



## **Transportation Records Availability**

### **Intent of Policy**

This policy is intended to ensure that information regarding the policies for transporting students within Encore be readily available for inspection by the Superintendent of Public Instruction.

(Title 5, Cal. Code Regs. §§ 15253 *et seq.*)

### **Availability of Required Transportation Information**

Encore shall prepare and maintain the following information for presentation to the Superintendent of Public Instruction upon request:

1. Provision of Transportation to Students: Encore offers limited transportation to students when the parent/guardian agrees to pay a fee to ride the bus. Encore's provision of transportation and location of bus stops is established based on the number of students in an area that wish to ride the bus.
2. A map of Encore's boundaries displaying each bus route and stop, or a route schedule with an itinerary of the bus route and each stop.
3. A list of salaries paid for supervision, clerical or administrative purposes.
4. If any classes offered within Encore may require additional transportation for students enrolled in the class, a schedule of such classes.
5. Logs of trips made other than between home and school by each bus. The log will include the miles traveled and number of children transported.