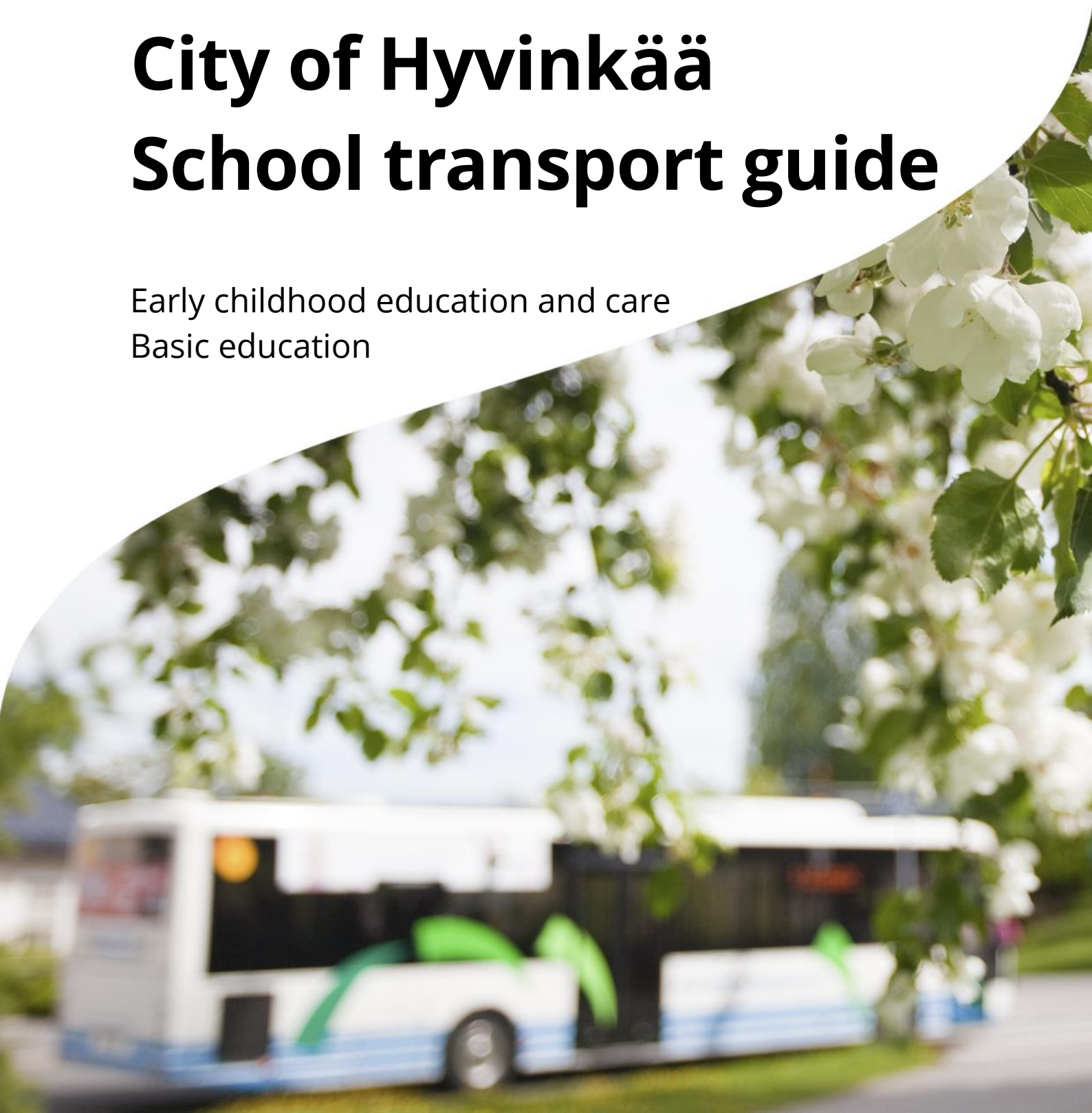


City of Hyvinkää

School transport guide

Early childhood education and care
Basic education



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School transport in early childhood education and care and basic education

City of Hyvinkää

School transport guide

The Finnish Basic Education Act defines the conditions under which pupils in early childhood education and care and basic education are entitled to free school transport. If the city is unable to arrange transportation, the pupil's guardian can be compensated for the transport costs. The guardians of pupils who are not entitled to transportation provided by the city are responsible for arranging transportation for their child in the way they see fit. Parents of transported pupils can also arrange their children's school commutes if they consider that the basic level provided by the city is not sufficient, in which case the parents are liable for the transport costs.

This guide contains the principles according to which pupils are provided free school transport, how transport is organised in each mode of transport, how to apply for school transport, rules to be followed while on board and how exceptional situations are handled.

Eligibility requirements for school free transport

The school transport benefit is decided in accordance with the Basic Education Act and the principles described in this transport guide approved by the Education Board.

The City of Hyvinkää provides a free school transport benefit to pupils whose municipality of residence entered in the population register is Hyvinkää and who have accepted a placement in their local school or preschool designated by the city and the distance to the local school or preschool place in kilometres exceeds the minimum described below.

A pupil whose commute to school, as referred to in this guide, is excessively difficult, strenuous or dangerous, taking into account the pupil's age and other circumstances, is also entitled to the school transport benefit.

If the parents wish for their child to have a placement in school or preschool other than one designated by the municipality, the pupil is not entitled to a free school transport benefit.

Transport is arranged or reimbursed only for trips between home and school or preschool. The City of Hyvinkää only grants school transport from one address, which is the pupil's permanent place of residence entered in the population register.

A pupil can receive up to two free transports per school day or preschool day. An exception to this may be arrangements related to the provision of religious education.

Transport is not provided to or from supplementary early childhood education and care or morning and afternoon activities that supplement basic education.

Distance to the preschool and school

The City of Hyvinkää arranges transport for the pupil or may reimburse the pupil's guardian for travel costs to school if:

- the distance between the pupil's home and preschool or early childhood education and care referred to in the Act on Early Childhood Education and Care is more than 3 kilometres using the shortest walkable route in public use.
- the distance to school of a pupil in grades 1–3 is more than 3 kilometres along the shortest available route.
- the distance to school of a pupil in grades 4–9 is more than 5 kilometres along the shortest available route.

The distance is measured from the pupil's home yard to the yard of the preschool or school using the shortest available and walkable route. In this case, cyclist and pedestrian routes are given priority. In addition, it is taken into account whether the route is also accessible in winter.

The distance is measured with the ReittiGIS application used to measure the city's school commutes. The distance is measured from the gate of the pupil's home to the gate of the school along the shortest available route. The city is not

obligated to arrange school transport for the entire distance to school. There are no exceptions to the kilometre limits (for example, 4.9 km), and all pupils are treated equally. The kilometre limits are the longest possible distances not covered by the city's school transport and which students should be prepared to travel on their own.

Difficult, strenuous or dangerous commute to school

A pupil is also entitled to the school transport benefit if, taking into account the pupil's age and other circumstances, the commute to school is too difficult, strenuous or dangerous (Basic Education Act 628/1998, section 32). If necessary, the education provider may request an expert opinion on whether the commute to school is too difficult, strenuous or dangerous for the pupil. The expert opinion can be given by a doctor, psychologist, a representative of a game management association or a police authority, for example. The education provider decides on the methods used to assess the hazards of a given section of road.

The Koululiitu assessment method developed for evaluating the safety of the commute to school is used as the basis for the assessment. In addition, individual cases can be reviewed on a case-by-case basis. If necessary, the city's traffic engineer will be consulted in assessing the safety of the commute.

After reviewing the expert opinions, the education provider decides on a case-by-case whether it is possible to grant the possible school transport benefit.

A1 language teaching

Due to their choice of A1 language, the pupil may be required to attend classes at a school other than their designated local school. In this case, the pupil is entitled to free transport if the other conditions of school transport are met.

Religious teaching

Starting from the 1st grade of basic education, the city organises the transportation required for religious teaching based on applications.

The city arranges transportation from the pupil's own school to religious teaching and from the place of religious teaching back to the school if the classes take place during the school day.

Transport between the school and home for religious teaching is arranged according to general school transport principles (see sections "Distance to school" and "Difficult, strenuous or dangerous commute to school").

Pupils attending school in another municipality

School transport for pupils attending a school in another municipality is not arranged or reimbursed, except in cases where a Swedish-speaking pupil has been granted a school placement at Helsinge skolan in Vantaa.

- In this case, travel costs will be reimbursed according to the costs of public transport or the guardian's travel costs.

Transport to morning and afternoon club activities

Travel to morning and afternoon club activities is not included in school transport. Morning and afternoon activities take place at the school or in the immediate vicinity of the school. If the activity is not based at the school, it is generally within walking distance.

An exception to this are pupils in extended compulsory education at Hakalantalo school.

Introduction to working life (TET)

Transportation to the period of introduction to working life (TET) is arranged according to what is announced by the school. A requirement for arranging transportation is that the distance from home to the TET location exceeds the kilometre limits specified in this guide. Transport is arranged according to the criteria for school transport. The guardian is responsible for the travel costs if the TET period takes place in the area of another municipality.

Principles of organising school transport

School transport is primarily organised by means of public transport, in which case the pupil receives a free ticket (such as a student card issued by the city entitling the pupil to two journeys per day on public transport). Other modes of transport, such as charter buses and taxis, are used to supplement public transport connections or in certain special cases, such as when health reasons so require. The pupil's transport may also consist of different modes of transport (such as walking as well as a regular bus service, charter bus and taxi). If the

mode of transport changes during the journey, preschool pupils are escorted to the next mode of transport.

Due to schedules, pupils may need to wait for transportation in the morning and/or evening. According to the Basic Education Act, a pupil's journey, including wait times, cannot exceed 2.5 hours a day. However, a pupil who has turned 13 at the start of the school year or who is in special education referred to in section 17(2) of the Basic Education Act may have wait times of up to 3 hours a day in their commutes to school. The city strives to keep wait times reasonable.

The commute to school may include a section travelled by the pupil on their own. Pupils gather at agreed stops, in the same way as pupils using a regular bus service gather at bus stops. As a rule, no transport is arranged between the home and bus stop if the distance is shorter than the limit for arranging school transport of 3 or 5 kilometres.

The guidelines by the Association of Finnish Local and Regional Authorities are used to measure walking speed:

Age in years	5	6	7	8	9	10	11	12	13	14	15	16
Walking time, minutes per kilometre	16	15	14	13	12.5	12	11.8	11.6	11.4	11.2	11	10.8

In preschool transport, the guardian is responsible for accompanying the child to the transport and picking up the child from the transport.

Reimbursement of travel costs

If the city is unable to arrange free transport for an eligible pupil, the pupil's guardian may be reimbursed travel expenses upon application corresponding to Kela's travel compensation if the guardian transports the pupil.

How do I apply for transport or reimbursement of travel costs?

A pupil in basic education whose distance to school exceeds three kilometres may be granted school transport until he or she has finished third grade. A pupil whose distance to school exceeds five kilometres may be granted school transport until he or she has finished ninth grade. For other pupils, the decision is always made for one school year at a time.

If the pupil's address changes during their attendance in preschool or school or if the school changes, the decision on school transport will expire. When moving homes, a new application for a school placement must be submitted, which determines whether the pupil is entitled to the free school transport benefit.

In special cases, such as transport for health reasons, a certificate from a doctor or other similar expert must be presented for the required period of time. The certificate does not obligate the city to arrange transport, but is used as an expert opinion in making the decision.

All applications related to school transport can be found here: [E-services - City of Hyvinkää \(hyvinkaa.fi\)](https://www.hyvinkaa.fi/en/e-services)

During transport

To ensure that school transport is as flexible and safe as possible, pupils and guardians must be aware of and comply with the following principles:

- The school's rules and regulations also apply during school transport.
- Road safety is prioritised above everything else. Moving between seats during transport is not allowed, and seat belts must be fastened.
- The driver may intervene in disturbances during the trip as required by the situation.
- If the pupil is sick and does not need transport to school, the guardian must report this in the manner described in the practical school transport instructions.
- It is advisable to inform the transport operator of any matters concerning the pupil's state of health that may affect transport, such as allergies.

- Only those sports equipment or other additional items may be taken on board which are needed in accordance with the class schedule, such as in physical education, or which have otherwise been separately agreed with the school and transport operator.
- The school ride is not required to wait for the pupil if he or she is late for a stop or leaves to pick up belongings left behind at home. The pupil must be at the agreed stop at the agreed time, not somewhere in its vicinity, for example.
- The ride is not considered to be late if it arrives at the stop within 10 minutes of the agreed time.
- The ride must not pass the stop before the agreed time unless all pupils getting on board at the stop are present.
- Hailing the ride must be done with a clearly visible hand signal. In winter, a reflector greatly improves visibility.

The school transport benefit is verified on board the bus with a school card issued by the city, which must be intact and issued for the correct distance. If the driver notices that the card is invalid, the pupil must immediately notify the school secretary or principal.

Exceptional situations

The city is responsible for all accidents that occur to pupils at preschool or school and on the way to or from school. The responsibility applies to actual school hours and the school commute, as well as on field trips and other activities organised by the school. The city covers treatment costs caused by accidents.

In the event of a serious traffic accident involving personal injuries, the police are responsible for handling and informing about the accident. In the event of a minor accident, the school is required to inform the pupils' guardians of the accident.

Damage and vandalism

The transport operator and the pupil's guardian agree on the compensation for the damage. The city does not compensate for damage caused to vehicles by pupils.

Delays in school transport

When road conditions are particularly poor or for other special reasons, it is possible that the school ride cannot run on schedule. In this case, the transport operator is required to arrange a replacement transport. However, in this case, the pupil should not wait for the ride at the stop indefinitely and it is best that the pupil returns home.

Location of the stop

The city assigns the pupil the stop from which to be picked up and dropped off, which can be a bus stop, junction or other safe location. If the pupil's guardian and the transport operator disagree over the location of the stop, the city has the final say.

Complaints

Feedback about quality issues should be sent to the City of Hyvinkää Education and Culture Division by email (koulukuljetukset@hyvinkaa.fi) or via the city's customer feedback system. All complaints received by the Education and Culture Division are logged and resolved with the transport operator. In the event of serious offences, such as violations of traffic laws, the parties concerned should contact the police directly.

Contact information

koulukuljetukset@hyvinkaa.fi

tel. 040 155 6420