

PUPIL TRANSPORTATION FREQUENTLY ASKED QUESTIONS

Updated March, 2015

School requirements for pupil transportation are described in Article 29 of the Illinois School Code as well as in [Part 1 Public Schools Evaluation, Recognition and Supervision Section 1.515 Transportation](#) of the Illinois Administrative Code. This document was prepared and will be updated as needed to assist local education agencies with some of the frequently asked questions regarding pupil transportation.

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Is every school district required to provide free transportation services to its students?

No. Per Section 29-3 of the School Code, only certain types of school districts are required by law to provide free transportation services. Specifically, community consolidated districts, community unit districts, consolidated districts and consolidated high school districts, and combined school districts (if the combined school district includes any district that was previously required to provide transportation) shall provide free transportation for pupils residing at a distance of one and one-half miles or more from any school to which they are assigned for attendance maintained within the district. See <http://www.isbe.net/funding/pdf/dist-trans-req.pdf> for a detailed list of districts that are required or not required to provide transportation for free.

Statutory Citation: 105 ILCS 5/29-3

Can a district utilize public mass transit transportation to meet its statutory obligations?

When a district has a public mass transit system within its boundaries, the district may elect to certify to the State Board of Education that adequate transportation for the public is available for students and not offer free pupil transportation (105 ILCS 5/29-3). In exercising the mass transit exclusion as stated in Article 5/29-3 of the School Code, districts do not have to pay any costs associated with this service, including tripper services.

The Illinois Vehicle Code (625 ILCS 5/11-1414.1) requires every student (grade 12 or below) enrolled in any public, private or parochial school who is transported in a Second Division motor vehicle (i.e., a vehicle designed to carry more than 10 persons) that is owned/operated by the district or under contract with the district in connection with any regular route transportation **must be transported in a school bus**. If a district chooses not to use the mass transit exclusion and enters into a contract with a mass transit carrier to provide pupil transportation services, the vehicles used to transport students must be school buses and the drivers must have a valid school bus driver permit.

For districts that are required to provide free transportation, what grade level of students must be transported?

Districts that are required to provide free transportation must transport all public school students enrolled in kindergarten through grade 12 who live more than one and one-half miles from their assigned attendance center.

Statutory Citation: 105 ILCS 5/29-5

Are districts required to provide transportation for regular education prekindergarten students?

No. Districts may provide transportation to prekindergarten regular education students, but are not required to do so. If a district elects to transport regular education prekindergarten students, they may claim reimbursement if the student(s) ride on a regular route with other kindergarten through grade 12 students. If prekindergarten regular education students are transported on an exclusive prekindergarten route then they are considered non-reimbursable for claim purposes.

Statutory Citation: 105 ILCS 5/29-5

Administrative Rule: 23 Ill Admin Code, Section 120.30(a)

Are districts required to provide door-to-door transportation for prekindergarten or elementary-age students?

No, unless it is required per the Individualized Education Program (IEP) of a student with disabilities. Parents/guardians are responsible to see that the child is at the scheduled bus stop in time to board the school bus to go to school and be at the bus stop upon the child's return at the end of the school day.

Is the driver of a school bus required to see that a child reaches their home or destination safely after discharging them at an assigned stop?

No. The responsibility of the driver ends at the time the student is discharged. Once the child leaves the bus, the parent is responsible between the bus stop and the home.

Are districts required to provide transportation for nonpublic students?

School districts that provide school bus transportation for public school students shall provide transportation, without cost, for children who attend any school other than a public school if they reside at least one and one-half miles from the school attended. The children must reside along the route constituting the regular school bus route and extend from some point on the regular route nearest or most easily accessible to their homes to and from the school attended or to or from a point on a regular route that is nearest or most easily accessible to the school attended by such children.

The person in charge of any school other than a public school shall certify the names and addresses of pupils transported and when such pupils were in attendance at the school on a form to be provided by the State Superintendent of Education. If any such children reside within one and one-half miles from the school attended, the school board shall afford such transportation to such children on the same basis as it provides transportation for its own pupils residing within that distance from the school attended.

Nothing shall prevent a school district from operating separate regular bus routes for the benefit of children who attend any school other than a public school where the operation of such routes is safer, more economical and more efficient than if such school district were precluded from operating separate regular bus routes.

Statutory Citation: 105 ILCS 5/29-4

Are districts required to provide transportation for students with disabilities?

All students with disabilities ages 3-21 with an Individualized Education Program (IEP) who require transportation as a necessary related service shall be provided as the child's disability or the program location may require.

1. Arrival and departure times shall ensure a full instructional day that is comparable to that of the regular education students. Any deviation from this standard must be based upon the individual needs of the child and reflected in the child's IEP.
2. Every effort should be made to limit the child's total travel time to not more than one hour each way to and from the special education facility.
3. The special transportation shall be scheduled in such a way that the child's health and ability to relate to the educational experience are not adversely affected.
4. Vehicles utilized for special transportation shall be adapted to the specific needs of the children receiving this service.
5. Personnel responsible for special transportation shall be given training that will enable them to understand and appropriately relate to children with disabilities.
6. When a district has placed students in a State-operated or nonpublic day program, the district shall provide transportation for the children in that program.
7. When a child is placed in a residential facility, the school district shall provide transportation services for the child's initial trip to the facility and return home at the close of the school term. The district shall likewise provide transportation for the child at the beginning and end of each school term thereafter.
 - A. If the district assumes responsibility for transportation arrangements, it shall provide reasonable notice to parents of departure dates and times. It shall in all instances notify the parents within 48 hours after completing those arrangements.
 - B. The modes of travel and degree of support and supervision to be provided shall be included in the student's IEP.
 - C. The district shall provide transportation services for one round trip home, at a midterm break or at another time as mutually agreed by the district and the parents, and at any additional time when the facility is to be temporarily closed.

- D. The school district shall provide round-trip transportation at any time the district seeks additional diagnostic assessments of the student or if the parent wishes the child to be present during a due process hearing.
- E. The school district shall provide round-trip transportation in emergencies such as serious illness of the child or death or imminent death of an individual in the child's immediate family. "Immediate family" includes a parent, a grandparent, a sibling or any person who resides in the child's immediate household. If the district questions the severity of an illness of the child or an immediate family member, it may require the opinion of a licensed physician to corroborate the severity of the illness.
- F. The school district may also provide transportation services to encourage family contacts and/or to reintegrate the child into the home and community. The district shall have the authority to determine, upon consultation with the parents, when transportation is appropriate for this purpose and shall incorporate this decision, with the specific reasons for it, into the student's IEP.

Statutory Citation: 105 ILCS 5/14-1.02 and 14-13.01(b)

Administrative Rule: 23 Ill Admin Code, Section 226.750(b)

When is a student considered "homeless" and what are a district's responsibilities in transporting homeless students?

Homeless students include, but are not limited to, children or youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (commonly referred to as being "doubled up"); are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; are staying in public or private places not ordinarily used as sleeping accommodations; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

Where a homeless child or youth chooses to continue enrollment in his or her school of origin, school districts must ensure that transportation is provided. If the homeless child or youth continues to live in the area served by the local education agency (LEA) where the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the LEA where the school of origin is located. If the homeless child's or youth's living arrangements in the area served by the LEA of origin terminate, and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another LEA, the LEA of origin and

the LEA in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally. Parents/guardians, in either scenario, shall make a good-faith effort to provide or arrange for transportation to the school of origin, including authorizing relatives, friends or a program for homeless persons to provide the child with transportation; however, it is ultimately the school districts' responsibility to ensure that appropriate transportation is provided and in no event shall appropriate transportation not be provided to a homeless student on any given school day.

Statutory Citation: 105 ILCS 45/1-1

Is the district required to transport students who live less than one and one-half miles from their assigned attendance center?

No. School boards may provide transportation for pupils living less than one and one-half miles as measured by the customary route of travel from the school attended and may make a charge for such transportation in an amount not to exceed the cost thereof, which shall include a reasonable allowance for depreciation of the vehicles so used.

Statutory Citation: 105 ILCS 5/29-2

How is the one and one-half miles measured?

State statute defines the measurement as the distance from the exit of the property where the pupil resides to the point where pupils are normally unloaded at the school attended; such distance shall be measured by determining the shortest distance on normally traveled roads or streets.

Statutory Citation: 105 ILCS 5/29-3

Administrative Rule: 23 Ill Admin Code, Section 120.30(a)(1)(A)

Who determines the locations of the bus stops (pickup/drop-off points)?

The school board of the district is required to establish the bus stops (pickup/drop-off points) for eligible students at a point located not more than one and one-half miles from the exit of the property of each pupil assigned to such point. The school district is **not** required to provide door-to-door service.

Statutory Citation: 105 ILCS 5/29-3

What is a serious safety hazard?

A serious safety hazard exists when a pupil is required to walk along normally traveled roads or streets where walking is alleged to constitute a serious safety hazard due to vehicular traffic or rail crossings, or is required to walk between their home and assigned school or between their home or assigned school and a pickup point or bus stop along roads or streets where walking is alleged to constitute a serious safety hazard due to vehicular traffic or rail crossings.

Statutory Citation: 105 ILCS 5/29-3

Who determines that a serious safety hazard exists?

The determination as to what constitutes a serious safety hazard is determined by the school board, in accordance with guidelines established by the Illinois Department of Transportation (IDOT) and in consultation with the State Superintendent of Education. IDOT will review the findings of the school board and approve or disapprove the school board's determination that a serious safety hazard exists within 30 days after the school board submits its findings to the department. If a hazard is determined to exist, the school board shall annually review the conditions and determine whether or not the hazardous conditions remain unchanged. The State Superintendent of Education may request that IDOT verify that the conditions have not changed.

Statutory Citation: 105 ILCS 5/29-3

If a parent/guardian believes a serious safety hazard exists for their child, does the school board of the district have to file the required forms with the Illinois Department of Transportation?

Yes. A parent or guardian can submit a petition in writing on behalf of a pupil for whom adequate transportation for the public is alleged not to exist because the pupil is required to walk along normally traveled roads or streets where walking is alleged to constitute a serious safety hazard due to vehicular traffic or rail crossings or the pupil is required to walk between their home and assigned school or between their home or assigned school and a pickup point or bus stop along roads or streets where walking is alleged to constitute a serious safety hazard due to vehicular traffic or rail crossings. A school board shall conduct a study and make findings, which the Illinois Department of Transportation shall review and approve or disapprove.

Statutory Citation: 105 ILCS 5/29-3

Is the school board required to submit an annual review of the serious safety hazard findings to the Illinois State Board of Education?

No. Pursuant to Public Act 94-0439, the school board is required by law to annually review the hazardous conditions, but is no longer required to send a copy of the resolution to the State Superintendent of Education. The annual resolutions should remain on file in the district for audit purposes.

Statutory Citation: 105 ILCS 5/29-3

Is there a time limit a student can spend on the school bus?

No. However, districts are encouraged to limit the travel time to not more than one hour one way.

What are the requirements of a school bus driver to unload children safely on a public roadway?

A school bus traveling on a one-way roadway or a highway having four or more lanes for vehicular traffic shall stop for the loading or discharging of passengers only on the right side of the highway. If the highway has four or more lanes and permits traffic to operate in both directions, the school bus shall load or discharge only those passengers whose residences are located to the right of the highway. The routes of school buses shall be so arranged that no child shall be required to cross a highway of four or more lanes to board a school bus or to reach such child's residence after leaving the school bus. A school child in an urban area shall cross a highway only at a crossing for pedestrians or when children are escorted or controlled by competent persons designated by the school authorities or by police officers.

Statutory Citation: 625 ILCS 5/11-1415

What are the requirements of a driver of a vehicle when they approach a school bus that is discharging students?

- Drivers in school zones must obey reduced speed limits during school hours when children are present.
- When a school bus is traveling on a **two-lane roadway** and is stopped with red lights flashing and the stop arm extended to pick up or drop off pupils, the vehicles in all lanes of traffic **must stop**. Vehicles should stop at least 20 feet before reaching the school bus to allow pupils to cross the roadway safely.
- When a school bus is traveling on a **four-lane roadway with at least two lanes of traffic traveling in the opposite direction, only those lanes of traffic traveling in the same direction** as the school bus **must stop**. Pupils shall not be required to cross four or more lanes of traffic to reach their residence.
- When a school bus is traveling on a **one-way roadway** and is stopped to pick up or drop off pupils, **all lanes of traffic must stop, regardless of the number of lanes of traffic**.
- Drivers should be aware that school buses make stops at all railroad crossings. State law requires **all** school buses to stop at railroad crossings, whether or not there are pupils on board. The school bus driver will pull to the right-hand lane and display the hazard warning lights, stop the bus within 15 and 50 feet of the first rail of the rail grade crossing, open the driver window and service door, look and listen for an approaching train, and then proceed across the tracks without

changing gears. Other vehicles should not try to cross the tracks behind the school bus until the bus has cleared the tracks and there is room for the vehicle behind the bus on the other side. Some rail crossings have limited space between rail crossings and stop signs or signals on the other side of the tracks. If the school bus must make a stop after crossing the tracks, a vehicle following the bus may be trapped on the tracks until the bus moves or the stop signal light changes. This would have tragic results should a train approach the crossing and vehicles are unable to go forward or backward to clear the tracks.

Statutory Citation: 625 ILCS 5/11-1414

If my child is required to serve a detention either before or after school, does the school district have to transport my child home?

Yes. Whenever a school district that provides transportation to a pupil requires that the pupil for disciplinary reasons serve a detention period either before or after the regular school day, the district shall provide transportation to the pupil unless the pupil's parent or guardian has agreed to provide transportation necessary for the pupil to serve the detention period. Transportation does not have to be provided for pupils who live less than one and one-half miles from school where a safety hazard is not determined to exist.

When detention periods are scheduled for Saturdays or other days when students are not in attendance, the district is **not** obligated to provide transportation services.

Statutory Citation: 105 ILCS 5/29-3

Administrative Rule: 23 Ill Admin Code, Section 120.20(a) and (b)

What is the speed limit for school buses on an interstate highway?

A bus may travel at 70 miles per hour on an interstate highway that has at least four lanes of traffic and if the roadways for traffic moving in opposite directions are separated by a strip of ground that is not surfaced or suitable for vehicular traffic. This speed limit applies outside the counties of Cook, DuPage, Kane, Lake, McHenry and Will in which the maximum speed is 55 miles per hour.

Statutory Citation: 625 ILCS 5/11-601(f)(1)

Can a district install recording devices on school buses?

Yes. Public Act 95-0352 allows both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school-related activity. Notice of such recordings will have to be provided to parents and students and be clearly posted on the entrance door and inside the school bus. Recordings must be kept confidential and can only be used by school officials and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus.

Statutory Citation: 720 ILCS 5/14-3(m)

Can a school bus enter private property to drop off or pick up a student?

No. A school bus cannot enter private property without the written consent of the owner of the property. If the roadway being traveled is not maintained for the weight of the vehicles using the roadway and turn-arounds are not provided for school buses, bus drivers should not endanger other children on the bus by making pickups that are hazardous.

What are the requirements for districts to report bus accidents?

Section 1035.45 of the Illinois Administrative Code - Employer Responsibility states that an employer must notify the Secretary of State as soon as possible, but not later than one (1) business day, whenever a school bus is involved in an accident and the driver is required to submit to the post-accident requirements as set forth in [49 C.F.R. 382.303](#) Post-accident testing. A completed Employer Notification Report (DSD SB-3.3) should be faxed to the Secretary of State to meet this requirement. The following criteria should be used to help you determine when to contact our office to report an accident.

1. If there is a human fatality as a result of the accident; or
2. If there is bodily injury to one or more persons requiring transportation to a medical facility AND the school bus driver involved is issued a traffic citation; or
3. One or more vehicles must be towed from the scene of the accident AND the school bus driver involved is issued a traffic citation.

Districts are encouraged to use the following School Bus Accident Report Form, which can be accessed at http://www.isbe.net/funding/pdf/50-26_school_bus_accident.pdf. The form can be completed online and can then be printed and sent to the Secretary of State as well as to other applicable parties. The district should also be prepared to fax copies of the driver's latest medical form and refresher training certificate to the Secretary of State at (217) 524-3654.

Are districts required to provide transportation to students who attend an alternative regional safe school?

Subject to the requirements of Article 29 and except as otherwise agreed by the parents, school, and regional superintendent, the school from which a student is administratively transferred shall provide for any transportation that the transfer necessitates, if the district is required to provide free transportation. The regional superintendent shall coordinate all transportation arrangements with transferring school districts. The regional superintendent may also arrange for cooperation between school districts in the regional superintendent's educational service region regarding the transportation needs of transferred students in order to reduce the costs of that transportation and to provide greater convenience for the students involved.

Statutory Citation: 105 ILCS 5/13A-9

Are districts required to provide regular education transportation for summer school?

No. A district that provides transportation for pupils to and from the school attended may provide transportation for students of the district to and from summer school and may charge for such transportation in an amount not to exceed the cost thereof, which may include a reasonable allowance for depreciation of the vehicles so used, provided no charge is made for students with disabilities.

Statutory Citation: 105 ILCS 5/29-3.2a

Are districts required to provide transportation outside of their district boundaries?

Districts are not required to provide transportation outside of their boundaries for regular education students. However, students with disabilities must be transported per their Individualized Education Program (IEP). For “homeless” transportation, refer to the FAQ on page 4.

A district may contract with another district to provide transportation for students of that district to and from the activities sponsored by any public school in that district during times when buses or other vehicles used in such transportation are not needed for transporting students of the district so providing that transportation. The district providing transportation shall charge an amount not less than the cost of furnishing that transportation, including a reasonable allowance for depreciation on each vehicle used.

Statutory Citation: 105 ILCS 5/29-3.3

Can districts contract with other districts for student transportation?

Yes. Any school district, including any non-high school district, may contract at actual cost with one or more school districts for the transportation of pupils to and from the school attended.

Statutory Citation: 105 ILCS 29-6

Are districts required to recognize day care centers for transportation purposes?

No. If a pupil is at a location within the school district other than his residence for child care purposes at the time for transportation to school, that location **may** be considered for purposes of determining the one and one-half miles from the school attended. Each school board must locally decide if it will adopt a local policy for transportation to and from day care centers. At the district's discretion, its policy may limit pickup and drop-off to students in day care locations along the district's regular routes, or it may extend services via newly established routes. In either case, the district shall not discriminate among types of locations where day care is provided, which may include, but need not be limited to, the premises of licensed providers, the homes of relatives, or the homes of neighbors, any of which must be located within the district's boundaries.

Statutory Citation: 105 ILCS 5/29-5

How long can districts contract for school transportation?

Subject to Section 6-106.11 of the Illinois Vehicle Code, school boards may enter into contracts for up to three years for transportation of pupils to and from school. Such contracts may be extended for up to two additional years by mutual agreement of the parties, and thereafter may be extended on a year-to-year basis by mutual agreement of the parties; however, no such contract may be extended on a year-to-year basis if a school board receives a timely request from another interested contractor that a contract be let by bid.

Statutory Citation: 105 ILCS 5/29-6.1

Can a district use an 11-15 passenger van for regular route school transportation?

No. A district can only use a yellow school bus with appropriate lights and signage for regular route school transportation or a vehicle of the First Division, which is defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total. Examples of First Division vehicles include cars, station wagons, mini-vans, taxi cabs, medic-vans and sport-utility vehicles.

A regular route is one that occurs *on a regularly scheduled basis* for the purposes of transporting students between school and home or between attendance centers when attendance is required at a location other than the assigned attendance center to enable students to receive educational services of the school district required as part of the student's five daily clock hours of school work.

The most common regular routes are those between home and school. However, there are other types of routes that are considered regular, such as tripper or shuttle service between school attendance centers, those to a vocational/career center, other trade-skill-development sites, a regional safe school or other school-sponsored alternative learning program.

Statutory Citation: 625 ILCS 5/1-182, 625 ILCS 5/11-1414.1

Can a district use an 11-15 passenger van for interscholastic or non-curriculum-related transportation?

No.

- The National Highway Traffic Safety Administration (NHTSA) has consistently issued warnings regarding the potential rollover of 11-15 passenger vans.
- In a May 2005 memorandum, the NHTSA stated that research has shown 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than 10.
- 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded (with fewer than five occupants).

11-15 Passenger Vans Do Not Meet:

- Bus rollover protection that specifies the minimum structural strength of buses in rollover-type accidents;
- Bus body joint strength that specifies the minimum strength of the joints between panels that make up the bus body and the body structure;
- Bus passenger seating and crash protection that establish requirements for school bus seating systems for all sizes of school buses;
- Bus pedestrian safety devices that require school buses to be equipped with an automatic stop signal arm on the left side of the bus to help alert motorists that they should stop their vehicles because children are boarding or leaving a stopped school bus and school bus safety crossing arms that require students to walk at least eight feet in front of the school bus to cross a roadway;
- Bus amber and red flashing lights that precede and accompany the use of the stop arm;
- Bus mirror systems that provide bus drivers with a full view of the front sides of the school bus danger zone;
- Bus emergency exits;
- Bus fuel system integrity.

Are students allowed to eat or drink on a school bus?

The Illinois State Board of Education highly recommends that all districts adopt a policy of *No eating on a school bus*. This includes the school bus driver. The primary responsibility of the school bus driver is to transport children to and from school, between attendance centers or on extracurricular or interscholastic trips safely. To do that, the driver must keep his/her eyes on the road, mindful of the movement of traffic around the school bus. The driver also has responsibility to control the conduct of the students on the bus. The close-spaced, high seatbacks prevent the driver from seeing all of the activities of the students on the bus, including eating. Depending on the circumstances, the driver may not be able to reach a child in time to prevent the child from choking to death. Coaches or other teachers or chaperones on extracurricular trips are not necessarily certified to administer first aid in an emergency. The driver is ultimately responsible for what happens on the school bus. If students are on a trip and eating is scheduled on the way, the bus must be stopped long enough for students to safely eat and the bus to be cleaned of trash.

What is the allowable number of students that can be seated on a school bus?

1. No school bus shall be operated with more passengers than recommended by the manufacturer per Section 12-707 of the Vehicle Code [625 ILCS 5/12-707].
2. In determining seating capacity of a bus, individual seating should be based on 13 inches per child where a 3-3 (three pupils on both sides of aisle) seating plan is used and 15 inches where 3-2 (three pupils on one side of aisle and two pupils on other side of aisle) plan is used.
3. School buses can transport three to a seat if passengers are in kindergarten through grade 5, and two per seat in grades 9-12. For students in grades 6 through 8, school districts should vary the capacity of the bus depending on the size of the students. This ensures every student the safety factor of compartmentalization.
4. **Standing** while school buses and school-chartered buses are in motion **shall not be permitted**.

What are the requirements for transporting students with disabilities?

The State Board of Education has developed comprehensive guidance on this issue that can be accessed at http://www.isbe.net/funding/pdf/special_needs_transport.pdf.

TRANSPORTATION CLAIM REIMBURSEMENT ISSUES

Who may file a claim for pupil transportation reimbursement?

Any school district maintaining a school, transporting resident pupils to another school district's vocational program or transporting its resident pupils to a school that meets the standards for recognition as established by the State Board of Education and that provides transportation meeting the standards of safety, comfort, convenience, efficiency, and operation prescribed by the State Board of Education for pupils in kindergarten through grade 12 may file a claim for reimbursement and shall be reimbursed by the State.

Statutory Citation: 105 ILCS 5/29-5

When is the pupil transportation reimbursement claim due?

Claims must be transmitted electronically directly to the Illinois State Board of Education by midnight August 15 per statute.

Statutory Citation: 105 ILCS 105 5/29-5

Are there any late exceptions for filing a claim for reimbursement?

No. There are no provisions in the School Code for granting extensions after the statutory due date.

Statutory Citation: 105 ILCS 5/29-5

What happens if a local education agency (LEA) does not transmit a claim by midnight on August 15?

Districts may be given the opportunity to transmit their claim during the claim amendment period, but will not receive a quarterly payment until the December statutory payment is made.

Can an LEA claim transportation expenses for sports practices?

Transportation that is provided prior to or following voluntary extracurricular and/or co-curricular activities, including sports practices, club meetings, drama rehearsals or choral and band practices where such activities are scheduled immediately before or immediately after the school day, qualifies as transportation provided at the beginning or end of the school day and is therefore subject to reimbursement with respect to students who are required to be transported.

Statutory Citation: 23 Ill Admin Code, Section 120.30(5)

Are field trips reimbursable?

Field trips are reimbursable if the following conditions are met:

- The field trip occurs during a day of student attendance included on the official school calendar of the district;
- The field trip occurs during the hours that are part of the claimable clock hours on the General State Aid Claim (i.e., the destination of the trip is considered to be the assigned attendance center for all students enrolled in the class);
- The field trip is provided free of charge to the pupil;
- The field trip is part of the school’s curriculum for which pupils can earn credit for graduation.

Statutory Citation: 23 Ill Admin Code, Section 120.30(d)

Can an LEA sell advertising on a school bus?

No, the Illinois Vehicle Code specifically states what color, lettering and lights are allowed on the school bus. It must be yellow with black letters for the district or company and spell out “school bus.”

Statutory Citation: 625 ILCS 5/12-801 - 805

Can students bring sporting equipment or large band instruments on the bus and store them in the aisle?

Students can bring sporting equipment or band instruments on the bus but the items cannot be placed in the aisle. Students will need to hold onto the extra items in their seat or place them under the seat. The aisle and exits of the bus need to remain clear at all times.