

**STUDENT TRANSPORTATION SERVICES**

The purpose of the District's Transportation Services is to provide a safe and economical way for students to be transported between home and school. District policies and procedures are designed to provide for a reasonable sharing between students, parents/guardians, and the district for these transportation responsibilities. The transportation of students will be administered uniformly and consistently throughout the district and in accordance with state and federal law.

The responsibility for coordinating and directing all bus schedules and routes is delegated to the Transportation Supervisor. In directing the bus services, the Transportation Supervisor will make decisions that keep the safety of the student as its top priority while balancing those concerns with providing an efficient and economical routing plan.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1, Transportation Timeline  
Policy 751.22 Video Monitoring System on School Buses  
Policy 751.23 Transportation in Unusually Hazardous Areas

LEGAL REFERENCE: Section 115.787(2)(c) Wisconsin Statutes  
Section 118.51(14) Wisconsin Statutes  
Section 120.13(27m) Wisconsin Statutes  
Section 121.51-121.56 Wisconsin Statutes  
TRANS 300, Wisconsin Administrative Code  
PI 7  
McKinney-Vento Homeless Assistance Act

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 751 - STUDENT TRANSPORTATION SERVICES**

- A. All students in grades 4-K through 12 will only be transported if they live 2 or more miles from school.
- B. In-city grades 4-K through 12 living in a designated Hazardous Transportation Area will be transported.
- C. Students from grades 4-K through 4 living outside of the city limits may be requested to walk a distance of  $\frac{1}{4}$  mile to and from the school bus stop.
- D. Students from grades 5-12 may be requested to walk up to  $\frac{1}{2}$  mile to and from the school bus stop.
- E. A parent or responsible person must be present at the bus drop-off/pick-up location to assist with the transfer of 4-K, Kindergarten, and special ed students who have transportation as a result of an IEP.
- F. Students with disabilities will be transported as required by their Individualized Educational Plan (IEP) and consistent with legal requirements.
- G. The District will provide transportation for students attending private schools in accordance with state law.
- H. Public school open enrolled students will not be transported except as required by law or authorized by Board policy.
- I. The district's responsibility for individual students begins at the pick-up point and ends at the designated drop-off point.
- J. Routes and schedules.
  - 1. The Transportation Supervisor will conduct studies of bus routes to provide safe and economical routes that will get all eligible riders to school and back. In general, the length of time students would be required to ride on the bus, proximity of bus stops to students' residences, safe practice in bus operation, school schedules and other factors ensuring safety and reasonableness of operation will be considered in determining the routing of each bus and the location of pick-up and discharge points.
  - 2. It is the responsibility of the Transportation Supervisor to determine pick-up/drop-off points.
    - a. Safety and economics of operation will be considered in determining pick-up/drop-off points. Distances will be measured

from the intersection of the student's driveway/mailbox to the pick-up/drop-off point.

- b. Except in cases of emergencies, the bus driver will pick-up/drop-off students only at designated stops.
  - c. Where students' homes are located in near proximity, a central stop area will be designated for all students involved. Safety will be the prime factor in choosing the central pick-up spot.
  - d. Safe and adequate turnaround for the bus, as well as complete and timely snow removal, will be conditions of pick-ups on dead end lanes, roads, or cul-de-sacs. Safety and economics of operations may dictate pick-up/drop-off points that exceed these general guidelines. There can be no guarantee that students will be picked up at their requested pick-up and drop-off point. Such drop-offs/pick-ups must be examined and approved individually by the Transportation Supervisor. Note: 4-K and 5-K students who have older siblings, or older neighborhood children transported from that area, are expected to walk to the drop-off/pick-up point with the older children.
3. Students are expected to be at the bus stop prior to the designated pick-up time. Busses are expected to stop at all pick-up points unless notified of a non-stop pick-up that day. The driver is expected to look for students as he/she approaches the stop. If students are occasionally late, parents/guardians will be notified and informed that the bus is not obligated to wait.
  4. Students may only be picked-up/dropped-off at their designated pick-up/drop-off point, except as outlined below:
    - a. Approval for transportation to a childcare provider must meet the following criteria:
      - i. The parent/guardian must make all requests, in writing, to the Transportation Supervisor prior to the first day of school. All requests must include the address and telephone number of the parent/guardian; the name, address and phone number of the childcare provider; the name(s) of the students involved; and, a general statement agreeing to the terms for transportation to and from childcare providers.
      - ii. There will be no additional cost to the district.
      - iii. There will be no modification or change in any route to accommodate the request.

- iv. A change of bus assignment will be allowed only if seating is available on the bus.
    - v. It is the expectation that parents provide one consistent drop off and one consistent pick up. The child may have a different pick-up point from the drop-off point if the change is on a daily basis for a full year. NOTE: Only two changes of childcare provider will be accepted during any one school year, except when there are extenuating circumstances, and then only with special approval by the Transportation Supervisor. Each change will require filing a new request with the Transportation Supervisor.
    - vi. The parent/guardian must make all necessary arrangements with the childcare provider. Request for transportation to and/or from childcare provider must be renewed each school year. Families abusing the conditions of approved adjustments may forfeit the privilege for the rest of the school year.
  - b. A parent/guardian may request that a student be picked-up/dropped-off at a location other than the student's designated stop. Such requests must follow this procedure:
    - i. The parent/guardian must make the request by note or phone to the building principal/designee or Transportation Supervisor.
    - ii. A bus pass, signed by the principal/designee giving permission for the change, is issued to the student for presentation to the bus driver.
- 5. If it is necessary to change a bus route during the year, the Transportation Supervisor will notify the district and parents/guardians in writing in advance of the change if the change will:
  - a. Change the pick-up or drop-off point of the student.
  - b. Change the pick-up or drop-off time significantly.
  - c. Make any other changes that might result in a student missing the bus if he/she didn't know about it.
- K. The responsibility for students using school busses rests with the parents/guardians until the students actually board the bus for school and after the students get off the bus on a return trip. There will be no guarantee that students will be picked-up/dropped-off at their designated pick-up and drop-off point.
- L. Appeals regarding transportation will be made as follows:

1. Step 1: Verbal appeal to the Transportation Supervisor.
2. Step 2: If not satisfied with the decision of the Transportation Supervisor, or if appeal is denied, a written appeal can be made to the Director of Business and Human Resource Services. The Director of Business and Human Resource Services will respond in writing within ten working days.
3. Step 3: If not satisfied with the decision in Step 2, or if appeal is denied, a written appeal can be made to the District Administrator. The District Administrator will respond in writing within ten working days.
4. If not satisfied with the decision of the District Administrator, or if appeal is denied, a written appeal can be made to the Board of Education within five working days. Decisions of the Board are final.

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CROSS-REFERENCE: Policy 751 Student Transportation Services  
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