

SCHOOL DISTRICT  
OF PITTSBURGH

ADMINISTRATIVE  
REGULATION

TRANSPORTATION GUIDELINES - CUSTODY

Primary Residence

A student shall generally have one primary residence for school transportation purposes. If the student is entitled to transportation to and from his/her school of enrollment, then the District will provide the type of transportation required by law or Board policy to and from the student's primary residence.

In the case of shared custody, the student's primary residence shall be the address at which the student stays the majority of the time during the school week.

Joint Custody Split Equally – No Custody Order/Agreement

If the student spends an equal amount of time at two or more parent/guardian residences during the school week and no custody order or agreement exists, then the parents/guardians may decide which address will be used as the primary residence for school transportation purposes. If the parents/guardians cannot agree, the District reserves the right to assign a primary residence for school transportation purposes. The assigned residence will, by default, be the address of the parent/guardian who lives closest to the school of enrollment. Exceptions to the assignment of the address closest to the school of enrollment may be considered by the Pupil Transportation Department on a case-by-case basis.

Joint Custody Split Equally – Custody Order/Agreement Provided

A parent/guardian may request that transportation be provided to and from two primary residences if an existing custody order or custody agreement sets forth joint or shared custody of the student during the school week.

Requests for transportation to two primary residences will be reviewed by the Pupil Transportation Department and may only be granted if there is space on an existing route. No additional routes will be added to accommodate a request for transportation to two primary residences.

Definitions

A **custody order** is granted by a court of law, signed by a judge, and lists both parents/guardians as a party to the custody case. The most current operative custody order must be presented with the request for transportation to two primary residences. The District reserves the right to verify submitted custody orders with the court of law designated on the order.

A **custody agreement** may be any written document setting forth the terms of joint or shared custody of the child as between both parents/guardians. A custody agreement must be signed by both parents/guardians and submitted with evidence that each parent/guardian has a legal right to the child. Legal rights shall generally be evidenced by a birth certificate, adoption decree, or guardianship order.

Guidelines for Transportation Requests to Two Primary Residences

The parent or guardian shall make a written request for transportation to two primary residences by submitting the following information to District's Pupil Transportation Department on the appropriate form:

1. Name of current school
2. Address and contact phone number for student's primary residence
3. Address and contact phone number for student's secondary residence
4. Copy of custody order or custody agreement
5. Custody calendar for school days

The above information is submitted through completion of a Joint Custody Transportation Calendar. The Calendar for the first month of service must be submitted through the child's school, along with required joint or shared custody documentation, to the Pupil Transportation Department.