

7510 - STUDENTS ELIGIBLE FOR TRANSPORTATION

Eligibility and Routing Guidelines for Student Transportation

I. Eligibility for Student Transportation:

All students living two miles or more from their attendance boundary school will be eligible for transportation. The two-mile distance is measured from home pickup to school drop off using the GPS map within the transportation routing software used.

1. **Students Riding Special Education Buses**

In order to provide the least restrictive environment, students in special education will be transported with their peers on regular education buses whenever possible. Pursuant to Wisconsin statutes, transportation shall be provided to all students who require specialized transportation services as identified through the Individualized Education Plan (IEP) process.

2. **4 Year-Old Kindergarten (Preschool) Transportation**

4 Year-Old Kindergarten (Preschool) is a voluntary program. Depending on whether a student participates in morning or afternoon programming, he/she is eligible to ride with elementary students at either the beginning or end of day routes. Limited transportation is provided at mid-day.

II. Transportation Registration:

For safety, accountability, and efficient routing reasons, all students who ride the bus must be registered. Registration is required each year so that the transportation contractor knows which eligible students to route. Students must register as early as possible. Registration is required no later than July 15 in order to be eligible for transportation the first day of school. Requests received after July 15 will be processed, but may not be effective at the start of the school. Up to three days of processing is necessary for changes made during the school year.

III. Routing Guidelines

1. The school buses will run only on public roads. Bus stops and turnarounds in all cases will be arranged consistent with good safety practices and efficient operational procedures. The walk to a designated bus stop will not be more than .5 mile.
2. Routes are developed so that student travel time is no longer than 75 minutes and buses generally do not arrive at school earlier than 30 minutes before classes start.
3. Students living less than two miles from their boundary school may be transported if they are subjected to an area of unusual hazard while walking to school. State Statute 121.54 outlines the process for unusual hazard determination.
4. Transportation is the responsibility of the parent/guardian for students who have been approved to attend an alternate school through the Boundary Exemption process.
5. Open enrolled, tuition, or other non-resident students may ride the bus provided the requested stop is at an established stop on an existing route to the school of attendance.
6. Bus drivers will not discharge students at a place other than the assigned bus stop unless written authorization was provided from school authorities. For safety purposes, all temporary change requests must be in writing and all permanent change requests must be processed by completing a K-12 Transportation Request.
7. Pursuant to Wisconsin statute 121.54 transportation shall be provided to students attending private schools on the same basis as set forth above for students attending public schools.

IV. Choice/Charter Transportation:

A shuttle will be provided from neighborhood schools to the choice/charter school. A student may board the shuttle bus at any neighborhood school within the student's same level (elementary, middle, high). School start times do not allow the district to guarantee that a student can ride the bus from home to the boundary school and then board the choice/charter shuttle. Only the shuttle service from a neighborhood school to the choice/charter school will be provided with certainty.

V. Alternate Pickup/Stops:

Alternate pickup/stops may or may not be able to be accommodated. The alternate stop must be within the boundary of the attendance school (under rare circumstances exceptions may be able to be accommodated for District-wide Special Education Programs). For student safety purposes, the request must be consistent on a weekly basis (no alterations from week to week). Other factors that will be considered include location of the requested stop, bus capacity, and time constraints of the route. Consistency and simplicity in a student's transportation schedule is crucial. Neither the contracted transportation provider nor the district will assume responsibility for errors in part-time schedules—parents/guardians are responsible for communication to their child.

VI. Paid Transportation:

In very limited circumstances, when a student attends a school within two miles of his/her home, (or pickup/drop off point) transportation may be able to be accommodated. In these situations, fees will be charged and will be payable directly to the contracted transportation provider. Buses will not be re-routed to provide service to paid students. Evaluation factors include location of the requested stop, bus capacity, time constraints on the route.

Parents must request paid transportation in writing by completing the *K-12 Transportation Request* (available on the District's Website under the Parent section). Completing the Transportation Request does not guarantee service, it is only an application. Fees are charged and paid on a semester or annual basis. Both a single and family rate will be established.

If the bus becomes full with eligible riders, paid students will be notified that they can no longer ride on a "last registered, first off" basis. Any advance payment will be refunded.

LEGAL REFERENCES:

Wisconsin Statutes 121.54, 115.01 (12)

Form: K-12 Transportation Request

Reviewed with no revisions by Superintendent's Advisory Team: 04/27/16

Board of Education Informed: 05/02/16