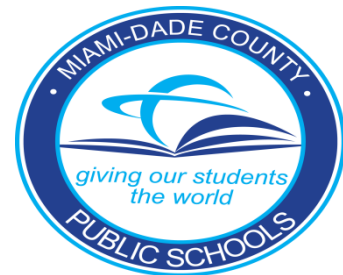


MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION

TRANSPORTATION HANDBOOK FOR SCHOOL STAFF

UPDATED FOR 2015-2016



Revised: August, 2015

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PART 1

ROUTING GUIDELINES

1. TRANSPORTATION OF SCHOOL CHILDREN – WHEN PROVIDED (Florida Statute 1006.21)

When is a student eligible for transportation? The basic rules for transportation eligibility are spelled out in Florida Statute 1006.21(3), which states:

School Boards, after considering recommendations of the District Superintendent:

- Shall provide transportation for each student in pre-kindergarten disability programs and in kindergarten through grade 12 membership in a public school when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available and to transport students whose homes are more than a reasonable walking distance, as defined by rules of the State Board of Education, from the nearest appropriate school.
- Shall provide transportation for public elementary school students in membership whose grade level does not exceed grade 6, if such students are subjected to hazardous walking conditions as provided in Florida Statute 1006.23 while enroute to or from school.
- May provide transportation for public school migrant, exceptional, nursery, and other public school students in membership below kindergarten; kindergarten through grade 12 students in membership in a public school; and adult students in membership in adult vocational, basic, and high school graduation programs when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which would not otherwise be available.
- May provide transportation for the transportation disadvantaged as defined in Florida Statute 427.11 and for other school-age children as provided for in Florida statute 1006.261.
- Shall provide necessary transportation to pregnant students or student parents, and the children of those students, as part of a teenage parent program pursuant to Florida statute 1003.54.
- May provide transportation for other persons to events and activities in which the district school board or school has agreed to participate or co-sponsor. The district school board shall adopt a policy to address liability for trips pursuant to this paragraph.
- May provide transportation for welfare transition program participants as defined in Florida Statute 414.0252.

2. WALKING DISTANCE TO SCHOOLS AND BUS STOPS.

Florida Statute 1006.21 (see above) makes reference to a “reasonable walking distance” for students. What is a “reasonable walking distance?” **State Board of Education Rule 6A-3.001 (Basic Principals for Transportation of Students) gives us the definition:**

A reasonable walking distance for any student who is not physically disabled is **any distance not more than two (2) miles between the home and the school or one-and-one-half (1½) miles between the home and the assigned bus stop.** Such distance shall be measured from the closest pedestrian entry point of the assigned school building or to the bus stop. The district shall determine the shortest pedestrian route whether or not it is accessible to motor vehicle traffic.

3. RESPONSIBILITY OF SCHOOL DISTRICT AND PARENTS OR GUARDIANS FOR STUDENTS WHO ARE TRANSPORTED AT PUBLIC EXPENSE (*State Board of Education Rule 6A-3.0121*)

- a. The school district shall determine what safety measures shall be used in transportation of students with special transportation needs ... including the method of securement or positioning of the student. Such safety measures shall include the designation of roads, bus turning areas, and student stop locations which shall not be left to the discretion of the bus driver or parent.
- b. The school district shall provide school bus drivers and bus aides with instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.
- c. The school bus driver or bus aide of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.
- d. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus driver shall not assume responsibility for such assistance except in an emergency which threatens the safety of such student or students.
- e. The school bus driver and bus aide shall be provided with training related to students; however, the driver and aide shall not give medicine and shall limit his or her assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Education Plan.
- f. Parents and guardians of students are responsible to ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides transportation.
- g. Parents and guardians are responsible to ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.
- h. Parents and guardians are responsible to ensure that students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops, and to provide necessary supervision during times when the bus is not present.
- i. Parents and guardians are responsible to ensure that, when the physical disability of a student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's Individual Education Plan.
- j. Knowledge, skills, and abilities related to student management techniques and characteristics of students with special transportation needs shall be considered when selecting or assigning drivers and aides for routes serving such students.

4. GENERAL SCHOOL BUS ROUTING PROCEDURES

- a. Part 3 of Rule 6A-3.001 of the State Board of Education states: "All school bus routes shall be so planned and adjusted to the capacities of available equipment and school buses should be so chosen and assigned to routes and attendance areas that insofar as practicable the full capacity of each bus will be utilized, without standees, to serve students whose homes are beyond reasonable walking distance of the assigned public school center."

4. GENERAL SCHOOL BUS ROUTING PROCEDURES, continued

- b. Basic criteria for determining the eligibility of a student for school bus transportation is set forth in Florida Statute 1006.21 and State Board of Education Rule 6A-3.001, as outlined above in sections 1 and 2 of this document. With certain exceptions (such as hazardous walking conditions or students with special transportation needs), school bus transportation will not be provided for students living within two miles of the school they are assigned to attend.
- c. Students eligible for school bus transportation as determined by the requirements of Florida Statutes, Rules of the State Board of Education, and the policies of the M-DCPS School Board shall be assigned to the proper bus stop and bus route by the staff of the Department of Transportation's School Bus Routing Offices.
- d. Students who are eligible for school bus transportation will be transported from the neighborhood stop closest to their residence and back to the same stop, unless the student has identified special transportation needs. Students with identified special transportation needs may be transported from their residence when the need is documented in the student's Individual Education Plan (IEP), safety considerations permitting.
- e. Students eligible for school bus transportation will not be permitted to ride one bus to school in the morning and another back home in the afternoon unless they have been so scheduled by the staff of the Department of Transportation's School Bus Routing Offices.
- f. A school bus route will not be changed, nor will a bus stop be relocated, until the staff of the Department of Transportation's School Bus Routing Offices have reviewed and approved the change.
- g. All other rules of the M-DCPS School Board and the Department of Transportation notwithstanding, the following procedures apply specifically to students enrolled in a Teenage Parent Program.
 - (1) School bus transportation will be provided for students enrolled in a teenage parent program and their babies. When safety and geographic conditions permit, students and their babies will be transported from and to their residence. Otherwise, transportation will be provided from and to the nearest street corner from their residence.
 - (2) Students in teenage parent programs will be responsible for bringing their baby or babies on board the school bus, securing them in their seats, and removing them from the bus at school and at home. All infants and children transported in these programs will be transported in approved child safety seats.
- h. **School Bus Capacities.** Pursuant to Florida Statute 1006.22(12), the routing and scheduling of buses shall be planned in such a manner as to eliminate the necessity for students to stand while a bus is in motion. When circumstances of an emergency temporarily necessitate transporting students on buses in excess of rated seating capacity, such buses shall proceed at a reduced rate of speed as to maximize the safety of the students. The Department of Transportation's School Bus Routing Offices shall be responsible for prompt relief of the emergency condition by re-routing and/or re-scheduling buses and ensuring any other appropriate remedial actions are taken, as needed.
 - (1) Definitions.
 - Rated Seating Capacity. The maximum number of passengers that can legally be transported on the bus (except in emergency situations).
 - Overloaded bus. A bus is considered to be "overloaded" when the number of passengers exceeds the rated seating capacity of the vehicle.

- Overcrowded bus. A bus is considered to be “overcrowded” when all passengers can not be properly seated. For example, in some cases, it will not be possible to properly seat three middle school students per seat, due to the physical size of the students.
- (2) Recommended bus loads. M-DCPS recognizes that it is not always practical or safe to place three (3) students to a seat on school buses. While most elementary school students can be comfortably accommodated at three students per seat, the same is not necessarily true for middle school students. For this reason, the following guidelines will be used when assigning students to school buses:
- Elementary = 3 per seat
 - Middle school = 2 or 3 per seat, depending on the size of the children being transported
 - High school = 2 per seat
- i. **Temporary Bus Pass.** The **Temporary Bus Pass** is used to allow new students who are **eligible** for transportation and are waiting for a bus assignment to ride from existing stops. School principals (or their designees) may issue a **Temporary Bus Pass** under the following conditions:
- ✓ **Temporary Bus Passes** may be issued only to new students who are **eligible** for transportation and who are waiting for a bus assignment. The Principal (or his/her designee) should contact the Transportation School Bus Routing Office before issuing a **Temporary Bus Pass** to any student in order to make sure the student is eligible for transportation.
 - ✓ **Confirmation of available seats on buses.** The Principal (or his/her designee) is responsible to make sure there are seats available on the bus before issuing a **Temporary Bus Pass**. The Principal (or his/her designee) shall check the bus and confirm the number of students actually riding to ensure there is an open available seat, before issuing a **Temporary Bus Pass** to any student.
 - ✓ Students riding on a **Temporary Bus Pass** may only use existing bus stops that have been established for other eligible students.

The **Temporary Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site www.dadeschools.net. It is form number **2349**.

- j. **“Space Available” Bus Pass.** The **“Space Available” Bus Pass** is used to allow students who are **not eligible** for transportation to ride from existing stops for eligible students. School principals may issue a **“Space Available” Bus Pass** to students who are not otherwise eligible for transportation under the following conditions:
- ✓ **“Space Available” Bus Passes** may not be issued by a school principal until **after** the **tenth (10th) day** of the Fall semester.
 - ✓ **Confirmation of available seats on buses.** The Principal (or his/her designee) is responsible to make sure there are unassigned seats available on the bus before issuing a **“Space Available” Bus Pass**. The Principal (or his/her designee) shall check the bus and confirm the number of students actually riding to ensure there is an open available seat, before issuing a **“Space Available” Bus Pass** to any student. School Principals (or their designees) shall keep a record of the **“Space Available” Bus Passes** they issue on M-DCPS Form **6784 (Transportation Space Available Log)** which is available on the district’s Records & Forms link.
 - ✓ Students riding on a **“Space Available” Bus Pass** may only use existing bus stops that have been established for eligible students. New stops will not be created for students who are not eligible for transportation.

- ✓ Should the seat being used by a student riding on a “**Space Available” Bus Pass** become needed for a student who is eligible for transportation, it is the responsibility of the Principal to withdraw the “**Space Available” Bus Pass** that was issued to the non-eligible student.

The “**Space Available” Bus Pass** form is available on-line through the **Records and Forms** link on the M-DCPS web site www.dadeschools.net. It is form number **5697**.

5. EXCEPTIONAL STUDENT EDUCATION (SPED) TRANSPORTATION

- a. **The Federal Laws.** The rules and statutes pertaining to transportation of regular education students do not always apply to students with certain disabilities. There are two (2) Federal Laws that address education requirements for students with disabilities or handicaps. These two laws are (1) the **Individuals with Disabilities Education Act (IDEA)**, and (2) **Section 504 of the Rehabilitation Act of 1973**. In accordance with the requirements of these two Federal laws, school districts are required to provide transportation services to students who have **qualifying** disabilities or handicaps, regardless of the distance they live from their assigned school.
- b. **The LEA Implementation Guide.** Detailed procedures for determining the specialized transportation services that need to be provided to students with qualifying disabilities are contained in the **M-DCPS Local Education Agency (LEA) Implementation Guide**. This document is available on-line, via the e-handbooks link on the M-DCPS web site www.dadeschools.net.
- c. **Transportation to alternate addresses for SPED students.** In certain situations, transportation may be needed to or from an address other than a student’s residence. Typically, the alternate address is for before or after school care, or therapy. The Miami-Dade County School Board has chosen to provide transportation to addresses other than a student’s residence when certain conditions are met, even though such transportation is not required by Law and is considered to be **courtesy** transportation.

(1) Miami-Dade County School Board policy states:

SPED students may be transported to a different stop from where they would normally be picked up and/or dropped off **only** if the following conditions are met:

- Transportation must have an existing bus, with an available seat, to which the student can be assigned.
- The change must not increase the mileage for the trip by more than $\frac{3}{4}$ of a mile or the riding time for other students on the bus by more than 8 minutes.
- The school bus must be able to safely access the requested location for the alternate stop. In particular:
 - There must be appropriate access – the bus must be able to safely approach, enter, and exit the location.
 - If the bus will need to enter and exit a parking lot, there must be sufficient clearance for the bus to be able to safely drive through the parking lot.
- School bus drivers and aides WILL **NOT** escort students from the bus to building entrances, or from buildings to the bus. Parents are responsible to make all necessary arrangements to have a responsible adult bring the student to/from the bus.
- SPED students may change program providers only one (1) time during any school year provided the change meets the criteria set forth herein above.

(2) **Procedure to request transportation to an alternate address.**

- The Staffing Specialist/LEA will complete the following form: ***Request For Alternate Transportation Stop For Special Education Students***. The completed form will be faxed to the Transportation Routing Office.
- The request will be reviewed by Transportation to determine if it meets the criteria of the Board Policy (see paragraph (1), above).
- The Route Manager reviewing the request will complete the Transportation section of the form and fax it back to the Staffing Specialist/LEA.
- If the request is approved, then the Staffing Specialist/LEA must make sure the information is entered into the student's record in ISIS. Specifically, the "L" screen in ISIS is used to document the need to pick up or drop off a student at an address other than their residence, when transportation has been approved to or from an alternate location
- The ***Request For Alternate Transportation Stop For Special Education Students*** form will be available on-line through the **Records and Forms** link on the M-DCPS web site www.dadeschools.net. It is form number **7224**.

6. TRANSPORTATION FOR "SCHOOLS OF CHOICE."

a. Overview. "School Choice" in M-DCPS includes the following programs:

- Magnet Programs
- Opportunity Scholarship programs
- McKay Scholarship programs (applies only to SPED students)

b. Magnet programs.

- **Transportation Service Zones.** Students attending Magnet programs fall under the same rules for transportation eligibility as students in regular programs. However, Magnet programs recruit students from a much broader area than the attendance areas for regular school programs. In order to lessen the impact on transportation, the M-DCPS School Board has established **Transportation Service Zones** for some (but not all) magnet programs. Generally, students who live within a Transportation Service Zone for their magnet program are eligible for transportation as long as they live more than two miles from the magnet school. Students attending magnet programs who live outside of the school's regular attendance boundary and who do not live within an established Transportation Service Zone will generally not receive transportation.
- Information concerning Transportation Service Zones for Magnet programs is included on the M-DCPS web site www.dadeschools.net for School Choice and Parental Options/Magnet Programs (click on Directories, then select District Offices).

c. "Space Available" Bus Pass. School principals may issue a "**Space Available" Bus Pass** to Magnet students who are not otherwise eligible for transportation. See pages 7 – 8 of this document for the policy and procedures pertaining to "**Space Available" Bus Passes**.

d. Opportunity Scholarship and McKay Scholarship Programs.

(1) **The State Law.** In 1999, the Florida State Legislature passed the **A+ Education Plan**. This legislation established a requirement for standardized testing of students (the FCAT tests). The **A+ Education Plan** contained funding requirements for schools based on the results of the FCAT tests and it established two “Scholarship” programs for students.

(2) **Opportunity Scholarship Program.**

- For the 2014-2015 school year, M-DCPS has designated specific receiving schools for each eligible sending school under the Opportunity Scholarship Program. Students will be given transportation only to the specifically designated receiving schools. Parents may elect to transfer their student to a school that is not one of their designated receiving schools, but if they do so, they will not be provided with transportation.
- **Transportation for Opportunity Scholarship students.** Transportation will be provided to eligible students who elect to transfer to a higher performing school under the Opportunity Scholarship program. In order to receive transportation, an Opportunity Scholarship transfer student must:
 - Reside more than two (2) miles from the school to which they are transferring.
 - Select a public school that has been designated as a receiving school for their student’s residence (sending) school.
- The Office of School Choice & Parental Options/Magnet Programs reviews and approves all applications for Opportunity Scholarship transfer requests. Once the transfer request is approved, the student is forwarded to Attendance Services for assignment to an Opportunity Scholarship receiving school. Students who meet the eligibility criteria for transportation, as shown above, will be identified with a transfer code **V** or a transfer code **Y** in ISIS.

(3) **McKay Scholarship Program.** Just like the Opportunity Scholarship Program, the McKay Scholarship Program was authorized under the **Florida A+ Education Plan**. The difference between the Opportunity Scholarship Program and the McKay Scholarship Program is that McKay Scholarships are available **only to SPED students**. Otherwise, the McKay Scholarship Program is mostly the same as the Opportunity Scholarship Program (there are slightly different rules for student eligibility with McKay Scholarships).

- **Transportation for McKay Scholarship Students.** For the 2014-2015 school year M-DCPS has designated specific receiving schools for each eligible sending school under the McKay Scholarship Program. Students will be given transportation only to the specifically designated receiving schools. Parents may elect to transfer their student to a school that is not one of their designated receiving schools, but if they do so, they will not be provided with transportation.
- In order to receive transportation, a McKay Scholarship transfer student must:
 - Reside more than two (2) miles from the school to which they are transferring, **or** have specialized transportation included as a related service in their IEP.
 - Select a public school that has been designated as a receiving school for their student’s residence (sending) school.
- The Office of School Choice & Parental Options/Magnet Programs reviews and approves all applications for McKay Scholarship transfer requests. Once the transfer request is approved, the application is forwarded to Attendance Services for assignment to a McKay Scholarship receiving school. Students who meet the eligibility criteria for transportation, as shown above, will be identified with a transfer code **W** or **4** in ISIS.

PART 2

THE ROUTING PROCESS USING THE "TRANSPORTATION ROUTING SYSTEM" WEB SITE

1. ROUTING PROCESS OVERVIEW. The routing process has **three (3) basic steps**.

Step 1: The school enters the information into the Student Information System (SIS).

- At night, after the end of each work day, the information schools have entered into SIS is automatically transferred/loaded into the transportation routing system.
- The staff of the Transportation Routing Office can not establish or change bus stops until the school has entered the new/updated information into SIS and the information has been downloaded from SIS into the transportation routing system.

Step 2: The transportation routing system (EDULOG) receives the new/updated information from SIS. If the student is eligible for transportation, the staff of the Transportation Routing Office will give the student a new/changed bus assignment.

- Routing Specialists regularly check EDULOG for students that are pending a new or changed bus assignment.
- Schools are encouraged to send an **e-mail** to their assigned Routing Specialist to let him/her know when they have a student who is waiting for a new or changed bus assignment.
- The Routing Specialist assigned to the school will complete the process to assign the student to a bus. New bus assignments for students will be effective on Tuesday and Thursday mornings, each week. The information (to include the effective date for the new bus assignment) will be posted on the **Transportation Routing System** web site (WTRS), which can be accessed through the M-DCPS intranet. School Principals (and their designees for student transportation matters) are requested to check the Transportation Routing System web site first, **before** contacting Transportation with questions pertaining to bus assignments for students.
- **Bus assignment information on the PARENT PORTAL**

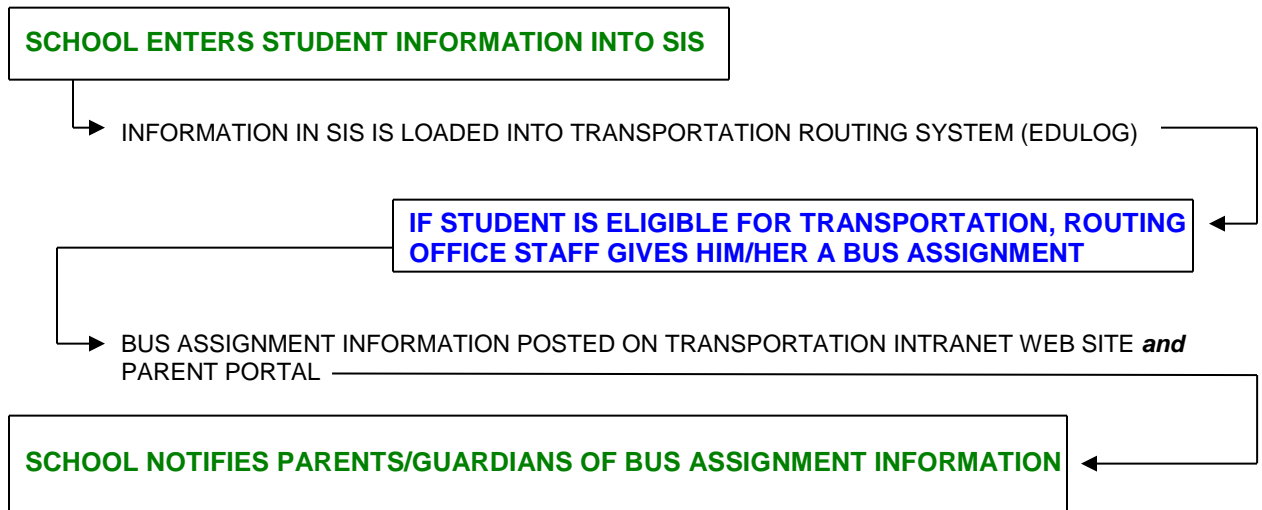
Bus assignment information for all students will be posted for parents to view beginning on August 13, 2015 on the PARENT PORTAL at the M-DCPS web site www.dadeschools.net.

- In order to view bus assignment information for their student, parents will need to log on to the PARENT PORTAL, and then click on the BUS INFO tab at the top of the screen.
- Bus assignment information on the PARENT PORTAL will be updated on a daily basis throughout the school year. Bus routes are subject to change, so parents should be urged to check the PARENT PORTAL often to get the most current information on their child's bus assignment.

- **Timelines for routing new students.** The staff of the Transportation Routing Offices makes every effort to assign new students who are eligible for transportation to buses as quickly as possible. As a general rule, transportation should be able to start for new students within the timelines listed below. **However, at the beginning of the school year it may not be possible to get all students assigned to buses within these timelines, due to very large numbers of new students needing bus assignments.**
- ✓ **Regular Education** Students – should generally have transportation within five (5) working days after the information is received by the Transportation Routing Offices.
- ✓ **Students in SPED programs who have an IEP requiring transportation as a related service** – should generally have transportation within three (3) working days after the information is received by the Transportation Routing Offices.

Step 3: The **school** notifies the parent/guardian of the bus assignment information. Also, as stated on the previous page, parents will be able to see their student’s bus assignment information on the PARENT PORTAL at www.dadeschools.net beginning on August 13, 2015.

SUMMARY OF THE ROUTING PROCESS:



2. INFORMATION IN SIS (STUDENT INFORMATION SYSTEM).

- **Students transferring under the auspices of School Choice.** There are special rules for transportation pertaining to students transferring under the various M-DCPS School Choice and Magnet programs. Depending on where the student resides and the specific school/program they will be attending, students may or may not be eligible for transportation.
 - (a) If you are not certain about whether a student will be eligible for transportation, check with your school's routing specialist about it. Nothing is more embarrassing than to have to go back to a parent and explain that their child is not eligible for transportation, after they have been told otherwise!
 - (b) Information concerning Transportation Service Zones for Magnet programs is included on the M-DCPS web site, www.dadeschools.net for School Choice and Parental Options/Magnet Programs. To access this information click on the **Directories** link, then select **District Offices**, and then click on School Choice and Parental Options/Magnet Programs.
 - (c) Students who have been approved for a transfer under the Opportunity Scholarship, McKay Scholarship, or NCLB programs and who **are eligible** for transportation must have the appropriate **transfer code** entered in SIS, as shown below:

Opportunity Scholarship	V or Y
McKay Scholarship	W or 4

- **SPED students.** When it is determined that specialized transportation services are necessary for a special needs student, the information must be entered on the Transportation page of the student's IEP of "504" Plan in the SPED EMS system. Once that has been done, the information will automatically download to the transportation routing system (Edulog).
- **SPED TRANSPORTATION CODES IN THE TRANSPORTATION ROUTING SCREENS.** When a requirement for specialized transportation services is added to a student's IEP or "504" Plan, one or more SPED Transportation Codes will be added to the student's record in the Transportation Routing System. These codes are explained on the following pages.

PRIMARY SPED TRANSPORTATION CODES:

CODE	DEFINITION
1	INDIVIDUALIZED STOP - NO PARENT SUPERVISION REQUIRED
2	CHILD SAFETY RESTRAINT SEAT; INDIVIDUALIZED STOP WITH PARENT SUPERVISION REQUIRED
3	REGULAR TRANSPORTATION (NO SPECIALIZED SERVICE REQUIRED)
4	INDIVIDUALIZED STOP; PARENT SUPERVISION REQUIRED
5	BUS WITH WHEELCHAIR LIFT; INDIVIDUALIZED STOP WITH PARENT SUPERVISION REQUIRED
6	BUS WITH WHEELCHAIR LIFT; INDIVIDUALIZED STOP – NO PARENT SUPERVISION REQUIRED
7	SAFETY VEST; INDIVIDUALIZED STOP WITH PARENT SUPERVISION REQUIRED
8	SAFETY BELT; INDIVIDUALIZED STOP WITH PARENT SUPERVISION REQUIRED
9	ALTERNATE MODE OF TRANSPORTATION

SECONDARY SPED TRANSPORTATION CODES:

CODE	DEFINITION
A	BUS AIDE
C	AIR CONDITIONED TRANSPORTATION – MEDICAL REVIEW REQUIRED
F	MEDICALLY FRAGILE STUDENT – MEDICAL REVIEW REQUIRED
M	MEDICAL EQUIPMENT – MEDICAL REVIEW REQUIRED
H	COMMUNITY BASED VOCATIONAL EDUCATION (CBVE)
I	COMMUNITY BASED INSTRUCTIONAL PROGRAM (CBI)
J	TRANSPORTATION AUTHORIZED FOR STUDENT LIVING WITHIN 2 MILES OF SCHOOL
K	PROJECT VICTORY
O	TRANSPORTED OUT OF DISTRICT
P	OCCUPATIONAL/PHYSICAL THERAPY
S	SHORTENED SCHOOL DAY
V	VOCATIONAL/TIME SHARE PROGRAM

A note about Bus Aides. Bus Aides are **not** required to automatically be assigned to ride with SPED students. In fact, Florida Statutes and Rules of the State Board of Education do **not** require Bus Aides to be assigned to any school bus, regardless of the students being transported. Bus Aides must be assigned **only** when there is a clear need for an Aide to be present on the bus in order to ensure a **safe ride** for the student, based on the specific needs and disabilities of the student. The need for a Bus Aide must be documented in the student’s IEP or “504” Plan. Refer to the district’s *LEA Implementation Guide* for more detailed information regarding this and other requirements and procedures pertaining to transportation for special needs students.

3. COMMONLY ASKED QUESTIONS FROM SCHOOLS ABOUT TRANSPORTATION.

- **Question:** I need transportation set up TODAY for one of my students. Can the Transportation Routing Office set up a bus assignment if I fax the student's information to them or send them an e-mail?

Answer: Transportation can only work from the information contained in the Student Information System (SIS). If you have a "high priority" case you can send a fax or an e-mail to the Transportation Routing Office to alert the staff to the situation. However, until the information is entered into SIS and then downloaded to the Transportation routing system, a new or changed bus assignment can not be processed.

- When entering information into SIS, please make sure the address information is correct and complete!

- **Question:** What should I do if the system tells me the address I have entered for a student is "not matched" or "unmatched?"

Answer: If the system is telling you that the address is "not matched" or "unmatched" it means the address can not be located on the electronic map used by the school district. If this happens, take the following steps in the following order:

- (a) Re-confirm the address information provided by the parent/guardian. In better than 95% of the cases where we get a "not matched/unmatched" error, it is because the address information supplied by the parent/guardian was incorrect and/or incomplete.
 - (b) If the problem is still not resolved after re-confirming the address information provided by the parent/guardian, then contact the Mapping Specialists at the Department of Transportation. Phone: 305-969-2225. Fax: 305-234-9053.
- **Question:** I have just registered a new student for a school in SIS. The parent can not bring their child to school until the student gets a bus assignment. Is there anything I can do to assist the parent with getting their child to school in the interim?

Answer: Yes. School Principals can issue a **Temporary Bus Pass** to allow a student who is eligible for transportation to ride from any existing stop on any bus serving the school. This will allow eligible students to access transportation on a temporary basis until they can be given a permanent bus assignment. See page 7 of this document for policies and procedures pertaining to the **Temporary Bus Pass**.

4. USING THE *TRANSPORTATION ROUTING SYSTEM LINK (WTRS)*

- (a) Transportation information for all M-DCPS schools and students is posted on the **Transportation Routing System** link (WTRS) that is accessed through the M-DCPS EMPLOYEE PORTAL at www.dadeschools.net.
- (b) In order to be able to access the **Transportation Routing System** link (WTRS) school staff must be authorized to do so by their school principal. Staff at other M-DCPS (non-school) locations must be authorized to access the **Transportation Routing System** link (WTRS) by the person at their work location who has AAAA authority.

(c) What information is available on the **Transportation Routing System** link (WTRS)?

- **Information for all students for every school, regardless of transportation eligibility.** If the student is eligible for transportation their **bus assignment information** will also be included. Remember – all student information is based on what has been put into ISIS!

Transportation Eligibility Codes.

0 = student is eligible for transportation

12 = student is NOT eligible for transportation (lives outside attendance boundary) ❖

13 = student is NOT eligible for transportation (lives within 2-mile walk area) ❖❖

Notes concerning Transportation Eligibility Codes:

- ❖ Some SPED students will have an eligibility code **12**. Transportation eligibility for such students is determined by the requirements of the student's IEP OR "504" Plan.
- ❖ Opportunity Scholarship (Transfer Code V or Transfer Code Y), McKay Scholarship (Transfer Code W or Transfer Code 4), and NCLB (Transfer Code C or Transfer Code F) transfer students may have an eligibility code **12**.
- ❖❖ Some SPED students will have an eligibility code **13** (lives within 2-mile walk area for the assigned school). Transportation eligibility for such students is determined by the requirements of the student's IEP.

(d) What other information is available on the **Transportation Routing System** link (WTRS)?

- **Bus schedule information.** The Transportation Routing System link (WTRS) contains complete information on all schedules for buses serving M-DCPS schools. Schools can view information in the following ways:
 - ✓ Listing of all stops made by each bus and the scheduled times for each stop.
 - ✓ Listing of all passengers (students) assigned to each stop made by the bus.
 - ✓ Driver directions. This feature has been made available to schools in the event a substitute driver is covering a route for the regularly assigned driver. Schools can print this out and give it to the substitute driver to help him/her locate each stop.

(e) Who to call if you are having problems with the **Transportation Routing System** link (WTRS):

- For questions or problems with getting someone authorized to access WTRS, submit a HEAT ticket or contact ITS Systems User Support (305-995-3705).
- For questions or problems with viewing WTRS screens (you are authorized to access WTRS but are experiencing difficulty bringing them up on your computer, etc.), submit a HEAT ticket or contact ITS Systems User Support (305-995-3705).
- For questions or problems with the information contained in the WTRS screens (questions about student transportation eligibility, bus assignments, bus stops, bus runs and/or bus route information) contact the Transportation School Bus Routing Offices.

North Routing Office: 305-633-6909

South Routing Office: 305-969-2225

PART 3

TRANSPORTATION OPERATIONS

1. **Rule 6A-3.017(2) of the State Board of Education** establishes certain responsibilities of school principals with respect to transportation of students. It states:

School principals (or their designated staff) shall:

- a. Assume responsibility under the direction of the Superintendent for all student disciplinary cases which arise in connection with transportation.
- b. Plan the program of the school so that transported students who arrive early or remain late will be under school supervision at all times.
- c. Plan and assign places for students to get on and off school buses at the school, ensure the safety of the loading/unloading zone, and provide supervision of students.
- d. **Direct school bus emergency evacuation drills on each bus serving the school during the first six (6) weeks of each semester, and maintain documentation for all students.** Note: information on school bus emergency evacuation drills (procedures and required documentation) is available at the Transportation Department's web site - www.DOT.dadeschools.net
- e. Provide instruction for all transported students in safe ride practices on and off the bus during the first six (6) weeks of the first semester of the school year.
- f. Request authority in writing for transportation of students on field trips and activity trips, or other special trips in accordance with policies approved by the School Board.

2. **General Guidelines.**

- School principals (and their designated staff) are encouraged to make use of on-line resources, especially the **Transportation Routing System** web screens (see Part 2 of this document). Many questions regarding transportation can be answered and much time and effort saved by checking the information provided on the web screens.
- School staff should always keep in mind that, while Transportation makes every effort to adhere to established bus schedules, road conditions may be impacted by any number of unseen factors on any given day. However, if a bus is **consistently** arriving at the school ahead of or behind schedule, then the school should advise Transportation about it.
- School principals and their staff are encouraged to meet with the drivers operating the buses serving their school. Get to know your drivers, and let them know about your expectations and concerns. They are an important part of your school team, even if they are not at your location for the entire school day!

3. **Student Discipline.**

The safety and welfare of transported students is the concern of every school bus driver and school administrator. The majority of students know and obey the rules and regulations of the school and Transportation, and exhibit proper behavior while on the bus. To ensure the well behaved majority have the opportunity to ride safely and comfortably, the procedures and policies detailed on the following pages have been established.

a. Responsibilities of Parents and Guardians of students being transported on school buses.

- (1) State Board Rule 6A-3.0121 addresses the responsibilities of parents and guardians of students who are transported at public expense. It states:
 - Parents and guardians shall ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
 - Parents and guardians shall ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.
 - Parents and guardians shall ensure that students are aware of and follow the district's adopted code of student conduct while students are at school bus stops and to provide the necessary supervision during times when the bus is not present.
 - Parents and guardians shall ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's *Individual Education Plan* (IEP).
- (2) Parents and guardians are responsible to make sure their students are waiting at the assigned bus stop at least ten (10) minutes before the scheduled pick-up time at the bus stop. Drivers will not wait for students who are tardy.
- (3) For parents and guardians of students with an *Individual Education Plan* (IEP) or "504" Plan that requires parental supervision at the bus stop: Parents and guardians of such students must be at the bus stop at least ten (10) minutes before the scheduled drop-off time.

b. Instructions For Students Riding School Buses.

Students riding on school buses are required to observe the Miami-Dade County School Board *Code of Student Conduct* policy, school bus safety rules, and the following policies of the Transportation Department.

- (1) Students may ride only in their assigned school buses and get off only at their assigned bus stops.
- (2) Students must be at their assigned bus stop at least ten (10) minutes prior to the scheduled pick-up time. Drivers will not wait for tardy students.
- (3) Students must stand off the roadway while awaiting the bus.
- (4) Students must cross the road **only in front of the bus** when traffic has been completely stopped by means of the flashing red lights and the extended stop arms on the bus. Students must **NEVER** cross the road in **back** of the bus.

- (5) Students must enter and leave the bus at schools and student stops in an orderly fashion. This requires students to proceed at all times:
- Without haste and without loitering
 - Without crowding, pushing, or shoving, and
 - With each student showing due regard for his/her own safety **and** the safety of others.
- (6) Students, upon boarding the bus, must go directly to an open seat and sit down as soon as possible. If specific seats have been assigned to students by the school principal (or the principal's designee) and/or the school bus driver, students must sit only in their assigned seats.
- (7) School buses operated by the Miami-Dade County Public Schools Department of Transportation are equipped with lap belts. While school bus drivers can not compel students to buckle their lap belts, all students should fasten their lap belts and keep them fastened for the entire trip to and from their school.
- (8) Students must remain seated for the entire trip to and from their school.
- (9) Students must pay attention to the school bus driver and the school bus aide (if one is assigned to the bus route) and always follow their instructions and directions. They are responsible for the safety of the students entrusted to their care. School bus drivers have been instructed to pull over to the side of the road and park the bus anytime the driver feels misconduct on the part of any student endangers the safety of the students and/or the safe operation of the bus.
- (10) Students must remain quiet enough so as to not distract the school bus driver's attention from the road. Students must, at all times:
- Refrain from shouting, yelling, and other boisterous activities
 - Refrain from unnecessary conversation with the school bus driver
 - Refrain from any activity that worries or distracts the school bus driver and which may put the student's own safety and the safety of others at risk
- (11) When crossing railroad tracks – students must remain absolutely quiet
- (12) Students may play music devices when riding on school buses only while wearing “ear buds” or headphones.
- (13) Students may **NOT**, eat, drink, or smoke when on the school bus
- (14) Students must **NEVER** extend hands, arms, heads, or other parts of the body out of the windows of the bus.
- (15) Students must not throw or scatter waste paper and other refuse on the bus floor or out the windows of the bus.
- (16) Students must keep book bags, lunch boxes, and other personal property on their laps. If there is sufficient room, these items may be placed on the seat alongside the student or on the floor underneath the seat where the student is sitting.
- (17) Students must not purposely mark, deface, damage, or destroy any part of the bus, the equipment on it, or the area surrounding the bus stop location.
- (18) No signs may be displayed from the bus.
- (19) Students may not serve as bus monitors.

c. Authority of school bus drivers and district school boards relating to student discipline and student safety on school buses (*Florida Statute 1006.10*).

- (1) The school bus driver shall require order and good behavior by all students being transported on school buses.
- (2) The district school board shall require a system of progressive discipline of transported students for actions which are prohibited by the code of student conduct ... The school principal (or his/her designee) may delegate any disciplinary authority to school bus drivers except for suspension of students from riding the bus.
- (3) The school bus driver shall control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop, or when students are en-route to or from the school bus stop except when the bus is present at the stop.
- (4) If an emergency should develop due to the conduct of students on the bus, the school bus driver may take such steps as are immediately necessary to protect the students on the bus.
- (5) School bus drivers shall not be required to operate a bus under conditions in which one or more students pose a clear and present danger to the safety of the driver or other students, or the safety of the bus while in operation. The district school board shall have measures in place to protect the school bus driver from threats or physical injury from students.
- (6) In the case of a student having engaged in violent or blatantly unsafe actions while riding on the school bus, the district school board shall take corrective measures to ensure, to the extent feasible, that such actions are not repeated prior to reassigning the student to the bus.

d. Disciplinary Measures.

- (1) Rules for student conduct are set forth in the School Board's *Code of Student Conduct* policy, in the bus safety rules, and in Transportation policies. School bus drivers will make a reasonable effort to deal with minor infractions of the rules for student conduct before submitting a *Student Case Management Referral* form.
- (2) In cases of **repeated** minor misconduct incidents, or when a serious misconduct incident occurs, the offending pupil will be reported to the school principal or the principal's designated representative. School bus drivers will complete a *Student Case Management Referral* form (FM-2891). After being reviewed by staff at the driver's assigned transportation, the *Referral* form shall be forwarded to the school principal (or his/her designee) for assessment for possible disciplinary action.
- (3) The school principal (or the principal's designee) will determine appropriate disciplinary measures to address the student's misconduct based on the driver's report and any other input deemed necessary. Disciplinary measures will be enacted in accordance with the requirements of the Miami-Dade County School Board *Code of Student Conduct* policy. Disciplinary measures school principals are authorized to take are listed in the following section.

(4) The Miami-Dade County School Board *Code of Student Conduct* policy establishes five (5) levels of corrective strategies for student misconduct. School Principals must take corrective measures to address student misconduct based on the level of the behavior engaged in by the student.

- For cases of repeated minor misconduct, school principals (or their designees) may take any of the following corrective measures, as circumstances warrant.
 - Parent/guardian contact
 - Student, parents/guardians/staff conference
 - Participation in counseling session related to the infraction
 - Reprimand
 - Student Contract
 - Revocation of the right to participate in social and/or extracurricular activities
 - Detention or other Board-approved in-school program
 - Replacement or payment for any damaged property
 - Temporary loss of bus riding privileges (1 to 5 days)
- For additional cases of repeated minor misconduct (after the first referral) and for all cases of serious misconduct, school principals (or their designee) may take all of the corrective measures listed above **and** they shall suspend the bus riding privileges of the student for 1 to 10 days, as circumstances warrant.
- In any case where the student has engaged in misconduct that was:
 - Violent
 - Blatantly unsafe (*posed a clear and present danger to the safety of the school bus driver, school bus aide, or other students on the bus*)
 - Blatantly unsafe (*posed a clear and present danger to the safety of the bus while in operation*)

The school principal (or his/her designee) must make sure corrective measures have been put in place to ensure there is no reoccurrence of the misconduct **before** the student is allowed to begin riding the bus again.

- If a student has been suspended from riding the bus (*any reason*) two times during a school year and there is a third case of the same misconduct the school principal shall recommend to the Superintendent of Schools that the student's bus riding privileges be terminated for the remainder of the school year.
- If a student has been suspended from riding the bus for misconduct which is defined as LEVEL 4 or LEVEL 5 behavior in the *Code of Student Conduct* policy – and there is a second case of the same misconduct – the school principal shall recommend to the Superintendent of Schools that the student's bus riding privileges be permanently terminated.

e. Special procedures for **SPED students** (reference M-DCPS Board Policy 2460, *Exceptional Student Education Policies and Procedures*):

(1) There are certain Federal regulations, Florida Statutes, and Rules of the State Board of Education that pertain to disciplinary measures for SPED students. The transportation privileges for SPED students may be suspended for violations of the M-DCPS **Code of Student Conduct**, however, there are limits to the length of time SPED students may be suspended from riding the bus.

- (2) Consistent with the school district's **Code of Student Conduct** and to the extent that suspension of transportation privileges would be applied to regular education students, school principals may suspend a SPED student's transportation privileges for **not more than ten (10) consecutive school days**.
- (3) School principals may further suspend the transportation privileges of a SPED student for not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those suspensions do not constitute a "change of placement" as defined in Rule 6A-6.03312 of the State Board of Education.
- (4) Pursuant to Rule 6A-6.03312 of the State Board of Education, a "change in placement" occurs when:
 - (a) The suspension is for more than ten (10) consecutive school days, or
 - (b) The student has been subjected to a series of suspensions of transportation privileges that constitutes a pattern because the suspensions cumulate to more than ten (10) school days in a school year, because the student's behavior in previous incidents is substantially similar to the student's behavior that resulted in the series of suspensions, and because of additional factors, such as the length of each suspension, the total amount of time the student has been suspended, and the proximity of the suspensions to one another. The school district determines on a case-by-case basis whether a pattern of suspensions constitutes a "change of placement," and this determination is subject to review through due process and judicial proceedings.
- (5) Requirements for **manifestation determination (MD) meetings**:
 - (a) All SPED students who have their transportation privileges suspended are required to have a manifestation determination (MD) meeting after the sixth (6th) day of suspension – **if the student is unable to attend school as a result** – and for every suspension thereafter in order to determine whether the pattern of removals constitutes a "change of placement," as defined in paragraph (4), above.
 - (b) Transportation staff **must** be invited to all MD meetings pertaining to a SPED student's suspension of transportation privileges.
 - (c) When reviewing the student's conduct, the IEP/MD Team will review all relevant information in the student's file, including any information supplied by the parents of the student, any observations of the student from teachers and Transportation staff, and the student's current IEP.
 - (d) The IEP/MD Team shall determine if the misconduct of the student was caused by, or had a substantial relationship to, the student's disability, or whether the conduct was a direct failure of the school district's failure to implement the IEP.
 - (e) If the IEP/MD Team determines that the misconduct of the student was caused by, or had a direct and substantial relationship to the student's disability – or that the conduct in question was a direct result of the school district's failure to implement the IEP – the conduct will be determined to be **a manifestation of the student's disability** and the school district will take immediate steps to remedy those deficiencies.
 - (f) If the IEP/MD Team determines that the conduct in question of the student was a manifestation of the student's disability, the IEP/MD Team will either:
 - ✓ Conduct a functional behavioral assessment (FBA) and implement a behavioral implementation plan (BIP) for the student, or
 - ✓ If a BIP has already been developed, review and modify it as necessary to address the behavior

- (g) If the IEP/MD Team determines that the behavior **was not a manifestation of the student's disability**, the school district may implement the relevant disciplinary procedures that would otherwise apply to a student without disabilities, in the same manner and for the same duration providing the student continues to receive services so as to enable the student to participate in the general curriculum and to progress toward meeting the student's IPE goals.
- (6) Expulsion. Expulsion of a student from riding a school bus is the measure of last resort. It may be taken only after repeated suspensions of student's bus riding privileges have failed to result in an improvement in the student's behavior, an/or for the most serious of misconduct offenses. Expulsion of a student from riding a school bus must be approved by the M-DCPS School Board.

4. Field Trips and Activity Trips.

- a. Use of school buses owned by the M-DCPS School Board. Generally, the use of school buses is limited by law to provide services for those activities that are a part of the education programs of Miami-Dade County Public Schools. The only exceptions to this is policy are when:
- The School Board has entered into an agreement with a municipality in the school district, or an agency of Miami-Dade County or the State of Florida that provides assistance to the transportation disadvantaged, or a corporation or organization identified to assist the transportation disadvantaged pursuant to Public Law 89-73.
 - The School Board has approved transportation for events or activities which it has agreed to participate in, or co-sponsor.
- b. Bus Availability. Buses owned by the M-DCPS School Board are available to all Miami-Dade County schools for field trips of an educational nature, for transportation of athletic teams and uniformed units performing in connection with athletic events, from school to the place of contest or place of assembly, for authorized parades and return to school, and for meeting competing athletic teams and uniformed units coming to Miami-Dade County and transporting them back to their points of departure.
- c. Hours of availability. On school days, M-DCPS buses will be available between the hours of 9:30 am and 1:00 pm, and any time after 4:30 pm. Buses are available any time on non-school days (weekends, holidays, etc.).
- d. Field trips on school days that will run outside of the hours of availability. Should a school require transportation for a field trip that will run outside the hours of availability (earlier than 9:30 am or later than 1:00 pm) service may be provided by any of the M-DCPS approved privately owned school bus companies. A complete list of private school bus companies authorized to provide service to Miami-Dade County schools is on the Transportation Department's web site: www.DOT.dadeschools.net. It is the responsibility of the school (not Transportation) to contact approved private school bus companies and make arrangements with them for buses needed for field trips.
- e. Trips to neighboring Counties. Trips to neighboring Counties – e.g. Broward, Monroe, or Palm Beach – may be approved on a case-by-case basis, provided there is a minimum of 30 days advance notice.
- f. Use of Equipment.
- (1) No school bus driver at any time shall be required to transport any object in the bus that would make it unsafe or objectionable for school use.

- (2) The size of objects which students may carry on the bus with them must not be larger than they can safely hold in their laps. School bus drivers may refuse to transport oversize objects in the interest of safety. School principals and bus drivers should make every effort to work together cooperatively in decisions regarding this matter.
 - (3) Under no conditions are objects to be placed in the aisle of the bus or around the operating mechanisms of the bus.
 - (4) Students who are transported to athletic events such as swimming meets, football games, etc. will not be permitted to wear wet garments, shoes with cleats, or any clothing that would deface, mar, cut, mark, or damage the bus in any way for regular use as a school bus.
- g. All field trips and activity trips must be carefully planned and have adequate supervision. There must be at least one teacher per bus who shall be responsible for the maintenance of appropriate behavior. All passengers are required to observe classroom conduct while they are on the bus. It is the responsibility of the school to make sure, through classroom discussions, that the students are familiar with the bus rules and know that they are required to obey the rules. The teacher must remain with the students until the trip has been completed.
- h. Non-school adults acting as chaperones on field trips or activity trips. Non-school adults who will be acting as chaperones are permitted to ride only on night trips and only with prior written approval from the Department of Transportation and the School. A representative of the Department of Transportation may accompany the driver on night trips with prior approval from the Administrative Director of Transportation.
- (1) Chaperones riding the bus shall be selected and authorized by the school principal.
 - (2) Chaperones are to be limited to no more than five (5) on any given bus.
 - (3) Chaperones are **NOT** permitted to bring their children on field trips or activity trips, unless a child is a student in the class or athletic team to be transported.
 - (4) Chaperones are expected to abide by the bus rules and ensure that students obey them.
 - (5) Chaperones shall wear proper attire the same as would be approved in the classroom of the school being transported.
- i. School bus drivers are not permitted to make any stops other than those specified on the requisition submitted by the school, requesting transportation for the field trip or activity trip.
- j. School bus drivers are **NOT** responsible to pay tolls or parking fees. All tolls and parking fees must be paid by the teachers or chaperones accompanying the students on the trip. It is the responsibility of the teacher in charge of the trip to make parking arrangements for the bus at the place to be visited.
- k. Charges for Field Trips and Activity Trips.
- (1) As approved by the Miami-Dade County School Board, the charge for school bus service provided for field trips and activity trips shall be **forty-eight dollars (\$48.00) per hour.**
 - ✓ On school days, there shall be a minimum charge of three (3) hours.
 - ✓ On non-school days (weekends, holidays, etc.) there shall be a minimum charge of six (6) hours.
 - (2) Hourly rental charges shall begin at the arrival time requested on the trip requisition and end when the bus returns to the school or destination requested on the requisition. In the event the bus arrives late, such time shall not be charged to the school. If the bus arrives on time and is held up at the request of the school, such time shall be charged to the school.

- (3) Hourly rental charges for split trips will begin when the bus is scheduled to report to the school and end at the destination. On a return trip, hourly rental charges will begin when the group is picked up at the destination and end when the bus unloads at the school.

I. Requisitions for field trips and activity trips.

- (1) All requests for transportation for field trips and activity trips must be made on a **Requisition For Special School Bus Transportation** form. This form, **FM-1596**, is available electronically at the **Records & Forms link** on www.dadeschools.net.
- (2) The **Requisition For Special School Bus Transportation** form must be complete in every detail, to include funding information. The name and address of the place to be visited must be clearly stated on the form. If more than one place is to be visited, a clear statement to that effect must be made. It is the school's responsibility to know where the field trip destination is and how to get to it.
- (3) One **Requisition For Special School Bus Transportation** form must be completed for each school bus being requested.
- (4) Schools shall submit completed **Requisition For Special School Bus Transportation** forms to their servicing Transportation Center. Requisition forms must be submitted sufficiently in advance so that they are received in Transportation **at least ten (10) days prior to date of the trip.**
- (5) Upon receipt and approval of a **Requisition For Special School Bus Transportation** form, Transportation shall issue a confirmation number. This confirmation number should be used in all correspondence and telephone conversations regarding the field trip or activity trip.
- (6) The number of field trips during school hours may need to be limited due to availability of bus transportation. Should the Transportation Department notify a school that they can not support a request, service may be provided by any of the M-DCPS approved privately owned school bus companies. A complete list of private school bus companies authorized to provide service to Miami-Dade County schools is on the Transportation Department's web site: www.DOT.dadeschools.net. It is the responsibility of the school (not Transportation) to contact approved private school bus companies and make arrangements with them for buses needed for field trips.
- (7) Upon completion of the field trip or activity trip, the driver shall complete the **bottom section** of the **Requisition For Special School Bus Transportation** form. The driver and the teacher must both sign the form, to certify the information.

PART 4

TRANSPORTATION ORGANIZATION AND CONTACTS

The M-DCPS Department of Transportation transports nearly 60,000 school children in grades pre-K through 12 every school day! In order to accomplish its daily mission, the Department of Transportation operates eight (8) Transportation Centers (bus compounds), two (2) Centralized School Bus Routing Offices, and eight (8) Vehicle Maintenance shops.

Transportation Administration:

The **Administrative Director** of the Department of Transportation is **Mr. Orlando Alonso**. The **District Director** for Transportation Operations is **Ms. Susan Detmold**.

Centralized School Bus Routing Offices:

- The Department of Transportation has two (2) Centralized School Bus Routing Offices. One office takes care of routing for schools and students in the South end of Miami-Dade County. The other office takes care of routing for schools and students in the North end of Miami-Dade County.

SOUTH Routing Office
phone: 305-969-2225
fax: 305-234-9053 and
305-232-2679

NORTH Routing Office
phone: 305-633-6909
fax: 305-633-9220 and
305-633-9250

- Mr. Christian (“Chris”) Rayneri** is the administrator in charge of the two School Bus Routing Offices.
- The Department of Transportation has two (2) **Route Managers** who are directly responsible to oversee the routing of school buses. Each Route Manager has responsibility for the routing of school buses for their assigned Routing Office.

<p><u>SOUTH ROUTING OFFICE</u></p> <p>ALL ROUTES BEGINNING WITH: 1, 3, 5, AND 7</p> <p><u>Route Manager:</u> position vacant</p>	<p><u>NORTH ROUTING OFFICE</u></p> <p>ALL ROUTES BEGINNING WITH: 2, 4, 6, and 9</p> <p><u>Route Manager (acting):</u> Ms. Sylvia Beneby Walthour</p>
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- Routing Specialists** work for the Route Managers and assign students who are eligible for transportation to bus stops. Each Routing Specialist is assigned a number of schools and is responsible to handle transportation arrangements for all students at their assigned schools. Schools should work directly with their assigned Routing Specialist and should contact him/her **first** when they have a question or concern about transportation for a student. A comprehensive listing of the school assignments for Routing Specialists is available on-line at the Department of Transportation web site at www.DOT.dadeschools.net.

WHO TO CONTACT WITH QUESTIONS/PROBLEMS CONCERNING TRANSPORTATION:

- ✓ PARENTS should always be instructed to contact their **school** whenever they have a question or concern about transportation for their child(ren).
- Beginning on August 13, 2015, PARENTS may also use the PARENT PORTAL at www.dadeschools.net to check bus assignment information for their students.
 - In order to view bus assignment information for their student, parents will need to log on to the PARENT PORTAL, and then click on the BUS INFO tab at the top of the screen.
 - Bus assignment information on the PARENT PORTAL will be updated on a daily basis throughout the school year. Bus routes are subject to change, so parents should be urged to check the PARENT PORTAL often to get the most current information on their child's bus assignment.
- ✓ SCHOOLS and DISTRICT OFFICES should use the following guide to determine when they should contact Transportation and who they should get in touch with.
 - **Questions/concerns about a student's eligibility for transportation:** **First**, check on the ***Quick Look Up*** feature included on the ***Transportation Routing System*** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.

Note: Transportation eligibility for SPED students is usually determined by what is included in the student's IEP or "504" Plan. Magnet program students must live within a Transportation Service Zone in order to receive transportation. Transportation for Opportunity Scholarship and McKay Scholarship students is provided to students only if they select one of the designated receiving schools for their residence (sending) school.
 - **Questions about the status of transportation for a student who is waiting for a bus assignment.** Refer to routing timelines for general information (see Section 1 in Part 2 – page 13 – of this document). Contact the Routing Specialist for your school for specific information.
 - **Questions/concerns about the location of a student's bus stop.** **First**, check on the ***Transportation Routing System*** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.
 - **Questions/concerns about the scheduled time for a student's bus stop.** **First**, check on the ***Transportation Routing System*** link (WTRS), which is accessed through the M-DCPS **intranet**. If you are not able to find the information you need on WTRS, then contact the Routing Specialist for your school.
 - **Concerns about buses arriving early or late.** **First**, check on the ***Transportation Routing System*** link (WTRS), which is accessed through the M-DCPS **intranet**, to confirm the actual scheduled time for the bus to arrive at the stop or school. School staff should always keep in mind that, while Transportation makes every effort to adhere to established bus schedules, road conditions may be impacted by any number of unseen factors on any given day. However, if a bus is **consistently** arriving at the school or stop ahead of or behind schedule, then the school should advise Transportation about it.
 - **Concerns about drivers or bus aides.** Contact the Transportation Center from which the bus operates (see next page).

Transportation Centers (bus compounds):

The Department of Transportation operates eight (8) Transportation Centers (bus compounds). Each Transportation Center is assigned a specific group of route numbers. Therefore, if one needs to determine which Transportation Center a specific bus operates out of, simply look at the route number assigned to the bus and then match it to the Transportation Center, as shown below.

<p>NORTH Transportation Center 16150 NW 42nd Avenue phone: 305-625-9086 fax: 305-624-6063</p> <p><u>Director:</u> Mr. Randy Mazie</p> <p>Route Numbers: 2000 - 2999</p>	<p>CENTRAL – EAST Transportation Center 7011 SW 4th Street phone: 786-275-0700 fax: 786-275-0847</p> <p><u>Director:</u> Ms. Mary E. Murphy</p> <p>Route Numbers: 1000 - 1999</p>
<p>JOHN H. SCHEE Transportation Center 2755 NW 122nd Street phone: 305-681-1576 fax: 305-688-8036</p> <p><u>Director:</u> Ms. Gloria Weathersby</p> <p>Route Numbers: 9000 - 9999</p>	<p>CENTRAL – WEST Transportation Center 13775 NW 6th Street phone: 305-227-1995 fax: 305-227-1585</p> <p><u>Director:</u> Ms. Mary E. Murphy</p> <p>Route Numbers: 7000 - 7999</p>
<p>NORTHEAST Transportation Center 5901 NW 27th Avenue phone: 305-638-1658 fax: 305-635-9509</p> <p><u>Director:</u> Mr. Ronald Johnson</p> <p>Route Numbers: 4000 - 4999</p>	<p>SOUTHWEST Transportation Center 15501 SW 117th Avenue phone: 305-234-0046 fax: 305-252-7942</p> <p><u>Director:</u> Mr. Alfredo Roche</p> <p>Route Numbers: 5000 - 5999</p>
<p>NORTHWEST Transportation Center 9900 NW South River Drive phone: 305-887-2383 fax: 305-883-1191</p> <p><u>Director:</u> Ms. Gerris Martin</p> <p>Route Numbers: 6000 - 6999</p>	<p>SOUTH Transportation Center 660 SW 3rd Avenue (Florida City) phone: 305-248-3380 fax: 305-246-1890</p> <p><u>Director:</u> Mr. Thaddeus Moss</p> <p>Route Numbers: 3000 - 3999</p>

PART 5

PARENT INFORMATION HANDOUTS

The following pages contain handouts for school staff to provide to parents of students who ride on our school buses. These handouts provide information to parents on their responsibilities, the rules and policies for students riding on our school buses, and answers to commonly asked questions.

These Parent Information handouts are also posted on the PARENT PORTAL, and on the Department of Transportation Web site, and are available in English, Spanish, and Haitian Creole.

- ✓ Parent Information Handout (English Language version)
- ✓ Parent Information Handout (Spanish Language version)
- ✓ Parent Information Handout (Haitian Creole Language version)

SCHOOL BUS TRANSPORTATION FOR STUDENTS OF
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Parents/Guardians of students attending Miami-Dade County Public Schools. Please review this important information pertaining to the rules, policies, and procedures for transportation of students in the Miami-Dade County Public School District.



PART 1

RESPONSIBILITIES OF PARENTS, GUARDIANS, AND STUDENTS RIDING ON
SCHOOL BUSES OPERATED BY MIAMI-DADE COUNTY PUBLIC SCHOOLS

a. Responsibilities of parents and guardians of students riding on school buses.

Rule 6A-3.0121 of the State Board of Education addresses the responsibilities of parents and guardians of students who are transported at public expense. It states:

- (1) Parents and guardians shall ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
- (2) Parents and guardians shall ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.
- (3) Parents and guardians shall ensure that students are aware of and follow the district's adopted code of student conduct while students are at school bus stops and to provide the necessary supervision during times when the bus is not present.
- (4) Parents and guardians shall ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's *Individual Education Plan* (IEP).

b. Bus Stop Rules.

- (1) Students should be at their assigned bus stop at least ten (10) minutes prior to the scheduled pick-up time. This is because traffic is **unpredictable**. Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.
- (2) Drivers will not wait for tardy students.
- (3) Students must stand off the roadway while awaiting the bus.
- (4) Students must cross the road **only in front of the bus** when traffic has been completely stopped by means of the flashing red lights and stop arms on the bus. Students must **NEVER** cross the road in back of the bus.
- (5) Students must enter and leave the bus at schools and student stops in an orderly fashion. This requires students to proceed at all times:
 - Without haste and without loitering
 - Without crowding, pushing, or shoving
 - With each student showing due regard for his/her own safety **and** the safety of others.
- (6) When a student has an Individual Education Plan (IEP) or “504” Plan that requires parental supervision at a bus stop, parents/guardians of such students must be at the bus stop at least ten (10) minutes prior to the scheduled drop-off time in the afternoon. Again, this is because traffic is **unpredictable**. Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.

c. Rules for students while riding on the bus.

Students riding on school buses are required to observe the Miami-Dade County School Board Code of Student Conduct Policy, school bus safety rules, and the following policies of the Transportation Department.

- (1) Students, upon boarding the bus, must go directly to an open seat and sit down as soon as possible. If specific seats have been assigned to students by the school principal (or the principal’s designee) and/or the school bus driver, students must sit only in their assigned seats.
- (2) School buses operated by the Miami-Dade County Public Schools Department of Transportation are equipped with lap belts. While school bus drivers can not compel students to buckle their lap belts, all students should fasten their lap belts and keep them fastened for the entire trip to and from their school.
- (3) Students must remain seated for the entire trip to and from their school.

- (4) Students must pay attention to the school bus driver and the school bus aide (if one is assigned to the bus route) and always follow their instructions and directions. They are responsible for the safety of the students entrusted to their care. School bus drivers have been instructed to pull over to the side of the road and park the bus anytime the driver feels misconduct on the part of any student endangers the safety of the students and/or the safe operation of the bus.
- (5) Students must remain quiet enough so as to not distract the school bus driver's attention from the road. Students must, at all times:
 - Refrain from shouting, yelling, and other boisterous activities
 - Refrain from unnecessary conversation with the school bus driver
 - Refrain from any activity that worries or distracts the school bus driver and which may put the student's own safety and the safety of others at risk
- (6) When crossing railroad tracks – students must remain absolutely quiet.
- (7) Students may play music devices when riding on school buses only while wearing “ear buds” or headphones.
- (8) Students may NOT, eat, drink, or smoke when on the school bus.
- (9) Students must NEVER extend hands, arms, heads, or other parts of the body out of the windows of the bus.
- (10) Students must not throw or scatter waste paper and other refuse on the bus floor or out the windows of the bus.
- (11) Students must keep book bags, lunch boxes, and other personal property on their laps. If there is sufficient room, these items may be placed on the seat alongside the student or on the floor underneath the seat where the student is sitting.
- (12) Students must not purposely mark, deface, damage, or destroy any part of the bus, the equipment on it, or the area surrounding the bus stop location.
- (13) No signs may be displayed from the bus.
- (14) Students may not serve as bus monitors.

PART 2
FREQUENTLY ASKED QUESTIONS

a. How do I find out which bus route my child will be riding?

- The easiest way to get bus route information is to log on to the **PARENT PORTAL** at www.dadeschools.net. Once you have logged on to the **PARENT PORTAL**, you will see a tab at the top of the screen that says **BUS INFO**. Click on **BUS INFO** and you will be able to see information on your child's bus assignment, including stop location and stop times.
- The information for bus assignments is updated on the **PARENT PORTAL** every night. We encourage parents/guardians to check the information on the **PARENT PORTAL** on a regular basis, so they will always have the most up-to-date information on their child's bus transportation (stop times may change throughout the year, as student enrollment at our schools changes).
- If you do not have access to a computer or can not access the district's web site from a smartphone, then please contact your child's **school** for assistance.

b. How do I request a change to my child's bus stop?

- School bus drivers are not authorized to change bus stops. Your bus stop is placed for all the students who live in your neighborhood and, by rules of the State Board of Education, may be up to 1½ miles from your home. Most of our bus stops are 2 to 6 city blocks away. If you have questions concerning a bus stop please contact your child's school.
- Locations for school bus stops are determined by the School Bus Routing Offices of the Department of Transportation. Regular education students are assigned to a neighborhood stop that serves your child's school. The safety of students is the first consideration when determining bus stop locations, and the School Bus Routing Offices use several criteria for selecting locations. For example, we do not place school bus stops in locations where students would have to walk across certain multi-lane roads in order to get on or off a bus.
- Bus stops are changed only for reasons of safety. We do not change stops based on the proximity of the stop to a residence, the parent's ability to see a stop from their residence, the fact that a bus passes a house to get to a stop, the lack of sidewalks, or that it may be dark outside. As explained in Part 1 of this Handout, it is the responsibility of parents and guardians to accompany their children to the bus stop and to supervise them until the bus arrives at the stop.

c. What if I want my child to get off the bus at a different stop?

- Students are assigned to the established neighborhood bus stop closest to their home address. Changes of bus stops for personal preferences such as getting on or off the bus sooner/later or being with friends in the neighborhood are not allowed.

d. Why can't my child receive a bus stop?

- Florida Statute and rules of the State Board of Education provide for transportation of regular education students only when the student lives more than 2 miles from the school they attend. The School Bus Routing Offices of the Department of Transportation make every possible effort to ensure distances from homes to schools are measured accurately and in accordance with the requirements of Florida Statute and the State Board of Education. Measuring distances using web applications such as *MapQuest* and *Google Earth* will produce varying results that are not used to consider eligibility for transportation.
- In cases where a student is not eligible for transportation on a public school bus, parents may request a *Space Available Bus Pass* from their child's school.
 - *Space Available Bus Passes* can not be issued by schools until after the tenth (10th) day of the school year (Tuesday, September 8, 2015).
 - *Space Available Bus Passes* will be issued only when there is an open available seat on a bus that is not needed for a student who is eligible for transportation. Should the open seat become needed for an eligible student after the *Space Available Bus Pass* has been issued, the school will rescind the pass.
 - Students riding buses on *Space Available Bus Passes* can use only existing stops established for eligible students. New stops can not be created to serve students riding on *Space Available Bus Passes*.

e. What if my child's bus is late in the afternoon?

- Parents/guardians may call the appropriate Transportation Center if the bus is more than ten (10) minutes late arriving at the bus stop. Please allow for a ten (10) minute window of time, because traffic is **unpredictable**. Our drivers will make every effort to arrive at bus stops in accordance with the established schedule, but we can not guarantee that the bus will always be able to arrive exactly on time.
- In order to know which Transportation Center to call you will need to know your child's **bus route number**. The bus route number is displayed on the sign next to the entrance door of the school bus. The chart below shows which bus route numbers are operated by each of the school district's seven Transportation Centers.

ROUTE NUMBERS	TRANSPORTATION CENTER	TELEPHONE NUMBER
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	305-887-2383
7000 – 7000	Central-West	305-227-1995
9000 – 9999	John Schee	305-681-1576

f. What if I have a concern about the school bus driver or school bus aide on my child's bus?

- Please contact the Transportation Center that operates your child's bus and ask to speak with the "Administrator on duty." Again, you will need to know the **bus route number** of the bus on which your child rides in order to know which Transportation Center to contact (see information on previous page).

g. What if I have a concern about something that may have happened between my child and other students riding on the bus?

- If your child told the school bus driver or school bus aide about something that happened while he/she was riding on the bus, the driver will file a report with the school.
- **Parents and guardians should always contact their child's school when they have any concerns about something that may have happened between their child and other students on the bus.** By rules of the State Board of Education, School Principals (not Transportation) are responsible to investigate allegations of improper conduct of students riding school buses and determine what disciplinary measures may be warranted. School Principals will coordinate with Transportation as appropriate on all such investigations.

COME DRIVE WITH US!!

Miami-Dade County Public Schools is hiring school bus drivers!

In order to qualify to become a school bus driver you must:

- Have proof of at least 5 years licensed driving experience
- Have an excellent driving record
- Be able to pass a background check (fingerprinting required), physical exam, and drug test
- Enjoy being around and working with children
- Speak and read English well enough to pass written exams (as required by the State of Florida) and understand instructions from Transportation Dispatchers. Additional fluency in Spanish and/or Haitian Creole a plus!!

Benefits include:

- Starting salary is \$12.18 per hour.
- Get health insurance and other benefits once you complete training.
- Work only when school is in session. You can be at home with your children when they are not in school!
- Work in a job that can make a **real difference** in the lives of our **children!**

To Apply: at the Home Page on www.dadeschools.net

- click on "Discover M-DCPS" then
- click on "Human Resources"

TRANSPORTE ESCOLAR PARA LOS ESTUDIANTES DE LAS
ESCUELAS PÚBLICAS DEL CONDADO MIAMI-DADE

Padres/Tutores de estudiantes de las escuelas públicas del condado Miami-Dade. Por favor, revisen esta importante información relacionada con las reglas, políticas y procedimientos sobre el transporte de los estudiantes en el distrito escolar del condado Miami-Dade.



SECCIÓN 1

RESPONSABILIDADES DE LOS PADRES, TUTORES Y ESTUDIANTES QUE USAN LOS AUTOBUSES DE LAS ESCUELAS PÚBLICAS DEL CONDADO MIAMI-DADE

a. Las responsabilidades de los padres y tutores de los estudiantes que usan los autobuses escolares.

La Regla 6A-3.0121 de la State Board of Education habla sobre las responsabilidades de los padres y tutores de los estudiantes que usan la transportación financiada con costos públicos. Dice:

- (5) Los padres y tutores deben asegurar que sus estudiantes viajen seguros durante los tramos de los recorridos de la casa a la escuela y de la escuela a la casa cuando los estudiantes no están bajo la tutela o el control del distrito escolar, incluyendo el recorrido desde el hogar a la parada asignada y viceversa cuando el distrito escolar ofrece la transportación.
- (6) Los padres y tutores deben asegurarse que los estudiantes sólo usen los autobuses asignados y que solamente se bajen en sus paradas asignadas, con excepción si el distrito ha aprobado una parada o autobús diferente.
- (7) Los padres y tutores deben asegurarse que los estudiantes conozcan y sigan el código adoptado por el distrito de la conducta del estudiante durante el tiempo que estén en la parada del autobús y ofrecer la vigilancia necesaria durante el tiempo que esperan por el autobús.
- (8) Los padres y tutores deben asegurarse que, cuando el estudiante tiene una discapacidad física que no le permite subir y bajar del autobús sin ayuda, el padre o tutor ofrece la ayuda necesaria para ayudar a subir y bajar al estudiante en la parada del autobús, de acuerdo a la necesidad, según lo exige la política del distrito o el Plan de Educación Individual (*Individual Education Plan*, IEP por sus siglas en inglés).

b. Reglas de las paradas de autobuses.

- (1) Los estudiantes deben de estar en sus paradas de autobús por lo menos diez (10) minutos antes del horario pautado para la recogida. La razón es que el tránsito **no se puede predecir**. Nuestros chóferes harán todo lo posible para estar en las paradas dentro del horario acordado, pero no podemos garantizar que el autobús llegará a tiempo siempre.
- (2) Los chóferes no esperarán por los estudiantes retrasados.
- (3) Los estudiantes no pueden estar en la carretera mientras esperan por el autobús.
- (4) Los estudiantes deben cruzar la carretera **solamente delante del autobús** cuando el tránsito se ha detenido por completo y las luces rojas y la señal de stop del autobús están funcionando. Los estudiantes **NUNCA** pueden cruzar la carretera por detrás del autobús.
- (5) Los estudiantes deben subir y bajar del autobús en las escuelas y las paradas de una forma organizada. Esto requiere que todo los estudiantes actúen siempre:
 - Sin apuros pero sin perder tiempo
 - Sin amontonarse, empujar ni darse empujones
 - Y cada estudiante debe mostrar respeto por su seguridad y la seguridad de los demás.
- (6) Cuando un estudiante tiene un IEP o un plan “504” que indica supervisión de los padres en una parada de autobús, los padres/tutores de esos estudiantes deben estar en la parada de autobús por lo menos diez (10) minutos antes del horario pautado para la llegada en la tarde. De nuevo, la razón es que el tránsito **no se puede predecir**. Nuestros chóferes harán todo lo posible para estar en las paradas dentro del horario acordado, pero no podemos garantizar que el autobús siempre llegará a tiempo.

c. Reglas para los estudiantes mientras viajan en el autobús.

Los estudiantes que viajan en autobuses escolares deben observar la política del Código de Conducta Escolar de la Junta Escolar del Condado Miami-Dade, las reglas de seguridad de autobuses y las siguientes políticas del departamento de transportación.

- (1) Una vez que suban al autobús, los estudiantes, deben acercarse a un asiento vacío y sentarse lo más pronto posible. Si el director (o la persona designada por el director) o el chofer del autobús, ha asignado asientos específicos a los estudiantes, los mismos deben sentarse en sus asientos correspondientes.
- (2) Los autobuses, administrados por el departamento de transportación de las Escuelas Públicas del Condado Miami-Dade, están equipados con cinturones de seguridad. Todos los estudiantes deben de abrocharse sus cinturones y mantenerlos abrochados durante todo el viaje de ida y vuelta a las escuelas, a pesar de que los chóferes no pueden obligar a los estudiantes a tener los cinturones abrochados.

- (3) Los estudiantes deben permanecer sentados durante el viaje completo de ida y vuelta a la escuela.
- (4) Los estudiantes deben prestar atención al chofer y al ayudante (si uno ha sido asignado a la ruta) y siempre seguir sus instrucciones y recomendaciones. Los mismos son responsables por la seguridad de los estudiantes que están bajo su cuidado. Los chóferes tienen instrucciones de parar a un lado de la carretera en cualquier momento que crean que la conducta de parte de cualquier estudiante hace que la seguridad de los estudiantes o el funcionamiento seguro del autobús estén en peligro.
- (5) Los estudiantes deben de permanecer suficientemente callados para no distraer al chofer durante el viaje. Esto requiere que todo los estudiantes siempre:
 - Eviten gritos, chillidos y otras actividades bulliciosas
 - Eviten conversaciones innecesarias con el chofer
 - Eviten cualquier actividad que preocupe o distraiga al chofer y que pueda poner la seguridad del estudiante o de otros en riesgo.
- (6) Al cruzar las líneas del ferrocarril – los estudiantes deben de permanecer callados.
- (7) Los estudiantes pueden escuchar equipos de música mientras viajan en los buses solamente cuando tienen auriculares.
- (8) Los estudiantes **NO** pueden comer, beber o fumar cuando están en el autobús escolar.
- (9) Los estudiantes **NUNCA** pueden estirar las manos, brazos, cabeza u otras partes del cuerpo fuera de las ventanas del autobús.
- (10) Los estudiantes no pueden botar papeles ni ningún otro tipo de desperdicios en el piso o por las ventanas del autobús.
- (11) Los estudiantes deben mantener sus mochilas, loncheras y cualquier otro artículo personal en sus regazos. Estos artículos se pueden colocar junto al asiento al lado del estudiante o debajo del asiento donde el estudiante está sentado, si hubiese espacio.
- (12) Los estudiantes no pueden marcar, dañar, deformar o destruir ninguna parte del autobús, el equipo del mismo o el área ubicada cerca de la parada del autobús a propósito.
- (13) No pueden mostrar ningún tipo de cartel desde el autobús.
- (14) Los estudiantes no pueden funcionar como monitores.

PARTE 2

PREGUNTAS FRECUENTES

a. ¿Cómo puedo saber la ruta en la cual mi hijo viaja?

- La manera más fácil de obtener la información de la ruta es entrando al **Portal para Padres** en www.dadeschools.net. Una vez dentro, busque la pestaña en la parte superior de la pantalla que dice: “**BUS INFO**”. Haga clic en **BUS INFO** y podrá ver la información de la ruta de su hijo, incluyendo el horario y el lugar de la parada.
- La información de las rutas se actualiza en el **PORTAL PARA LOS PADRES** todas las noches. Animamos a los padres/tutores a ver la información con frecuencia, para que siempre tengan la información actualizada del transporte de su hijo (las horas de la paradas pueden cambiar durante el curso escolar, debido a cambios en la matrícula escolar).
- Puede hablar con la **escuela** de su hijo si no tiene acceso a una computadora o no puede entrar a la página web del distrito.

b. ¿Cómo puedo solicitar un cambio de la parada de mi hijo?

- Los choferes escolares no tienen autorización para hacer cambios a las paradas. La parada de autobús es seleccionada para todos los estudiantes de su vecindario de acuerdo a las reglas de la State Board of Education, puede estar ubicada hasta 1½ millas de distancia de su hogar. La mayoría de las paradas de autobuses están a una distancia de dos a seis cuadras. Si tiene alguna pregunta sobre una parada de autobús, por favor, llame a la escuela de su hijo.
- La oficina de rutas del Departamento de Transportación escoge las ubicaciones de las paradas de autobuses. Los estudiantes que asisten a clases regulares tienen una parada de autobús en el vecindario designada para la escuela de su hijo. La seguridad de los estudiantes es la primera preocupación cuando se escoge una parada y la oficina de rutas usa varios criterios para escoger las ubicaciones. Por ejemplo, no se escogen paradas en lugares donde los estudiantes tienen que caminar por varias carrileras de tránsito para subir o bajar del autobús.
- Las paradas sólo se cambian por razones de seguridad. Las paradas de autobuses no se cambian porque los padres pueden ver la parada desde su hogar, porque el autobús pasa la residencia antes de llegar a la parada, la falta de aceras o porque puede estar oscuro afuera. Como es explicado en la Parte 1 de este folleto, es la responsabilidad de los padres/tutores el acompañar a sus hijos hasta la parada y esperar hasta que el autobús llegue a la parada.

c. ¿Qué pasa si quiero que mi hijo se baje en una parada diferente?

- Los estudiantes se asignan a la parada del vecindario más cerca de sus hogares. Los cambios de paradas por preferencias personales como subir o bajar del autobús antes o después o por estar con los amigos del barrio no se permiten.

d. ¿Por qué mi hijo no tiene una parada de autobús?

- Los Estatutos de la Florida y las reglas del State Board of Education proveen el transporte de estudiantes que asisten a clases regulares solamente cuando el estudiante vive a más de dos millas de la escuela asignada. La oficina de rutas del Departamento de Transportación hace todo los esfuerzos para asegurar que la distancia de hogares a escuelas se mida correctamente y de acuerdo con los requisitos de los Estatutos de la Florida y de la State Board of Education. Por lo tanto, las aplicaciones de la web como *MapQuest* y *Google Earth* no se consideran como medidas válidas ya que producen diferentes resultados.
- En los casos en el que los estudiantes no tienen transportación en un autobús escolar, los padres pueden pedir un *Space Available Bus Pass* de la escuela de su hijo.
 - Los *Space Available Bus Passes* no están disponibles hasta después del (10º) décimo día escolar (martes, 8 de septiembre del 2015).
 - Los *Space Available Bus Passes* serán expedidos solamente cuando hay un espacio disponible en un autobús que no es necesario para un estudiante que es elegible para transporte. La escuela cancelará el pase si se necesita el lugar disponible para un estudiante elegible.
 - Los estudiantes que viajan en los autobuses con los pases *Space Available Bus Passes* sólo pueden usar las paradas establecidas para los estudiantes elegibles. No se pueden crear paradas nuevas para los estudiantes que viajan con los *Space Available Bus Passes*.

e. ¿Qué pasa si el autobús de mi hijo no viene a tiempo por las tardes?

- Los padres/tutores pueden llamar al centro de transportación pertinente si el autobús está más de diez (10) minutos tarde en la parada. Por favor, permita un margen de diez (10) minutos, porque el tránsito **no se puede predecir**. Nuestros chóferes harán todo lo posible para estar en las paradas dentro del horario acordado, pero no podemos garantizar que el autobús siempre llegará a tiempo.
- Tiene que tener **el número de ruta del autobús** de su hijo para llamar al centro de transporte. El número de la ruta de autobús aparece en el cartel al lado de la puerta de entrada al autobús. La tabla a continuación muestra los números de las rutas de autobuses con los números de teléfonos correspondientes a los siete centros de transporte del distrito escolar.

NÚMEROS DE LAS RUTAS	CENTROS DE TRANSPORTE	NÚMERO DE TELÉFONO
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	305-887-2383
7000 – 7000	Central-West	305-227-1995
9000 – 9999	John Schee	305-681-1576

f. ¿Qué hago si tengo una preocupación sobre el chofer o el ayudante del chofer del autobús en el que viaja mi hijo?

- Por favor, póngase en contacto con el centro de transportación que coordina el autobús de su hijo y pida platicar con el administrador de turno (*Administrator on duty*). De nuevo, tiene que tener **el número de ruta del autobús** de su hijo para llamar al centro de transportación (vea la información en la página anterior).

g. ¿Qué hago si tengo una preocupación sobre algo que puede haber ocurrido entre mi hijo y otros estudiantes que viajan en el autobús?

- El chofer redactará un informe y lo entregará a la escuela si su hijo le contó sobre algo que ocurrió mientras viajaba en el autobús a él o al ayudante del chofer.
- **Los padres y tutores deben llamar a la escuela de su hijo siempre que tengan alguna preocupación sobre algo que puede haber ocurrido entre su hijo y otros estudiantes en el autobús.** De acuerdo a las reglas de la State Board of Education, los directores de las escuelas (no el Departamento de Transportación) son responsables de investigar las acusaciones de conducta impropia de los estudiantes que viajan en los autobuses y determinar las medidas disciplinarias que serán necesarias. Los directores de escuelas coordinarán con la Oficina de Transportación, de manera pertinente, ese tipo de investigaciones.

¡VENGA A CONDUCIR CON NOSOTROS!!

Las escuelas públicas de Miami-Dade County están buscando chóferes!

Para calificar como chofer escolar, debe:

- Tener prueba de que tiene por lo menos 5 años de experiencia con licencia de conducir
- Tener un expediente excelente de conducir
- Poder completar un examen médico, prueba de drogas y la verificación de antecedentes penales (incluye huellas digitales)
- Disfrutar el trabajar rodeado de niños
- Hablar y leer inglés suficiente para completar pruebas escritas (requisito del estado de la Florida) y comprender las instrucciones por radio de los operadores de transportación. ¡Es una ventaja si habla con fluidez el español o el haitiano criollo!!!

Los beneficios incluyen:

- Sueldo para comenzar es de \$12.18 por hora.
- Seguro médico y otros beneficios una vez que termine el entrenamiento.
- Trabajar solamente cuando la escuela está abierta. ¡Puede estar en casa con sus hijos cuando no estén en la escuela!
- ¡Trabaje en un empleo donde puede hacer una **verdadera diferencia** en la vida de nuestros **niños!**

Para completar la solicitud: ir a la página www.dadeschools.net

- Hacer clic en "Discover M-DCPS", después
- Hacer clic en "Human Resources"

TRANSPÒTASYON OTOBIS LEKÒL
POU ELÈV LEKÒL LETA MIAMI-DADE COUNTY

Paran/Gadyen elèv ki nan Lekòl Leta Miami-Dade County.

Silvouplè revize enfòmasyon enpòtan sa a ki gen rapò ak règleman, règ, e pwosedi pou transpòtasyon elèv nan Distri Lekòl Leta Miami-Dade County.



1YE PATI

RESPONSABLITE PARAN, GADYEN, AK ELÈV KI PRAN OTOBIS LEKÒL
LEKÒL LETA MIAMI-DADE COUNTY SÈVI

a. Responsablite paran ak gadyen elèv ki pran otobis lekòl yo.

Règleman 6A-3.0121 Komisyon Konsèy Edikasyon Eta a pale sou responsablite paran ak gadyen elèv ki itilize transpòtasyon sou frè leta. Li di:

- (1) Paran ak gadyen ap asire transpòtasyon ki gen sekirite pou elèv yo pandan pòsyon chak pakou pou ale e soti lekòl ak lakay lè elèv yo pa sou responsablite ak kontwòl distri lekòl la, ki gen ladan chak pakou pou ale e soti lakay ak estasyon otobis nou ba yo lè distri lekòl la bay transpòtasyon otobis.
- (2) Paran ak gadyen ap asire elèv yo pran otobis lekòl nou ba yo sèlman e desann nan estasyon otobis nou ba yo sèlman, eksepte lè distri a apwouve otobis oubyen aranjman altènatif.
- (3) Paran ak gadyen ap asire elèv yo okouran e suiv kòd pou konduit elèv distri a adopte pandan elèv yo nan estasyon otobis lekòl yo e ba yo sipèvizyon ki nesèsè nan lè otobis la pa la.
- (4) Paran ak gadyen ap asire, lè andikap fizik yon elèv rann li difisil pou elèv la monte e desann otobis la san asistans, pou paran oubyen gadyen an bay asistans nesèsè pou elèv la monte e desann otobis la nan estasyon an, jan règ distri a oubyen "Individual Education Plan (IEP)" (Plan Edikasyon Endividyèl) elèv la mande li.

b. Règleman sou Estasyon Otobis.

- (1) Elèv yo ta dwe nan estasyon otobis nou ba yo omwen di (10) minit anvan lè yo pwograme pou pase pran yo. Rezon an se paske sikilasyon **enprevizib**. Chofè nou yo ap fè tout efò pou yo rive nan estasyon otobis yo dapre pwogram nou etabli a, men nou pa ka garanti otobis la ap ka toujou rive egzakteman alè.
- (2) Chofè yo pap tann elèv ki anreta.
- (3) Elèv yo pa dwe kanpe nan lari a pandan yo ap tann otobis.
- (4) Elèv yo dwe travèse wout la **sèlman devan otobis la** lè trafik la rete konplètman avèk limyè wouj k ap flache e siyal ki montre otobis la kanpe. Elèv yo pa dwe **JANM** travèse lari a dèyè otobis la.
- (5) Elèv yo dwe antre nan otobis la e desann nan lekòl ak estasyon elèv yo nan yon fason ki annòd. Sa mande pou elèv yo avanse toutan:
 - San yo pa mache twò vit e san trennen
 - San yo pa fè foul, pouse, oubyen bouskile
 - Avèk respè pou pwòp sekirite pa yo e sekirite lòt yo.
- (6) Lè yon elèv gen yon Plan Edikasyon Elèv oubyen Plan “504” ki mande sipèvizyon paran nan yon estasyon otobis, paran/gadyen elèv sa a dwe nan estasyon otobis la omwen di (10) minit anvan lè yo pwograme pou depoze li nan aprèmidi. Ankò, se paske sikilasyon an **enprevizib**. Chofè nou yo ap fè tout efò pou rive nan estasyon otobis yo dapre pwogram nou etabli a, men nou pa ka garanti otobis la ap toujou rive egzakteman alè.

c. Règleman pou elèv pandan yo nan otobis la.

Nou mande pou elèv ki pran otobis lekòl yo obsève Règ Kòd pou Konduit Elèv Komisyon Konsèy Lekòl Miami-Dade County yo, ak règ Depatman Transpòtasyon ki ap suiv yo.

- (1) Elèv, lè yo ap monte otobis la, dwe ale dirèkteman nan yon plas ki vid e chita pi vit posib. Si direktè lekòl la (oubyen moun direktè a deziyen) e/oubyen chofè otobis lekòl la bay elèv yo plas espesifik, elèv yo dwe chita sèlman nan plas yo ba yo a.
- (2) Otobis lekòl Depatman Transpòtasyon Lekòl Leta Miami-Dade County sèvi ekipe avèk senti sekirite. Menmlè chofè otobis pa ka fòse elèv boukle senti sekirite yo, tout elèv ta dwe tache senti sekirite yo e kenbe yo tache pandan tout pakou pou ale e soti lekòl yo.
- (3) Elèv dwe rete chita pandan tout pakou pou ale e soti lekòl yo.

- (4) Elèv dwe pòte atansyon a chofè otobis lekòl la e asistan otobis lekòl la (si yo deziyen youn pou wout otobis la) e toujou suiv enstriksyon ak direksyon yo. Yo responsab pou sekirite elèv yo konfyè yo. Nou bay chofè otobis yo lòd pou yo rete bò wout la e pake otobis la nenpòt lè yo santi move konpòtman nenpòt elèv menase sekirite elèv yo e/oubyen sekirite nan fonksyonman otobis la.
- (5) Elèv dwe rete trankil ase pou yo pa detounen atansyon chofè otobis la sou wout la. Elèv dwe, toutan:
- Evite fè bwi, rele, ak fè lòt aktivite tibilan
 - Evite konvèsasyon ki pa nesèsè avèk chofè otobis la
 - Evite aktivite ki enkyete oubyen distrè chofè otobis la e ki ka mete pwòp sekirite elèv la ak sekirite lòt elèv yo andanje
- (6) Lè y ap travèse ray tren – elèv dwe rete konplètman trankil.
- (7) Elèv ka jwe aparèy mizik lè yo nan otobis lekòl sèlman lè yo mete “ear buds” oubyen “headphones” (aparèy son pou zorèy).
- (8) Elèv PA ka, manje, bwè, oubyen fimen lè yo nan otobis lekòl la.
- (9) Elèv pa dwe JANM lonje men, bra, tèt, oubyen lòt pati kò yo deyò fenèt otobis la.
- (10) Elèv pa dwe voye oubyen simen dechè papye ak lòt fatra sou planche otobis la oubyen deyò fenèt otobis la.
- (11) Elèv dwe kenbe sak lekòl yo, bwat repa midi yo, ak lòt afè pèsònèl yo sou janm yo. Si gen ase plas, atik sa yo ka ale sou chèz akote elèv la oubyen atè anba chèz kote elèv la chita a.
- (12) Elèv pa dwe fè eksprè make, abime, domaje, oubyen detwi kèlkeswa pati nan otobis la, ekipman ki ladan, oubyen espas ki antoure estasyon otobis la.
- (13) Yo pa ka ekspoze okenn siy nan otobis la.
- (14) Elèv pa ka sèvi kòm monitè otobis.

2YÈM PATI KESYON MOUN POZE SOUVAN

a. Kijan pou m fè konnen ki wout otobis pitit mwen an pral pran?

- Fason ki pi fasil pou jwenn enfòmasyon sou wout otobis se konekte nan “**PARENT PORTAL**” (**PÒTAL PARAN**) nan www.dadeschools.net. Yon fwa ou konekte nan **PÒTAL PARAN** an, w ap wè yon bouton nan kwen anlè ekran an ki di “**BUS INFO**” (**ENFÒMASYON SOU OTOBIS**). Klike sou “**BUS INFO**” e w ap ka wè enfòmasyon sou otobis yo bay pitit ou a, ki gen ladan kote estasyon an e ki lè yo pase.
- Nou mete ajou enfòmasyon sou otobis nou bay sou **PÒTAL PARAN** an chak swa. Nou ankouraje paran/gadyen pou tcheke enfòmasyon ki sou **PÒTAL PARAN** an regilyèman, pou yo ka toujou gen enfòmasyon ki pi ajou a sou transpòtasyon otobis pitit yo a (nou ka chanje lè otobis yo atravè tout ane a, akoz chanjman nan anwolman lekòl nou yo).
- Si w pa gen aksè sou yon òdinatè oubyen ou pa ka jwenn aksè sou sit Entènèt distri a nan yon “smartphone” (telefòn smart), silvouplè kontakte **lekòl** pitit ou a pou asistans.

b. Kijan pou m mande chanjman nan estasyon otobis pitit mwen an?

- Chofè otobis pa otorize pou chanje estasyon otobis. Nou mete estasyon otobis ou a pou tout elèv ki abite nan katye w e, dapre règleman Komisyon Konsèy Edikasyon Eta a, li ka jiska 1½ “miles” de kay ou. Pifò estasyon otobis nou yo 2 a 6 blòk distans nan vil la. Si ou gen kesyon konsènan yon estasyon otobis, kontakte lekòl pitit ou a.
- Biwo Wout Otobis Lekòl Depatman Transpòtasyon an detèmine lokasyon estasyon otobis yo. Nou mete elèv edikasyon regilye yo nan estasyon katye ki sèvi lekòl pitit ou a. Sekirite elèv se premye konsiderasyon lè nou ap detèmine lokasyon estasyon otobis yo, e Biwo Wout Otobis Lekòl yo sèvi avèk plizyè kritè lè yo ap seleksyone lokasyon yo. Pa egzanp, nou pa mete estasyon otobis nan lokasyon kote elèv ta gen pou mache atravè sèten wout ki gen plizyè liy pou yo monte oubyen desann yon otobis.
- Nou chanje estasyon otobis sèlman pou rezon sekirite. Nou pa chanje estasyon otobis paske estasyon an pre yon kay, li pèmèt paran yo wè nan estasyon an pandan yo lakay yo, yon otobis pase yon kay pou l ale nan estasyon an, pa gen twotwa, oubyen li ka fè nwa deyò a. Jan nou eksplike nan 1ye Pati feyè sa a, se responsablite paran yo ak gadyen yo pou akonpaye pitit yo nan estasyon otobis la e pou sipèvize yo jiskaske otobis la rive nan estasyon an.

c. E si m vle pitit mwen an desann nan yon diferan estasyon otobis?

- Nou bay elèv estasyon otobis ki etabli nan katye yo ki pi pre adrès kay yo. Nou pa pèmèt chanjman estasyon otobis pou preferans pèsonèl tankou desann otobis la pi bonè/pita oubyen rete avèk zanmi nan katye a.

d. Poukisa pitit mwen an pa ka resevwa yon estasyon otobis?

- Lwa ak Règleman Komisyon Konsèy Edikasyon Eta Florid bay transpòtasyon pou elèv edikasyon regilye sèlman lè elèv la abite plis pase 2 “miles” de lekòl yo ale a. Biwo Wout Otobis Lekòl Depatman Transpòtasyon an fè tout efò posib pou asire yo mezire distans ant lakay ak lekòl yo avèk presizyon e dapre demand Règleman Florid ak Komisyon Konsèy Edikasyon Eta a. Mezire distans nan sèvi ak aplikasyon Entènèt tankou “MapQuest” ak “Google Earth” ap bay diferan rezilta nou pa itilize pou konsidere elijibilite pou transpòtasyon.
- Nan ka kote yon elèv pa elijib pou transpòtasyon nan yon otobis lekòl leta, paran ka mande yon “Space Available Bus Pass” (*Pas pou Espas Disponib nan Otobis*) nan lekòl pitit yo a.
 - Lekòl yo ka bay *Pas pou Espas Disponib nan Otobis* jis aprè (10yèm) jou lekòl nan ane a ki se (madi 8 septanm 2015).
 - Yo ap bay *Pas pou Espas Disponib nan Otobis* sèlman lè gen yon plas disponib nan yon otobis yon elèv ki elijib pou transpòtasyon pa bezwen. Si yo ta vin bezwen plas ki disponib la pou yon elèv ki elijib aprè yo te bay *Pas pou Espas Disponib nan Otobis la*, lekòl la ap anile pas la.
 - Elèv ki pran otobis sou *Pas pou Espas Disponib nan Otobis* ka itilize sèlman estasyon ki etabli pou elèv ki elijib yo. Yo pa ka kreye nouvo estasyon pou sèvi elèv ki itilize otobis avèk *Pas pou Espas Disponib nan Otobis*.

e. E si otobis pitit mwen an anreta nan apremidi?

- Paran/gadyen ka rele Sant Transpòtasyon ki apwopriye a si otobis la plis pase di (10) minit anreta lè pou l rive nan estasyon otobis la. Silvouplè kite di (10) minit pase, paske sikilasyon **enprevizib**. Chofè nou yo ap fè tout efò pou yo rive nan estasyon otobis yo dapre pwogram yo etabli a, men nou pa ka garanti otobis ap ka toujou rive egzakteman alè.
- Pou ka konnen ki Sant Transpòtasyon pou rele, w ap bezwen konnen **nimewo wout otobis** pitit ou a. Nimewo wout otobis la parèt nan siy ki akote pòt antre otobis lekòl la. Tablo anba a montre ki nimewo wout otobis chak nan sèt Sant Transpòtasyon distri lekòl la sèvi.

NIMEWO WOUT	SANT TRANSPÒTASYON	NIMEWO TELEFÒN
2000 – 2999	Nò	305-625-9086
3000 – 3999	Sid	305-248-3380
4000 – 4999	Nòdès	305-638-1658
5000 – 5999	Sidwès	305-234-0046
6000 – 6999	Nòdwès	305-887-2383
7000 – 7000	Santral-Wès	305-227-1995
9000 – 9999	John Schee	305-681-1576

f. E si mwen gen yon enkyetid sou chofè otobis lekòl oubyen asistan otobis lekòl nan otobis pitit mwen an?

- Silvouplè kontakte Sant Transpòtasyon ki sèvi otobis pitit ou a e mande pou pale avèk “Administratè ki de sèvis la.” Ankò, w ap bezwen konnen **nimewo wout otobis** pitit ou a pran an pou ka konnen ki Sant Transpòtasyon pou kontakte (wè enfòmasyon ki sou paj anvan an).

g. E si mwen gen yon enkyetid konsènan yon bagay ki te rive ant pitit mwen an ak lòt elèv ki pran otobis la?

- Si pitit ou a te di chofè otobis lekòl la oubyen asistan otobis lekòl la yon bagay ki te rive pandan li te nan otobis la, chofè a ap ranpli yon rapò bay lekòl la.
- **Paran ak gadyen dwe toujou kontakte lekòl pitit yo a lè yo gen enkyetid sou yon bagay ki ta rive ant pitit yo a avèk lòt elèv nan otobis la.** Daprè règleman Komisyon Konsèy Edikasyon Eta a, Direktè Lekòl yo (pa Transpòtasyon) responsab pou envestige deklarasyon sou konduit ki pa apwopriye elèv ki pran otobis lekòl e detèmine ki mezi disiplinè sa ka mande. Direktè lekòl yo ap kowòdone avèk Transpòtasyon jan li apwopriye sou tout envestigasyon yo.

VIN KONDUI AVÈK NOU!!

Lekòl Leta Miami-Dade County ap anplwaye chofè otobis!

Pou kalfiye pou vin yon chofè otobis ou dwe:

- Gen prè omwen 5 ane eksperyans konduit avèk lisans
- Gen yon dosye konduit ki ekselan
- Kapab pase tchèk sou vi pase (anprent obligatwa), egzamen fizik, e egzamen dwòg
- Renmen rete alantou e travay avèk timoun
- Pale e li Anglè byen ase pou pase egzamen ekri (jan Eta Florid mande) e konprann enstriksyon Kontwolè Transpòtasyon yo bay. Anplis, Pale Espayòl e/oubyen Kreyòl Ayisyen kouramman, se yon avantaj!!

Benefis yo gen ladan:

- Salè pou kòmanse se \$12.18 pa è.
- Jwenn asirans sante ak lòt benefis yon fwa ou fini fòmasyon.
- Travay sèlman lè lekòl an sesyon. Ou ka lakay ou avèk pitit ou lè yo pa lekòl!
- Travay nan yon pozisyon ki ka fè yon **vrè diferans** nan lavi **timoun nou yo!**

Pou Aplike: ale nan Paj Akèy la nan www.dadeschools.net

- klike sou “Discover M-DCPS” (Dekouvri M-DCPS) epi
- klike sou “Human Resources” (Resous Imèn)

MIAMI-DADE COUNTY PUBLIC SCHOOLS ANTI-DISCRIMINATION POLICY
Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of non-discrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 – prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act as amended – prohibits discrimination in employment on the basis of race, color, religion, or national origin.

Title IX of the Education Amendments of 1972 – prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended – prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended – prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) – requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 – prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Education Equality Act (FEEA) – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 – secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) – prohibits discrimination against employees or applicants because of genetic information.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes) which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 – Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (5-12)