

Adequate and safe transportation of all students who reside two or more miles from designated schools is a legislated responsibility of district school boards in the State of Wisconsin.

To implement these requirements and responsibilities, basic policies are hereby adopted. Amendments to, or changes in, basic policy shall be made by the Board as practice and administration may indicate.

- I. Bus Routing and Student Pick Up
 - A. Insofar as is practicable, delivery routing shall retrace pick-up routing in order to equalize the time that students are in transit.
 - B. Seventh through twelfth graders shall not be expected to walk a distance greater than one-quarter mile to the main route.
 - C. Students in kindergarten through sixth grades shall not be expected to walk a distance greater than two-tenths mile to the main bus route.
 - D. Where children of different ages attend school, the age of the youngest child attending would be the determining factor for distance to be walked.
 - E. School busses will not go into private driveways for the specific purpose of picking up children.
 - F. Where turn-arounds are privately owned, the owner is responsible for seeing that same is adequate, kept clear, safe, and usable.
 - G. If an adequate turn-around is not provided at the driveway or if one is not within two-tenths of a mile from the driveway, it is the parent's responsibility to see that an adequate turn-around is constructed or to see that their child reaches the pick-up point designated by the School District.
 - H. If, because of road conditions, the bus cannot reach a designated point of pick up or delivery, it is the family's responsibility to meet the bus where road conditions permit safe vehicle travel.
 - I. Bus routes shall be operated on a time schedule and the student shall have prior notice as to departure time from the individual pick up points.
 - J. Alterations in established bus routing may be made by the business manager, or the superintendent on recommendation of the transportation supervisor.
 - K. When an emergency or an accident shall create hazards to the bus and/or its passengers, the driver shall operate the bus at his discretion for the duration of the emergency.
 - L. When a single bus serves a double run, if practicable, the first run in the morning shall be the first run in the afternoon.

- II. Discipline on Buses
 - A. The school bus is considered a classroom on wheels and the pupils are expected to conduct themselves as in a classroom.
 - B. Students who are difficult to manage will be reported to the principal at the school where they attend.

- C. Students who refuse to comply may be denied District transportation services by the principal or superintendent. This denial period, may not exceed five days for the first offense. Subsequent behavioral problems may be disciplined either by longer periods of restriction from bus riding privileges or by suspension or expulsion if the offense endangers the safety of others.
- D. Damage deliberately done to the seats or other bus equipment by the rider must be paid for by the rider.

III. Transportation Facilities, Equipment, and Supplies

- A. The transportation facilities of the District may not be used for private purposes.
- B. No District gas, oil, antifreeze, tires, or parts may be sold to private individuals or appropriated to personal or private use without the approval of the superintendent.
- C. District equipment may not be used for private purposes.

IV. Citizen Complaints Regarding the Transportation Program

- A. Complaints, criticisms, and/or suggestions concerning the operation of the transportation system should first be directed to the transportation supervisor. If the problem is not resolved, referral should then be made to the business manager and/or the superintendent. If still not resolved, then referral may be made to the Board of Education by requesting a spot on the agenda of the next regular Board meeting.

Upon request, any verbal presentation must be accompanied by a written or signed copy of the complaint, criticism, or suggestion to become a part of the minutes of the meeting and to warrant official action.

Approved: 10/08/91
Revised: 08/ 17/98