

SCHOOL DISTRICT OF MAYVILLE

751-Rule

STUDENT TRANSPORTATION PROCEDURES

A. **Bus Routing**

The Director of Operations shall use the criteria outlined below when establishing bus routes in the District. He/she shall discuss the bus routes with the District Administrator, who will then report all bus routes to the Board of Education in the fall of each school year.

1. Bus routes shall be established in accordance with state law, Wisconsin Department of Motor Vehicles rules, District policies and procedures.
2. No student should be expected to ride a bus more than 60 minutes to school or home.
3. Buses shall not enter driveways or make spur runs on side roads without the approval of the Director of Operations. Exceptions may be allowed only in situations in which kindergarten or special needs students (including those students attending pre-school special education programs) are involved or other special circumstances make this necessary.
4. Students are expected to walk up to one-half mile from the driveway or road entrance to a highway point designated as a pickup or dispatch point in the interest of safety. The District Administrator is empowered to order deviations from this rule in the case of kindergarten students if the situation warrants such action.

B. **Loading and Unloading School Buses**

1. Loading stations or points shall be selected with due regard for traffic and pedestrian safety and shall be approved by school authorities.
2. When flashing red warning lights are used, they shall be activated continuously at least 100 feet before stopping the bus. They shall not be extinguished until loading or unloading is completed and students who must cross the highway are safely across. Exceptions to this rule include special loading zones where the bus is entirely off the traveled portion of the highway. At these points, the bus shall be stopped on the traveled portion of the highway as near as practicable to the right hand edge of that portion of the lane farthest to the right which is improved, designed or ordinarily used for vehicular travel, excluding the berm or shoulder.

The driver of any school bus that approaches from the front or rear of any school bus that has stopped and is displaying flashing red warning lights shall display its flashing red lights while stopped.

3. The "stop signal arm" shall be used only when the flashing warning lights are in operation. It shall be activated after the bus comes to a complete stop and before, or as the door is opened, and shall be retracted before the bus resumes motion.

4. When discharging passengers, the bus driver shall make sure there is no traffic danger before allowing students to cross the road. Students obliged to cross the road shall be required to cross from a point at least 10 feet in front of the standing vehicle after receiving a signal from the bus driver. The bus driver shall not proceed until students are safely across the road or highway. This section applies only where flashing red warning lights are used.
5. The building principal or designee shall be responsible for proper order and safety of students in boarding buses at the school building.

C. Transportation to Child Care Provider

The District realizes that many times parents/guardians of kindergarten students would like to have these students dropped off at a child care provider. Arrangements for kindergarten students to be dropped off at a childcare provider should be made through the Director of Operations. These conditions shall apply in determining if a student is to be dropped off at a child care provider:

1. The childcare provider must be on the established bus route. Buses shall not be allowed to go out of their way to drop off students at a childcare provider.
2. This transportation arrangement is intended to handle situations involving long-term childcare arrangements. It is not to be used on a day-to-day basis. Parents/guardians are to establish the childcare provider drop-off point at the beginning of the school year and are asked to stay with that throughout the year. Should it become necessary to change the child care provider, parents/guardians must pre-arrange this with the Director of Operations. Again, this would be on a long-term basis.

D. School Bus Driver Expectations

1. The school bus driver shall meet the bus driver requirements as set forth by the Wisconsin Department of Motor Vehicles.
 - a. The safety and health of the bus riders shall be the first consideration of the bus driver at all times.
 - b. The bus driver shall allow only authorized personnel to ride the school bus.
 - c. The bus driver shall remain with the bus until all students have been discharged.
 - d. The bus driver shall complete the daily pre-trip inspection sheet.
2. The bus driver shall be interested in understanding children and shall be an example of dignified personal behavior and cleanliness to student bus riders.
3. The bus driver shall be responsible for maintaining order among the students when they are being transported between their homes and the schools.

The bus driver shall:

- Stop the bus to discipline riders.
- Report any disciplinary cases to the Director of Operations.

The bus driver shall not:

- Administer corporal punishment to riders on the bus.
- Put a rider off the bus to walk home nor to walk to school.
- Refuse an authorized student rider to board the bus.
- Be required to notify a student that he/she is not authorized to ride the bus. It will be the responsibility of the administration to notify the student and the parent/guardian of this fact.

4. The bus driver, when involved in an accident, shall report the accident as soon as possible to the Director of Operations and proper authorities.

APPROVED: August 12, 1968

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REVIEWED:

REVISED: November 17, 1975; October 15, 1979; January 19, 1987, July 2, 2001,
January 5, 2010

Signatures of School Board Members

