



Transportation Best Practice Guidance



The McKinney-Vento Act requires schools to immediately enroll homeless students, with “enrollment” defined as “attending classes and participating fully in school activities”. The law also requires LEAs to coordinate transportation services with other LEAs. Therefore, LEAs must arrange transportation without delay [42 U.S.C. § 11432(g)(3)(C)], [42 U.S.C. § 11434(a)(1)], [42 U.S.C. § 11432(g) (5)(A)(ii)].

This document provides guidance and shared best practice to ensure your district is arranging transportation so that homeless children and youth participate for the full school day, neither arriving late nor leaving before the school day has ended.

Homeless Liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to the school selected in accordance with the best interest determination [42 U.S.C. § 11432(g)(6)(A)(viii)].

- If there is a question about transportation to the school of origin, it may be necessary to conduct a [Best Interest Determination](#).

During the enrollment process, create a process to quickly identify homeless students that may need transportation.

- Add a question to the [Student Residency Questionnaire \(SRQ\)](#) for office staff to check off. This will allow you to quickly identify those homeless students in need of transportation, upon your receipt of the form.

Please refer to the example provided below:

<p>For School Use Only</p> <p>Please note, the student’s cumulative file should not include a copy of this form. Do not make copies of this form. If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.</p> <p>Name of school site personnel who enrolled the student: _____</p> <p>Please check the housing types that apply:</p> <p><input type="checkbox"/> sheltered <input type="checkbox"/> doubled-up <input type="checkbox"/> unsheltered/FEMA/substandard <input type="checkbox"/> hotel/motel</p> <p>Unaccompanied youth: <input type="checkbox"/> Yes No <input type="checkbox"/> Transportation needed: <input type="checkbox"/> Yes No <input type="checkbox"/></p>

Create a transportation request form for inter- and intra-district transportation requests.

- Take into consideration the type of document or form you create, keeping in mind that not everyone will have access to technology programs, such as Google or Adobe Acrobat, that may require to complete the document.



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- If you are initiating the request, be considerate and ask the sharing LEA their preference in providing transportation either at the beginning or conclusion of the school day. This may require you consulting with your routing team prior to establishing the route.

Today's date: Click or tap to enter a date.
This request is: <input type="checkbox"/> New <input type="checkbox"/> Change request <input type="checkbox"/> Cancellation <input type="checkbox"/> In-District <input checked="" type="checkbox"/> Shared Preference <input type="checkbox"/> AM <input type="checkbox"/> PM

- Include early start and early release days.

AM pick up address (primary nighttime residence or other)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transport to (school name, address, and phone number)	Start time	Early start day
PM pick up address (school name, address, and phone number)	Release time	Early release day

- Include vendor details such as driver name, vehicle description, where to call if the driver does not show up. It is possible, an LEA may prefer you do NOT contact the vendor directly. Clarify how they want to manage this.
- Include pertinent questions to ensure all details are provided.

- Does the student require special accommodations as a related service to their IEP?

Student Name				
Grade	Student ID	Date of Birth	Gender	Does the student require transportation as a related service under the provisions of IDEA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Choose an item.		Click or tap to enter a date.		Details:

- Include emergency contact information.

Contact information for <input type="checkbox"/> parent <input type="checkbox"/> guardian <input type="checkbox"/> caregiver <input type="checkbox"/> unaccompanied youth				
Name	Phone Number and/or message phone	Emergency contact & phone number	Email Address	Does this individual require assistance in another language?
				<input type="checkbox"/> Yes <input type="checkbox"/> No Language:



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- Include emergency contact information for the LEA (after hours).

AM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number during and after business hours:
PM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number during and after business hours:

- Contact the parent, guardian, caregiver, or student to provide route details. Include a section to document that communication.

AM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number:
PM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number
<input type="checkbox"/> Route details provided	Date: _____ Time: _____				
<input type="checkbox"/> Left message	Date: _____ Time: _____				

Collaborate with shelter and transitional housing staff to establish a process upon placement of a new client in their shelter attending school in your district.

- Offer a McKinney-Vento training for shelters. This offers an opportunity to relationship build.
- Develop a streamlined process ahead of time so that families placed in shelter experience minimal wait time for transportation to established. Furthermore, removing barriers to enrollment.
 - Provide the shelter with your districts [Student Residency](#) Questionnaire.
 - Ask the shelter to offer a Release of Information (ROI) for their clients to sign. This will remove the communication barrier.
- Keep a list of shelter personnel that you frequently speak with.



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- Include a section on your form to indicate the shelter may be a protected address.

AM pick up address (primary nighttime residence or other)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transport to (school name, address, and phone number)	Start time	Early start day
PM pick up address (school name, address, and phone number)	Release time	Early release day
Transport to (primary nighttime residence, after school program, etc.)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

- Provide training to your LEA's staff that are responsible for ensuring that transportation is provided to the eligible homeless students.
 - Train your district's drivers that provide transportation for McKinney-Vento identified students.
 - Train your school site office staff and administrators by providing them with an overview of the most important pieces or transportation arrangements.
 - Share a copy of your district's calendar with other LEAs.
 - Create business cards that can capture route details and provide the parent, guardian, caregiver, or unaccompanied youth with one. These are easy to keep in a wallet opposed to a large piece of paper.