

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION**

TRANSPORTATION TO ALTERNATE BUS STOPS

- ✓ Our only **legal obligation** is to provide transportation to a **student's residence**. There is no law, rule, or regulation that requires anything else.
- ✓ The Miami-Dade County School Board has elected to allow us to provide **courtesy** transportation to addresses other than a student's residence if and when certain criteria are met. Rule 6Gx13 – 3E.1.10 of the Miami Dade County School Board states:

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

- (1) The change in bus stop does not entail a change in the bus route assignment of the student.
- (2) The change entails transporting the student to a program or activity sponsored, conducted, or sanctioned by Miami-Dade County Public Schools.
- (3) The change does not increase the mileage for the trip by more than $\frac{3}{4}$ of a mile, the riding time for other students on the bus by more than eight (8) minutes, or the total time for the trip in excess of fifty (50) minutes.
- (4) ESE students may change program providers only one (1) time during any school year.

PROCEDURES FOR REQUESTING AND APPROVAL OF ALTERNATE BUS STOPS:

- If a student is in the **same school** as last year and needs to go back to the **same alternate stop** they had for 2007-2008, they will be grandfathered for 2008-2009 and will continue to receive transportation to the alternate stop for the 2008-2009 school year.
- Any **new** request for an alternate stop or request to **change** a previously established alternate stop must now go through a formal review process to be approved.
 - (a) The school or Region office will need to fill out a copy of **Form 7224** (*Request For Alternate Transportation Stop For Special Education Students*). The form is available electronically through the Records & Forms link on dadeschools.net. When completing the form, both the School Contact/LEA and the Parent need to sign it. Forms that do not have both signatures shall not be accepted for review.
 - (b) Once Form 7224 has been completed and signed, the school or Region office will fax it to Transportation (the fax number is on the form).
 - (c) Transportation will review the request to determine if it meets the criteria of the Board Rule. The bottom section of Form 7224 will be completed with Transportation's decision and then it will be faxed back to the initiator.
 - (d) If the request for the alternate stop is **approved**:
 - The school or Region office must then enter the alternate address information on the "L" screen in ISIS.
 - The information on the "L" screen will then transfer over to Edulog (the Transportation Routing System).
 - Once the information is in Edulog, Transportation will be able to route the student to the approved alternate address.