

# JACKSONVILLE SCHOOL DISTRICT 117

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Mr. Steve Ptacek  
Superintendent

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## Bus Transportation Eligibility Requirements

The following information communicates Jacksonville School District 117's transportation policies and practices. Ensuring the safe delivery of all students to and from school is a top priority. Coordinating transportation for over 1000 students a day, however, requires major effort from parents, community members, and school personnel. Parent cooperation is requested so the District can adhere to its policies and provide the safest and most secure transportation services for its students.

The District will provide school bus transportation only for those students who reside within the geographic boundaries of the District and who meet the eligibility requirements noted below. If your child is not eligible for transportation, please make alternative plans for before-school drop-off and after-school pick-up.

### *Transportation Eligibility Requirements*

- Student resides at a distance of one and one-half (1.5) miles or more from his or her assigned school of attendance. Distance is determined by accessing directions in Google Maps – enter the home address and the school address and click on the walking directions icon.✶ The shortest walking route is the one that will be used by the District for determining transportation eligibility.
- Student resides within one and one-half (1.5) miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. Hazardous crossings are determined by the Superintendent, the Jacksonville Board of Education, and the Illinois Department of Transportation [105 ILCS 5/29-3].
- Student is eligible for special education services and his/her individualized educational program (IEP) specifically stipulates that vehicle adaptation or accommodation is necessary.
- Student is homeless according to the definition of the McKinney-Vento Homeless Assistance Act.
- Student (K-8) is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, the child care provider's location is one and one-half (1.5) miles from the school attended, and the day care's location is along the District's regular bus route to the student's school of attendance. Bus schedules and routes are determined by the Superintendent and the Director of Transportation.
- Student is registered by the parent in Skyward to receive bus transportation.
- Student is authorized to receive bus transportation and is assigned to a specific bus route or has a parent request approved in writing by the building principal to ride another bus on a temporary basis (i.e., strictly limited to one to two days).
- Student rides the bus from one consistent pick-up location and one consistent drop-off location on a daily basis. Multiple pick-up and/or drop-off locations will not be accommodated. Frequently changing pick-up and/or drop-off addresses will not be accommodated either.

The Board of Education's transportation policy may be accessed at <http://www.jsd117.org/departments/transportation>.

Questions regarding bus transportation may be directed to the Transportation Department at 217-245-6624.

Revised: April 17, 2019



# TRANSPORTATION REQUEST FORM

Jacksonville School District 117 Bus Garage - 217-245-6624

This form is to be used when a parent/guardian would like to request transportation for a student residing within the district. Requests shall be granted if the student resides at a distance of one and one-half miles from his or her assigned school. Requests for transportation from a location other than his or her residence for child care purposes may be granted provided the location is along the District's regular routes.

Please return the completed form (1 per child) to the school building in which the student is assigned.

New Student     Change of Address/Information     Withdrawal     Special Education Needs

School: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Student #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_ Grade: \_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If moving, new address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Subdivision (if applicable): \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the change in bus stop for (check one):    Pick-up?     Drop-off?     or Both?

Pick-Up Address used to determine closest established bus stop:

(If different from home address): \_\_\_\_\_

Drop-Off Address used to determine closest established bus stop:

(If different from home address): \_\_\_\_\_

Does student need special accommodations?     Yes     No

Type of Accommodation:     Lift Bus     Bus Assistant     Safety Vest     A/C     Car Seat  
 Other: \_\_\_\_\_

**Pre-Kindergarten Students ONLY:** Is the student a morning  or afternoon  pre-kindergarten student?

*The parent/guardian's signature below indicating the parent's/guardian's initial request for school transportation, or knowledge and consent that a change of bus stop take place is mandatory before the request can be "permanently" put into effect.*

Parent/Guardian Signature: \_\_\_\_\_

DISTRICT TRANSPORTATION OFFICE USE ONLY			
<b>Bus Stop Location:</b>			
Pickup Time: _____	Bus # _____	Date Processed: _____	Date Effective: _____
Drop-off Time: _____	Bus # _____		
Date of Fax: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Decline	Initials: _____
Reason for Decline: _____			