

## Business and Non-Instructional Operations

### Auxiliary Services

#### Transportation

It shall be the policy of the Watertown Unified School District to provide transportation for students who reside within the WUSD boundaries under provisions of Wisconsin laws and regulations and in accordance with this transportation policy. In addition to normal school day transportation for students, the board may provide for transportation of students for extra-curricular activities. The District is also required to provide transportation service to other students as outlined in the law.

The Director of Business Services shall be responsible for the supervision of the student transportation program, conducting appraisals of such program and making recommendations for its improvement in terms of maximum service, safety, economy and efficiency.

For purposes of this policy, the term “bus” shall mean any school bus type vehicle or smaller vehicle (station wagon, van, etc.) that is used for transportation of students by the school district.

#### Eligibility Guidelines

- A. The WUSD shall provide transportation for all resident students who attend public and nonpublic schools (unless parent contracts are provided pursuant to B) located within the boundaries of the school district, to and from the school of attendance, as determined by the District, as follows:
1. The Watertown Unified School District shall provide transportation services to and from school for all students in the district who reside outside the city limits. Exceptions shall be made when elementary school students are assigned to buildings outside their own attendance area
  2. Transportation shall be provided for all resident students living four or more miles from their school of attendance, as measured by the usual traveled rate.
  3. Transportation shall be provided for all resident students living within areas of unusual hazard. Areas of unusual hazard must be officially designated by the local law enforcement authority or designee.
  4. Children with disabilities shall be transported in accordance with state law.
  5. Private school students shall be transported in accordance with state law.
  6. Any student who is homeless or an unaccompanied youth, as defined under federal law, and who has a legal right to District-provided transportation.
  7. If a student is living outside the District, but is enrolled in the District as a resident student because the student’s parents or guardians have joint legal custody, the District will transport the student to and from an agreed-upon location with the District upon request from the student’s parent or guardian.
- B. Pursuant to Wisconsin Statutes 121.54(2)(b)(1) and 151.55(1)(b), the District may issue parent contracts to parents of resident students who attend public or nonpublic schools located within the school district boundary; or who attend nonpublic schools located outside the District but within five miles of the school district boundary by the most usually traveled and direct route to that nonpublic school.

- C. Ineligible resident students may request an agreement with the District providing the bus does not leave its normal bus route and there is adequate room on the bus. In the event that an overload occurs as the year progresses, the last ineligible student added to the bus list will be first taken off. Payment in full for this service, or alternate arrangement for full payments as authorized by the Director of Business Services, must be made before the student will be permitted to ride the bus.
- D. The reimbursement rate for parent contracts will be determined in accordance with provisions of Wisconsin Statute 121.55(3).

### Routes and Services

- A. The bus transportation contractor (bus contractor) shall annually establish bus routes (including pick-up and drop-off points) and schedules, utilizing school rosters and school starting and ending times provided by the District.
- B. The bus contractor is responsible for coordinating and directing all bus schedules and routes. The bus contractor will be responsible for maintaining an electronic database of students and routes. The electronic database of students and routes will be a current/up-to-date listing that will be made available to the Superintendent or his/her designee upon request. In directing the bus services, the bus contractor shall make decisions, which further the interests of the students and the goals of the District. The bus contractor shall develop rules and procedures for the safe and efficient operation of the bus and transportation services. These rules and procedures shall be reproduced and distributed to the parents/guardians of all students attending school in the District. All rules and procedures are subject to the approval of the Director of Business Services.
- C. The District shall annually approve all routes established by the contractor. When changes in routing and/or scheduling become necessary during the school year, such changes must be authorized by the Director of Business Services.  
When changes in routing or scheduling become necessary, parents of the affected students will be notified by the transportation contractor as soon as practical before the change is placed into effect.
- D. The bus contractor shall use the following criteria to establish pick-up points:
  - 1. Bus capacity
  - 2. Number of students
  - 3. Distance to pick-up points without substantially extending student time on the bus
  - 4. Concern for student safetyStudents may be required to walk up to .5 of a mile to an established bus stop. Walking distance will be determined by the transportation contractor and Director of Business Services, based on safety considerations and related traffic conditions.
- E. The District's responsibility for individual students begins at the designated pick-up point and ends at the designated drop-off point.
- F. Subject to the maximum one-way walking distance (D above) buses will not be routed on dead-end streets, cul du sacs or courtyards unless a hazardous walking condition exists and then only if an adequate and safe turnaround area for the bus exists.
- G. A student who is eligible for busing may be picked up and dropped off at a point other than at or near the student's residence if the alternative stop is within the student's school attendance area, the alternative stop is used every day, and space is available on the bus without additional cost to the school district. The parent/guardian must submit in writing his/her request for a change in

the designation of his/her child's permanent stop to the bus contractor no later than August 1. Changes requested after August 1 will be considered on a space available basis. All requests are subject to the approval of the Director of Business Services.

The legal responsibility of the District in transporting children to and from school is limited to providing services to their legal residence. The District is not obligated to provide student transportation to and/or from locations other than the residence of a student. However, in recognition of the contemporary need for child care services, the Board authorizes transportation to and/or from a location other than the student's residence subject to conditions listed in D above. The District reserves the right to assign and transport students to schools not in their normal attendance area for purposes related to the educational program.

#### Rules of Conduct

The Board considers school buses to be an extension of the school facility. Therefore, all rules and regulations concerning student conduct shall be enforced. Failure to observe such rules and regulations may result in revocation of transportation privileges.

**Legal Reference:**                    **Wisconsin Statute, Section 115.76(5)**  
   **Wisconsin Statute, Section 115.787(2)(c)**  
   **Wisconsin Statute, Section 118.51(14)**  
   **Wisconsin Statute, Section 121.51-121.56**  
   **Individuals with Disabilities Education Act**  
   **McKinney-Vento Homeless Assistance Act**  
   **Wisconsin Administrative Code P17**

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