

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Monday, February 9, 2026

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. TRANSPORTATION DISCUSSION**

**3**

Summers will discuss changes to transportation starting in the fall of 2026. Attached please find a report from Lamers indicating the impact of implementing the middle school unusually hazardous transportation changes for 2026-27 and changing the eligibility for 5th through 12th graders to 1.0 mile to match the 4K through 4th grade eligibility.

Attached please find the unusually hazardous transportation plan that was approved by the school board in summer 2024. Implementation of that plan would eliminate bus transportation for 251 students or 3 bus routes.

A change in eligibility from 1.75 miles away from school to 1.0 mile away from school for 5th through 12th grade would result in the addition of 242 more riders or 3 bus routes.

A possible option for 2026-27 would include:

- 1) Implement unusually hazardous transportation plan as previously approved by the school board (saves 3 bus routes for 5th through 12th grade).
  - 2) Eliminate shuttles between the 3 elementary schools — replace the shuttles with 3 new shorter and 3 new longer routes that provide alternative transportation options for elementary students. The 3 shorter routes do not have a fiscal impact because they will continue on as 5th through 12th grade routes as they currently do. The 3 longer routes would have a fiscal impact because they would not connect to 5th through 12th grade routes. However, there would be 3 fewer 5th through 12th grade routes required if the unusually hazardous transportation plan remains as approved.
  - 3) St. John's students would be served by a northern and southern bus route.
- The entire financial impact of this scenario would have to be modeled out if the school board was interested in learning more.

Review the transportation request from an open enrollment family.

<b><u>VI. TRANSPORTATION POLICIES FOR DISCUSSION, REVIEW &amp; CONSIDERATION</u></b>	<b>16</b>
A. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare	17
B. 751 Rule 1 Student Transportation Services	19
<b><u>VII. OTHER ITEMS FOR DISCUSSION</u></b>	
<b><u>VIII. FUTURE MEETINGS</u></b>	
<b><u>IX. ADJOURN</u></b>	

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

# STUDENT TRANSPORTATION SERVICES

## Policy 751

### Waunakee Community School District

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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.

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.

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. The following provisions concern contracted service providers (not including individual parent contracts) that provide student transportation services for the District:

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.

# STUDENT TRANSPORTATION SERVICES

Policy 751

Waunakee Community School District

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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 routes 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.
  - 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.

## **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

# STUDENT TRANSPORTATION SERVICES

Policy 751

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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

<a href="#">Section 115.76</a>	[students with disabilities; definitions]
<a href="#">Section 118.15(2)(d)</a>	[technical college attendance for children at risk of not graduating from high school; transportation requirement]
<a href="#">Section 118.51(14)</a>	[full-time public school open enrollment; transportation provisions]
<a href="#">Subchapter IV of Chapter 121</a>	[student transportation and transportation aid]
<a href="#">Section 340.01(56)</a>	[state law definition of school bus]
<a href="#">Section 345.05</a>	[municipal liability for motor vehicle accidents]

### Wisconsin Administrative Code

<a href="#">PI 7</a>	[unusually hazardous areas; parent contracts]
<a href="#">TRANS 300</a>	[state rules governing the transportation of school children, including driver and passenger requirements]

### Federal Law

<a href="#">Section 504 of the Rehabilitation Act of 1973</a>	[programs/services for handicapped students]
<a href="#">20 U.S.C. Chapter 33</a>	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at <a href="#">34 C.F.R. Part 300</a> ]
<a href="#">McKinney-Vento Homeless Assistance Act</a>	[equal access for homeless students; includes transportation provisions]
<a href="#">Omnibus Transportation Employee Testing Act of 1991</a>	[alcohol and controlled substances use and testing requirements for individuals holding commercial drivers' licenses]
<a href="#">49 C.F.R. Part 40</a>	[federal procedures for transportation workplace drug and alcohol testing programs]
<a href="#">49 C.F.R. Part 382</a>	[federal regulations governing controlled substances and alcohol use by drivers and related testing]

## Cross References:

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

# STUDENT TRANSPORTATION SERVICES

Waunakee Community School District

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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  
October 2024



No recommended changes to walk zone based on focus area evaluation.

**Recommendations for Arboretum Drive Crossing**

The following recommendations are intended to improve the walking conditions for crossing Arboretum Drive at Hogan Road:

1. Add high-visibility crosswalk to the Arboretum Drive Crossing.
2. Improve street lighting at crossing to provide more visibility.



Hazardous Rating Thresholds	
Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous

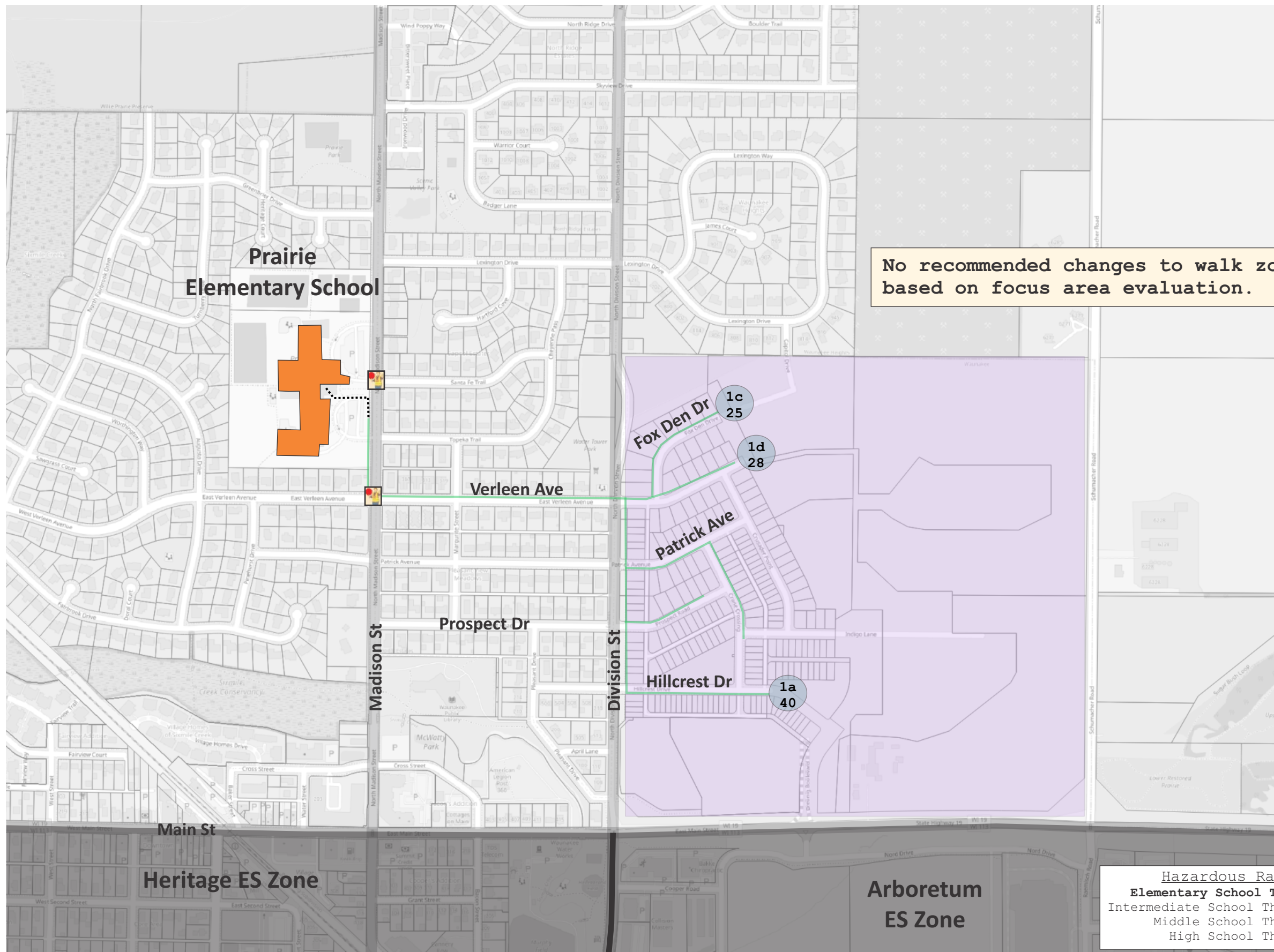


**LEGEND**

- Focus Area
- 1a  
45 Hazardous evaluation label & score
- 1c  
39 Crossing guard location

**EXHIBIT 1  
ARBORETUM ELEMENTARY SCHOOL  
FOCUS AREA EVALUATION**

WAUNAKEE, WISCONSIN



No recommended changes to walk zone based on focus area evaluation.

Hazardous Rating Thresholds	
Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



**LEGEND**

- Focus Area
- 1a  
40 Hazardous evaluation label & score
- Crossing guard location

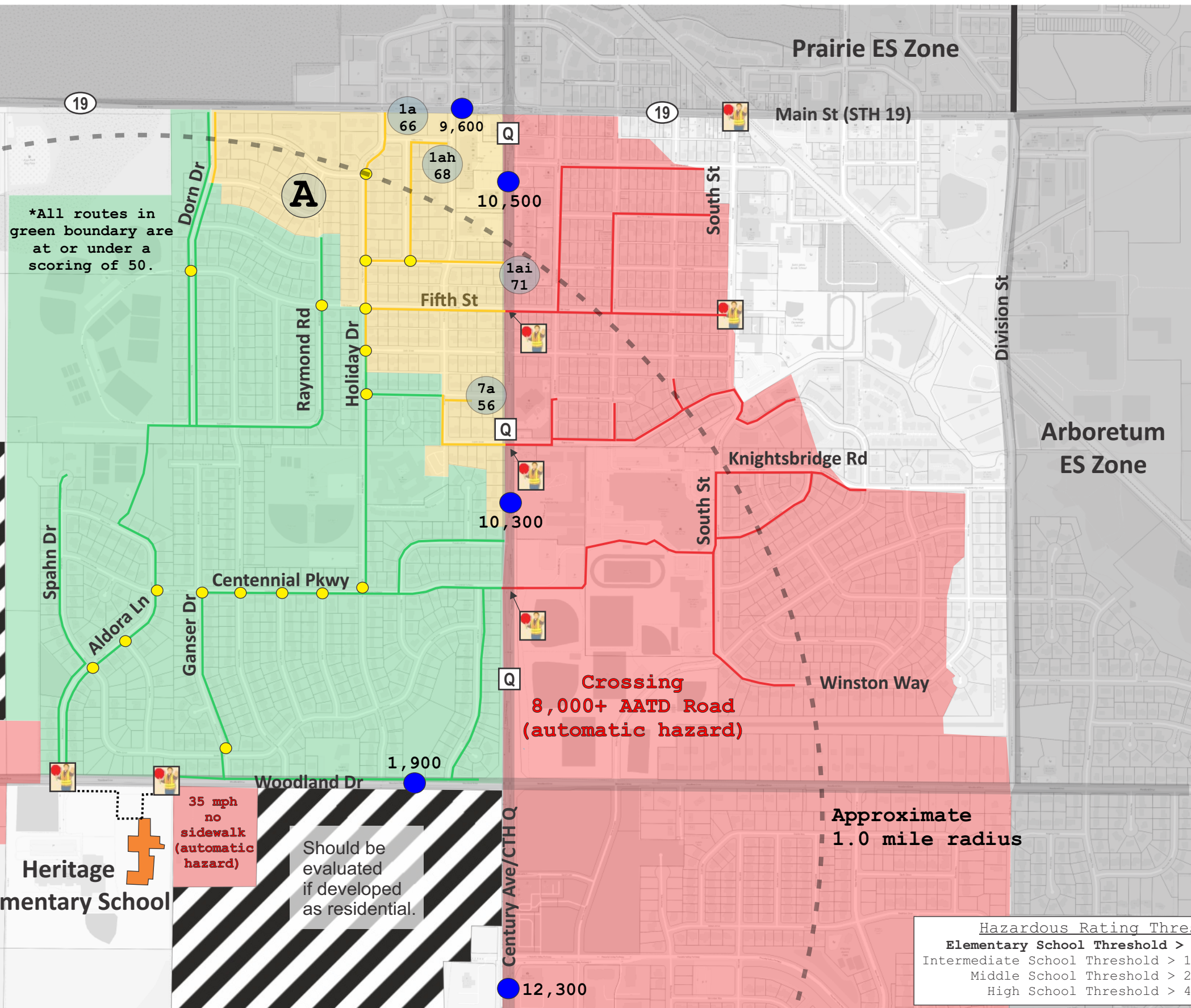
**EXHIBIT 2  
PRAIRIE ELEMENTARY SCHOOL  
FOCUS AREA EVALUATION**

**Recommendations (Area "A")**

The following recommendation is intended to improve the walking conditions to/from Area "A":

1. Add high-visibility crosswalks along routes on Aldora Ln, Dorn Dr, Ganser Dr, Centennial Pkwy, Holiday Dr, Fourth St and Raymond Rd.

- The scores south of STH 19 and west of CTH Q would reduce to 50 and below.



Should be evaluated if developed as residential.

45 mph  
no sidewalk  
(automatic hazard)

35 mph  
no sidewalk  
(automatic hazard)

Should be evaluated if developed as residential.

Crossing  
8,000+ AATD Road  
(automatic hazard)

Approximate  
1.0 mile radius

1.75 miles boundary limits are estimated at this time and will be finalized at a later date.

Walking route evaluations completed to a distance of 1.75 miles walking distance from school.

Hazardous Rating Thresholds	
Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



LEGEND	
<span style="color: green;">■</span>	Acceptable
<span style="color: yellow;">■</span>	Acceptable if improvements are implemented
<span style="color: red;">■</span>	Unusually hazardous area
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">XX</span>	Hazardous evaluation label & score
<span style="color: blue;">●</span>	Average Annual Daily Traffic (AADT)
<span style="color: yellow;">●</span>	High-Visibility Crosswalk Recommendation



Crossing STH 19 @ Holiday Dr.

Should be evaluated if developed as residential.

45 mph  
no sidewalk  
(automatic hazard)

Waunakee Intermediate School

Should be evaluated if developed as residential.

**Hazardous Rating Thresholds**  
 Elementary School Threshold > 50 = Hazardous  
 Intermediate School Threshold > 100 = Hazardous  
 Middle School Threshold > 200 = Hazardous  
 High School Threshold > 400 = Hazardous

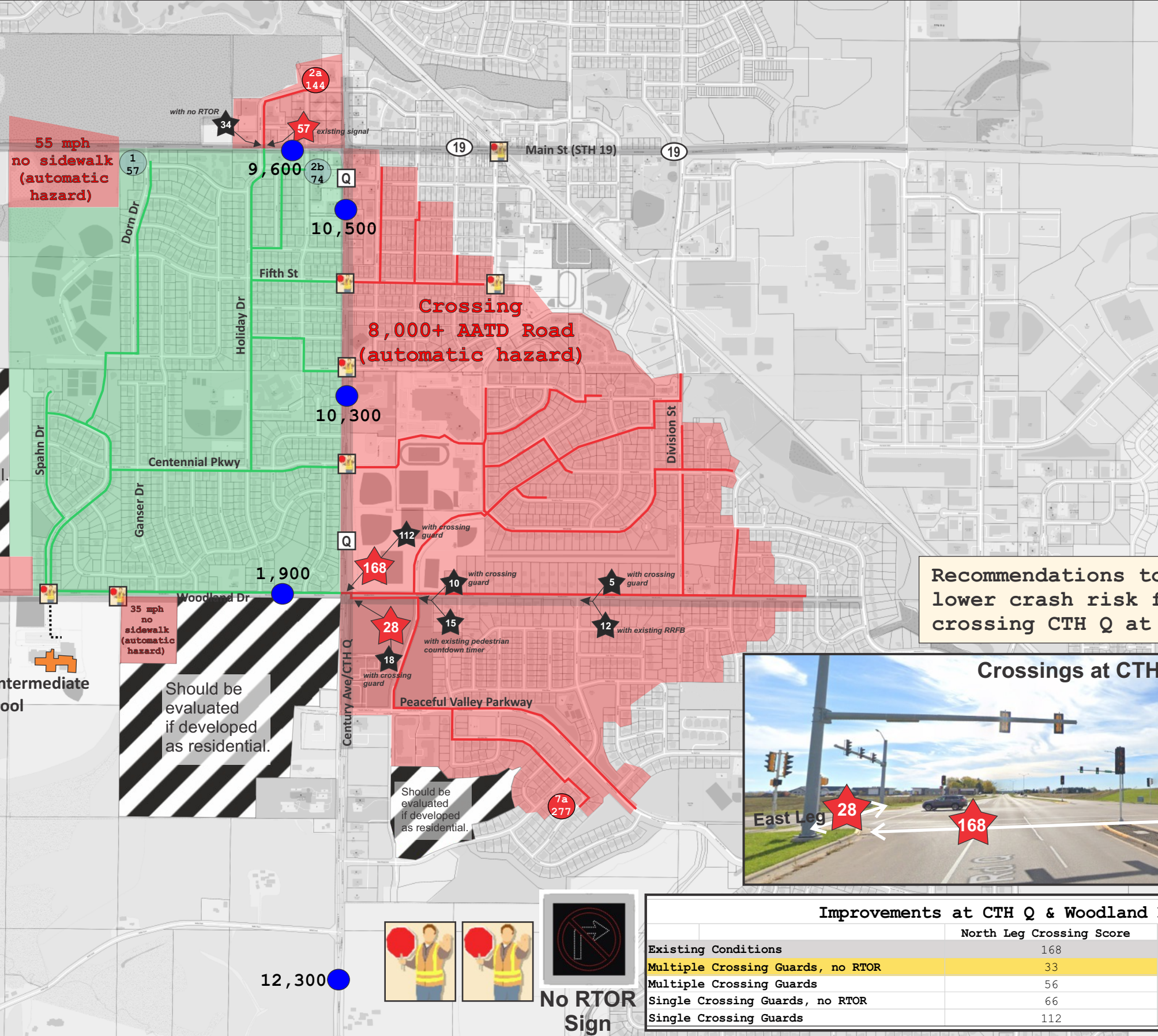
1.75 miles boundary limits are estimated at this time and will be finalized at a later date.

Walking route evaluations completed to a distance of 1.75 miles walking distance from school.



**LEGEND**

<span style="color: green;">■</span> Acceptable	<span style="color: blue;">●</span> Average Annual Daily Traffic (AADT)
<span style="color: yellow;">■</span> Acceptable if improvements are implemented	High-Visibility Crosswalk
<span style="color: red;">■</span> Unusually hazardous area	<span style="color: yellow;">●</span> Recommendation
Hazardous evaluation label & score	



Recommendations to consider to 10 lower crash risk for students crossing CTH Q at Woodland Drive.



Crossings at CTH Q @ Woodland Dr.

East Leg 28 North Leg 168



No RTOR Sign

**Improvements at CTH Q & Woodland Dr.**

	North Leg Crossing Score	East Leg Crossing Score
Existing Conditions	168	28
Multiple Crossing Guards, no RTOR	33	5
Multiple Crossing Guards	56	9
Single Crossing Guards, no RTOR	66	11
Single Crossing Guards	112	18



**Recommendation (Route "2b")**

The following recommendation is intended to reduce crash risk crossing STH 19/Main Street at Holiday Drive.

1. Add no RTOR LED sign.



**Recommendations (Route "2c")**

The following recommendations are intended to reduce crash risk crossing Century Avenue from Fairview Drive.

1. Add high-visibility crosswalk crossing Century Ave. Reduces route score to 132.
2. Carry 30mph speed limit along Century Ave through the Fairview Dr intersection. Further reduces route score to 124.
3. Add RRFB to crosswalk crossing Century Ave. Further reduces score the 119.



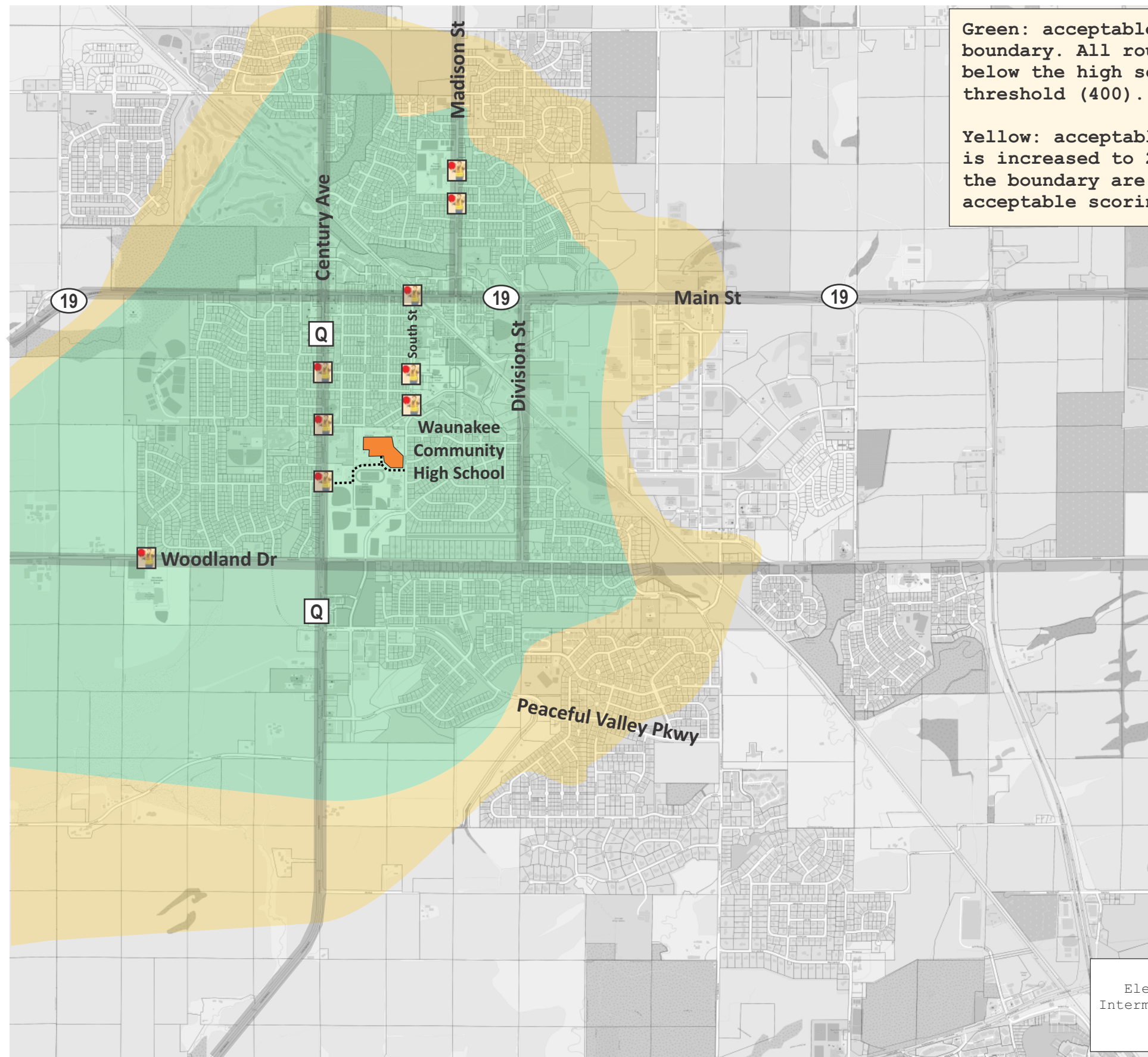
**Hazardous Rating Thresholds**

Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



**LEGEND**

<span style="color: green;">█</span>	Acceptable
<span style="color: orange;">█</span>	Acceptable if improvements are implemented
<span style="color: red;">█</span>	Unusually hazardous area
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">55</span>	Hazardous evaluation label & score
<span style="color: yellow;">●</span>	Recommendation
	High-Visibility Crosswalk



Green: acceptable walk zone within a 1.75-mile boundary. All routes within the boundary are below the high school acceptable scoring threshold (400).

Yellow: acceptable walk zone if distance limit is increased to 2.0 miles. All routes within the boundary are below the high school acceptable scoring threshold (400).

1.75-mile boundary limits are estimated at this time and will be finalized at a later date.

2-mile boundary limits are estimated at this time and will be finalized at a later date.

Hazardous Rating Thresholds	
Elementary School Threshold > 50	= Hazardous
Intermediate School Threshold > 100	= Hazardous
Middle School Threshold > 200	= Hazardous
High School Threshold > 400	= Hazardous



**EXHIBIT 6**  
**WAUNAKEE COMMUNITY HIGH SCHOOL**  
**UHT EVALUATION**

## 2026-27 WCSD Proposed Boundary Changes

<b>MIDDLE SCHOOL</b>	Enrolled within District Boundary:	619
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		Non-bussed	Addt'l Riders
Not Eligible within:	<b>Curr. Boundary (2025-26 (Non/Haz))</b>	<b>59</b>	
	1 Mile (w/ no haz)	115	-56
	1.5 Mile	151	-92
	<b>1.75 Mile</b>	<b>310</b>	<b>-251</b>
	2.0 Mile	336	-277

<b>INTER. SCHOOL</b>	Enrolled within District Boundary:	638
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		Non-bussed	Addt'l Riders
Not Eligible within:	<b>Curr. Boundary (2025-26 (No /Haz))</b>	<b>73</b>	
	1 Mile (w/ no hazards)	46	27
	1.75 Mile	170	-97
	2.0 Mile	214	-141

<b>HIGH SCHOOL</b>	Enrolled within District Boundary:	1292
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		Non-bussed	Addt'l Riders
Not Eligible within:	<b>Curr. Boundary (2025-26 (Non/Haz))</b>	<b>533</b>	
	1 Mile	235	298
	1.5 Mile	492	41
	1.75 Mile	533	0
	2.0 Mile	670	-137

<b>SUMMARY</b>	<b>Additional Riders</b>
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2026-2027 MS Changes	Est. Middle School Ridership	-251
1.0 Mile walkout	IS/MS/HS w/ IS Haz.(Comp to 25-26)	242
1.0 Mile walkout	IS/MS/HS no IS Haz (Comp to 25-26)	269

Typical Bus size

82 Passenger	3 per seat		55	2 per seat
76 Passenger	3 per seat		53	2 per seat



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

## Fwd: Transportation Question for Open Enrolled Out of the District

1 message

wcsd\_transportation <wcsd\_transportation@waunakee.k12.wi.us>

Thu, Feb 5, 2026 at 12:17 PM

To: Steve Summers <stevesummers@waunakee.k12.wi.us>, Alexandra Newton <alexandranewton@waunakee.k12.wi.us>

Cc: Rebecca McDonough <rebeccamcdonough@waunakee.k12.wi.us>

Here is the request for policy committee.

*Thank you,*

**Dannette Weisman**

**Administrative Assistant to the Director of Business Services**

**Office Phone: (608) 849-2000 ext. 8272**

Wauunakee Community School District

905 Bethel Circle Wauunakee, WI 53597



----- Forwarded message -----

From: **Jaime Smith** <jaimelsmith06@gmail.com>

Date: Thu, Feb 5, 2026 at 11:49 AM

Subject: Transportation Question for Open Enrolled Out of the District

To: <wcsd\_transportation@waunakee.k12.wi.us>

Madam or Sir,

I'm writing as a resident of the Wauunakee School District with two children who are open enrolled into the DeForest Area School District. Our home is located very close to the boundary between the two districts.

According to the Wisconsin Department of Public Instruction, *"A nonresident or resident school district is permitted (but not required) to provide transportation to open enrolled pupils; however, the nonresident school district is prohibited from picking up or dropping off a pupil within the boundaries of the pupil's resident school district unless the resident school district agrees."*

With that guidance in mind, I would like to request permission for the DeForest Area School District, if they are willing, to pick up my children at our house for morning transportation beginning next school year. I understand that this is entirely at the discretion of the resident district, and I appreciate your consideration of this request.

If there is a formal process or additional information you need from me, I would be happy to provide it.

Thank you very much for your time and attention.

J. Smith

Policy Updates and Additions January 15, 2026

<b>Policy #</b>	<b>Policy Title</b>	<b>WASB &amp; WCSD Administration Review</b>	<b>Administrator</b>
454	Child Abuse/Neglect	Review new WASB policy & Update WCSD policy	Jondle
522.6	Mandatory Reporting Employee DPI	New policy to WCSD	Grabarski
<del>522.74</del>	AI Staff Use	Used in Annual Staff inservice not needed for policy	Franz
527.1	Whistleblower & Fraud Prevention	New Policy to WCSD	Grabarski
527.1 Exhibit	Notice of Employee Whistleblower Rights	New Policy to WCSD	Grabarski
672.1	Methods of Procurement	New Policy to WCSD change WASB # to 672.2 to align	Newton/Summers
683	Asset Management	Review new WASB policy & Update WCSD policy	Newton/Summers
751 Exhibit	Fee Schedule for Transportation to & From Licensed Daycare	Updated per Business Services	Newton/Summers
751 Rule	Student Transportation	Updated per Business Services	Newton/Summers
774	Cyber Security	New Policy to WCSD	Franz
775	Mail and Distribution Services	Renumbered only to realign with WASB policies	

# Fee Schedule For Transportation To & From Babysitters Licensed Daycare

Policy #751  
Exhibit

Waunakee Community School District

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Parents/guardians of children in grades ~~K-6~~ Pre-K-6 who would like their children to be transported by bus to and/or from a ~~babysitter or~~ licensed daycare center ~~who lives beyond the 1.0 mile range, but within the District boundaries,~~ shall be charged a fee as follows:

\$125.00 per year per student – 1-way transportation

\$250.00 per year per family – 1-way transportation

\$250.00 per year per student - 2-way transportation

\$500.00 per year per family - 2-way transportation

~~Parents/guardians of children in grades PreK-6 who would like their children to be transported by bus to and/or from a licensed daycare provider within the 1.0 mile range shall be charged based on the fee schedule listed above.~~

There will be no overloading of buses.

This service will be provided only as long as space is available on the bus.

Should the transporting of a student to a babysitter create an overload of a bus, this service will be discontinued and a pro-rated refund will be made to the parent/guardian.

For safety reasons, the district can only allow for one consistent pick-up point in the morning and one drop-off point in the afternoon. **For students who reside in two (2) households, each of the two (2) households are considered one (1) consistent pick-up/drop-off locations.** The district's Executive Director of Operations may approve a second pick-up or drop-off point if it is consistent every week.

## Alternate Transportation for Private School Students

**The Waunakee Community School District does not provide alternate transportation for private school students who are non-residents of the district.**

**Adoption Date:** 4/14/86

**Revised:** 5/11/87  
March 1994  
September 1994  
12/11/95  
June 2002  
November 2003  
May 2006  
August 2007

**Fee Schedule For Transportation To  
& From Babysitters Licensed  
Daycare**

**Policy #751  
Exhibit**

Waunakee Community School District

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July 2024

1. Drivers may, after consulting with the bus transportation supervisor, refuse to enter roads which may endanger the safety of the riders or cause the District unusual expenses.
2. Buses will not deviate from assigned routes unless permission is granted by the Executive Director of Operations.
3. Students must be let off at assigned locations and no one shall be allowed to ride a bus other than the assigned passengers without the permission of the building principal.  
Procedure for obtaining permission:
  - a. A note signed by a parent or guardian must be provided to the building principal no less than 24 hours before the student may ride on the bus.
  - b. The building principal will approve or deny the request.
  - c. The building principal will notify the driver if the request is approved.
  - d. No bus will be allowed to transport more students than what the law allows to be transported by that bus.
  - e. Regularly assigned students take precedence.
4. Students are to be assigned pick-up locations at the time designated by the bus driver, and no driver is to wait more than one minute for students not at assigned locations unless they receive permission from the Executive Director of Operations. This may be done by way of the two-way radios. For safety reasons, ~~only two (2) pick-up/drop-off locations (including home)~~ the district can only allow for one consistent pick-up point in the morning and one drop-off point in the afternoon per student. That schedule must be consistent week to week. Two (2) parent/guardian households are each considered one (1) consistent pick-up/drop-off location. Varying schedules will not be allowed, (i.e. one week Mon., Wed., Friday drop-off/pick-up and following week Mon., Tues., Thurs., etc.) except in emergencies as approved by the Executive Director of Operations.

For safety reasons, pick-up or drop-off locations other than home must be requested in writing by parents/guardians via a district form. This request must be submitted to the bus contractor before the routes are finalized for the school year or summer session. The routes are finalized no later than ~~five business days~~ **2 weeks** prior to the start of the school year or summer session. Bus routes and pick-up/drop-off locations will not change during the first **two weeks** of the school year or summer sessions.

Requests received after the bus routes are finalized will be reviewed for consideration after the first week of the school year or summer session is finished.

### 5. Maximum Riding Time - Regular Route

The maximum riding time for any one student shall not exceed two (2) hours each day. There could be an occasion where the riding time of some students may exceed this time depending on the weather. Any other exceptions need to be approved by the Board.

### 6. Non-Resident Transportation

A. The district shall not provide transportation of nonresident students who are accepted under the open enrollment program with the exception of CWD students as outlined in their IEP. and for students who qualify for and follow the procedures and approvals outlined in paragraph 6B of this policy. Transportation shall be provided by the parent to and from the assigned school. Parents may contract with the district for transportation services from a scheduled district bus stop.

B. A non-resident open enrolled student may request in writing a transportation contract to pay for services to the district administrator or designee and may be granted approval, if:

- The residence is located on an existing Waunakee Community School District bus route.
- Approval is granted by the resident school board for the non-resident district to provide transportation to and/or from the designated residence. (Per Wisconsin State Statute 121.54(10))
- If the residence is located in a location that is approved as a safe pick-up and drop-off location, as determined by the non-resident district bus company.

### 7. Extra-Curricular Trips

a. Students are to ride to and from a field trip location or a co-curricular event in school district provided vehicles with the exception that they may be transported by their own parent/guardians with a written request provided to the principal. The principal may make alternative arrangements, with parent approval, for unique or unusual circumstances. High school students may drive to activity sites within the Village of Waunakee with the permission of the principal. Students and their parents/guardians will be required to enter into an Agreement with the District in order to transport themselves.

b. Only parents/guardians/volunteers serving as chaperones may ride on school provided vehicles in addition to staff members and the students involved with the trip.

c. Parent chaperones may not bring other children on school-sponsored trips. Chaperones are expected to assist with supervision of the students on the trip and caring for other children can interfere with that responsibility.

- d. Parent chaperones may drive their own vehicles on school trips if sufficient supervision is provided on school vehicles. However, they may only transport other parent chaperones or their own child involved in the group activity.
- e. Only students, staff, and designated chaperones are part of the official field trip/co-curricular group. Others attending the same event on their own initiative are not part of the official group.

The District's Executive Director of Operations may make exceptions to the above guidelines after consultation with the bus contractor and the district's insurance carrier. A possible exception would be to transport students from another district along with Waunakee students to a regional or national conference. Others might include allowing a child of a driver, a sibling of a student, or parents of team members to ride school buses in unique or unusual circumstances.

Chaperones of all extracurricular trips are responsible to help the driver with discipline of students on the bus and be concerned with the general safety of students.

### 8. Shuttle Service

The district shall provide a shuttle service between elementary schools. Only students who are approved for shuttle service and appearing on the shuttle roster shall ride the shuttle bus. This service shall be provided for the following students: students with disabilities, intra-district transfer students, and students whose approved child care provider is in another attendance area or other students as approved by the Executive Director of Operations.

- a. Shuttle service is not to be used as a "taxi" service for transporting non-shuttle students to after school meetings or to a friend's house.
- b. Should a student not be eligible for transportation in his/her attendance area the approved shuttle service will transport that student to the "home" attendance area school and the student shall walk to his/her home.
- c. Should a student be eligible for transportation in his/her attendance area the student will be transferred from his/her shuttle bus to his/her regular bus for transportation home.

### 9. Child Care Transportation Fees

If a student is not eligible for transportation in his/her transportation area a fee shall be charged, as approved by the Board, for transporting that student to or from his/her child ~~care provider~~ on regular bus routes. However, no fee would be charged for the shuttle service should its use be necessary.

# Student Transportation Services

**Policy #751  
Rule (1)**

Waunakee Community School District

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