



Transportation Exception Process Guidelines

SY2019-20

Transportation Exception Process Overview:

The Denver Public Schools (DPS) Transportation Services has an exception process that allows students who do not meet the eligibility criteria under the DPS Board of Education transportation policy EEAA to receive services should there be excess capacity on existing routes.

The DPS Board of Education transportation policy EEAA defines eligibility as follows:

- Students in kindergarten through grade five must reside more than one (1) mile from their boundary school
- Students in grade six, seven, and eight must reside more than two and one half (2.5) miles from their boundary school
- Students in grades nine through 12 must reside more than two and one half (2.5) miles from their boundary school

Transportation Exception Process Qualifications:

The parents/guardians of students who currently do not meet the eligibility criteria for school transportation can submit an exception request online through Parent Portal. Approval of exception requests is granted if the following criteria are met:

- 1. Student(s) must be enrolled in Denver Public Schools**
- 2. A current route and existing stop are available**

Note: No route modifications or stop additions will be made to accommodate an exception request

- 3. A seat is available on the vehicle assigned to service the route**

- ❖ Exceptions will be granted for one destination, five days per week, consistently.
 - If the transportation exception request is for home-to-school and school-to-home transportation, but excess capacity exists to approve only one or the other, parents/guardians will be contacted by a member of the Routing Department to confirm whether a one-way transportation exception approval is desired or whether the request should be denied entirely.
- ❖ Students will be placed at the closest existing stop according to the student address. New stops will not be created.
 - If the closest existing stop according to the student address is not desirable, the parent should identify the requested stop location on the transportation exception request form.
- ❖ The parent accepts responsibility to supervise and transport the student to or from the stop. This includes the responsibility to make alternate arrangements for meeting and supervising the student when the vehicle is delayed or when the parent cannot be present at the time the student is returned to the stop.

Transportation Exception Requests Submission & Timeline:

Requests for a transportation exception for the 2019-20 school year may be submitted on the following timeline:

- **Monday, July 15, 2019, through Friday, July 26, 2019** – Requests submitted during this “Early Bird” period will be processed and decisions will be communicated by Friday, August 16, 2019.
- **Monday, August 12, 2019, through Friday, April 17, 2020** – Requests submitted during this “Regular” period will be processed and decisions will be communicated within 7-10 business days, with the last applications decisions going into effect no later than April 30th, 2020.



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Transportation Exception Requests are **only accepted online through the Parent Portal**. Once you submit the request, all communication will be via the email address associated with the Parent Portal account.

Transportation Exception Requests Additional Details

Your student will need a +Pass to ride the yellow school bus. Find out more about the +Pass program by [clicking here](#). If your student does not have +Pass, a request has already been placed and will be delivered to your student's school within seven (7) business days. Your student must obtain a temporary pass from the front office in the meantime. If your student was issued a +Pass in the last two years, the pass is still valid and can be used. Questions can be submitted to +Passadmin@dpsk12.org.

Please, note that if your student is assigned to a **boundary stop (indicated by a street intersection or a school address)**, you do **not** need to reapply for a transportation exception while your student attends the school listed on your application and rides from the specified stop. If either changes, you would need to submit a new Transportation Exception application online via the Parent Portal.

Please, note that if your student is assigned to a **Special Education stop (indicated by a street number and street name) on yellow bus or third-party vendor vehicle**, the availability of your stop is not guaranteed year over year. If you wish to be considered for service next school year, you will need to submit a new Transportation Exception.

Transportation Exception Status Changes

A transportation exception can be rescinded for the following reasons:

1. Seating on the vehicle is required for eligible students.
2. Existing stop is eliminated.
3. Student conduct on the vehicle becomes unsafe and jeopardizes safety of himself/herself and others.

If rescinding a student's ride becomes necessary, the application date will be used to determine the order of rescission beginning with the most recently approved date. In other words, the last student exception approved will be the first to be rescinded. The parent or guardian of the affected student will be notified by DPS Transportation Services of the effective date of the change per the contact information provided and listed in IC.