

## TRANSPORTATION INSTRUCTIONS

### TRANSPORTATION ELIGIBILITY

Transportation for the 2022 Summer Services Program will be provided to the following students:

1. **Extended School Year (ESY)** students with disabilities, who have a requirement in their IEP for transportation for ESY as a related service, will receive transportation in accordance with the requirements of their IEP. Refer to Section II for ESY special transportation procedures.
2. Students who are eligible for the regular 2022 Summer Services Program will receive transportation as follows:
  - Students with disabilities will receive transportation in accordance with the requirements of their IEP.
  - If the student's IEP does **not** require specialized transportation services, then the student shall receive transportation on the same basis as regular education students.
  - Regular education students and special needs students who do **not** require specialized transportation services, and who live **less** than two (2) miles from their assigned summer school, **WILL NOT** receive transportation.
  - All regular education students and special needs students who do **not** require specialized transportation services, and who live **more** than two (2) miles from their assigned summer school, will be eligible to ride shuttle buses from their **REGULARLY ASSIGNED** school, when the home school is closed for the summer, to their assigned open summer center. Parents are responsible to get their students to and from the **REGULARLY ASSIGNED** school in order for them to ride the shuttle bus, regardless of the distance the residence is from the school.
  - **Regular students attending classes at their home school for the summer session will not receive transportation if they are under 2 miles.**

| ESE/REG | Program   | ELIGIBLE FOR TRANSPORTATION?  | REQUEST NEEDED? |
|---------|---|---|-----------------|
| ESE     | Enrolled in ESY   | YES   | YES             |
| ESE     | IEP is without specialized transportation services                    | Same as regular education students (see below)  |                 |
| ESE     | Not in ESY but IEP requires specialized transportation services       | Transportation will be provided in accordance with IEP                                      | YES             |
| ESE     | Not in ESY & IEP does not require specialized transportation services | Student receives transportation on the same basis as regular education students (see below) | YES             |
| Regular | Attends home school for summer session & is <b>over</b> 2 miles       | YES   | YES             |
| Regular | Attends home school for summer session & is <b>under</b> 2 miles      | NO  | NO              |
| Regular | Does not attend home school and is <b>over</b> 2 miles from school    | YES- student may ride shuttle bus between home & summer school                              | YES             |
| Regular | Does not attend home school and is <b>under</b> 2 miles from school   | NO  | NO              |

### TRANSPORTATION REQUEST PROCESS

The assigned transportation routing specialist (for the open school) will assign the students to transportation. The assigned route specialist can be found by clicking this link: [Assignments](#)

The process to request transportation for students during Summer has been simplified.

**Regular students** will need to have an excel file uploaded to a shared folder.

**ESY/SST students** will need to have their information added to an existing Excel file.

| Student    | Process                           | Link   |
|------------|-----------------------------------|--|
| Regular    | Upload your own excel file        | <a href="#">2022 Summer Transportation</a>         |
| ESY or SST | Add students to the existing file | <a href="#">ESY-SST Transportation Request log</a> |

Only those students that have been identified by the schools as requiring transportation service will be assigned to a bus. **Please do not submit all students registering to the school without verifying with a parent/guardian.**

**For Regular students:**

Please collect the student names and ID number requesting transportation (and eligible) on an excel spreadsheet & upload the file to the shared folder above. **Use the following naming convention for the excel file:** SchoolLocationNumber\_SchoolLocationName.

For example: **7011\_American Senior**

**For ESY-SST students:**

Use the link provided above to visit the shared transportation request log. Your first step is to choose the correct tab for your region. There are tabs created for the North, South, and Central Region.

Because the Excel file is a shared file, other users will also be entering information simultaneously. Choose an empty area where you can input your students.

If the request for the student is a revision or a deletion, make the choice under **Status** and also change the **Date Requested**. This will alert the transportation office that a change has occurred.

ESE Transportation codes are placed on columns **K,L, and M**.

A comments section (column W) will allow for any additional information you wish to provide. You may check the status of the request by reviewing the last 3 columns (XYZ).

**Concerns over late buses or operational issues after the Summer session begins should be directed to the appropriate bus compound.**

| <b><i>Route Range</i></b> | <b><i>Regional Center</i></b> | <b><i>Phone</i></b> |
|---------------------------|-------------------------------|---------------------|
| 2000 - 2999               | North                         | 305-625-9086        |
| 3000 - 3999               | South                         | 305-248-3380        |
| 4000 - 4999               | Northeast                     | 305-638-1658        |
| 5000 - 5999               | Southwest                     | 305-234-0046        |
| 6000 - 6999               | Northwest                     | 305-883-2383        |
| 7000 - 7999               | Centralwest                   | 305-227-1995        |
| 9000 - 9999               | John Schee                    | 305-681-1576        |