



**2025-2028**

# Student Transportation Plan

# Rosemead School District



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## MANDATE

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California Education Code Section 39800.1 states:

- (a) As a condition of receiving apportionments under Section 41850.1, a local educational agency shall develop a plan describing the transportation services it will offer to its students, and how it will prioritize planned transportation services for students in transitional kindergarten, kindergarten, and grades 1 through 6, inclusive, and students who are low income. The plan shall be adopted by the local educational agency's governing board on or before April 1, 2025, and updated by April 1 each year thereafter. The plan shall include the following components:
  - (1) A description of the local educational agency's transportation services that would be accessible to students with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et. seq.).
  - (2) A description of how unduplicated students, as defined in subdivision (b) of Section 42238.02, would be able to access available home-to-school transportation at no cost to the students.
- (b)
  - (1) The plan shall be developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, students, and other educational partners.
  - (2) The plan shall be presented and adopted by the governing board of the local educational agency in an open meeting with the opportunity for in-person and remote public comment.
- (c) The plan may provide for the local educational agency to partner with a municipally owned transit system to provide service pursuant to this section to middle school and high school students.
- (d) Nothing in a local educational agency's plan shall preclude a local educational agency from providing no-cost transit passes to students.
- (e) For purposes of this section, "local educational agency" means a school district or a county office of education.



## OVERVIEW

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The Rosemead School District Transportation Plan incorporates existing Board Policies (BP) and Administrative Regulations (AR) governing student transportation support services, as well as augmented descriptions of available services for the current school year. The plan describes:

- transportation services offered to students
- the prioritization of planned transportation services for students in transitional kindergarten, kindergarten, and grades 1 through 6 inclusive, and students who are low income.
- transportation services accessible to students with disabilities and homeless children and youth.
- how unduplicated students would be able to access available home-to-school transportation at no-cost to the students.
- the required consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, students, and other educational partners.

## Student Transportation Operations Board Authorization

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Transportation services shall be provided for students of the district according to policies adopted by the Board of Trustees, District Administrative Procedures, and in accordance with Titles V, VIII, and XIII of the California Administrative Code, the Vehicle Code, and the Education Code. (BP 3540)

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance. (BP 3540)

To provide transportation services, the Board of Trustees may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties, including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (AR 3540)

## Student Data and Route Management Procedures

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The Transportation Department will obtain student data updates and their home addresses from Information Technology annually. The Transportation Department shall assign students to buses and bus stops and notify affected schools based upon current student transportation eligibility criteria. (AR 3541)

School bus route information shall be maintained for all special education home-to-school bus runs. Each route shall show the route of travel, the pick-up and drop-off locations, and the expected time of departure from each location. A master listing of school bus stops showing all active and non-active bus stops shall also be



maintained by the Transportation Department. (AR 3541)

The criteria for bus route design are to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and effectively utilize staff and equipment resources. Bus stops shall only be assigned within the established transportation eligibility areas. (AR 3541)

The Transportation Department shall adjust and modify routes and schedules as appropriate to maintain an optimum level of transportation services. A complete file of all current bus schedules shall be maintained in the Transportation Department and on the district website. The Transportation Department shall furnish each school with the current bus schedules for that school. The respective schools shall maintain their files with the bus schedules that are most current as provided by the Transportation Department. Schools shall be responsible for ensuring that their bus duty personnel are kept abreast of all changes. (AR 3541)

### **Scope of Student Transportation Services Offered**

The number of available vehicles owned and operated by the district is limited. These vehicles are provided to carry out the required operation of the district and shall not be used for personal reasons. (AR 3541)

Transportation services may be provided for students who live within their home school boundary and outside the non-transportation radius area. The non-transportation radius area will be measured in a radius fashion, with a straight-line distance from each school site. The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses. (AR 3541)

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops and/or shall arrange for local media to publish such information. (AR 3541)

With the Board's authorization, transportation services may be provided or arranged by the district for:

- Students traveling to and from school during the regular school day
- Field trips and excursions
- School activities, expositions or fairs, or other activities determined to be for the benefit of students
- District employees and parents/guardians traveling to and from educational activities authorized by the district

The District shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (AR 3541.2)

Bus drivers shall report the names of students who have chosen not to ride the bus to the Student Support Services Department, if possible. The Student Support



Services Department will notify the school of such an occurrence. (AR 3541)

The Superintendent or designee shall recommend the most economical, environmentally sustainable, and appropriate means of providing transportation services to the Board. The District's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law. (BP 3540)

### ***Unduplicated Students***

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board Policy, and Administrative Regulation. (AR 3540)

## **Transportation Eligibility Exceptions**

Students in the following categories shall be eligible for transportation services without regard to boundary limits:

- Students attending schools or classes for students with disabilities. Provisions shall be made for handicapped students who have special transportation needs. Such students shall be transported using the same equipment as regular students if possible.
- Students assigned to special training schools or classes, social adjustment classes, or other schools or classes for exceptional children who are physically or mentally disabled. Such students shall be transported using the same equipment as regular students if possible. (BP 3541.2)

Buses shall be routed on public thoroughfares only. The location of the stops shall be authorized by the Director of Transportation or the designee. (AR 3541)

## **Non-Mandated Transportation Services**

### ***Transportation Fees***

The Board of Trustees desires to provide transportation services for students of the district as long as adequate funding is available for providing this service. Additionally, the Board recognizes that the community places a high priority on having this service available. (BP 3540)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the district's rules and policies regarding regular transportation offerings, including the district's transportation fee structure and electronic bus pass system. (AR 3250)

### ***Low Income Eligibility***

The Board shall establish financial assistance requirements, which shall be reviewed and adjusted periodically to meet the needs of the district. (AR 3250)

### ***Unduplicated Students***

No charge shall be made for any transportation of students whose individualized education program requires transportation or whose parents/guardians are determined



indigent pursuant to administrative regulations. (AR 3541.2)

## **Mandated Transportation Services**

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### ***Transportation for Students with Disabilities***

The Board of Trustees desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her Individualized Education Program (IEP) or Section 504 accommodation plan. (BP 3541.2)

The student's specific needs shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan. (BP 3541.2)

The IEP team shall communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed. (BP 3541.2)

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian. (BP 3541.2)

Special Education Services should represent the Student Support Services Department and their policies and procedures during the IEP process. The Superintendent may designate a representative from the Student Support Services Department to represent transportation issues during an IEP meeting when it is known that there will be detailed discussions of transportation issues. If the Special Education Department is aware of unusual or special transportation needs, a Student Support Services Department member should be present during the IEP process. (BP 3541.2)

Pertinent issues of a student's transportation needs, such as wheelchair/stroller, car seats, medical needs, disciplinary issues, and other particular needs, must be noted in the IEP. (BP 3541.2)

The above information must then be communicated to the superintendent or designee so the student can be scheduled using the Rosemead School District transportation request form. (BP 3541.2)

The Student Support Services Department will make available for each parent/guardian of a special education student requiring transportation services information for parent/guardians, Special Education Handbook, and instructions pertaining to wheelchairs/strollers, car seats, and other transportation devices. The Student Support Services Department will also provide a parent/guardian release form for each special education student receiving transportation services. A current and correct parent/guardian release form should always be on file in the Student Support



Services Department. Student release authorization may be included within the Special Education Transportation request form. (BP 3541.2)

The information provided in the above materials will include pick-up/drop-off procedures, illness, suspension of transportation services, guidelines for wheelchairs, strollers, car seats, and other transportation devices, discipline procedures, and a general knowledge handbook for parents and staff. (AR 3541.2)

All parents/guardians will receive the necessary information on a yearly basis or as needed. (BP 3541.2)

The Student Support Services Department shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students.

Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. (BP 3541.2)

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (BP 3541.2)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (AR 3541.2)

### ***Unduplicated Students - Homeless Students and Youth in Transition***

Within the scope of services offered, and in accordance with law, Board Policy and Administrative Regulation, homeless students and youth in transition, where transportation is a barrier to accessing their educational services, shall be provided transportation on school buses, municipal buses, or through alternative transportation service providers, at no cost to the student.



## Current School Bus and Alternative Transportation Services Offered

Figure 1 below provides details of Rosemead School District services provided on school bus routes.

	General Education	Special Education	Total
<b>Routes</b>	0	14	14
<b>Students Transported</b>	0	44	44
<b>TK-6 Students Transported</b>	0	44	44
<b>Unduplicated Students Transported</b>	0	44	44
<b>Percentage of Transportation Eligible Unduplicated Students Transported</b>	0	44 out of 82 54%	54%
<b>Percentage of Total District Unduplicated Students Transported</b>	0	44 out of 305 14%	14%
<b>Bus Passes Sold</b>	0	0	0
<b>Free Bus Passes Issued</b>	0	0	0
<b>Miles Traveled</b>	0	129	129
<b>Student Rider Demographics</b>	0	Students with Special Needs	N/A

Figure 1: School Bus Transportation

Figure 2 below provides the number of Rosemead School District students using alternative transportation services at no cost to students.

	McKinney-Vento	Special Education	Total
<b>Augmented Transportation (Name Alternative Transportation Provider)</b>	0	0	0
<b>Municipal Transportation Service</b>	0	0	0
<b>Rideshare Services</b>	0	0	0

Figure 2: Alternative Transportation



## Transportation Funding and Finance

Figure 3 below contains the projected reimbursement based on the previous year's transportation expenses.

<b>Revenue Calculation</b>	
Total 2021-2022 Transportation Expenses (Function 3600)	\$789,738.00
Less Capital Outlay (Function 3600)	0
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	0
Estimated 60% Reimbursement	\$479,243.00
Less 2021-2022 Transportation add-on (from LCFF Calculator)	0
<b>Total Revenue (Object 8590, Resource 0000)</b>	<b>0</b>
<b>Expenditures and Other Financing Uses</b>	
2000-2999 - Classified Salaries	0
3000-3999 - Employee Benefits	0
4000-4999 - Books and Supplies	0
5000-5999 - Services and Other Operating Expenditures	0
6000-6999 - Capital Outlay	0
7000-7999 - Other Outgo	0
2000-2999 - Classified Salaries	0
3000-3999 - Employee Benefits	0
<b>Total Expenditures</b>	<b>\$789,738.00</b>

Figure 3: Transportation Funding Reimbursement Calculation

**Board Approval Date:** (must be on or before April 1, 2025)

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



## APPENDIX – REQUIRED EDUCATIONAL PARTNERS CONSULTATIONS

In compliance with the mandate, Figure 4 lists the Educational Partners invited to collaborate on the development of the Local Educational Agency (LEA) transportation plan.

Stakeholder Entities	Date
Classified Staff	March 11, 2025
Teachers	March 11, 2025
School Administrators	March 11, 2025
Students	March 11, 2025
Parents	March 11, 2025
Regional Local Transit Authority	March 11, 2025
Local Air Pollution District	March 11, 2025
Local Air Quality District	March 11, 2025
Other Educational Partners	March 11, 2025

*Figure 4 Required Educational Partners Consultations*