

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 751
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**Transportation Services**

**I. STUDENT TRANSPORTATION SERVICES**

It is the goal of the Johnson Creek Board of Education to provide safe, efficient, and economical transportation for all students who are eligible for transportation services. In order to accomplish this goal, the following rules and guidelines shall be in effect:

- A. School bus ownership/contracted services: The Johnson Creek School District shall own and operate its own fleet of school buses or contract with a transportation company to transport students for curricular, co-curricular, and extra-curricular purposes.
- B. Deviation from assigned routes: Buses will ordinarily not deviate from assigned routes unless permission is granted by the director of transportation or the district administrator. In cases of emergency where a prior request cannot be made to deviate from an assigned route, the bus driver will exercise his/her personal best judgment concerning route deviation to overcome the emergency situation.
- C. Dangerous roads: After consultation with the director of transportation, a driver may refrain from entering or continuing along roads which may endanger the safety of the riders or cause the district unusual expenses. If prior consultation is not possible, the bus driver shall exercise his/her personal best judgment in deciding upon refusal to enter or to continue along such roads.
- D. Requirement to deliver at assigned locations: Students must be let off buses at assigned locations, unless prior approval has been received from the director of transportation or the district administrator and then only after a signed written note has been received from a child's parent/guardian. To accomplish the purposes of Paragraph B of this section, buses will not deviate from assigned routes for the purpose of delivery of children to sitters, day care centers, grandparents, other relatives, etc., unless the delivery point is on an assigned route with a location reasonably free of safety hazards.
- E. Assigned ridership: No one shall be permitted to ride a bus other than its assigned passengers without the permission of the director of transportation or the building principal. This permission shall only be granted after receipt of a signed written note from the child's parent/guardian has been received indicating approval of intent.

**II. SCHOOL BUS SCHEDULING AND ROUTING/ELIGIBILITY FOR SERVICES**

The director of transportation in conjunction with the bus company, if used, shall be responsible for conducting studies of bus routes in each locality of the Johnson Creek School District in order to provide services to and from school in the most economical way. In order to accomplish this, the following guidelines shall be used:

- A. Length of routes: Routes shall be arranged in such a way so as to equalize as nearly as possible the length of the routes and the number of passengers and to provide to the greatest extent possible maximum efficiency of use of each bus.
- B. Transfers: When practical, safe, efficient and economical, transfers from one bus to another may be made. This provision may serve to prevent overlapping of routes.
- C. Extent of services, grades K-12: Buses shall not go off the main route--herein defined as a state trunk highway, a county road, or a township road--to pick up or to deliver children unless the distance from the main route and dwelling is one-half (1/2) mile or more. Children shall not be put off the bus until reaching their designated destinations. Children living within the corporate limits of the Village of Johnson Creek may not be eligible for transportation services under this section.

The one-half mile requirement may be waived by the bus driver when it is determined that weather conditions (extreme cold, snow or blizzard, rain, etc.) or other emergency exists so as to make it advisable to deliver affected children closer to the dwelling.

If through joint action of the Sheriff of Jefferson County and the Board of Education, it is determined that hazardous conditions prevail, the district shall transport students living within the corporate limits of the Village of Johnson Creek.

- D. Extent of services, 4-year-old kindergarten/early childhood: All children attending the Johnson Creek Elementary School's early childhood programs and those 4K students living outside of the corporate limits of the Village of Johnson Creek shall be eligible for transportation services.
- E. Extent of services, special education: All students identified as having exceptional education needs (EEN) and attending classes in a special education cooperative school or at the Wisconsin School for the Visually Impaired or at the Wisconsin School for the Deaf shall receive transportation services to and from the school site. These services shall be available during the regular school year and for summer school.

For students living within the corporate limits of the Village of Johnson Creek and having exceptional education needs, it would ordinarily be expected that they would walk or be brought to the designated point on the campus of the Johnson Creek Public Schools. The child's Individualized Education Plan (IEP) will specify the extent of transportation services to be provided but in no case will it be less than that for which the child is otherwise eligible.

- F. Extent of services, private/parochial schools: Transportation services shall be provided, subject to the limitations specified in this policy and relevant sections of Statute 121.54, to students living within the Johnson Creek School District to any private/parochial school provided that school is located within the Johnson Creek School District or not more than five (5) miles beyond the boundaries of the district as measured along the usually traveled route.

In lieu of providing actual transportation services, the school district shall contract with a parent/guardian to provide transportation services as required by state statute, if the estimated cost of transporting a student to a private/parochial school is more than 1 1/2 times the district's average cost per pupil for bus transportation in the previous school year, exclusive of transportation for kindergarten students during the noon hour and for handicapped students. The contractual payment shall be not less than an annual amount for each student. The contracted payment shall be calculated using the DPI supplied worksheet.

Parents/guardians holding transportation contracts from the Johnson Creek School District shall be encouraged to comply with Statute 121.555 (2) regarding insurance, vehicle safety inspection, operator requirements, and seating restrictions.

No later than July 1st of each year, each private/parochial school within the Johnson Creek School District's service area as described in this paragraph shall notify the board of education of the names, grade levels, and locations of all students eligible to have transportation services provided by the Johnson Creek School District.

### III. TRANSPORTATION SERVICES TO CO-CURRICULAR/EXTRA-CURRICULAR EVENTS AND FOR SPECIAL TRIPS

The director of transportation shall be responsible for scheduling of transportation services for all co-curricular and extra-curricular events. In order to accomplish the goals of safety, efficiency, and economy of services, the following rules and guidelines shall be in effect:

- A. Prior approval: All requests for special trips must be approved by the building principal and the district administrator. Requests must be submitted at least 3 weeks in advance of the event. Requests submitted less than a week in advance are subject to reduction of priority and/or cancellation.
- B. Cancellation: The director of transportation must be notified at least three hours prior to the scheduled departure time, if there is a cancellation of the event or activity. Failure to notify of a cancellation may result in the organization being charged a portion of the designated driver's wage even though the service was not used.
- C. Chaperone requirement: Buses will begin extra-curricular, co-curricular, or special trips only when a competent adult approved by the building principal is present on the

bus in addition to the driver. Standards of conduct by the riders will be governed by the provisions of IV of this policy.

- D. Ridership requirements: Each student making an extra-curricular, co-curricular, or special trip on a school district bus must return on the same bus unless authorization has been personally presented to the supervising chaperone by the student's parent/guardian or by the building administrator acting in response to a request personally presented by a child's parent/guardian.
- E. Route deviations: Ordinarily trips will be routed on highways that provide for safety as well as economy of cost and driving time. If there are deviations from the designated destination, the driver will note these deviations or stops on the trip ticket with initialing of the notations by both the driver and the chaperone.

#### IV. STUDENT CONDUCT ON SCHOOL BUSES

While the law requires the school district to provide transportation services, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus to be brought to school and after the child leaves the bus at the end of the school day. Once a child boards the bus, and only at that time does he/she become the responsibility of the school district. The school district's responsibility shall end when the child is delivered to the designated bus stop at the close of the school day.

The bus is an extension of the classroom. The Board of Education shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child displays improper conduct on the bus, such instances are to be brought to the attention of the building principal by the bus driver and/or the director of transportation.

Students who cause serious disciplinary problems while on the school bus so as to affect the safety of the other passengers and themselves may have their riding privileges suspended by the building principal. In such instances, a parent of the child involved in the problem shall become responsible for bringing the child to and from school safely each day the suspension is in effect.

In order to accomplish the purposes of this section of the policy, the administrative staff with the director of transportation shall establish rules of conduct within the following guidelines.

- A. Behavior standards and consequences: Unacceptable behavior will be grouped according to minor and major infractions. Minimum consequences will be established for each type of infraction. A "Bus Conduct Report" will be completed by the driver with copies sent to the parent/guardian, the building principal, and the director of transportation. The report shall describe the violation and the action taken to prevent a repetition of the violation.  
If the infraction is a violation of the law, the proper authorities will be notified. If the

infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges can be reinstated.

- B. Dangerous behavior clause: Any student who by his/her actions seriously jeopardizes the health, safety, and welfare of the other riders may be immediately suspended by the building principal from riding the bus. Before such suspension is carried out, there shall be prior notification of such action to the student's parent/guardian by the building principal or the director of transportation, so that alternate transportation can be arranged. Proper reports detailing this action and the reasons for it will be made by the building principal. Riding privileges normally will not be reinstated by the building principal until a conference is held involving the student, parent/guardian, driver, principal and/or director of transportation.
- C. Forbidden items: Weapons and ammunition, explosives, intoxicants, or illegal drugs. Items causing distraction to the driver may be confiscated and held until completion of the trip. Use of other tobacco products including vaporized smoking materials on district vehicles is prohibited.
- D. Publication of rules: Prior to each school year, or upon the enrollment of a new student, a form detailing the Bus Discipline Policy and other transportation requirements will be presented to each student whether he/she regularly rides the bus or not. After reviewing the form, the student and a parent will sign it indicating awareness and understanding of the rules and the possible consequences for violating them. The signed form will be returned to the building principal, who shall maintain it on file.

## V. TRANSPORTATION OF PERSONS NOT STUDENTS OF THE DISTRICT

The Johnson Creek School District may provide transportation services for persons who are not students of the district either during school hours or outside of school hours. However, transportation programming for district students shall receive priority. The following rules shall be in effect:

- A. Transportation services for other school districts: The Johnson Creek School District shall provide transportation services to students of other school districts with approval by the director of transportation and the district administrator provided that:
  - 1. a written request shall have been received from the student's own school district requesting that transportation services be provided, and,
  - 2. the director of transportation verifies that space is available on the bus serving the student's destination point, and
  - 3. a fee shall be charged which is no less than the average per pupil transportation cost for the vehicle to service the destination point.

B. Non student transportation services: The Johnson Creek School District may provide transportation services within the State of Wisconsin with approval by the Board of Education provided that:

1. There shall be compliance with all applicable school rules and with the directives of the Board of Education, the district administrator, and the director of transportation including the ban on smoking and use of other tobacco products and the consumption of intoxicating beverages on the bus,
2. A fee shall be charged to the group requesting use of the district bus(es) which is the cost of transportation. Included in determination of costs are depreciation, maintenance, insurance, fuel, compensation of the bus driver, and whatever other costs the board of education may feel should be included in the fee,
3. The driver shall be an employee of the transportation department of the Johnson Creek School District,
4. The person or group making the request for transportation services shall be the responsible party. Non-compliance with district rules may mean denial of future transportation services and responsibility for any repair costs incurred by the district for physical damages to the vehicle,
5. If the group is co-sponsored by the school district, chaperones will be provided as per Section III D of this policy. They will be responsible for the conduct of the total group to and from the destination point.

C. Transportation of non-student district residents to special events: Subject to available space for school district students, a non-student resident of the district may ride to co-curricular, extra-curricular, and special events on a bus provided that he/she has registered in the appropriate building office and paid any fees for the transportation prior to the date of the activity. Such riders will be subject to relevant rules and regulations found in this policy.

Under this section of the policy, the school district will be liable for the driver and the vehicle only.

## VI. STAFF USE OF DISTRICT-OWNED VEHICLES

District vehicles are purchased for school use only. These vehicles must never be used for personal use by employees or any other person. District-owned vehicles such as vans, station wagons, pickup trucks, or cars may be used to satisfy transportation needs, when operation of a school bus is impractical. The following rules have been established:

A. Licensure: All vehicles transporting students shall be driven by someone (not a student) who holds a regular Wisconsin driver's license or other license as may be required for operation of the vehicle and who is otherwise in compliance with

relevant statutory alternate transportation requirements (e.g. Stat. 121.555 Alternate methods of providing transportation).

- B. Formal request: Prior to the use of any district-owned vehicle, a formal request using the appropriate form must be made. After approval by the building principal and the district administrator, the director of transportation will reserve the vehicle for the time needed; however, it is subject to prior requests. Normally, keys will be made available in the district office and must be returned to that office immediately upon return or as soon thereafter as practical.
  
- C. Scheduling of vehicle: In scheduling of any district-owned vehicle, use of the vehicle to transport students will have priority if no other suitable vehicle is available. Staff use of any vehicle has a lower priority, if it is not being used to transport students.

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