

Waunakee Community School District 2017-2018

PUPIL TRANSPORTATION HANDBOOK



Waunakee Community School District Transportation Handbook 2017-2018

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Section I – Eligibility for Student Transportation

WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available at: <http://www.waunakee.k12.wi.us/admin/boe/policy/WCSD%20Policies.htm>.

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. 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. 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.
2. Students in grades K-8 will be transported to school from hazardous areas as defined by the Dane County Sheriff. Streets that are hazardous to cross for K-8 students include: Main Street; Division Street; County Highway Q; portions of Woodland Drive, and Highway 113. Please call Lamers at 850-5253 option #2 with questions about your home address.
3. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
4. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news web-sites, and the district web-site between 6:00AM and 7:00AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

<u>RADIO</u>	<u>TV</u>	<u>Web-sites</u>
WOLX (94.9 FM)	Channel 3 WISC	www.channel3000.com
WMMM (105.5 FM)	Channel 15 WMTV	www.nbc15.com
WYZM (105.1 FM)	Channel 27 WKOW	www.wkow.com
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	www.fox47.com
WZEE Z104 (104.1 FM)	Cable Channel 98 (local only)	www.waunakee.k12.wi.us
WMAD (92.1 FM)		
WTSO (1070 AM)		
WIBA (1310 AM/101.5 FM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Bus schedules

1. Will be established which will cause pupils to be picked up at a set time
2. Arrive at school before the start of the school day
3. Generally no earlier than twenty (20) minutes before the first bell.

Bus Route Number, Pick-up Time and Approved bus stop location

1. Will be provided to scheduled riders and their families before school begins.

Students must be out at the bus stop location

1. A minimum of five (5) minutes prior to the scheduled pick up time.
2. The bus will not wait or return for students.

Only Students Assigned On The Route Will Be Allowed To Ride.

1. Space and liability issues do not allow for additional or unauthorized riders.
2. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop
 - a. Are required to have a note of explanation written by his/her parent/guardian and the parent/guardian of the student whose home s/he are going to/from.
 - b. The notes must be submitted to the school office no less than 24 hours before the student may ride the bus.
 - c. This note must be approved by the Principal.
 - d. The student will then receive a bus pass for a specific date or time period.
3. Students who are not eligible to ride the bus
 - a. Are not allowed to ride with another student even with a parent note.
 - b. Exceptions may be granted by the building principal. See number 3 above for the required notes requesting exceptions.
4. Students will be picked up and dropped off
 - a. Only at designated stops along the route that are approved by the School District.
 - b. It is the parent/guardian's responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations.
 - c. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students.
5. Bus routes
 - a. Will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up unless specifically authorized.
6. District Shuttle System
 - a. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas.
 - b. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area.
 - c. This service is NOT available for 4K students.
7. Special Education, Early Childhood Student or 4K Student
 - a. A responsible adult must be present to receive the student.
 - b. In the event that no one is there when the bus arrives, the child will remain on the bus until the end of the route.

- c. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel.
 - d. Drivers will attempt to drop the child off again at the end of the route.
 - e. If there is still no one at the stop to receive the child, the Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department.
 - f. Parents will be responsible to pick up their child.
8. Day Care Providers
- a. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Form.
 - b. An online option is available to submit the Request for Alternate Pick Up/Drop Off Form.
 - c. This form must be submitted to the bus contractor before the routes are finalized for the start of the school year.
 - d. These routes are finalized no later than 5 business days prior to the start of the school year.
 - e. Bus routes and pick up/drop off locations will not change during the first week of school.
 - f. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis.
 - g. The District will permit only two (2) pick up/drop off locations including home.
 - h. Route buses will not make additional bus stops along the route to accommodate a childcare provider.
 - i. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation.
 - j. No refunds will be provided after fees have been paid and service has begun.
 - k. The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year.



Section II – Bus Conduct Rules

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations.

1. Students may ride only on assigned routes and vehicles. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus. See page 9.
2. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
3. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
4. The district reserves the right to assign seats to students. Students in grades 5 through 12 will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 6 of this handbook.)
5. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.
6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.
7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc.; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.
8. Students shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school to and from school-sponsored activities or field trips, unless they receive permission from the supervising teacher, coach or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
9. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk. See page 9.
10. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.
11. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
12. Students may not litter. Please help us keep our buses safe and clean.

Section III – Discipline Process

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Generally, major type or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be adjusted based on circumstances surrounding the incident.

Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges and a conference with school officials may be held prior to resuming transportation services.

Parents/guardians will be notified by the school or Lamers Bus Service before any suspension goes into effect. Suspension days are school days - not calendar days.

MAJOR VIOLATION CONSEQUENCES

1ST VIOLATION

The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Lines within 24 hours. In cases involving severe incidents, the driver and school officials reserve the right to start discipline procedures at steps 3 or 4 (see below). A permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products.
2. Possessing prescription drugs not prescribed for the student(s), illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.
8. Refusing to follow safety rules or the driver's instructions.
9. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.
10. Using an object as a weapon for intimidation or bodily harm.

MINOR VIOLATION CONSEQUENCES

1ST VIOLATION (Verbal Warning)

A verbal warning will be given to the student. The bus company / bus driver will promptly notify parents/guardians of the incident by phone within 24 hours. The incident will be documented by the driver with copies sent to the parents, principal and Lamers Bus Lines within 24 hours. The school principal will give a verbal warning to the student and may impose additional consequences.

2ND VIOLATION (1 to 3 Day Suspension)

The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Lines within 24 hours. A 1-3 day suspension from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. The principal must speak with the parent(s)/guardian(s) before the student will be allowed to ride the bus again.

3RD VIOLATION (Minimum Five (5) Day Suspension)

The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Service within 24 hours. A minimum five (5) day suspension from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver/bus company and principal must take place before the student will be allowed to ride the bus again

4TH VIOLATION (Suspended from the Bus for the Remainder of the Year)

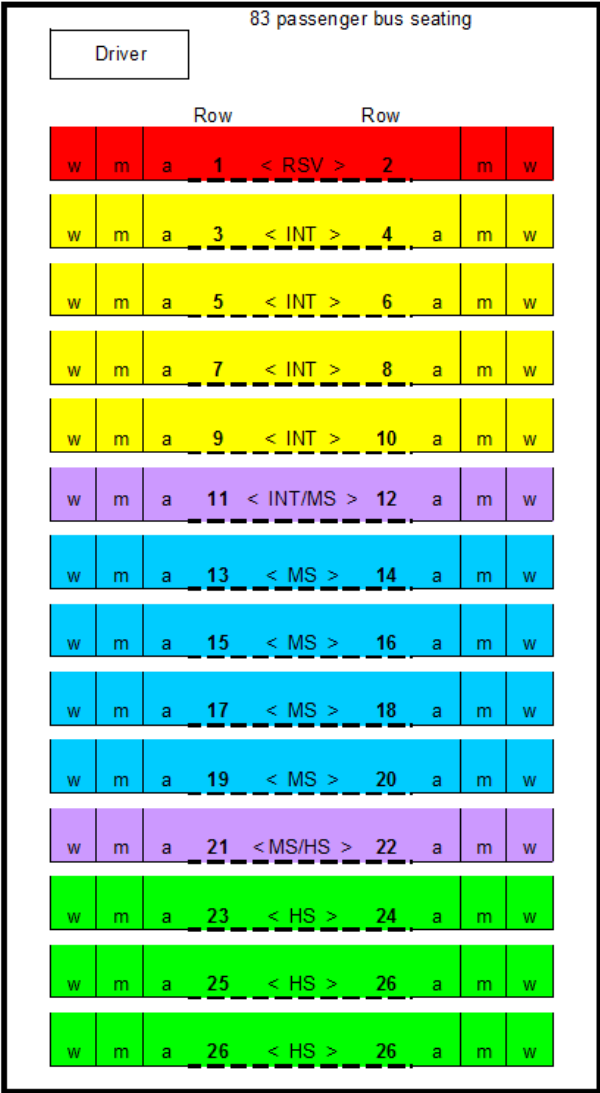
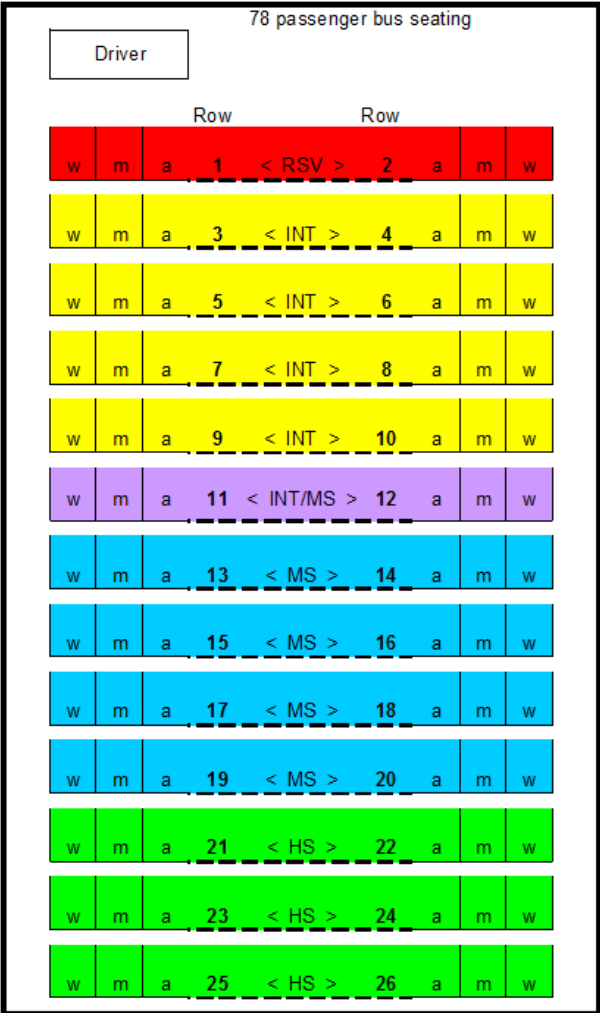
The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Service within 24 hours. The student will be suspended from the bus for the remainder of the year – the decision will be made in conjunction with the school. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver/bus company and principal must take place before the student will be allowed to ride the bus again.

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.

Section IV – Additional Information

ASSIGNED SEATING DIAGRAM
FOR STUDENTS IN GRADES 5-12



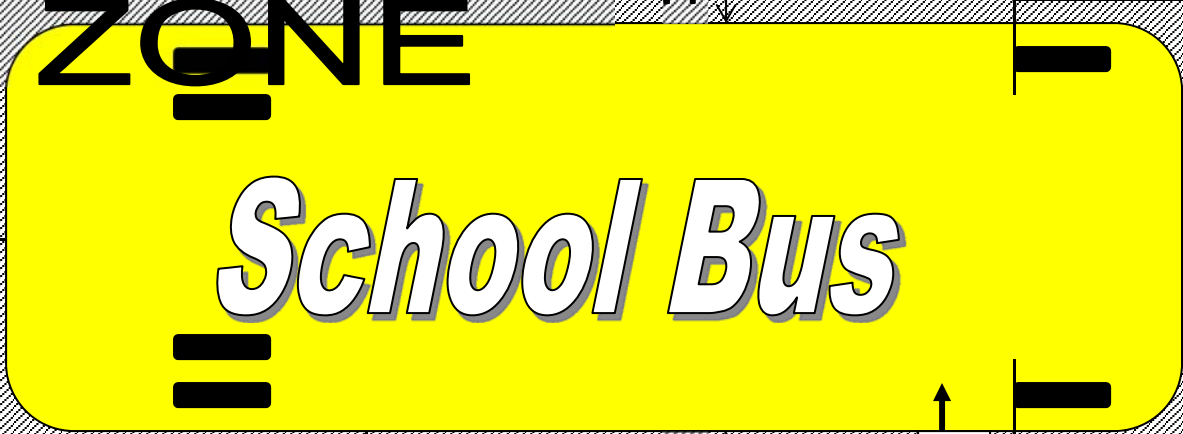
THE SCHOOL

BUS

Danger From Passing
Cars

DANGER ZONE
DANGER ZONE
ZONE

10 Feet



MOST DANGEROUS

MOST DANGEROUS
DANGER ZONE

10 Feet

D
O
O
R

Walking Area

Walking Area