

Business Rules Addendum for Marshall Middle School

Parent Volunteer Bus Program and

Scripps Ranch Bus Committee

Mission:

To accommodate as many, if not all, MMS families that desire bus service to/from MMS.

Implement/refine fair and transparent bus committee processes, including registration process, and provide effective leadership for general maintenance of the program.

General Guidelines:

- 1) All volunteers for the Scripps Ranch Bus Committee (SRBC) must have a currently attending MMS family member or a family member entering MMS (5th grade going into 6th grade) to be a member of the MMS SRBC.
- 2) All family members that meet the requirement of the above guideline will be welcome to participate in SRBC meetings and/or become a member of the SRBC.
- 3) Minutes/Notes will be recorded at all SRBC meetings that will include the following at a minimum:
 - a. Time and date of the meeting
 - b. Members present
 - c. Agenda
 - d. Time and general discussion of agenda items
 - e. Subject of voting items and results
- 4) Minutes will be distributed via the MMS and/or the Scripps Ranch Civic Association website and will be readily available upon request to the SRBC.
- 5) Minutes will be archived and kept for a minimum of six years.

Bus Registration Process:

- 1) The bus registration process will occur each year for one week in early to mid May and will be guided by the following:
 - a. The complete registration process will be determined by supply and demand.
 - b. Registration forms will be collected by the bus committee.
 - c. Registrants will provide preference of bus service in order based on current available stops and bus routes which will be provided by the SRBC prior to the registration window.

- d. Once the registration period has ended, all registration forms will be accumulated by the SRBC and, via open meeting, determine supply/demand at each pick/drop off location.
- e. The following guidelines will be utilized to assign students to seats:
 - i. If the supply (ie...number of seats on the bus) is greater than demand for any location based on 1st choice of applicants, students will be assigned accordingly and empty seats will be noted for 2nd/3rd choice registrant assignment. (see lottery process below)
 - ii. For those locations/pick up times whose demand is greater than supply the following apply:
 - 1. Students that have a seat from the previous year will have priority over new potential riders, however, they must submit registration forms within the registration window each year to preserve their seat. Siblings of these riders that will be attending MMS at the same time (ie...an upcoming 8th grader maintains their seat from their 7th grade year and has a sibling that is coming into 6th grade) will also have priority over new registrants. However, siblings of graduating 8th graders that are coming into 6th grade the following year, will not have priority over other new registrants and will be subject to the lottery system.
 - 2. After priority seats have been subtracted from the total available seats, the remaining seats will be assigned via lottery system:
 - a. The lottery will include the family name of potential rider (s) and will be selected randomly. Only one entry per family allowed, in that, if two seats are needed by one family, the one draw will be sufficient to meet the number of seats needed. Once selected, the student (s) will be assigned a seat, or seats, based on availability or assigned to the waitlist if supply is exhausted.
 - b. The lottery will be open to all concerned and will be available for all to attend in person to ensure maximum transparency.
 - c. Remaining registrations that were not placed will be contacted by the SRBC and will be placed into a wait list by order of draw.
 - iii. If someone cancels their already reserved seat a waitlisted registrant will be assigned that open seat.
 - iv. Seats are non-transferable:

1. Seats are assigned specifically to the student (s) whose name (s) was/ were selected during the lottery system and cannot be transferred to anyone else.
 2. One for one swaps (ie...one student has the earlier pick up/drop off time at Dingeman and another has the later Dingeman pick up/drop off time and want to switch):
 - a. Should be rare and not considered a common practice.
 - b. Will be accepted after contacting the SRBC for coordination and upon receipt of confirmation of agreement by both families.
- f. Pricing for each seat will be determined each year by SDUSD Transportation Department and will be announced at the parent information meeting prior to the current year's registration window.
- i. Seat pricing:
 1. Pricing will be determined by the San Diego Unified School District Transportation Department. The SRBC will inform all concerned parents with pricing as soon as available.
 2. Those riders assigned to seats that qualify for assisted school lunch program will ride without charge.
- g. The Registration Process is open to suggestion and improvement.
- i. The Bus Registration Process is provided as a guide and is not intended to be an all-inclusive solution to every issue that may arise. Suggestions that may refine SRBC processes are encouraged and welcome. Contact the SRBC with any suggestion that may do so at:
<https://srbuscommittee.blogspot.com/>

Business Rules for MMS PPBP and SRBC

- ii. Similar to the Bus Registration Process, these Business Rules are provided as a guide and are not intended to address every issue that may arise. Any clarification/refinement to these rules to improve transparency and fairness is always welcome. Contact the SRBC with any suggestion that may do so.

Signed:
Your SRBC