

Student Transportation

The policy, rules and regulations for the transportation of pupils to and from school shall be in strict compliance with Iowa Code, Chapter 285, State Department of Education regulations, and rules and regulations established and approved by the Board of Education.

The National Transportation Safety Board and the Iowa Pupil Transportation Association have recommended (and the Iowa State Board of Education requires) that all new buses be outfitted with three-point seat belts. All new district bus purchases will be equipped with seat belts. When available, seat belt use is required for all students and adults riding on that bus. Drivers will be responsible for initial and annual instruction on proper use. Students and adults should use seat belts otherwise they may not be transported. Intentional damage to, or destruction of, the seats or belts will be the responsibility of the student and/or parent or guardian or adult.

Elementary and middle school students (K through 8) living two miles or more and secondary school students (9 through 12) living three miles or more from a designated attendance center will be furnished transportation or reimbursement. Students may be required to meet a school bus on an approved route at a distance not exceeding three-fourths of a mile or at the entrance of a subdivision.

When transportation by school bus is impracticable and where school bus service is not available, the board may require the parents or guardians to transport their children to the school designated for attendance. The parent or guardian will be reimbursed for such transportation as designated by statute.

Distance to school or to a bus route shall be measured on public roadways only and over the most passable and safest route, starting in the roadway opposite the private entrance to the residence of the pupil and ending in the roadway opposite the main bus entrance.

Parents or guardians of public school students eligible for transportation reimbursement must file first semester claims by December 1 of the current school year. Parents or guardians of public school students qualifying for reimbursement after January 1 of a given school year must contact the Manager of Transportation to complete the proper claim form prior to June 1 of the current school year. Parent transportation reimbursement claims received by the Executive Director of Finance and Business Services after that date will be denied by the Board of Education.

Students K-12 not eligible for school transportation under Chapter 285, Section 1, of the Iowa Code may request school bus transportation on a seat-available basis, along a current school bus route, for a fee determined by the Board of Education.

Adopted: September 21, 1970
Revised: May 13, 2019
Revised: September 9, 2019
Revised: September 16, 2024

Determining Seat Availability and Pay Ride Requests

Students who are not eligible for district-provided transportation in accordance with this policy may apply for a pay ride on an existing bus route if it is determined that a seat is available for purchase. The cost of a pay ride will be established annually by the Board of Education.

Determining Seat Availability

1. The Transportation Manager will determine availability of seats for purchase based upon bus capacity and number of assigned eligible riders. Privileges of pay to ride may be revoked to accommodate eligible riders throughout the school year and reimbursement of pay to ride will occur.
2. If space demands for eligible riders increases throughout the school year, parents of pay to ride students will receive a two week notice to determine an alternative means of transportation that is not provided by the Dubuque Community School District and reimbursement of pay to ride will occur.
3. For grades K-5, only buses with sixty (60) or fewer assigned riders will be considered for pay rides.
4. For grades 6-12, only buses with fifty (50) or fewer assigned riders will be considered for pay rides.
5. Pay rides will be assigned to a special education bus only if the student requesting the ride has an eligible entitled sibling already assigned to the bus. Approval will be contingent on available space and siblings attending the same school.

Procedures for Applying for Available Seat

6. All pay ride requests must be made on a Request for Pay Ride form and be submitted to the Transportation Department.
7. Pay ride requests must be submitted after May 1 for the following school year, but may not be processed until all eligible students have been assigned to buses. Processing may not occur until after the start of the following school year.
8. Parents/guardians will be notified if pay ride space is available and whether their request has been granted or denied.
9. After pay ride request is approved, advance payment must be made. Payment should be made for the entire school year; however, a minimum advance payment for one half of the year will be accepted.
10. Personal checks that are returned due to non-sufficient funds will result in loss of pay ride privileges. Parent/guardian will then be notified of the date their student may no longer ride the bus. Reinstatement will occur only when the amount due is paid by money order, bank draft or credit/debit card.
11. Parents/Guardians who pay for only one half of the year will be contacted for payment for second semester in late December or January. Payments not received by the due date will result in the loss of pay ride privileges.

12. Requests for pay rides starting after the start of a school year will be billed from the start of the week in which the pay ride is scheduled to begin.
13. Requests for refunds must be in writing and will be calculated from the end of the week in which the request is received by the Transportation Department.