

# Waunakee Community School District 2020-2021

---

## **PUPIL TRANSPORTATION HANDBOOK**



Please note: This 2020-21 Pupil Transportation Handbook contains no references to COVID19 or the potential changes to pupil transportation as a result of capacity guidelines on school buses that may be directed by the State of Wisconsin/Dane County. An addendum will have to be created at a later date once all capacity guidelines have been finalized.

# Waunakee Community School District Transportation Handbook 2020-2021

## TABLE OF CONTENTS

<u>Section I – Eligibility for Student Transportation</u>	
Transportation Services and Policies	1
Eligibility for Transportation Services	1
School Closings and Cancellations	1
Transportation Guidelines and Procedures	2-3
<u>Section II – Bus Conduct Rules</u>	
Student Ridership Expectations	4
<u>Section III – Discipline Process</u>	
Minor Rule Violations	5
Major Rule Violations	5-6
<u>Section IV – Additional Information</u>	
Assigned Seating Diagram Pre-K-4	7
Assigned Seating Diagram 5 <sup>th</sup> -12th	8
Bus Safety Zones	9

## 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:

[https://www.waunakee.k12.wi.us/district/boe\\_policy\\_700.cfm](https://www.waunakee.k12.wi.us/district/boe_policy_700.cfm) .

### 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, the district messaging system 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:

<b><u>RADIO</u></b>	<b><u>TV</u></b>	<b><u>Web-sites</u></b>
WOLX (94.9 FM)	Channel 3 WISC	<a href="https://www.channel3000.com/">https://www.channel3000.com/</a>
WMMM (105.5 FM)	Channel 15 WMTV	<a href="https://www.nbc15.com/">https://www.nbc15.com/</a>
WMHX(105.1 FM)	Channel 27 WKOW	<a href="https://wkow.com/">https://wkow.com/</a>
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	<a href="http://fox47.com/">http://fox47.com/</a>
WZEE Z104 (104.1 FM)		<a href="https://waunakee.k12.wi.us/">https://waunakee.k12.wi.us/</a>
WMAD (92.1 FM)	<b><u>SOCIAL MEDIA</u></b>	<a href="https://www.facebook.com/WaunakeeCSD/">https://www.facebook.com/WaunakeeCSD/</a>
WTSO (1070 AM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		
WRDB (1400 AM)		
WBDL (102.9 FM)		
WNFM (104.9 FM)		
WIBA (1310 AM/101.5 FM)		

## TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the Waunakee Community 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. Will be mailed from Lamers Bus Lines LLC, not the school district.

### **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
  - b. This note must be approved by the Principal.
  - c. 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 above (#2) 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. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel.
  - b. Drivers will attempt to drop the child off again at the end of the route.
  - c. 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.
  - d. 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 Online Form. (<https://www.waunakee.k12.wi.us/district/Transportation.cfm>)
  - b. This form must be submitted to the WCSD before the routes are finalized for the start of the school year.
  - c. These routes are finalized no later than 5 business days prior to the start of the school year.
  - d. Bus routes and pick up/drop off locations will not change during the first two weeks of school.
  - e. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis.
  - f. The District will permit only two (2) pick up/drop off locations including home.
  - g. Route buses will not make additional bus stops along the route to accommodate a childcare provider.
  - h. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation.
  - i. No refunds will be provided after fees have been paid and service has begun.
  - j. 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.
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 Pre-K-4th and 5th through 12th will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 7 and 8 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. 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.
9. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.
10. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
11. Students may not litter. Please help us keep our buses safe and clean.

## **Section III – Discipline Process**

### **MINOR RULE VIOLATIONS**

#### **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.

### **MINOR RULE VIOLATION CONSEQUENCES**

In general, minor rule violations will result in a verbal warning from the driver to the student. Multiple minor rule violations will result in a consequence determined by the driver. An example would be an assigned seat in the front of the bus. If the consequence is unsuccessful, Lamers Bus Lines shall report the violations to the school principal and the parent/guardian. The school principal and Lamers Bus Lines will cooperatively determine additional consequences. An example could be a temporary or permanent suspension of rider privileges from the bus.

### **MAJOR RULE VIOLATIONS**

#### **EXAMPLES OF MAJOR RULE VIOLATIONS**

1. Smoking, chewing or possessing tobacco or related products. This includes vaping and JUULing.
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. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

### **MAJOR RULE VIOLATION CONSEQUENCES**

The incident will be documented by the driver and shared with Lamers Bus Lines management immediately after the route. Lamers Bus Lines management shall immediately investigate the report and will contact the parent/guardian and school principal. The school principal and Lamers Bus Lines will cooperatively determine consequences. An example would be a temporary or permanent suspension of rider privileges from the bus.



**Section IV – Additional Information**

**ASSIGNED SEATING DIAGRAM  
FOR STUDENTS IN GRADES PreK-4<sup>th</sup>**

78 Passenger Bus							
<u>Driver</u>							
W	M	A	1	< 4K/RSV >	2	M	W
W	M	A	3	< 4k/Kdg >	4	A	M
W	M	A	5	< Kdg/1st >	6	A	M
W	M	A	7	< 1st >	8	A	M
W	M	A	9	< 1st >	10	A	M
W	M	A	11	< 1st/2nd >	12	A	M
W	M	A	13	< 2nd >	14	A	M
W	M	A	15	< 2nd >	16	A	M
W	M	A	17	< 3rd >	18	A	M
W	M	A	19	< 3rd >	20	A	M
W	M	A	21	< 4th >	22	A	M
W	M	A	23	< 4th >	24	A	M
W	M	A	25	< 4th/STJ * >	26	A	M
* STJ is for Saint John's Grades 5-7 that ride elementary routes							

82 Passenger Bus							
<u>Driver</u>							
W	M	A	1	< 4K/RSV >	2	A	M
W	M	A	3	< 4k/Kdg >	4	A	M
W	M	A	5	< Kdg/1st >	6	A	M
W	M	A	7	< 1st >	8	A	M
W	M	A	9	< 1st >	10	A	M
W	M	A	11	< 1st/2nd >	12	A	M
W	M	A	13	< 2nd >	14	A	M
W	M	A	15	< 2nd >	16	A	M
W	M	A	17	< 2nd/3rd >	18	A	M
W	M	A	19	< 3rd >	20	A	M
W	M	A	21	< 3rd >	22	A	M
W	M	A	23	< 4th >	24	A	M
W	M	A	25	< 4th >	26	A	M
W	M	A	27	< 4th/STJ * >	28	A	M

# ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES 5-12

Driver			78 Passenger Bus			
W	M	A	1	< RSV >	2	M
W	M	A	3	< INT >	4	M
W	M	A	5	< INT >	6	M
W	M	A	7	< INT >	8	M
W	M	A	9	< INT >	10	M
W	M	A	11	< INT/MS >	12	M
W	M	A	13	< MS >	14	M
W	M	A	15	< MS >	16	M
W	M	A	17	< MS >	18	M
W	M	A	19	< MS >	20	M
W	M	A	21	< HS >	22	M
W	M	A	23	< HS >	24	M
W	M	A	25	< HS >	26	M

78 Passenger  
 Rows 1-2 –RSV  
 Rows 3-10 – Intermediate  
 Rows 11-12 – Intermediate/Middle School  
 Rows 13-20 – MS  
 Rows 20-26 – High School

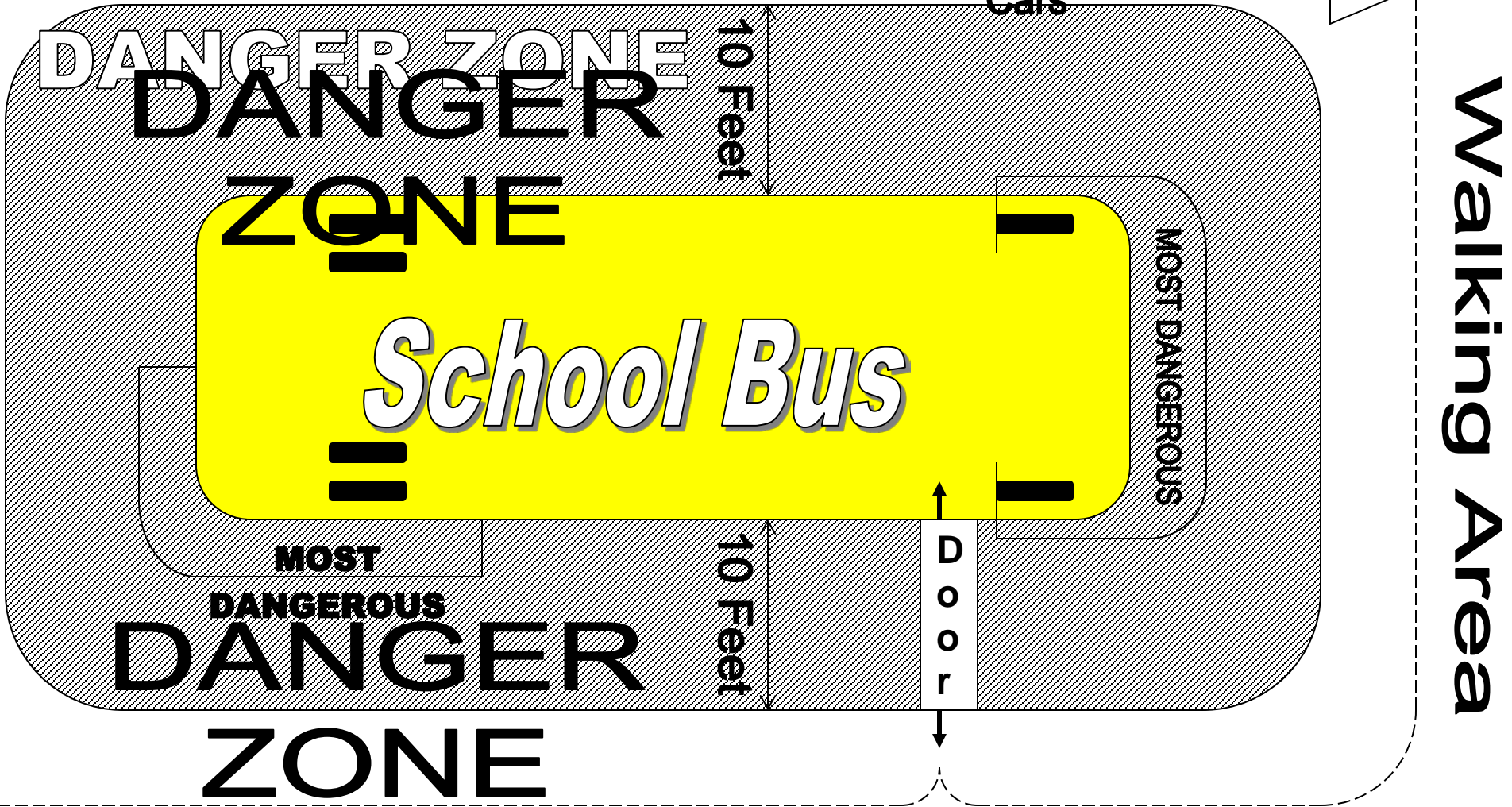
Driver			83 Passenger Bus			
W	M	A	1	< RSV >	2	M
W	M	A	3	< INT >	4	M
W	M	A	5	< INT >	6	M
W	M	A	7	< INT >	8	M
W	M	A	9	< INT >	10	M
W	M	A	11	< INT/MS >	12	M
W	M	A	13	< MS >	14	M
W	M	A	15	< MS >	16	M
W	M	A	17	< MS >	18	M
W	M	A	19	< MS >	20	M
W	M	A	21	< MS / HS >	22	M
W	M	A	23	< HS >	24	M
W	M	A	25	< HS >	26	M
W	M	A	27	< HS >	28	M

83 Passenger  
 Rows 1-2 –RSV  
 Rows 3-10 – Intermediate  
 Rows 11-12 – Intermediate/Middle School  
 Rows 13-20 – MS  
 Rows 20-28 – High School

# THE SCHOOL

## BUS

Danger From Passing  
Cars



# Walking Area