

McKinney Vento

TRANSPORTATION HANDBOOK



STUDENT TRANSPORTATION SOLUTIONS

Welcome!

If you're at the transportation step with your McKinney Vento students, you've already completed eligibility and identification of MKV students. In this session we are mainly going to talk about transporting your MKV students safely to school. We hope to provide you with helpful items/handouts and tools for you to utilize at the district, as well as communication assistance with your MKV families. We will point you to resources for best practices and also collaborate with other districts.

SECTION 1

Best Interest Determination for Transportation & School Selection

Is it better for a student to stay in their school of origin or go to their school of residency? In your own words describe your district's Best Interest Determination for Transportation approach?



Resources

Best Interest Determination Form – download a “Best Interest Form” from your state agency or the NCHE website (National Center for Homeless Education) <https://nche.ed.gov/school-selection>

SCHOOL SELECTION: A CHECKLIST FOR DECISION-MAKING

School of Origin Considerations		Local School Considerations	
<input type="checkbox"/>	<p>Continuity of instruction The student would be served best at the school of origin due to circumstances that look to his or her past.</p>	<input type="checkbox"/>	<p>Continuity of instruction The student would be served best due to circumstances that look to his or her future.</p>
<input type="checkbox"/>	<p>Age and grade placement of the student Maintaining friends and contacts with peers is critical to the student's meaningful school experience and participation. The student has been in this environment for an extended period of time.</p>	<input type="checkbox"/>	<p>Age and grade placement of the student Maintaining friends and contacts with peers in the school of origin is not particularly critical to the student's meaningful school experience and participation. The student has attended the school of origin for only a brief time.</p>
<input type="checkbox"/>	<p>Academic strength The student's academic performance is weak, and the student would fall further behind if he/she transferred to another school.</p>	<input type="checkbox"/>	<p>Academic strength The student's academic performance is strong and at grade level, and the student likely would recover academically from a school transfer.</p>
<input type="checkbox"/>	<p>Social and emotional state The student is suffering from the effects of mobility, has developed strong ties to the current school, and does not want to leave.</p>	<input type="checkbox"/>	<p>Social and emotional state The student seems to be coping adequately with mobility, does not feel strong ties to the current school, and does not mind transferring.</p>
<input type="checkbox"/>	<p>Distance of the commute and its impact on the student's education The advantages of continuing to attend the school of origin outweigh any potential disadvantages presented by the length of the commute.</p>	<input type="checkbox"/>	<p>Distance of the commute and its impact on the student's education A shorter commute may help the student's concentration, attitude, or readiness for school. The local school can meet all of the necessary educational and special needs of the student.</p>
<input type="checkbox"/>	<p>Personal safety of the student The school of origin has advantages for the safety of the student.</p>	<input type="checkbox"/>	<p>Personal safety of the student The local school has advantages for the safety of the student.</p>
<input type="checkbox"/>	<p>Student's need for special instruction The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the school of origin.</p>	<input type="checkbox"/>	<p>Student's need for special instruction The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the local attendance area school.</p>
<input type="checkbox"/>	<p>Length of anticipated stay in a temporary shelter or other temporary location The student's current living situation is outside of the school of origin's attendance zone, but his/her living situation or location continues to be uncertain. The student will benefit from the continuity offered by continuing to attend the school of origin.</p>	<input type="checkbox"/>	<p>Length of anticipated stay in a temporary shelter or other temporary location The student's current living situation appears stable and unlikely to change suddenly; the student will benefit from developing relationships with school peers who live in his or her local community.</p>

This checklist was adapted from the Texas Homeless Education Office (THEO).

SECTION 2

McKinney Vento Enrollment Folder

Suggested processes & tools that can help with your transportation management.

(Check off the things you have in place)

- District Contact Sheet – MKV point of contact for parents/guardians
- School Calendar – early release dates, parent/teacher conferences, etc.
- Parent Rights – federally responsible to provide this
Download from NCHE (National Center for Homeless Education) here: https://nche.ed.gov/wp-content/uploads/2019/01/parentposter_eng_color.pdf
- Transportation Bus Rules - give expectations up front
- Transportation Contract (Service Plan) with Parents

What else do you have in place at your district?

Tips

- *Having things in writing saves time and confusion*
- *School keeps a copy and parent keeps a copy*
- *Include commitments for district (or transportation provider) and family*
- *Provide district contact info for MKV contact, so they can let you know of moves/changes*
- *Set expectations here on “no shows” and “wait time”*
- *Another good place to include your district’s transportation rules*

Notes

SECTION 3

Other Parent Communication Tools

(Check off the things you have in place)

- District Transportation Policies
- Transportation Request Form/Routing Form
Filled out by whomever is requesting transportation for student to school of origin

What would be some helpful items to include in this transportation request form?

- End of Year Letter
Outlines that McKinney Vento eligibility ends on the last day of school. All MKV services end the last day of school.

Tips

- *Send home a physical copy of End of Year Letter to parents/guardians with the student.*
- *Give a date to contact district for continuing eligibility for next year. (Usually 2 weeks before school starts)*

Notes

**Hillsborough County Public Schools
Homeless Education and Literacy Project
Transportation Alert Form for Homeless Students**

Referring School Social Worker:

HELP: Students in Transition Social Worker:

Child's Name (Last, First):

Student #: (if known)

Current Address (Street, Apt. #):

City, Zip:

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Nearest Intersection and Major Cross Streets:

Anticipated Length of Stay at Current Address:

Name of Parent/Guardian:

Parent Home Phone:

Parent Work Phone:

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Current School:

Grade:

Program: (Traditional, ESE, etc.)

Additional Comments Regarding the Situation:

Date of Inquiry:

Target Date for New Transportation:

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Inquiry Completed By:

Work Phone:

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Email Address (Reply will be sent by email)

Agency Name

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****Below to be completed by transportation dept or transportation liaison****

Approval information by transportation dept:

Denial by transportation department reason:

If Denial, transportation given to student(s) by (i.e. bus passes, gas card, cab):

NOTE: For transportation request to go forward the mainframe must indicate student is homeless and the address must be updated

SECTION 4

Best Practices/ Best Interest of the Child

Persona Build - Pick one child currently in your McKinney Vento program at your school. Describe them briefly here:

Are We Ensuring Educational Stability for this student?

Yes No

What is the student's average daily ride time?

Is your district providing breakfast/lunch for your MKV students at school?

Yes No

SECTION 5

Alternative Transportation

(When you can't do it all in-house)

1. What is your current McKinney Vento transportation program? Do all students ride on buses? Do you have vans? Or do you use another vendor/ alternative transportation?

2. How many Out of District Trips do you manage?

1-9 10-19 20+

3. What is the approx mileage of the farthest out of district trip?

4. What is the approx ride time of the of that trip?

5. Does your district have staggered bell times?

Yes No

6. Are your districts' bell times a struggle for Routing?

Yes No Explain:

7. Do you know how to contract with an alternative student transportation partner?

- Cooperative national or state contracts
- Neighboring district's existing RFPs (piggyback)
- Your own RFP process

8. How to choose the right alternative student transportation partner? List your district's criteria:

Funding

MKV transportation is an unfunded Federal Mandate

1. Do you know where funds for your McKinney Vento transportation budget comes from? If so, where?

2. List any Grants/Title of Sub Grants you're aware of:



Tips

- *Gather data to justify the need for funding. Data will help you show the need for costs for MKV Transportation to be covered out of funds set aside.*
- *If receiving Title 1 Funds - 1% of those funds can be used for McKinney Vento and a portion of that for transportation*
- *Know the cycle for your state's McKinney Vento sub grants. Know that you are eligible to apply and can get info from your state education agency.*

3. Where else could your district find funding?



Tips

- *Donations. Community Agencies and other Organizations will sometimes donate items such as gas cards or provide other support to help you supplement costs.*

Notes