school year.
4. Continuing Hamilton 8th grade students that were enrolled during the 2016-17 school year that reside in the Eaglestaff Middle School Attendance Area and outside the walk zone for Hamilton will receive district provided service during the 2017-18 school year.
5. Continuing Eckstein 8th grade students that were enrolled during the 2016-17 school year that reside in the Eaglestaff Middle School Attendance Area and outside the walk zone for Eckstein will receive district provided service during the 2017-18 school year.
6. Continuing Jane Addams 8th grade students that were enrolled during the 2016-17 school year that reside in the Eaglestaff Middle School Attendance Area and outside the walk zone for Jane Addams will receive district provided service during the 2017-18 school year.
7. Continuing Washington 8th grade students that were enrolled during the 2016-17 school year that reside in the Meany Middle School Attendance Area and outside the walk zone for Washington will receive district provided service during the 2017-18 school year.
8. Continuing McClure 8th grade students that were enrolled during the 2016-17 school year that reside in the Meany Middle School Attendance Area and outside the walk zone for McClure will receive district provided service during the 2017-18 school year.
9. Continuing Madison 8th grade students that were enrolled during the 2016-17 school year that reside in the Sanislo Attendance Area will receive district provided transportation during the 2017-18 school year.

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Transportation Service Standards 2017-2018

Effective 9/1/2017

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B. Bus Stop Location

Assignment Criteria – Students will be assigned a bus stop 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 up to two (2) addresses in the AM and up to two (2) addresses 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 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

4. 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).
5. 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. ARRIVAL AND DEPARTURE TIMES FOR SPECIAL NEEDS STUDENTS

Bus arrival and departure times for special needs students will be the same as general education students unless specified differently by the students I.E.P or 504 plan. Bus loading zones for special

needs buses may only be separate from general education buses when a legitimate, non-discriminatory reason exists, and is documented by student's I.E.P or 504 plan for the student's safety or as determined necessary to meet the individualized disability-related needs of the student.

Q. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION

See Appendix A, 2017-2018 Exceptions for Transportation

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.

2017-18 Transportation Service Standards

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. Continuing Green Lake Elementary students that were enrolled during the 2016-17 school year that reside in Areas 41 and 44 will receive district provided transportation for the

2017-18 school year.

- 2.1. Continuing Hamilton students that were enrolled during the 2016-17 school year that reside in Area 126 will receive district provided transportation for the 2017-18 school year.

~~Note: The following exceptions are still in review by the Board and are not approved as of December 15th, 2016. This document will be revised after the January 4, 2017 School Board Meeting.~~

- ~~3. Continuing Whitman 8th grade students that were enrolled during the 2016-17 school year that reside in the Eagle Staff Middle School Attendance Area and outside the walk zone for Whitman will receive district provided service during the 2017-18 school year.~~
- ~~4. Continuing Hamilton 8th grade students that were enrolled during the 2016-17 school year that reside in the Eagle Staff Middle School Attendance Area and outside the walk zone for Hamilton will receive district provided service during the 2017-18 school year.~~
- ~~5. Continuing Eckstein 8th grade students that were enrolled during the 2016-17 school that reside in the Eagle Staff Middle School Attendance Area and outside the walk zone for Eckstein will receive district provided service during the 2017-18 school year.~~
- ~~6. Continuing Jane Addams 8th grade students that were enrolled during the 2016-17 school year that reside in the Eagle Staff Middle School Attendance Area and outside the walk zone for Jane Addams will receive district provided service during the 2017-18 school year.~~
- ~~7. Continuing Washington 8th grade students that were enrolled during the 2016-17 school year that reside in the Meany Middle School Attendance Area and outside the walk zone for Washington will receive district provided service during the 2017-18 school year.~~
- ~~8. Continuing McClure 8th grade students that were enrolled during the 2016-17 school year that reside in the Meany Middle School Attendance Area and outside the walk zone for McClure will receive district provided service during the 2017-18 school year~~
- ~~9. Continuing Madison 8th grade students that were enrolled during the 2016-17 school year that reside in the Sanislo Attendance Area will receive district provided transportation during the 2017-18 school year.~~

DRAFT 2017-18 Transportation Service Standards - Appendix B.1

3 TIERS WITH 50 MINUTES BETWEEN TIERS AND ALL TIERS STARTING 10 MINUTES EARLIER AND ENDING 10 MINUTES LATER

HIGH SCHOOLS						ELEMENTARY SCHOOLS					
SCH#	SCHOOL	ARRIVE	START	END	DEPART	SCH#	SCHOOL	ARRIVE	START	END	DEPART
11	BALLARD	8:20	8:35	3:25	3:35	201	ADAMS	9:10	9:25	3:55	4:05
24	CENTER SCHOOL	8:20	8:35	3:25	3:35	202	ALKI	7:30	7:45	2:15	2:25
18	CHIEF SEALTH INT'L	8:20	8:35	3:25	3:35	203	ARBOR HEIGHTS	7:30	7:45	2:15	2:25
12	CLEVELAND	8:20	8:35	3:25	3:35	204	DANIEL BAGLEY	7:30	7:45	2:15	2:25
13	FRANKLIN	8:20	8:35	3:25	3:35	205	BEACON HILL INT'L	7:30	7:45	2:15	2:25
14	GARFIELD	8:20	8:35	3:25	3:35	209	BRYANT	7:30	7:45	2:15	2:25
22	NATHAN HALE	8:20	8:35	3:25	3:35	971	CASCADIA	9:10	9:25	3:55	4:05
20	INGRAHAM	8:20	8:35	3:25	3:35	210	CEDAR PARK	7:30	7:45	2:15	2:25
23	NOVA	8:20	8:35	3:25	3:35	211	FRANTZ COE	7:30	7:45	2:15	2:25
21	RAINIER BEACH	8:20	8:35	3:25	3:35	215	CONCORD INT'L	9:10	9:25	3:55	4:05
17	ROOSEVELT	8:20	8:35	3:25	3:35	218	B.F. DAY	7:30	7:45	2:15	2:25
983	SEATTLE WORLD SCHOOL	8:20	8:35	3:25	3:35	251	DEARBORN PARK INT'L	7:30	7:45	2:15	2:25
960	SOUTH LAKE	8:20	8:35	3:25	3:35		DECATUR	7:30	7:45	2:15	2:25
19	WEST SEATTLE	8:20	8:35	3:25	3:35	219	DUNLAP	7:30	7:45	2:15	2:25
						221	EMERSON	7:30	7:45	2:15	2:25
						222	FAIRMOUNT PARK	7:30	7:45	2:15	2:25
	MIDDLE SCHOOLS					225	GATEWOOD	7:30	7:45	2:15	2:25
SCH#	SCHOOL	ARRIVE	START	END	DEPART	226	BAILEY GATZERT	7:30	7:45	2:15	2:25
106	JANE ADDAMS	8:20	8:35	3:25	3:35	270	GENESEE HILL	7:30	7:45	2:15	2:25
103	DENNY INT'L	7:30	7:45	2:35	2:45	220	GRAHAM HILL	7:30	7:45	2:15	2:25
113	EAGLESTAFF	8:20	8:35	3:25	3:35	229	GREEN LAKE	7:30	7:45	2:15	2:25
104	ECKSTEIN	8:20	8:35	3:25	3:35	230	GREENWOOD	7:30	7:45	2:15	2:25
105	HAMILTON INT'L	8:20	8:35	3:25	3:35	233	HAWTHORNE	7:30	7:45	2:15	2:25
130	AKI KUROSE	8:20	8:35	3:25	3:35	234	HAY	9:10	9:25	3:55	4:05
107	MADISON	8:20	8:35	3:25	3:35	235	HIGHLAND PARK	7:30	7:45	2:15	2:25
118	MCCLURE	8:20	8:35	3:25	3:35	288	KIMBALL	7:30	7:45	2:15	2:25
109	MEANY	8:20	8:35	3:25	3:35	207	MARTIN LUTHER KING JR	7:30	7:45	2:15	2:25
110	MERCER	8:20	8:35	3:25	3:35	239	LAFAYETTE	7:30	7:45	2:15	2:25
117	WASHINGTON	8:20	8:35	3:25	3:35	242	LAURELHURST	9:10	9:25	3:55	4:05
115	WHITMAN	8:20	8:35	3:25	3:35	243	LAWTON	7:30	7:45	2:15	2:25
						244	LESCHI	7:30	7:45	2:15	2:25
	K-8 SCHOOLS					245	LOWELL	9:10	9:25	3:55	4:05
SCH#	SCHOOL	ARRIVE	START	END	DEPART	246	LOYAL HEIGHTS @ J MARSHALL	8:20	8:35	3:05	3:15
289	CATHARINE BLAINE	9:10	9:25	3:55	4:05	252	MAPLE	7:30	7:45	2:15	2:25
208	BROADVIEW-THOMSON	7:30	7:45	2:15	2:25	212	THURGOOD MARSHALL	9:10	9:25	3:55	4:05
955	LICTON SPRINGS	8:20	8:35	3:05	3:15	247	MCDONALD INT'L	7:30	7:45	2:15	2:25
249	MADRONA	7:30	7:45	2:15	2:25	248	MCGILVRA	7:30	7:45	2:15	2:25
939	ORCA	9:10	9:25	3:55	4:05	255	MONTLAKE	7:30	7:45	2:15	2:25
930	PATHFINDER	8:20	8:35	3:05	3:15	256	JOHN MUIR	7:30	7:45	2:15	2:25
949	SALMON BAY	8:20	8:35	3:05	3:15	259	NORTH BEACH	9:10	9:25	3:55	4:05
972	STEM K-8 @ BOREN	9:10	9:25	3:55	4:05	257	NORTHGATE	7:30	7:45	2:15	2:25
291	SOUTH SHORE PK-8	7:30	7:45	2:15	2:25	261	OLYMPIC HILLS	7:30	7:45	2:15	2:25
935	TOPS	8:20	8:35	3:05	3:15	262	OLYMPIC VIEW	7:30	7:45	2:15	2:25
292	HAZEL WOLF	8:20	8:35	3:05	3:15	974	QUEEN ANNE	7:30	7:45	2:15	2:25
						264	RAINIER VIEW	7:30	7:45	2:15	2:25
	HEAD START PROGRAM					266	JOHN ROGERS	7:30	7:45	2:15	2:25
	ALL SCHOOLS	ARRIVE	START	END	DEPART	267	ROXHILL	7:30	7:45	2:15	2:25
	A.M. SESSION					268	SACAJAWEA	7:30	7:45	2:15	2:25
	P.M. SESSION					269	SAND POINT	7:30	7:45	2:15	2:25
						273	SANISLO	7:30	7:45	2:15	2:25
SCH#	SCHOOL	ARRIVE	START	END	DEPART	241	JOHN STANFORD INT'L	7:30	7:45	2:15	2:25
321	BRIDGES	8:20	8:35	3:25	3:35	272	STEVENS	7:30	7:45	2:15	2:25
319	EARLY LEARNING CENTER	8:20	8:35	3:05	3:15	977	THORNTON CREEK	7:30	7:45	2:15	2:25
333	EEU	8:20	8:35	3:05	3:15	275	VAN ASSELT @ AAA	7:30	7:45	2:15	2:25
						277	VIEW RIDGE	9:10	9:25	3:55	4:05
T1	ELEMENTARY/K-8	7:30	7:45	2:15	2:25	276	VIEWLANDS	7:30	7:45	2:15	2:25
T1	SECONDARY	7:30	7:45	2:35	2:45	279	WEDGWOOD	7:30	7:45	2:15	2:25
T2	ELEMENTARY/K-8	8:20	8:35	3:05	3:15	236	WEST SEATTLE	7:30	7:45	2:15	2:25
T2	SECONDARY	8:20	8:35	3:25	3:35	281	WEST WOODLAND	7:30	7:45	2:15	2:25
T3	ELEMENTARY/K-8	9:10	9:25	3:55	4:05	282	WHITTIER	7:30	7:45	2:15	2:25
						286	WING LUKE	7:30	7:45	2:15	2:25
										Rev 00	12/15/2016

* Draft as of 12/15/16 - subject to change

