

REQUESTING TRANSPORTATION SERVICES FOR NON-ELIGIBLE STUDENTS

Alexandria City Public Schools (ACPS) provides transportation service to students according to Policies EEA and EEAB. Parents/legal guardians of students who are not eligible for transportation services may request that their child utilize an existing bus route and stop to the school if space is available.

Request Process

A parent/legal guardian may request an exception to Alexandria City School Board (Board) Policies EEA and EEAB to allow their non-transportation eligible child to ride a school bus. For the request to be considered, three conditions must exist: (1) the request must be for the student to use an existing ACPS bus stop that is currently in use by a bus that provides transportation to the student's school; (2) there must be available seating on the bus serving the school; and, (3) there must be an acceptable walking route from the student's residence to the existing bus stop. Exceptions will be granted for one destination only, five days per week.

When making the request, the parent/legal guardian should identify the requested school, route number, stop location, student ID#, and walking route to be used by their child.

Requests for an exception for transportation may be submitted beginning July 1 for the upcoming school year. A new request must be submitted each school year and will be considered on a first-come, first-serve basis. The Office of Pupil Transportation and Fleet Management will respond as soon as it is practical to do so but may need to delay the approval or denial of requests until routes and eligible riders are verified during the month of August. Once ACPS has determined that all eligible students are receiving transportation, the division will begin reviewing requests. A decision on the request should not be expected before September 30. In the interim of awaiting a final decision, students are still considered walkers and will not be assigned a bus.

Review Process

Transportation leadership will review each request in the order they were received to determine if an exception can be made. Criteria include but are not limited to: if there existing ACPS bus stop that is currently in use by a bus that provides transportation to the student's school, if seating is available on the bus providing service to the student's school, if the proposed walking route to the bus stop satisfies transportation standards, and if any exception requests are properly justified. If there are any questions regarding the appropriateness of the walking route, the request will be forwarded to the City for further review.

If the Office of Pupil Transportation and Fleet Management determines (with support from the City) that there is no acceptable walking path to the requested bus stop, a parent/legal guardian must submit a written, signed statement that indicates they accept full responsibility to supervise and transport their student to or from the bus stop. This includes the responsibility to make alternate arrangements for meeting and supervising the student when the bus is delayed or when the parent/legal guardian cannot be present at the time the student is returned to the bus stop.

47 If seating is not available or other conditions are not satisfied, the transportation director will deny
 48 the request and will notify the family accordingly that the request has been denied. Any denial
 49 will include the specific criteria that was not met.

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 51 Denials may be appealed to the Chief Operating Officer whose decision is final and is not
 52 appealable.

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54 **Process for Rescinding an Exception for School Bus Service:**

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56 An exception to ride may be rescinded at any time by the Office of Pupil Transportation and Fleet
 57 Management, for the following reasons: seating on the bus is required for eligible students, existing
 58 bus stop is eliminated, walking route or bus stop becomes unsafe, or parent/legal guardian and/or
 59 child fails to comply with transportation rules or with terms of the exception to ride request as
 60 initially approved.

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62 If rescinding an exception to ride due to bus capacity becomes necessary, more recent requests
 63 will generally be rescinded before older ones, although other factors, such as safety and hardship,
 64 may be taken into account. The parent/legal guardian of the affected child will be notified by the
 65 school of the effective date of any change.

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67 Rescinding of exceptions may be appealed to the Chief Operating Officer whose decision is final
 68 and is not appealable.

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71 Established: New
 72 Effective: July 1, 2024

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75 Legal Refs.: 42 U.S.C. § 11301 *et seq.*
 76 42 U.S.C. §§ 12131-12134.
 77 Public Law 93-113 § 504.

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79 Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

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81 Cross Refs.: EEA Student Transportation Services
 82 EEAB School Bus Scheduling and Routing