

SUPPORT SERVICES

Series 700

Policy Title . . . STUDENT TRANSPORTATION SERVICES

Code No. 751

Students living more than two miles from their designated attendance center or being reassigned because of a crowded neighborhood school will be furnished transportation.

Students may be required to meet a school bus on an approved route.

When transportation by school bus is impracticable or where school bus service is not available, the Board may require the parents or guardians to transport their children to the school designated for attendance. The parent or guardian will be reimbursed for such transportation as designated by statute.

Distance to school or to a bus route shall be measured on the public highway only and over the most passable and safest route as determined by the School Board, starting in the roadway opposite the private entrance to the residence of the pupils and ending in the roadway opposite the entrance to the school grounds or designated point on his route.

In areas where unusual hazards exist for walking students, the Board shall file with the State Department a Hazardous Transportation Plan.

Transportation to and from daycare providers will be provided as per Administrative Regulations R-751.

Date of Adoption:
August 14, 1978
Reviewed:
February, 1990
October 20, 2008

Legal Reference: Code of WI
Section 121.54 (2)

SUPPORT SERVICES

Series 700

ADMINISTRATIVE REGULATIONS TITLE . . . BUSING TO CHILD CARE PROVIDERS Code No. R-751

Students who live in a normal bus area for the school they attend may be transported to and from a child care provider under the following conditions:

- 1.) Requests for transportation to and from child care providers must be made using the established district form. The form must be received in the school office no later than registration for those students who attended Burlington Area Schools the previous school year. New students will complete the form when registering at school for the first time. Any time a change is necessary during the year, a new form will be completed a minimum of five working days before a change is to become effective. Phone calls are not acceptable. A new form must be filed each school year. Also, any change in child care providers requires the filing of a new form.
- 2.) The child care provider must be located in an area of regular bus transportation for the school the child attends. The child care provider must be located on a regular school bus route. School buses will not deviate from scheduled routes during the year to accommodate a change in a child care provider once the route has been established at the beginning of the school year.
- 3.) The pick up and drop off points must be on a regular basis and must be documented on the form.
- 4.) No child will be reserved more than one seat on more than one route bus in the morning and one route bus in the afternoon.
- 5.) The school district will try to accommodate all requests for transportation to child care providers, but this request may be denied if there is not room on the route requested. Once granted, this request may be revoked if there is a shift in pre-scheduled rider patterns during the school year and there is not room on the requested route. The school district will not extend or alter routes to accommodate requests. In the event of displacement, the last students accepted for transportation would be the first displaced on each route based on the date and time the completed application was received in the school office.

Date of Adoption:

April 14, 1997

Reviewed:

October 20, 2008

Procedure for a One Day Change

Code No. R-751

A note from the student's parent/guardian must be given to the teacher when there is a change from regularly scheduled drop-off points. The teacher will then get a bus riding change slip from the office of the school the child attends and the child will give the permission slip to the bus driver. The note to the teacher must also include a phone number of where the parent/guardian can be reached if there are any questions concerning the change. Phone calls to the bus company will not be accepted, changes must be made in writing and come from the school involved.

A note from the students' parent/guardian must be given to the bus driver when there is any change from regularly scheduled pick up points in the A.M.

- 6.) Parent/Guardian of students who do not live in normal bus area for the school they attend may be transported either home or to a child care provider under the following conditions:
- (1) All of the above conditions are met.
 - (2) Parent/Guardian must contact the bus company regarding fees for this service.

It is the intent of the District to accommodate parent's needs for transportation whenever possible as long as additional non-reimbursed costs are not incurred as a result. The following guidelines shall be observed.

Montessori Students

If a student qualifies for transportation they will be transported to Cooper or Dyer.

Busing to Child Care Providers

Please see attached procedure.

Siblings of students assigned to different schools.

Should a student be assigned to a school other than his/her home school, and the parent is granted in-district transfer for the siblings of the assigned student and the assigned student qualifies for busing then the siblings may be allowed to ride the bus at no cost to the parent if there is space on the bus and no route modifications are required.

Should sibling's home school be different than another sibling's and should the parent be granted an in-district transfer to keep the siblings together and if that sibling qualifies for transportation, then the siblings may be allowed to ride the bus at no cost to the parent if there is space on the bus and no route modification are required.

All transportation requests, concerns and questions shall be referred to Peter Smet, Assistant Superintendent-Business Services for clarification.