

Business and Non-Instructional Operations

Transportation

Purpose

The Board of Education will provide transportation, under provisions of state law and regulation for all students who qualify for such service, either by contracting with a private carrier or by the use of district-owned transportation vehicles.

The superintendent/designee shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Provide for an efficient, cost-effective operation.
3. Assist handicapped students appropriately.
4. Enrich the instructional program.
5. Provide for the scheduling and supervision of transportation service for athletic trips, activity buses, special education transportation, and career education transportation.

Under extraordinary circumstances and with the superintendent's approval, parents may be reimbursed for transportation of eligible students whenever such practice is more economical.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because the home school has been identified as in need of improvement, the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

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Definitions

1. “School transportation” means the procedure, program, or fully effective and implemented plan by which students are conveyed to and/or from school from their residence or pick-up areas at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to Connecticut General Statutes Section 10-220c.
2. “Walking distance” means the linear measure of a prescribed or authorized pedestrian route between the student’s residence or pick-up area and school from a point at the curb or edge of a public or private road nearest the pupil’s residence to the closest edge of the school grounds reflected in the architectural site plans which include the walkways adjacent to the driveways and access walkways from the public streets.
3. “One mile walking distance” means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. “One half mile walking distance” means a reasonable measurement of a route to be traversed extending from the point of measurement at least 2,640 feet, but not more than 2,740 feet.
5. “One quarter mile walking distance” means a reasonable measurement of a route to be traversed extending from the point of measurement at least 1,320 feet, but not more than 1,420 feet.
6. “Grade K” means kindergarten, or a school program appropriate to a beginning student.
7. “Hazard” means a thing or condition that affects the safety of students walking to and from school and/or designated bus pick-up area. Conditions or circumstances related only to a specific student’s needs would not constitute a hazard. For example, if a parent has always walked a student to a bus stop but can no longer do so, that circumstance does not create a hazardous condition.
8. “Sidewalk” means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
9. “Raised walk area” means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
10. “Eligible Student” is defined as any individual of school age enrolled in the Granby Public School System.

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Regular Routes and Services - Transportation

Transportation will be provided only to Granby Public Schools and other educational facilities where the student has been placed by proper authorities. It is the responsibility of the Superintendent, or his/her designee, prior to the start of each school year, to establish bus routes throughout the community to provide for the transportation of children to and from school safely, efficiently, and economically. The following guidelines are to be considered in the establishment of bus stops:

~~1. Kindergarten – Mid day Kindergarten drop offs and pick ups will be at students' homes, if possible. A.M. Pick ups and P.M. drop offs will be within ¼ mile of their homes.~~

~~2.1. Elementary Walking Distance – All students from grades K through 6 living less than one-quarter mile (by the shortest route) from a school will not be entitled to transportation service if safe sidewalks are available for the walk to school. A one-quarter mile walking distance from a child's home to a pick-up area shall be considered reasonable.~~

~~3.2. Secondary Walking Distance – All students from grades 7 through 12 living less than one-half mile (by the shortest route) from a school will not be entitled to transportation service if safe sidewalks are available for the walk to school. A one-half mile walking distance from a child's home to a pick-up area shall be considered reasonable.~~

~~4.3. Pick-up Areas – The determination of specific pick-up and drop-off areas shall be an administrative decision subject to review by the Board of Education or an appointed sub-committee upon written appeal by a citizen or a group of citizens. Written appeals for change in a bus pick-up area for reasons of student safety shall be reviewed by the police department prior to consideration by the Board of Education.~~

~~5.4. Drop-Off Areas – When a student is dropped off, it is the parent's responsibility to ensure the child's safety.~~

~~6.5. Exceptions to the provision of the above sections may be made by the superintendent/designee when such changes are in the best interest of safety or health of the children made for the reasons listed in policy 3541.12.~~

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Riding Other Than Assigned Bus

School bus transportation is provided from the assigned pick up point to school and from school back to the assigned drop-off area. A student may be granted the privilege of riding a bus other than the one he/she is assigned to under the following conditions:

1. Students will be bussed from one address, morning or afternoon, on a full week basis.
2. A change in address within the town may necessitate a change in school assignment.
3. Permanent changes in transportation must be requested, in writing, at least forty-eight hours in advance. Completion of a new transportation request form will be required.
4. The bus assignment for students in Day Care will be based on the Day Care address except in cases of enrollment imbalances.

Guidelines for Extending Transportation to Students for Reasons of Health and Safety

Health Considerations

1. The Granby Public School system may provide transportation to a student who has a disability or illness which could be aggravated if the student walked the required distance set forth in the policy.
2. Each request shall be filed with the school nurse and shall be accompanied by any medical record, certificate, evaluation, recommendation, etc., deemed sufficient to determine the medical status of the student.
3. The school nurse shall review all information and forward a recommendation to the superintendent/designee.
4. The superintendent/designee shall make a decision and notify the interested parties, including the Bus Manager, that transportation be provided for the interested student for a specified period of time.
5. Transportation will be arranged within five school days after the decision is made.

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Safety Hazards

The Granby Public Schools may provide pick up/drop off areas for students at less than the established distance from home where a hazardous condition exists according to the following standards:

1. A roadway having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any roadway with speed limits in excess of thirty-five miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross in going to and from school.
2. Roadways in residential sections in which the use primarily serves the needs of the people living in those areas shall not be considered hazardous unless otherwise determined by the Granby Police Department. Specified roadways which have no adjacent or parallel sidewalks or raised walk area shall be deemed hazardous for students. A list of such roadways will be maintained by regulation.
3. A lake, pond, stream, or waterway adjacent to the roadway may be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water.
4. The school administration, in consultation with the Granby Police Department may grant an exception to any provision of this guideline where in the judgment of the school administration a unique condition or combination of conditions creates a hazard.

Special Transportation for Students with Special Needs

1. Transportation shall be provided for students with special needs as required by law or policy.
2. When a student has a handicap which requires special transportation arrangements, these will be provided as specified by general statutes.
3. Upon proper presentation of required documents, the superintendent/designee is authorized to provide transportation in accordance with this regulation.

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Transportation Appeals

Appeals of any administrative decision concerning school transportation shall be made in the following manner:

1. Discuss the matter with the business manager.
2. If no resolution is reached under (1) above, discuss the matter with the superintendent.
3. If no resolution is reached under (2) above, discuss the matter with an ad-hoc Board subcommittee.

Appeals of School Accommodations

Only matters of denial of school accommodations are eligible for Board review. Any parent/guardian or student at majority, or officer whose duty it is to compel the observance of attendance laws who believes that the superintendent/designee is not furnishing school accommodations, by transportation or otherwise, in a manner consistent with the laws of the State of Connecticut, request a hearing before the Board to demonstrate the manner in which the superintendent/designee has allegedly failed to furnish such required accommodations.

The Board shall hold a hearing within ten (10) days following receipt of such request. The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Transportation Safety Complaints

All complaints concerning school transportation safety shall be made in writing to the office of the business manager. The business manager shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. Appeals of decisions by the business manager may be made to the superintendent. The superintendent/ designee shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

Drug and Alcohol Testing for Bus Drivers

The Granby Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The district shall adhere to federal and state regulations requiring a school bus driver's drug and alcohol testing program.

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Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional Boards of Education
- 10-187 Appeal from finding of hearing Board.
- 10-220 Duties of Boards of Education
 - 10-220c Transportation of children over private roads. Immunity from liability
- 10-221 Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.
- 10-273a et seq. Reimbursement for transportation to and from elementary and secondary schools
- 14-275 Equipment and color of school buses.
 - 14-275a Use of standard school bus required.
 - 14-275b. Transportation of handicapped students.
 - 14-275c Regulations re school buses and motor vehicles
 - 14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre- employment drug test required for operators.
- 14-280 Letters and signals to be concealed when not used in transporting children.
- 10-280a Transportation for students in non-profit private schools outside school district.
 - 10-281 Transportation for students in non-profit private schools within school district
- Chapter 248 Vehicle Highway Use used to transport special education students.

Appeals to State Board. Establishment of hearing Board
20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 116
McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110,
42 U.S.C., Sections 11431-11435

United States Code, Title 49, Code of Federal Regulations, Title 49
2717 Alcohol and controlled substances testing (Omnibus Transportation Employees testing
Act of 1991)

Original Policy adopted: 11/5/97; 6/15/05
Revisions Adopted: 1/9/08

GRANBY PUBLIC SCHOOLS
Granby, Connecticut

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Parent's/Guardian's Responsibility

- A. Parents/guardians should make sure that children reach the school pick-up area promptly according to the published schedule.
- B. Parents/guardians should accompany younger children to the pick-up area.
- C. Parents/guardians should instruct children in traffic safety, including, but not limited to:
 - 1. To look both ways before crossing the street, even when the bus is stopped and waiting.
 - 2. To wait off the street, whenever possible.
- E. Parents should at all times set a good example by observing traffic rules and regulations.
- F. It is recommended that, when a student is dropped off at his/her home, parents/guardians or older siblings of students in grades K-2 be present and visible at the time of student drop-off. If a parent/guardian is not visible, the driver may keep the student on the bus and return to the school or central office, unless prior arrangements have been made. The parent/guardian will then be notified and requested to come to the school or central office to transport the child.
- G. If a student misses a bus, the parent/guardian must provide transportation.
- H. If a student misbehaves at the pick up or drop off site or while on a bus, an administrator/designee may suspend bus privileges, and the parent will be responsible for providing transportation during the period of bus privilege suspension.

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Regular Routes and Services - Transportation

1. Cul-de-sacs and *Do Not Use/Enter Streets*

Consistent with State of Connecticut Regulation Section 14-275C-18, entitled “Operation of School Buses”, backing of the school bus shall be avoided, whenever possible. When backing maneuvers cannot be avoided, children shall be retained inside the bus. If there are children outside the bus, no backing maneuvers shall be made unless a competent adult observer is on hand to direct the maneuver from a point behind the driver’s side of the bus and clearly visible in the driver’s mirror.

When a school bus enters a cul-de-sac, children will be picked up (before the turn is made) on the boarding side of the bus, on the way into the cul-de-sac, and dropped off (after the bus has maneuvered the turn) on the opposite side of the street.

Certain streets within the town may be designated *Do Not Use/Enter Streets* because factors including lack of necessary space to turn around, topography, street width, and industrial activity make access unsafe. These streets will not be entered, even for mid-day kindergarten.

2. Hazardous Highways and Streets:

The following streets are judged to have traffic conditions that require stops at less than the established maximum distances from home:

Barndoor Hills Rd, Bushy Hill Rd, Buttles Rd
Canal Rd, Canton Rd, Case Street, Cooley Rd, Copper Hill Rd, Creamery Hill Rd
Day St, Donahue Rd, East Street
Firetown Rd, Floydville Rd
Griffin Rd
Hartland Rd, Higley Rd, Hungary Rd/ Quarry Rd
Kelly Lane Rd
Loomis St, Lost Acres Rd
Meadowbrook Rd, Mechanicsville Rd, Mountain Rd,
North Rd, Northwoods Rd, Notch Rd
Old Stagecoach Rd
Peterson Rd
Route 10, Route 189/ North Granby Rd/ Granville Rd/ Hartford Ave.,
Route 20/ W. Granby Rd/ E. Granby Rd/ Hartland Rd, Route 219/ Barkhamstead Rd
Silky Rd, Silver St, Simsbury Rd
Vining Hill Rd
Wells Rd.

3. Day Care Centers

The Board of Education will pick up students from licensed day care centers within the guidelines of this Transportation policy and regulations.

**Regulation
3541(c)**

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Transportation Hearing – Opening Statement

The hearing will please come to order. My name is _____, Chairperson of the Granby Board of Education. We are here today to hear, the request/complaint of _____ Complainant(s), from the actions of this Board of Education regarding the provision of school accommodations, by transportation or otherwise, in accordance with Section 10-186 of the Connecticut General Statutes. Pursuant to Section 10-186, any town or regional Board of Education shall give a parent/guardian a hearing within ten days after receipt of the written request, shall make a stenographic record or tape recording of such hearing and shall make a finding within ten days after such hearing. This hearing shall be held in accordance with the provisions of Sections 4-177 to 4-180, inclusive, of the Connecticut General Statutes.

The purpose of this hearing is to obtain as many facts as possible and to give all officially interested persons an opportunity to speak. We shall hear first from the Complainant and later from the representatives of the Board of Education. All persons giving testimony will be asked to do so under oath or affirmation. If necessary, the Board of Education shall go over the route(s) involved, and visit the sites and at that time invite a representative of both parties to accompany us. I will now ask everyone here who expects to speak to stand, and take the oath or affirmation, so that we can save time during the proceedings.

Please raise your right hand.

DO YOU SOLEMNLY SWEAR THAT THE EVIDENCE YOU ARE TO PRESENT CONCERNING THE CASE IN QUESTION SHALL BE THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH, SO HELP YOU GOD?

DO YOU SOLEMNLY SWEAR AND SINCERELY AFFIRM AND DECLARE, THAT THE EVIDENCE YOU ARE TO PRESENT CONCERNING THE CASE IN QUESTIONS SHALL BE THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH, UPON THE PAINS AND PENALTIES OF PERJURY OR FALSE STATEMENT?

Please say, "I do". Please be seated.

I will ask that you identify yourself by name and speak clearly in order that your statements may be recorded. In order to maintain an orderly proceeding, I request that all parties present refrain from speaking out of turn **unless** the party is objecting to evidence offered into the record or the party has been given permission to speak from this chair. Anyone speaking out of turn **may be ruled out of order.**

As stated previously, we shall hear first from the Complainant. I understand that _____ will be spokesperson(s) for _____. You may proceed.

Before closing, I would like to state that should the complainants be aggrieved by the findings of this Board of Education, which shall be made in writing within ten (10) days, an appeal may be made to the State Board of Education. The hearing is now closed.

_____ Transportation Hearing
_____ Date

PLEASE PRINT

NAME

POSITION

Approved: _____

**Regulation 3541
Form #4**

Transportation – Worksheet Notes

Transportation Hearing in the Town of Granby

Date _____

Petitioner _____

1. Approximate number of children walking route _____ 2. Ages of children _____

3. Grades of children _____ 4. Number going to school simultaneously _____

5. Time of day _____, Amount of traffic per time period _____

6. Topography (Describe in express terms _____

7. Dead ends _____ hidden drives _____ blind entrances _____
Visibility restrictions _____
Other _____

8. Description of walkways and/or path widths) _____

9. Description of sidewalks _____

10. Width of traveled highway _____ width of shoulders _____

11. Description of walkways/sidewalks in snow/rain

12. Measure of distance (how measured)

13. Alternate routes or short cuts

14. Speed of traffic _____

15. Regulatory signs (number and placement) _____
traffic lights _____

16. Crossing guards _____ business along route _____
_____ industry _____ trucking _____

17. Walking instructions to children by school designated walking routes _____

18. Current school board policy _____

Appraisals by other town or state agencies _____