

Operational Services

Transportation

The Cooperative shall arrange for transportation for all students with disabilities who reside within the Cooperative upon request of Member Districts. The cost of the transportation program is billed to a student's District of Residence.

Bus routes are developed by the contracted transportation company under the supervision of the Executive Director or designee. The Cooperative will be responsible for arranging field trips, mobility trips, and prevocational services as needed to meet the needs of students' programs with the costs being assumed by the member districts.

No Cooperative employee may transport students in school or private vehicles unless authorized by the administration.

Cooperative-Owned Vehicles

The Operational Board recognizes that the Cooperative has a need for vehicles to facilitate the efficient operation of the Cooperative. Management of Cooperative-owned vehicles is the responsibility of the Executive Director or designee. In assigning this responsibility, the Operational Board provides the following guidelines relative to the use of vehicles:

1. Vehicles are to be utilized for Cooperative purposes.
2. Vehicles may be utilized for material, equipment and furniture delivery for Cooperative programs.
3. Vehicles may be utilized to transport students with administrative approval and driver attainment of proper bus permit documentation.
4. Every special purpose vehicle used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Executive Director or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the vehicle is operated, and (2) walks to the rear of the vehicle before leaving the vehicle at the end of each route, work shift, or work day, to check the vehicle for students or other passengers in the vehicle.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15 and /1-17.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.750; Part 120.

92 Ill.Admin.Code §Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),

Adopted: 5/13/2013

Reviewed: 4/13/2015

Revised: 3/20/2017

Revised: 5/8/2017

Revised: 3/19/2018

Revised: 5/13/2019

Reviewed: 3/16/2020

Revised: 3/14/2022