

Unity School District - Board of Education

Board Policy 750

Transportation Services

Last Revised 9/12/2023

In order to provide safe, efficient and economical transportation for students, who are eligible to be transported, it is necessary to have established guidelines for the Transportation Supervisor and District Administrator on which to base their decisions:

- I. Lines of Responsibility
- ~~II. Driver Responsibilities/Requirements~~
- III. Regular Bus Route Set Up, Pick Up Points
- IV. Exceptions to Article III
- V. Requests for Transportation to School Sponsored Activities and Community Sponsored Events
- VI. Bus Safety and Behavior Management Plan
- VII. Bus Safety Recommendations

I. LINES OF RESPONSIBILITY

The Transportation Department shall be directly supervised by the Transportation Supervisor, ~~who is responsible to the District Administrator.~~ Final authorization/responsibility rests with the District Administrator.

~~II. DRIVER RESPONSIBILITIES/REQUIREMENTS~~

~~As stated in bus driver job description and bus driver handbook. [Ref. WI Admin. Code 300.16 (available upon request from the District Office)]~~

III. REGULAR BUS ROUTE SET UP, PICK UP POINTS

It is the policy of the Board of Education to establish bus routes so that children will not be required to walk more than approximately ¼ mile to meet the bus. The Board recommends that pick-up points are to be established at approximately ¼ mile intervals, at residences when possible, and buses will not enter dead-end roads to pick up students living up to ¼ mile from the through road or street. Buses will travel only on legally described township, county, state and federal highways.

All students will have one primary assigned stop. Under special circumstances, the students may be granted one additional alternative stop. Students may only ride the bus to which they are assigned. Similarly, students may only board or depart the bus at the location of their scheduled stop. Students wishing to be picked up or dropped off at a different location should bring a signed, dated note to that effect, with a legible address, to the student's office at least a day in advance if possible. Such a request must be for a location that is already a stop on the route. Buses will not deviate from the assigned route unless special permission is granted by the building principal. Students may then be issued a blue permission note to be given to the driver when they board the bus, space permitting. The school reserves

If a change in a student's drop-off point becomes necessary after the start of the school day, parents are urged to request that change by 12 p.m, by contacting one of the building

secretaries. Requests for changes after that time will only be made if deemed an emergency.

IV. EXCEPTIONS TO ARTICLE III (*See Exhibit 1*)

The Board recognizes that this policy may occasionally cause hardships that may conflict with the safety and welfare of students, and that it may be sometimes necessary for a bus route to be altered, or the need arises to travel private roads. Therefore, the Board of Education will allow the Transportation Supervisor and District Administrator to determine that a hardship exists, and that the route/road is of a condition to be safely traveled, and to make exceptions based on obvious safety hazards, high-risk areas, or health reasons (as documented by a physician).

For an exception to be granted, parents or guardians of a student must request in writing to the Transportation Supervisor stating the rationale for granting an exception.

All exceptions must be documented in writing stating reason, time the exception will be enforced, requirements needed to be met to grant exception, signed by the Transportation Supervisor and District Administrator. It will also be kept on file and reviewed yearly by the Transportation Supervisor.

If the parent or guardian of the student is not satisfied with the decision of the Transportation Supervisor or District Administrator, the decision can be appealed to the Board of Education in writing.

A parent may also request transportation for a student who does not qualify for regular transportation but must reimburse by contract the cost of that transportation. [(Ref. WI Stat. 121.545 (available upon request from the District Office)]

V. REQUESTS FOR TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES AND COMMUNITY SPONSORED EVENTS

It is the intent of the Board to provide bus transportation to school sponsored functions only and to keep such trips within carefully administered limits. However, the Board recognizes that changing times may dictate cooperative efforts between the school district community agencies. Toward this end, the Board sets a policy to consider providing transportation to other activities. School buses may be used for group activities involving the community at large to those residents of the District who request such service and who can demonstrate the following:

A. To School Sponsored Events

1. That trips be within the District or to authorized conference athletic meets;
2. Sufficient participants to justify the activity;
3. That a proportionate cost of the trip may be charged to persons other than students, chaperones or school staff; example: spectator bus;

B. To Community Sponsored Events

1. That events other than above be Community Education sponsored;
2. That no trip shall interfere with any EC-12 school activity;
3. That there is a community designee(s) to work with school personnel in preparing, supervising and evaluating all facets of the activity.
4. That proper authorization forms be prepared and submitted with sufficient detail to allow for cancellation or other contingency actions;
5. That cost collection procedures be established;
6. That all trip costs be reimbursed to the District by the users.

- C. All requests for transportation to school sponsored or community sponsored events will be made through school district administrative staff using trip request forms approved by the School District Administrator.

VI. **BUS SAFETY AND BEHAVIOR MANAGEMENT PLAN**

The purpose for establishing bus disciplinary guidelines is to assure the safety and general well being of the children riding the Unity School buses. The following stated conduct guideline will provide a basis for uniformity and the consistency for all students. Students are responsible for their behavior and are accountable to these guidelines, in addition to general school conduct codes, while on any mode of school transportation.

Section 118.13 WI State Statutes (available upon request from the District Office) prohibits discrimination through setting standards and rules of behavior or disciplinary actions on the basis of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disabilities.

Bus Rider Rules

1. Follow the directions of the bus driver
2. Remain seated, facing forward, and quiet, while bus is moving.
3. Use appropriate language.
4. Use appropriate actions.
5. Respect property
6. Respect each other's rights.
7. Articles of personal property which are unauthorized by driver or are possessed contrary to WI Admin. Code 300.16(2) (available upon request from the District Office), are prohibited.

Minor Infractions

1. Failure to respond to request of driver.
2. Not sitting properly.
3. Rude, loud, whistling, screaming other unnecessary noise.
4. Pushing, tripping, gesturing, littering, throwing objects.
5. Interfering with personal property (school** or third party).
6. Teasing.
7. Items unauthorized by driver.

Major Infractions

1. Insubordination
2. Moving from seat to seat while bus is moving.
3. Vulgar or sexual language.
4. Fighting, assault, obscene gestures, smoking, or any action meant to cause harm.
5. Hitting, spitting, hands or head out the windows.
6. Vandalism, theft, or destruction of personal property (school* or third party).
7. Perceived harassment of discriminatory nature. (Ref. Board Policy GBCB).
8. Possession or use of tobacco, drugs, **vaping**, or other prohibited or regulated substances, alcohol, fire arms, other types of weapons, ammunition, or fireworks.

*If infraction results in property damage to school property, cost of repair or damage will be paid by the offender. WI Stat. Sec. 895.035. (available upon request from the District Office.)

If infraction is a violation of the law, or of civil rights, appropriate authorities will be notified.

Any minor infraction, as determined by investigation, may be ruled a major infraction.

WI Administrative Code Trans. 300.16(5) [available upon request from the District Office], states that a school bus driver is responsible for maintaining order among children being transported and that misconduct shall be reported promptly to proper authorities.

A driver has authority to assign seats on his/her bus.

Minor Infraction – (see exhibit 2)

First Offense: Driver will have ~~information~~ conference with student and explain and discuss problem. Parent will be contacted **by the transportation supervisor** requesting support in improving student's behavior on the bus.

Second Offense: Driver will have a formal conference discussing problem with student and parent will be contacted **by the transportation supervisor** requesting support in improving students behavior on the bus.

Third Offense: The infraction will now be treated as a major infraction and the ~~driver and bus~~ **transportation** supervisor will make recommendation to principal for disciplinary action.

Fourth Offense: Any succeeding infractions of any type will be treated as major infractions.

Major Infractions

Parent/Guardian will be notified prior to suspension.

First Referral will result in a 1 - 3 day suspension of bus riding privileges, parent will be notified. A parent, principal, ~~driver~~, transportation supervisor and student conference ~~will~~ **may** be requested.

Second Referral will result in a 3 - 5 day suspension of bus riding privileges. A parent, principal, ~~driver~~, transportation supervisor and student conference is required.

Third Referral will result in a 5-15 day suspension of bus riding privileges. A parent, principal, driver, transportation supervisor and student conference is required.

Further Referrals: Any succeeding infractions will result in at least a 10-day suspension of bus privileges and may result in loss of bus privileges for the remainder of the year.

A student displaying serious inappropriate behavior may also be given other disciplinary consequences, including school suspension and/or expulsion, in accordance with State Statutes.

The suspended pupil or suspended pupil's parent or guardian may within 5 days, appeal the suspension of his/her child to the District Administrator for an impartial hearing. WI State Statutes 120.13(1) [available upon request from the District Office.]

VII. BUS SAFETY RECOMMENDATIONS

A. Previous to loading (on the road and at school).

1. Be on time at the designated school bus stop; keep the bus on schedule. Only ride the bus to which you are assigned.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.

B. After leaving the bus:

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only upon receiving the signal from the bus driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by parent and the school officials.