

## **Operations Policy: 3160**

### **Title: Transportation**

#### **Car Riders**

The Saint Louis Language Immersion School's (SLLIS) primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

To ensure the safety of all students, staff, and visitors, the Superintendent/Designee shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Superintendent/Designee. **All students shall be picked up from SLLIS no later than 4:00 pm, unless the student is participating in after-school programming. Because student safety is paramount, SLLIS will not release any students to a third-party car service hired by a parent or guardian, including ride-sharing services (e.g., Uber, Lyft).** The Superintendent/Designee is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the School's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

#### **Busing and School Provided Transportation**

When available, students may be transported to and from school in vehicles contracted by SLLIS including school transportation buses and charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students. The President will determine if SLLIS or its vendor maintains required documentation of the vendors' drivers; e.g., valid and appropriate license, proof of insurance, and background checks.

**SLLIS may contract appropriate transportation for homeless students or students in transition. The Superintendent will ensure any contracted transportation services are in compliance with this Policy, Policy 3490, Homeless Students, and applicable law and state regulations.**

For fieldtrips and other off-site events where transportation is provided, SLLIS shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. System or school owned buses
2. Alternate transportation

3. School employee's private vehicles
4. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding on school vehicles or transportation arranged for school-sponsored events.

Children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by SLLIS.

SLLIS will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian. **As noted herein, students will not be released from SLLIS to a third-party car service, including ridesharing services.**

Approved:

Background Legal Reference: 304 – 305 RSMo.