

Hempfield School District

School Transportation Guidelines for Alternate Care/Dual Custody Transportation

The Hempfield School District provides school transportation services to its school-aged residents in compliance with the Public School Code and its own School Board policies. The School District offers school transportation accommodations in certain limited instances to assist parents of resident school-aged children as outlined in these guidelines.

Parents seeking school transportation accommodations for their children should carefully review the guidelines in order to determine if they may be eligible to obtain them. The appropriate request form should be completed and submitted to the School District's Transportation Office for consideration by no later than **July 1 prior to** the start of the school year. Transportation accommodation requests submitted after the start of the school year will be considered on a case-by-case basis; however, their approval will depend upon the feasibility of making changes to the School District's already established school bus routes.

A. Alternate Care Transportation

The School District allows student's parents to request that school transportation services be provided to/from an alternate care site, in lieu of the student's residence(s). An alternate care site is a babysitter's residence, a daycare center or other facility where parents drop off or pick up their child(ren) at this location each school day.

If parents wish to request alternate care transportation accommodation for their child, they must complete the Alternate Care Transportation Request form, and comply with all of the following conditions listed below:

1. The alternate care site must be located within the school district's boundaries; for elementary school students the alternate care stop must also be located within their assigned school's attendance area.
2. Parents may only identify one (1) alternative care site for each school bus run, and forego having their child transported to their residence for that school bus run.
3. The alternate care transportation request must be a permanent request for the entire school year. Mid-year changes are strongly discouraged, and will not be granted if mid-year changes cannot reasonably be made to existing school bus routes.
4. Parents may select different [alternate address](#) locations for the AM and PM school bus runs, however, once those choices are made, those sites cannot be changed, swapped or altered in any way.

5. Divorced/separated parents must agree upon a single alternate sites arrangement for their child; separate alternate care site accommodations will not be made for each parent.
6. The alternate care stop must be for an existing school bus route at one of its designated school bus stops, and the school bus must have the capacity to add the student as a passenger.
7. Request forms s must be completed each and every school year; approved requests s will not carry over from one school year to the next.
8. If compelling circumstances exist, and mid-year changes are being sought, a new request form should be submitted to the Transportation Office for consideration.

B. Dual Custody Transportation

The School District allows divorced/separated parents to request school transportation services for their school-aged child to be provided from each parent's residences in certain limited instances. Both parents must reside within the School District, and they must have an approved custody agreement that demonstrates both parents share physical custody of the child.

If divorced/separated parents wish to request dual custody transportation for their child, they must complete a Dual Custody Transportation Request form, and comply with all of the following conditions listed below:

1. Parents may only request school bus stops at their respective homes. If either parent wishes to have their child dropped off or picked up at an alternate care site, an Alternate Care Transportation Request form must be completed and both parents must agree to this assignment.
2. Both parents must reside within the school district's boundaries, and live at least 1.5 miles apart from one another, in order to submit a request.
3. Parents must request school transportation to and from their respective homes pursuant on specific dates that comply with the custody terms outlined in an approved custody order. The School District will not allow for schedule changes that are not reflected in the custody order.
4. For elementary school students, if a parent lives outside of the attendance area for their child's assigned elementary school, the School District cannot guarantee direct school-to-home (or vice versa) transportation services. In those instances, students may need to be transported to another school or other location in order to transfer onto an existing school bus route that regularly serves that parent's neighborhood.

5. The dual custody transportation must be a permanent request for the entire school year. Mid-year changes are strongly discouraged, and may not be approved if mid-year changes cannot reasonably be made to existing school bus routes.
6. Request forms must be completed each and every school year; approved requests will not carry over from one school year to the next.
7. If compelling circumstances exist, and mid-year changes are being sought, a new request form should be submitted to the Transportation Office for consideration.
8. The School District reserves the right to deny dual custody transportation requests for any of the following reasons: (i) the parents are unable to demonstrate that they share physical custody of the child; (ii) the School District has determined that the parents live 1.5 or fewer miles apart from one another; (iii) the requested accommodation cannot be made due to the lack of available seats on existing school bus routes and/or would require the School District to incur significant additional expense to implement the requested accommodation; or (iv) the parents already obtained approval for an Alternate Care transportation accommodation; or (v) the requested transportation accommodations are not legally required under the Public School Code.