

STUDENT TRANSPORTATION SERVICES

Waunakee Community School District

Policy 751

Page 1 of 4

The District will meet its legal obligations to provide mandated student transportation services to public school students and private school students using the method(s) that the District deems most appropriate to the particular circumstances. To the extent consistent with applicable law and Board policy, the District may provide student transportation services by contracting with third-party entities, or by using District employees, contracts with parents, or other lawful methods.

In addition to providing legally-mandated student transportation, the District shall also provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board or (c) the school district annual meeting, whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

The Board, at its discretion, has determined that the district shall provide transportation to students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The 1.0 mile is measured from the intersection of the bus loop and the nearest public road. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive in the Village of Waunakee. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street in the Village of Waunakee.¹

The District Administrator may approve the transportation of students within the mileage limits above. The approval shall only be granted upon parent/guardian request for an extenuating circumstance which may include factors such as: financial hardship, medical hardship, language barriers, etc. Documentation of the extenuating circumstance must be provided to the District Administrator. Students will be required to walk to the nearest existing bus stop location. These requests will need to be approved at least annually. **(NEW LANGUAGE BASED ON DISCUSSION FROM SEPTEMBER BOARD MEETING)**

The Executive Director of Operations shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The Executive Director of Operations may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The Executive Director of Operations shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the Board of Education shall approve such guidelines and any revisions thereto.

At this time, the District neither owns nor leases any school busses, and no District employee operates a District owned school bus as part of his/her regular duties. Accordingly, all student transportation via school bus involves a contracted service provider.² The following provisions concern contracted service providers (not including individual parent contracts) that provide student transportation services for the District:

¹ The yellow highlighted text is from your current 751. You are not required to include this in your policy. If you do, it should be reviewed to make sure it reflects the current practice of the district.

² I assume this is an accurate statement, but if not, edit as appropriate.

STUDENT TRANSPORTATION SERVICES

Waunakee Community School District

Policy 751

Page 2 of 4

1. For daily student transportation to and from school using school busses, the District will contract with one or more service providers as the Board determines is in the best interests of the District. The contracting process will involve the periodic solicitation of bids or requests for proposals.
2. Each contract shall require the service provider to ensure that the drivers and vehicles used for student transportation meet the requirements established under state or federal law, Board policy, or the contract itself. Such requirements shall include but are not limited to ensuring proper licensure, verifying all aspects of operator eligibility, providing operator training, maintaining appropriate insurance, conducting vehicle inspections, and monitoring vehicle operation.
3. Subject to approval of the Executive Director of Operations, the contracted provider shall initially determine and schedule regular bus routes³ and bus stops, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required during the school year, and the contracted provider shall provide advance notification of District-approved changes to affected families.
 - a. The Executive Director of Operations shall obtain Board approval if he/she and the contractor's representative determine that it may be necessary for any student to spend more than 60 minutes on the bus on the way to or from school. There could be an occasion where the riding time of some students may exceed this time depending on the weather.⁴
 - b. In connection with formulating routes and schedules, the contracted provider may designate pick-up/drop-off points along a proposed route that require one or more students to walk to the common pick-up/drop-off points.
4. A contracted provider (via the contracted party, the contractor's driver, and/or any other employee of the contractor who may be assigned to provide services under the contract) shall have responsibility to supervise the students who are being transported and shall have the authority to enforce rules and directives and to monitor and appropriately respond to student conduct, except that the contractor is not delegated final authority to suspend or revoke a student's ability to receive/use District-provided transportation services. Further, nothing in this paragraph prevents the District from choosing to exercise concurrent supervisory authority through its officers or employees in any situation.
5. If a student or parent or guardian has a concern about a third-party contractor or any other individual involved in the provision of student transportation services who is not a District employee, the student/parent/guardian is expected to notify and work with the building principal, the District business official, or the Executive Director of Operations to resolve the concern with the third-party contractor or individual.

³ This paragraph may require further editing as it is not clear to me from your current policies and rules if routes are determined by the business office, the contract or both. Your current policy 751,1 says that the bus transportation supervisor shall conduct studies of routes but does not explicitly assign the duty of establishing bus routes to anyone.

⁴ The added text is from your current 751 Rule 1.

STUDENT TRANSPORTATION SERVICES

Waunakee Community School District

Policy 751

Page 3 of 4

Student Conduct

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services, suspension or expulsion from school.

Legal References:

Wisconsin Statutes

[Section 115.76](#)

[students with disabilities; definitions]

[Section 118.15\(2\)\(d\)](#)

[technical college attendance for children at risk of not graduating from high school; transportation requirement]

[Section 118.51\(14\)](#)

[full-time public school open enrollment; transportation provisions]

[Subchapter IV of Chapter 121](#)

[student transportation and transportation aid]

[Section 340.01\(56\)](#)

[state law definition of school bus]

[Section 345.05](#)

[municipal liability for motor vehicle accidents]

Wisconsin Administrative Code

[PI 7](#)

[unusually hazardous areas; parent contracts]

[TRANS 300](#)

[state rules governing the transportation of school children, including driver and passenger requirements]

Federal Law

[Section 504 of the Rehabilitation Act of 1973](#)

[programs/services for handicapped students]

[20 U.S.C. Chapter 33](#)

[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at [34 C.F.R. Part 300](#)]

[McKinney-Vento Homeless Assistance Act](#)

[equal access for homeless students; includes transportation provisions]

[Omnibus Transportation Employee Testing Act of 1991](#)

[alcohol and controlled substances use and testing requirements for individuals holding commercial drivers' licenses]

[49 C.F.R. Part 40](#)

[federal procedures for transportation workplace drug and alcohol testing programs]

[49 C.F.R. Part 382](#)

[federal regulations governing controlled substances and alcohol use by drivers and related testing]

Cross References:

STUDENT TRANSPORTATION SERVICES

Waunakee Community School District

Policy 751

Page **4** of **4**

WASB PRG 751 Sample Policy 2
423, Admission of Full-time Open Enrollment Students
423.1, Admission of Part-time Open Enrollment Students
751-Rule (1), Student Transportation Services
751-Rule (2), Bus Discipline Procedures
751-Exhibit, Fee Schedule for Transportation to and from Babysitters
751.1, Bus Routes and Schedules
751.2, Bus Contractors
751.3, Bus Safety Program
751.4, Parent Contracts to Transport Students

Adoption Date: January 1993

Revised: April 1996
March 1994
April 2000
June 2002
May 2005
May 2007
September 2017