

## Business and Non-Instructional Operations

### Auxiliary Services

#### Guidelines for Transporting Students with Special Educational Needs

Any contracted bus companies must adhere to all State of Wisconsin Department of Transportation regulations.

#### Vehicles

- A. Each vehicle used in the transportation of students with disabilities shall be in good mechanical condition. It shall at all times meet standards established by the Department of Transportation.
- B. The vehicle shall have a regular maintenance check, with special attention to exhaust system, brakes, tires, lights, heaters and other mechanical systems. Defects shall be corrected immediately.
- C. A daily check of the condition of the vehicle shall include brakes, tires, directional and stop lights and the interior cleanliness of the vehicle. The vehicle shall be cleaned each day prior to transporting children.

#### Bus Personnel

- A. Drivers of vehicles transporting students with disabilities shall be 18 years of age and shall hold an appropriate license to drive such a vehicle.
- B. Drivers shall have a good driving record, free of violations for speeding, failure to stop or yield at intersections, driving too fast for conditions, or other citations indicative of lack of prudence in driving.
- C. Drivers shall be in good physical condition, possessing:
  1. At least 20/40 vision either normally or corrected in each eye and shall have a minimum horizontal form field of 70 degrees;
  2. Normal ability to hear the spoken voice;
  3. Normal use of both hands and both feet.In the event of a deficiency in one or more of the above, capability of driving shall be substantiated by competent medical proof and submitted by the operator to the district's transportation officer.
- D. Drivers are required to have a physical examination and tuberculin test or chest X-ray every three years, or as required by school district policies.
- E. Bus Personnel shall not smoke when children are being transported.
- F. Bus Personnel shall set an example of dignified personal behavior and cleanliness, and shall maintain a proper perspective of his/her function as a driver of a vehicle to transport students safely to school and back home again.
- G. Bus Personnel shall be friendly, fair and firm at all times, and shall maintain discipline among the passengers in his/her vehicle.
- H. Bus Personnel shall not use profanity or indecent language, threaten students, use corporal punishment, or evict a child along the route.
- I. Bus Personnel shall report any misconduct or behavior problems to the appropriate school officials.

#### Loading and Unloading Procedures

- A. A special loading and unloading area shall be established at the sidewalk or the driveway at each residence to assure maximum safety for everyone.

- B. Within the city limits, loading and unloading shall be on the side of the street adjacent to the residence, whenever possible.
- C. The vehicle shall be brought to a full stop before permitting a door to be opened to pick up or discharge a student.
- D. When students with disabilities are transported, the following procedures are to be adhered to:
  - 1. The vehicle shall be brought to a full stop, the driver shall get out of the vehicle, and the aid will remain on the bus.
  - 2. The driver shall open the door and assist the student into or out of the vehicle. The driver shall close the door after the child enters or leaves the vehicle.
  - 3. When a child leaves the vehicle in the city, the driver and/or aid shall escort the student to the sidewalk or driveway of the home.
  - 4. When a child leaves the vehicle in a rural area, the student shall be escorted to the premises of the home.
- E. Unless the child has special written permission signed by the parent or guardian and approved by the school transportation officer, the student may not leave the vehicle at any point other than his/her regular stop.

#### While Students are Being Transported

- A. Children shall keep hands and head within the vehicle at all times.
- B. Loud talking and laughing or other confusion shall not be tolerated.
- C. Students shall not tamper with door latches, windows or other equipment in the vehicle.
- D. Students shall not be permitted to throw any articles out of the windows of the vehicle.
- E. Students shall remain seated while the vehicle is in motion.
- F. The fuel tank shall not be filled while passengers are in the vehicle.
- G. When carrying passengers, the vehicle shall be brought to a full stop at all railroad crossings.
- H. The use of electronic devices by student may be approved by the driver and/or aid. No use of video or photography may be used.

#### Parent/Guardian Responsibilities

- A. Students will ride on assigned vehicles. Parents/guardians must request in writing any exception from these rules. Request shall be made to the district transportation officer.
- B. Students will board and debark from their assigned transportation vehicle at designated stops, unless written permission is granted that a child shall be let off at other than the regular stop. Parents/guardians will assume the responsibility for the child when such request is made and granted.
- C. Parents/guardians shall be responsible for children being ready five minutes before the transportation vehicle arrives.
- D. In the event a child is ill, the parent/guardian shall notify the transportation operator of this

#### Authorized Passengers

- A. Only authorized persons may ride in vehicles transporting students with disabilities, such as designated school employees or chaperones approved by school authorities.
- B. Transportation of passengers in excess of the number authorized by design capacity is prohibited.
- C. The driver shall not allow articles to be transported within the vehicle which may interfere with the driver or the safety of students. Equipment necessary students with disabilities such as crutches,

wheelchairs, etc., may be transported, with allowance made for the number of passengers to be carried.

#### Schedules

- A. A time schedule shall be established and followed both as to pick-up and discharge time of students. However, at no time shall the safety of students transported be sacrificed.
- B. Drivers shall develop a schedule to arrive at the respective schools at a definite time. The order of pick-up or discharging of students shall not be changed without all parties concerned being notified.
- C. The driver shall not leave a pick-up point either at the passenger's home or at school before the scheduled pick-up time, unless all scheduled passengers are picked up.
- D. Parents/guardians shall be responsible for their children to be ready at the scheduled pick-up time. Passengers who habitually cause the transportation vehicle to wait shall be warned. The driver shall notify the transportation officer of the problem, who in turn will take the matter up with the parent/guardian.

#### General Provisions

- A. Drivers shall be required to maintain and complete such records as are required by the school district.
- B. The bus contractor shall provide on request to the transportation officer bus route lists including time of scheduled pick-up and discharge and a map of the route.
- C. Should a school transportation vehicle be involved in any kind of accident causing damage to said vehicle, damage to another vehicle, or other kind of property damage, an accident shall be reported immediately to the Director of Business Services.
- D. Drivers and vehicle owners shall cooperate at all times with authorized officers in carrying out inspection of equipment or examination of drivers pursuant to law or transportation department regulations.
- E. In the event of a student injury of any kind while being transported, a written report shall be sent immediately to the Director of Business Services.
- F. Confidential health plans will be provided to the District bus company and will be secured in a confidential/secure manner.

#### Transportation from Homes of Childcare Providers

Responding to Requests for Permanent Transportation Services for students with disabilities to and from the Homes of Childcare Providers

- A. The request must be in writing, containing all details including a stated reason for the request.
- B. The reason for the request must be a result of a family hardship for which other arrangements cannot reasonably be made.
- C. The pick-up and delivery point cannot unreasonably inconvenience the other riders and/or the parent on the route.
- D. The pick-up and delivery point cannot encumber the district to a cost beyond that of picking up and delivering the child at his/her home.
- E. A change of childcare provider does not obligate the district to continue the service. Parents must make another request should there be a change of childcare provider.
- F. Childcare must be within District boundaries.

The above guidelines are for responding to permanent transportation arrangement requests.

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