

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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TRANSPORTATION

Students will be transported in a safe and efficient manner. Providing transportation to school children is required by Wisconsin Statute 121.54 (2).

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services for the transportation of resident students between their home areas and schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

Implementation:

Public and Private School Transportation

- A. Public Students - Students who attend public schools are eligible for transportation if these conditions are met:
 - 1. The student's place of residence is within the school district along with the schools attendance boundary
 - 2. Students must live two (2) or more miles from the school they attend, or if less than two (2) miles they must live within an area declared unusually hazardous for walking as determined by the Board of Education.

In the Village of Hortonville, bus transportation is provided for the following areas which have been determined as too hazardous to walk from:

- 1. all students south of the railroad tracks on County Road M
- 2. all students west of the railroad tracks on U.S. Highway 15
- 3. all students north of the corner of County Roads M and MM
- 4. all students east of the corner of Warner Street and U.S. Highway 15
- 5. morning kindergarteners home and the afternoon pick-up south of Main Street, and all west of Miller Park on U.S. Highway 15, except for those attending a regulated day care center.
- 6. All students in the Black Otter Lake Subdivision

- B. Private Students - Students who attend private schools are eligible for transportation if all these conditions are met:
 - 1. The private school attended is located in the District or within five (5) miles of District boundaries. Wisconsin Statute 121.54(2)(b)
 - 2. The private school attended has established an attendance area as prescribed by Wisconsin Statutes Sec. 121.54(4)
 - 3. The student's place of residence is included in the attendance area.

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4. Students must live two (2) or more miles from the school they attend, or if less than two miles they must live within an area declared unusually hazardous for walking as determined by the Board of Education.

For those private school students meeting these conditions, the School District will either provide free bus transportation, contract with another agency for transportation service, or contract with the parents to transport their own children as described in Wisconsin Statute 121.55. This contract with parents may be offered if transportation of a pupil to a private school cannot be provided by bus without exceeding one and one-half time the cost for transporting public school students. Such contract shall reimburse the parent or guardian a dollar amount equal to the average cost for transporting public school students during the previous school year but shall not exceed the actual costs that parents incur in providing their own transportation.

- C. Private School Students who reside outside the attendance area of the private school in which they are enrolled do not qualify for free transportation, but may receive transportation service as follows:
 1. A fee is paid covering the cost of the transportation.
 2. The bus does not deviate from normally traveled routes to pick them up.
 3. The private school has an attendance zone which included a portion of the Hortonville Area School District and some students from the Hortonville Area School District are presently enrolled in the private school.

It should be noted that private school students who live outside the Hortonville Area School District may be transported for a fee if they meet the above conditions. Transportation for a fee is in all cases subject for review by the Board of Education.

- D. Private School Calendar Issues - If it should occur that a private school decided to conduct classes when the public school does not, transportation will be provided according to a time schedule agreed upon before school opening.
- E. Changes In Private School Attendance Areas - Changes in private school attendance areas must be approved by the Hortonville Area School District Board of Education. Requests for changes should be submitted to the Board by February 15th, if the expectation is that they will be implemented at the beginning of the next school term. All the private schools affected should agree on the new attendance zones before they are submitted for approval.
- F. Handicapped Student Considerations - Handicapped student transportation will be handled separately on an individual basis. The Board of Education reserves the right to make judgments or issue special contracts in special cases.

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Student Walking Distances

All students in Grades K-12 may be required to walk up to a maximum of three-tenths of a mile, from the end of their driveway to a bus pick-up point. Any possible traffic related safety concerns of the area are considered when establishing the location of a pick-up point, and the walking distance to a pick-up point. Students who live on roadways which are inaccessible to buses (cul-de-sacs, dead-end roads) may have to walk farther than the three-tenths of a mile to be picked up.

- A. 4 year old Kindergarten students are picked up at each residence unless boarding with older brothers and sisters, or the roadway is inaccessible to bus travel.
- B. In residential/subdivision areas, consolidated pick-up points will be used when appropriate.
- C. On town roads students will be picked up at each residence providing residences are over three-tenths of a mile apart. Depending on the situation and area, pick-ups may be placed closer than the three-tenths measurement.
- D. On highways, students will be picked up at each residence, providing residences are over 100' apart (Department of Transportation requirement).
- E. Resident pick-up will only be considered in highly unusual circumstances (physical health and safety) affecting the student.
- F. Walking distances are measured from the driveway road entrance.

Cul-de-sac and Dead-end Road Travel

Student pick-up in cul-de-sac and dead-end roadways can be difficult due to the lack of space that may be available to safely turn the bus around and exit. Drivers are instructed to avoid backing up when possible, as the driver's ability to see behind the bus is limited. When buses back up the chance of bodily injury and property damage increases. The following guidelines indicate how cul-de-sac and dead-end roadway travel will be decided.

- A. Entry into a cul-de-sac roadway will only be considered if the student pickup point exceeds three tenths of a mile from the main road (normal walking distance).
- B. If a cul-de-sac roadway is longer than three tenths, but the students who live in the cul-de-sac roadway (as an example) only live two tenths from the main roadway, the students will need to walk to the main road and the bus will not enter.
- C. The cul-de-sac roadway must be large enough for the regularly assigned route bus to make the turn, or if necessary, make the turn (as a last resort) by backing up (as approved and documented by the Director of Transportation). Normally, a cul-de-sac 100' wide allows for a complete bus turn.
- D. Each cul-de-sac roadway will be reviewed separately prior to the cul-de-sac being approved and added to the route. Factors to be considered include: the size of the cul-de-sac, property such as mailboxes, automobiles, or basketball hoops that may be in the way, upkeep and care during winter, overall visibility issues, and small stay at home children in the area. These factors will vary from cul-de-sac to cul-de-sac meaning that entry into some may be allowed while entry into others may be denied. The Transportation Director will review each area along with the driver for the initial decision. The driver may appeal this decision to the Board of Education

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Transportation Committee. During the course of the appeal, a driver will not be required to enter a cul-de-sac or dead-end road.

These same points will be used to determine access into a dead-end roadway, with the realization that a dead-end road usually offers even less area to turn around, and requires the use of someone's private driveway to turn around. If turning around in a cul-de-sac or dead-end roadway will require using a private driveway, the District will seek written approval from the private homeowner. Permission should be received prior to entry into the driveway.

Babysitter or Daycare Requests

Requests from parents for a student to be dropped off or picked up at a babysitter or daycare will only be considered as follows:

- A. There must be room on the requested bus which serves the school the student attends. The route will not be altered; however, a bus stop may be added if necessary.
- B. The parents must request this service in writing to the Director of Transportation, with the understanding that the student(s) may have to walk from the nearest bus stop to the babysitter.
- C. The service must be on a continuous basis. It cannot be intermittent; for example, the service must be continuous Monday through Friday, not home one day, babysitter the next.
- D. During the school year, requests for a change of bus routes due to a babysitter change for one or more children in a family will require a two week advance notice. This notice must be given in writing to the Director of Transportation. During the period of required notice, the parent is responsible to transport the student(s) until the appropriate arrangements have been made.

Route Changes

All changes in pick-ups or routes must be approved by the Director of Transportation when not affecting the educational program. All changes affecting the educational program must have Administration and Board of Education approval.

Special Transportation Requests

District resident students may on occasion request to ride home with a friend or relative. Requests of this nature should not be on-going, but infrequent in nature. Transportation will be provided as long as written parental permission is provided with the request and space is available on the bus. A contact phone number should also be included on the request. If the driver has reason to believe the permission slip is fake, the driver may deny the request.

Open enrolled students

Open enrolled students may receive transportation only when there stop is at an existing bus stop, or licensed daycare. Route will not be altered or create new stops.

Please refer to: Transportation Concern Form

120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.