Regulation 8610.13
Chief Operating Office
Transportation Services
Effective: 11/3/2026

FACILITIES AND TRANSPORTATION SERVICES

Transportation

Duties and Responsibilities

This regulation supersedes Regulation 8610.12

I. PURPOSE

To delineate the duties and responsibilities of the Office of Transportation Services and related School Board employees relative to the transportation, walking, and biking of Fairfax County Public Schools (FCPS) students.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

A. Section III.B.4 has been revised for clarity.

B. Section III.B.7 has been updated with current links.

C. Section III.C.10 has been revised to establish expectations for motorized and electric-powered personal transportation devices on school property.

III. DUTIES AND RESPONSIBILITIES

A. Under the staff supervision of the chief operating officer, the executive director of the Office of Transportation Services (OTS) shall fulfill the following requirements:

1. Legal Requirements: Keep informed of laws, rules, and regulations governing school transportation and cooperate fully at all times in their implementation.

2. Bus Driver Requirements: Ensure that each school bus driver meets all state and FCPS requirements.

3. Schedules:

a. Ensure that all school buses are operating on an approved schedule.

b. Establish procedures for the fair assignments of school bus drivers to regular school bus runs, summer school bus runs, and field trips

with the concurrence of the chief Human Resources officer or his or her designee. These procedures shall be published in Regulation 8616, Pupil Transportation Manual.

4. Route Planning: The OTS executive director, conferring with transportation senior managers, shall be responsible for establishing bus routes. Routes and bus stops shall be selected to serve the maximum number of students within the shortest travel distance while adhering to safety requirements. Walking routes shall be assessed in response to requests or to reports of safety problems. If unusual hazards are identified, advice regarding alternate walking routes or, if necessary, establishment of bus routes will be provided to principals and school communities.

B. Transportation senior managers shall fulfill the following requirements:

1. Operations: Ensure that buses follow only approved routes. (In an emergency, deviations in routes may be made, but only for the period of the emergency.)

2. Kindergarten and pre-K (including FECEP) Identification: When assigned to the same school bus, OTS will supply yellow tape for kindergarten students, and purple tape for pre-K (including FECEP) students, because release requirements are different for each group.

3. Buses on School Grounds: Arrange, in cooperation with principals and safety and security officials, orderly parking and systematic movement of buses on school grounds, making sure that buses never need to back up during loading or unloading of students. A spotter must be used whenever backing up is required on school grounds.

4. Driver Discipline: Report any bus driver, van driver, attendant, or other transportation employee to the Office of Transportation Services leadership (Executive Director, Assistant Director, or Senior Manager) for violations of federal or state requirements or FCPS regulations.

5. Bus Passes: Cooperate with school principals in implementing exceptions to the walking policy. When space permits, transportation privileges may be granted to students on a case-by-case basis.

6. Exceptions to Walking Policy: An exception to the mileage limitations may be made if, in the judgment of the Division Superintendent, or his or her designee, there is space available on the bus and there are no unusual safety
hazards for students walking to the nearest designated bus stop.

7. Guidelines and a request form are attached to this regulation and are also available at www.fcps.edu/. Form TR-52 can be accessed at https://www.fcps.edu/facilities-and-transportation-forms

C. The school principal shall fulfill the following requirements:

1. Program Planning: Plan the program of the school so that students who arrive early or remain late because of transportation schedules are under school supervision. Ensure that school staff members are available for emergency calls from parents or school bus drivers until all students have been delivered home each afternoon.

2. Student Discipline: Assume responsibility for all disciplinary cases reported by the driver concerning pupils enrolled in the principal's school. All disciplinary cases shall be reported to the principal by the driver using a bus/van incident form (TR-12). Principals shall advise bus drivers and transportation coordinators by a return copy of action taken.

3. School Bus Patrols: Appoint and supervise the work of school bus patrols.

4. Conduct on School Grounds: Be responsible for supervising the loading and unloading of school children on school grounds. Also, ensure that no pupils are permitted, under any circumstances, to eat lunch or to play in school buses.

5. Extracurricular Use of Buses: Make bus requests in the OTS Field Trip Request (also known as Travel Tracker) to request buses for extracurricular activities in accordance with existing regulations.

6. Bus Passes: Where appropriate and in coordination with OTS, implement a bus pass system for special exceptions or for students enrolled in special programs.

7. Buses on School Grounds: In cooperation with transportation and the Office of Safety and Security (OSS), arrange orderly parking and systematic movement of buses on school grounds, making sure that buses never need to back up during loading or unloading of students.

8. Special Arrangements for Elementary Schools—First Week of School: Provide labels or tags for each student indicating name, bus route number, and address or destination to help students board the correct buses. Specify when morning information is different from afternoon information.

9. Kindergarten, FECEP Students: In an effort to maintain safety, all elementary schools are required to place special identifying tape on their kindergarten and preschool (including FECEP) students' backpacks, because release requirements are different for each group.

10. Walking and Bicycling Routes: Recognizing the health benefits, FCPS encourages parents to consider having their children walk and/or ride a bicycle to and from school using existing infrastructure. This parental decision is not subject to review by the principal.

    a. The unique procedures for kindergarten students are addressed in the current version of Regulation 8617, Student Transportation—Eligibility, Routes, and Schedules.

    b. FCPS staff does not assess all possible walking and bicycling routes, supervise those routes or guarantee the safety of any particular route. However, FCPS will review routes for unusual hazards upon request and will collaborate with other agencies in the development of pedestrian and biking route enhancements and projects.

    c. Motorized and Electric-Powered Devices: To promote safety on school property, particularly during arrival and dismissal when cars, school buses, pedestrians, bicycles, and other traffic converge, motorized or electric-powered personal transportation devices, including electric bicycles (e-bikes), electric scooters (e-scooters), hoverboards, motorized skateboards, mopeds, Segways, and similar devices may not be ridden or otherwise operated on school property. This paragraph does not apply to wheelchairs, including motorized wheelchairs, or other mobility devices used as mobility aids or as disability-related accommodations. Students arriving at school with a device covered by this paragraph shall dismount at the boundary of school property, walk the device while on school property, and park it in a designated area. Before using the device to leave school property, students shall walk the device to the boundary of school property. Individual schools may establish additional restrictions governing the storage or parking of devices covered by this paragraph on school property. Nothing in this section shall prohibit school-sponsored events where such devices are used, nor shall it infringe on the use of devices for educational purposes or training. Nothing in this section shall infringe upon School Board owned devices such as electric golf carts or Gators, nor shall it limit the use of vehicles registered with the Department of Motor Vehicles while operating on roadways or parking lots on school property.

11. Safety Education: The school system will ensure that programs of walking, bicycling, and bus safety education shall be established and maintained for students in the elementary schools. Such programs shall be conducted in accordance with the Virginia Department of Education curricula and guidelines.

    With the assistance of the executive director, OTS staff shall provide safety information to the community, including advice regarding parental

supervision of walkers, safety tips for students, school traffic rules, and respond to requests for specific information and advice when practicable.

D. Parents have the responsibility for selecting their child's/children's routes to and from bus stops, schools, and home. Parents of children receiving school bus service, or who have students who walk to and from school, and/or have students who bike to and from school shall fulfill the following requirements:

1. Supervise student(s) walking to, walking from, or waiting at a bus stop.

2. Supervise student(s) walking and/or bicycling to and from school.

3. Have an adult designee or a middle school aged or older sibling arrive at the bus door to ask for the kindergarten student(s) by name, at the assigned afternoon bus stop.

4. Meet or have an adult designee meet FECEP and preschool student(s) at the bus stop.

5. Meet or arrange for a responsible designee to meet the student(s) participating in elementary after-school activity at the bus stop.

6. Review and discuss walking route to and from bus stop, walking route to and from school, bicycling route to and from school, and safety precautions with student(s).

7. Review and discuss with student(s) the proper conduct for walking to and from the bus stop, waiting at the bus stop, riding the bus, walking to and from school, and/or bicycling to and from school.

Legal references: Code of Virginia, Section 22.1-176: Transportation of Pupils

Authorized See also the current versions of:

Regulation 2230, Student Transfer Process
Regulation 4462, Grievance Procedure—Support Employees
Regulation 8615, General Safety
Regulation 8616P, Pupil Transportation Manual
Regulation 8617, Student Transportation—Eligibility, Routes, and Schedules
Regulation 8619, School Bus Safety—Behavior and Emergency Drills

FAIRFAX COUNTY PUBLIC SCHOOLS