

Guideline Number	Topic		
8600.002	Pupil Transportation Service Eligibility		
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**Statement**

Pupil transportation service *shall* be provided to an enrolled student, of any age, when the distance from the student’s official primary home address to their school of attendance exceeds 1.5 miles; and,

- The student attends their home school as designated by the administration; or,
- The student attends their home school where the distance from the student’s official primary home address is 1.5 miles or less and there is no safe walking route for the student; or,
- Where an Individualized Educational Planning Committee (IEPC) has determined that transportation is a specialized service that is included within and necessary to carry out a student's Individualized Education Plan (IEP).

Schools of choice students (in-District or out-of-District) are considered parent transport and are not eligible to receive pupil transportation service.

Pupil transportation service *may* be provided to an enrolled student, of any age, who is not otherwise eligible at the sole discretion of the administration.

**Procedures**

1. Distances are calculated by the Director of Transportation using the administration’s current transportation routing and planning software to measure the shortest safe walking path from the student’s official primary home address to the school building’s closest access point on the student’s home school campus.
2. Safe walking routes are determined by the Director of Transportation following published Federal and State guidelines and the consideration of local conditions including, but not limited to:
  - The existence of sidewalks;
  - Traffic volume and posted speed limits on roadways;
  - The presence of crossing guards at road intersections;
  - The presence of traffic controls and/or marked crosswalks at road intersections; and
  - Other considerations for the safety and security of the student.

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3. Requests for pupil transportation service for enrolled students not meeting the defined eligibility criteria must be submitted annually to the Transportation Department using the online Transportation Change Request Form tab on the West Ottawa Transportation Department website and processes as designated by the Director of Transportation. Each request shall be evaluated for approval with consideration of the following criteria:
- The availability of funds;
  - The availability of seating given the District vehicle's rated seating capacity;
  - Any negative impact on the efficiency or effectiveness of service delivery to eligible students; and,
  - Any other educational or service objectives of the School Board or administration.

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the [Transportation Department website](#).