TRANSPORTATION
SERVICE STANDARDS 2021-22
Effective Sept. 1, 2021

The Superintendent is authorized to make minor modifications to the Seattle Public Schools’ Transportation Service Standards and/or operational procedures as required in the best interests of the district.

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 who 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 two 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 (IEP).
   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 two 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 two miles from the school.

   Exceptions are allowed in the following areas:
   a. Students who require specialized transportation services as determined by their IEP.
   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 sixth through eighth-grade students who live within the boundaries of Seattle Public Schools choosing a school outside of their attendance area if they live farther than two miles of the school.

   Exceptions are allowed in the following areas:
   a. Students who require specialized transportation services as determined by their IEP.
   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 sixth through eighth-grade students who live within the boundaries of Seattle Public Schools choosing a school outside of their service area if they live farther than two miles of the school.

   Exceptions are allowed in the following areas:
   a. Students who require specialized transportation services as determined by their IEP.
   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 one mile or less for middle/high school students where feasible.
3. Walking distance to bus stops will be one 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 a 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 morning, or the time the bus leaves the school until the last student is dropped off the bus in the evening.

E. **SEATING ON BUSES:**

A standard seat on a yellow bus is 39 inches wide. Students from kindergarten through fifth grade may sit three to a seat. Students from sixth through 12th grade 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 education students.
4. Request for services or changes to services is made at least 10 working days prior to the effective date.

G. **RECOMMENDED BUS ARRIVAL/DEPARTURE AND SCHOOL START/END TIMESCHEDULE:**

The bus arrival/departure time window will be according to the attached Appendix B. The bus arrival and departure times may also be found on the District Transportation Department webpage at [https://www.seattleschools.org/departments/transportation](https://www.seattleschools.org/departments/transportation)

Note: Per the construction Master Use Permit, Denny International Middle School and
Chief Sealth International High School must begin school a minimum of 30 minutes apart. Per the construction Master Use Permit, Decatur Elementary School and Thornton Creek Elementary School must begin school a minimum of 45 minutes apart.

ARRIVAL AND DEPARTURE TIMES FOR SPECIAL EDUCATION STUDENTS

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

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

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 child care address to which they will transport the student and a contact person.
   
b. The alternate or child care 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 child care address.

Note: ORCA cards will not be provided for non-resident students.

J. SPACE AVAILABLE TRANSPORTATION:

The provision of space for 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 Section 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 Oct. 1.
   
d. Granting of space available will not increase the cost to the district. If service needs change during the school year, authorization may be rescinded.

K. MINIMUM RIDERSHIP STANDARD FOR HIGH SCHOOLS:

Yellow school bus service will be provided to ninth through 12th grades only when there is a lack of Metro seat capacity. Generally, there must be a minimum of 20 or more student riders in a common service area, and it must be 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 1. 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. **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 with 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 (kindergarten through fifth grade) students will receive district-provided transportation service. Parents/guardians of students assigned to alternative transportation provider 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 one mile of the site and the service address, one-way ride time is less than 90 minutes and transfers are three 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.
   a. Students in kindergarten through fifth grade will receive district-arranged transportation service or the parent/guardian may receive in-lieu compensation.

M. **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 kindergarten through eighth grade 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 2021-22, 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.

N. APPEALS

The Transportation Manager will review and approve all transportation staff assessments to deny a transportation request. The Transportation Manager will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal. A student's parent/guardian may further appeal the denied transportation requests by filing a written request for review to the district’s Transportation Manager. The Transportation Manager will review the information provided by the parent/guardian and may interview district staff and/or review district records for information pertinent to making their determination. Within five school business days of receiving the request for review, the Transportation Manager will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal to the Chief Operations Officer, whose decision is final. All appeals must be in writing and submitted through transdept@seattleschools.org.

O. TRANSPORTING STUDENTS' INFANTS

At the request of an eligible student, the district may allow the student to transport their infant on a school bus or other student transportation vehicle provided by the district. The infant must be transported in a rear-facing child restraint system as defined in the federal motor vehicle safety standards found in 49 C.F.R. § 572.213. If the district denies the
student’s request to transport their infant by school bus, the district must authorize other arrangements for individual transportation in accordance with RCW 28A.160.030. For purposes of this paragraph, “eligible student” means any student served by the transportation program of the district or compensated for individual transportation arrangements authorized by RCW 28A.160.030 whose route stop is outside the walk area for a student’s school; however, if the student to be transported is disabled under RCW 28A.155.020, and is either not ambulatory or not capable of protecting their own welfare while traveling to or from the school or agency where special education services are provided, no mileage distance restriction applies.

P. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION:

See Appendix A, 2021-22 Exceptions for Transportation
TRANSPORTATION TO INTERIM SCHOOL SITES

Elementary Schools

- Kimball Elementary School will move to the Van Asselt Interim Site for the 2021-22 and 2022-23 school years. Construction of a new 30-classroom addition is planned for the Van Asselt school site during this time frame. Construction activities may interfere with school transportation services. All students attending Kimball Elementary School who reside within the Kimball attendance area and/or the Kimball walk zone will be provided yellow bus service to the interim site location at Van Asselt.

- Viewlands Elementary School will move to John Marshall Interim Site for the 2021-22 and 2022-23 school years. All students attending Viewlands Elementary School who reside within the Viewlands attendance area and/or the Viewlands walk zone will be provided yellow bus service to the interim site location at John Marshall.

- West Seattle Elementary School will move to Schmitz Park Elementary School Interim Site for the 2021-22 school year. All students attending West Seattle Elementary School who reside within the West Seattle Elementary attendance area including the West Seattle Elementary walk zone will be provided yellow bus service to the interim site location at Schmitz Park.

TRANSPORTATION OUTSIDE OF BASIC ELIGIBILITY:

1. All Sugiyama High School at 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 kindergarten through fifth grades.

5. Skill Center students receive ORCA cards regardless of Service Standards.
   a. The program sends a list and all students are assigned cards.

6. Middle school students (other than those that attend Aki Kurose or Jane Addams) who live more than one and a half miles but less than two miles from their attendance area school receive ORCA cards as an exception to normal middle school eligibility standards.
   a. Aki Kurose Middle School students are provided yellow bus transportation if they reside more than one mile from the school, as an exception to normal middle school eligibility standards.
      Jane Addams Middle School students are provided yellow bus transportation if they reside more than one and a half 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 morning transportation service in addition to ORCA cards.
2. Ingraham students residing in the southwest portion of the Ingraham attendance area, west of 15th Avenue NW, shall receive district arranged transportation service to the 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.
5. Ballard High School students residing in the Magnolia neighborhood receive district-arranged transportation service in addition to ORCA cards.
6. Lincoln High School students residing in the Queen Anne neighborhood receive district arranged transportation service in addition to ORCA cards.

OTHER EXCEPTIONS:

Whittier Elementary students enrolled during the 2019-20 school year who reside in areas No. 127 and No. 128 and outside the Whittier Elementary walk zone will receive district-provided transportation until the 2022-23 school year.

1. Adams Elementary students enrolled during the 2019-20 school year who reside in area No. 2 and outside the Adams Elementary walk zone will receive district-provided transportation until the 2022-23 school year.
2. Genesee Hill Elementary students enrolled during the 2017-18 school year who reside in the Boundary Revision Proposal – Scenario F change area and outside the Genesee Hill walk zone will receive district-provided transportation through the 2022-23 school year.
3. Maple Elementary students currently enrolled in the 2019-20 school year, whose attendance area has been moved to Rising Star Elementary (RSE), will receive district-provided transportation if residing outside the RSE walk zone.
4. Licton Springs K-8 students will receive district-arranged transportation if they meet at least one of the following conditions:
   a. The student was previously attending Licton Springs K-8 from the Eckstein Middle School or Jane Addams Middle School attendance areas when the school was originally displaced and changed names from AS#1@Pinehurst to Licton Springs K-8. Students age out after completion of eighth grade.
   b. New and existing students who were receiving yellow bus transportation from the Robert Eagle Staff Middle School (RESMS) attendance area, Licton Spring’s
transportation area while they were cohabiting with Robert Eagle Staff Middle School will continue to receive transportation during the 2021-22 School Year.

c. Students in grades six through eighth are eligible for ORCA cards if they are outside of the RESMS attendance area (where yellow bus service is provided) and greater than 1.5 miles from Licton Springs.

5. Yellow bus transportation will be provided for two years to Washington for all students who live in the Kimball attendance area and that will attend Washington, if the district is providing to/from transportation for students beyond what is mandated by law. After the 2022-23 service, this will be reassessed.
## 2021-22 Transportation Service Standards - Appendix B MODIFIED 2 TIERS

### HIGH SCHOOLS

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- **Tier 1**
  - School Type: Elementary/K-8
  - Arrive: 7:40
  - Start: 7:55
  - End: 2:25
  - Depart: 2:35

- **Tier 2**
  - School Type: Elementary/K-8
  - Arrive: 8:40
  - Start: 8:55
  - End: 3:25
  - Depart: 3:35

- **Tier 3**
  - School Type: Secondary
  - Arrive: 7:40
  - Start: 7:55
  - End: 2:45
  - Depart: 2:55

- **Tier 4**
  - School Type: Secondary
  - Arrive: 8:40
  - Start: 8:55
  - End: 3:45
  - Depart: 3:55

- **Tier 5**
  - School Type: 6 High Schools
  - Arrive: 8:30
  - Start: 8:45
  - End: 3:35
  - Depart: 3:45

- **Head Start Program**

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  | MORNIGN SESSION | 8:25 | 8:30 | 12:00 | 12:05 |