RFID Tracker Regulation

Aubrey ISD Transportation Services

Purpose

This regulation establishes requirements for Radio Frequency Identification (RFID) tracking systems to enhance student safety, improve transportation efficiency, and provide accurate ridership data for Aubrey ISD transportation services operated by Durham Transportation Services.

Mandatory ID Requirement

All students must have a valid ID provided by Durham Transportation Services to ride the bus. No exceptions will be made to this requirement.

RFID System Requirements

Student Identification Cards

- Each student shall be issued an RFID-enabled identification card by Durham Transportation Services
- Cards must contain the student's name, and unique RFID identifier
- Cards shall be tamper-resistant and designed for durability in daily use

ID Replacement Policy

- **First replacement ID:** Free of charge for lost, damaged, or malfunctioning cards
- **Additional replacement IDs:** $5.00 per card
- Payment must be made at the time of request for new ID
- Requests for new IDs must be made through the front office (HS will be from assigned attendance office) of the school the student attends

Bus Boarding Procedures

- Students must present their RFID card to the designated scanner when boarding the bus
- The RFID scanner shall automatically record the student's boarding time, location, and bus number
- Students without valid RFID cards will not be permitted to board the bus unless following temporary boarding procedures (see below)
- Bus drivers are authorized to verify student identity

Temporary Boarding Procedures for Students without ID

- Students may ride the bus without their required ID for a **maximum of 5 times** after completing all required information for an ID
- Students must report to the bus driver when boarding that they do not have their ID
- The bus driver will record the student's name based on their boarding and exit stops
- After 5 temporary rides, students will not be permitted to board without their RFID card
- This temporary allowance applies only to students who have completed the ID application process

Bus Exit Procedures

- Students must scan their RFID card when exiting the bus at their designated stop
- The system shall record exit time and location for each student
- Parents/guardians will receive automated notifications when their child boards and exits the bus

Data Management and Privacy

Data Collection

- The RFID system shall collect only necessary transportation-related data
- Collected data includes: student identification, boarding/exit times, bus routes, and GPS locations
- No personal conversations or activities will be monitored or recorded

Data Security

- All RFID data shall be encrypted and stored on secure servers
- Access to student transportation data is limited to authorized personnel only
- Data retention period shall not exceed three (3) academic years unless required by law
- Parents/guardians may request access to their child's transportation data

Privacy Protection

- RFID cards shall not be used for any purpose other than transportation services
- Location tracking is limited to bus stops and transportation routes only
- No continuous monitoring of student activities outside of transportation services

Implementation and Compliance

Card Distribution and Replacement

- Durham Transportation Services shall distribute initial RFID cards before the start of each academic year
- New students shall receive cards within five (5) business days of enrollment

Replacement requests must be submitted through the student's school front office (HS will be from assigned attendance office)

- Cards remain property of Durham Transportation Services and must be returned upon withdrawal
- School front office (HS assigned attendance office) will coordinate with Durham Transportation Services for card replacements

Emergency Procedures

- In case of RFID system failure, temporary paper passes may be issued by school administration
- Emergency contact information must be readily available for all students
- Backup procedures shall be in place to ensure continued transportation services

Violations and Consequences

- Students who exceed the 5-ride limit without their RFID card will face suspension of bus privileges until a replacement card is obtained
- Intentional damage to RFID cards will result in replacement fees ($5.00)
- Sharing or lending RFID cards to other students is prohibited and may result in disciplinary action
- Bus drivers must maintain accurate records of students riding without IDs to track the 5-ride limit

Parent/Guardian Responsibilities

- Ensure student carries RFID card daily for bus transportation
- Report lost or damaged cards immediately to the student's school front office (HS will be reported to assigned attendance office)
- Pay $5.00 replacement fee for additional ID cards beyond the first free replacement
- Update emergency contact information as needed
- Review and acknowledge receipt of RFID system policies and procedures
- Understand that students have a maximum of 5 temporary rides while waiting for replacement ID

System Monitoring and Evaluation

- Durham Transportation Services shall conduct monthly reviews of RFID system effectiveness
- Annual reports on system performance and student safety improvements shall be provided to Aubrey ISD
- Feedback from parents, students, and drivers will be collected and considered for system improvements

Compliance with Federal and State Laws

This regulation complies with all applicable federal and state laws regarding student privacy, including:

- Family Educational Rights and Privacy Act (FERPA)
- Texas Education Code requirements
- Local privacy protection ordinances

Effective Date

This regulation shall take effect on November 1, 2025 and remain in force until modified or rescinded by Aubrey ISD Board.

For questions regarding this regulation, contact Aubrey ISD Transportation Services or Durham Transportation Services.