

STUDENT TRANSPORTATION SERVICES

The School District of West Salem shall provide transportation for students residing within district boundaries in accordance with state laws and regulations and Board policies and procedures.

1. All students living two or more miles from the school that they are required to attend shall be transported. The two-mile distance shall be measured from door-to-door by the traveled route.
2. Students shall not ride on a bus longer than one hour and 15 minutes each direction of the regularly scheduled route under normal conditions.
3. Schedules should be established for the students to be picked up at a set time and arrive at school before the start of the first class but no earlier than 7:15 a.m.
4. Students living less than two miles from the school that they are required to attend shall be transported, if they live in an area designated by the state as subject to an "unusual hazard while walking to school. Students in grades seven through 12 may, however, be required to walk an "unusual hazard" area if such distance does not exceed 1/2 mile.
5. Transportation shall be provided to exceptional education needs (EEN) students in accordance with their IEP.
6. The Board may authorize transportation for temporarily impaired students who are under a physician's care and who cannot make other satisfactory arrangements to get to school upon receipt of a note from the child's physician.
7. Pursuant to state law, transportation shall be provided to students attending private schools on the same basis as set forth above for students attending public schools.
8. Buses shall begin co-curricular trips only when an instructional district employee or authorized person is present on the bus in addition to the driver.
9. Each student must return in the same vehicle unless he/she is picked up by his/her parent/guardian. The parent/guardian must notify the instructional employee or authorized person supervising the trip. No other student may leave with the parent/guardian.

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10. Students participating in special trips are not permitted to drive themselves.
11. School buses or district-owned vehicles shall be used if available for trips unless pre-approved by an administrator.
12. Students who participate in co-curricular activities that are held off-site, but within the district are able to follow the following guidelines for transportation with written permission of the parent/guardian.

Students may transport themselves and siblings only to off-site, in-district, locations in their own vehicle. Students who transport themselves are not allowed to transport other students.

Students who do not have their own transportation will have transportation provided for them. A bus or van will transport students to their in-district locations to participate in co-curricular activities. The bus does not require an adult chaperone when transporting students within the district.

At the conclusion of a co-curricular activity, students can get their own way home, much the same as if they were leaving from school. Transportation will be provided for those students who need to return to school.

The Director of Transportation shall have the responsibility for the development, implementation and regular updating of all transportation procedures.

The Director of Transportation shall act as liaison between administrative staff and citizens of the district in resolving transportation problems that might arise in the implementation of the district's transportation policies. The Director of Transportation shall be responsible for ensuring that vehicles and drivers used in transporting students follow state, federal and Board policies and regulations and that all vehicles are well maintained.

Parents/guardians shall be responsible for students until the students actually board the bus for school and after they get off the bus on a return trip. The principal of each school shall have overall responsibility for the safety and discipline of students from the time that the students are on board the bus until they leave the bus for home. Responsibility for the safety and discipline of students shall be delegated to the Director of

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Transportation and subsequently to the bus driver when students are in transit, except when students are accompanied by an instructional employee or authorized supervisor. In such cases, the employee or supervisor shall be in charge of student safety and discipline. The bus driver shall have the overall responsibility while transporting students per Wisconsin Law.

The building principal shall also be responsible for such other areas as outlined in Board policy.

LEGAL REF.: Sections 115.76(3) Wisconsin Statutes
121.51 - 121.56

CROSS REF.: 751-Rule, Student Transportation Guidelines
443.2, Student Conduct on School Buses
751.1, Bus Routing and Scheduling
751.2, Bus Safety Program

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