



Louisiana Academy of Production Transportation Policy

The Louisiana Academy of Production provides student transportation in accordance with applicable Louisiana law, Board of Elementary and Secondary Education requirements, and the school's approved transportation plan. This policy establishes expectations and procedures for safe, orderly, and reliable transportation for eligible students in grades 9-12, including students who receive transportation as a related service through an Individualized Education Program (IEP). Transportation services shall be operated in a manner that supports student safety, regular attendance, and respectful conduct.

1. Eligibility and Service Area

Transportation shall be provided in accordance with Louisiana law and §2801, Transportation Requirements for BESE-Authorized Charter Schools. The school shall offer free daily transportation to and from school for any student who meets both of the following conditions: (1) resides more than one mile from the school in which the student is enrolled, and (2) resides within the parish or local school district in which the school is physically located.

Transportation services shall include, at a minimum:

- Any transportation necessary to implement a student's Individualized Education Plan (IEP), as applicable;
- Transportation provided by vehicles approved in accordance with BESE Bulletin 119—Louisiana School Transportation Specifications and Procedures, or through public transportation payments and/or reimbursements, where appropriate;
- Designated bus stops or pick-up points located no more than one mile from the student's residence within the parish, unless a waiver is granted for large rural parishes by the state superintendent; and
- Procedures ensuring compliance with R.S. 14:93.2.1 regarding the safe transportation of children under the age of 10.

The school will identify eligible riders based on enrollment status, residence information, parish eligibility, route availability, and any required accommodations. Transportation services may be delivered through district partnerships, contracted providers, school-owned vehicles, or other BESE-approved methods consistent with the school's transportation plan.

2. Bus Stop Assignment Procedures

- Bus stops shall be assigned by the school and/or transportation provider based on student residence, route efficiency, safety, and applicable legal requirements. In accordance with BESE requirements, pick-up points will be located no more than one (1) mile from a student's residence within the parish, unless an approved waiver applies.
- Transportation services shall be provided at no cost to eligible students who reside more than one (1) mile from the school and within the parish or local school district in which the school is physically located.
- Families of newly enrolled students must submit an accurate home address, emergency contact information, and any required transportation forms before a stop can be assigned. Transportation accommodations required under a student's Individualized Education Program (IEP) will be implemented as required.
- The school will communicate the assigned stop location, approximate pickup and drop-off times, and effective start date to the parent or guardian prior to the start of service.
- Requests for changes to an assigned bus stop must be submitted to the school for review. Changes will be approved only when they are feasible, safe, and consistent with route design, school policy, and state requirements.
- Temporary changes in transportation will not be authorized by the bus driver and must be approved by the school in advance.
- All transportation services will be provided using vehicles that meet BESE Bulletin 119—Louisiana School Transportation Specifications and Procedures, or through approved public transportation options, including applicable reimbursements.

- Procedures will be maintained to ensure compliance with Louisiana law (R.S. 14:93.2.1) regarding transportation safety requirements for students under the age of ten (10).

3. Procedure When No Parent or Guardian Is Present at the Bus Stop

This procedure applies only for students whose Individualized Education Program (IEP) requires release to a parent, guardian, or other authorized adult.

1. If no parent, guardian, or other authorized adult is visible at the assigned stop, the driver shall keep the student on the vehicle and shall not release the student unattended.
2. The driver shall immediately notify dispatch or the transportation supervisor, who shall contact the school and the parent or guardian using the emergency contact information on file.
3. If contact is made promptly and it is safe to do so, the vehicle may complete the route and return to the stop only if approved by dispatch and consistent with route timing and student safety.
4. If the parent, guardian, or authorized adult still cannot be reached, the student shall be returned to the school or to another approved safe location identified in the school's transportation plan and supervision procedures.
5. The school shall continue efforts to contact the parent, guardian, and emergency contacts until the student is released to an authorized adult.
6. If the student cannot be safely released within a reasonable time and no authorized contact can be reached, the school and transportation provider shall follow applicable legal and emergency reporting requirements.
7. Each incident shall be documented by the transportation provider and school administration, including the time, persons contacted, and final disposition of the student.
8. Repeated failures of a parent or guardian to meet the bus under these circumstances may result in a required conference and a review of the student's transportation arrangements.

4. Student Bus Behavior Expectations

Student conduct on school transportation is an extension of the school day. Students are expected to follow school rules, directions from the driver, and behavior

expectations aligned with the school's discipline system and the BESE Model Master Discipline Plan.

- Be on time at the assigned stop and board in an orderly manner.
- Remain seated unless the driver directs otherwise.
- Keep hands, feet, objects, and personal belongings to yourself and out of the aisle.
- Use respectful language and behavior toward the driver and other passengers.
- Follow all safety instructions, including assigned seating when required.
- Do not engage in fighting, bullying, harassment, horseplay, throwing objects, or any action that distracts the driver or endangers others.
- Do not damage the bus or transportation equipment.
- Food, drinks, and other prohibited items may be restricted on the bus consistent with school and provider rules.

Failure to meet transportation behavior expectations may result in interventions, parent contact, assigned seating, behavior contracts, temporary suspension of transportation privileges, or other consequences consistent with school discipline procedures and applicable law. Serious misconduct that threatens safety may result in immediate administrative action.

5. Reporting Transportation Concerns

- Parents and students should report concerns regarding bus safety, route issues, missed stops, student conduct, or service quality to the school's transportation point of contact as soon as possible.
- Reports may be made by phone, email, written note, or any other communication method designated by the school.
- The school will document concerns, coordinate with the transportation provider as needed, and respond within a reasonable timeframe.
- Urgent safety concerns should be reported immediately to the school office and, when appropriate, directly to emergency responders.

6. Bus Driver and Transportation Staff Expectations

- Drivers and transportation staff shall maintain all required licenses, certifications, clearances, and training.
- Drivers shall conduct themselves professionally and respectfully with students, families, school staff, and the public.

- Drivers shall operate vehicles safely, follow routes and procedures, complete required inspections, and report incidents promptly.
- Drivers shall enforce bus rules consistently and use approved behavior reporting procedures.
- Drivers shall follow all student release requirements, including those specified in a student's IEP regarding adult supervision at the bus stop.
- Drivers shall maintain confidentiality regarding student information to the extent required by law and school policy.

7. Emergency Communication Procedures

- In an emergency involving a transportation delay, breakdown, collision, medical issue, weather event, or other safety concern, the driver shall contact dispatch or the transportation supervisor immediately.
- The transportation provider shall notify the school as soon as possible, and the school shall coordinate family communication using the contact information on file.
- When appropriate, parents and guardians shall be informed of the nature of the disruption, any change in student release procedures, and expected next steps.
- If emergency services are needed, the driver and transportation provider shall contact 911 first and then notify the school as soon as it is safe to do so.
- The school and transportation provider shall document emergencies and review incidents to improve future response procedures.

8. Administration of This Policy

The Head of School or designee is responsible for implementing this policy and may develop procedures, forms, and handbooks consistent with this policy and the school's approved transportation plan. This policy may be revised as needed to maintain compliance with Louisiana law, BESE requirements, the needs of students with disabilities, and operational best practices.

