

**Business and Non-Instructional Operations****Auxiliary Services****Bus Contractor**

The Watertown Unified School District shall contract with private carriers for school bus transportation. Contracts shall include service requirements, salary information, and other special transportation provisions.

Bus contractors must furnish their own insurance and licenses as required by state law. In addition, contractors shall be responsible for maintaining their own buses in accordance with all safety and equipment regulations.

Bus contractors shall be responsible to the Superintendent and shall work in conjunction with the Director of Business Services.

Specifically, bus contractors shall:

1. Have the school buses inspected by authorized employees of the Motor Vehicle Department before the beginning of each school year.
2. Keep each school bus in good mechanical condition at all times.
3. Furnish each school bus with the required emergency and video equipment at all times.
4. Provide a fulltime manager or dispatcher.
5. Employ and assign all bus drivers.
6. Plan and conduct inservice training for school bus drivers.
7. Notify parents/guardians of changes in bus routes or bus service, and shall respond to parents/guardians who have questions or complaints.
8. Check all flashers, signal lights, brakes, tires, lights, gas, windshield wipers and interior cleanliness before a bus goes out on a route. Defects must be corrected before a bus is operated.
9. Perform such other duties as required by law and/or by the bus contract with Board.

**Legal Reference:**                    **Section 121.52, Wisconsin Statutes**

**Policy Approved:**                **August 21, 1985**

**Policy Revised:**                  **December 21, 2015**