

## 751R STUDENT TRANSPORTATION SERVICES: PROCEDURES

Bus stops are established in a manner that provides the most efficient service. Stops are designated to serve the maximum number of riders with the minimum number of stops. Bus stops are generally placed at intersections to minimize the disruption of traffic except in designated areas of hazard or safety.

Routes are established in early August and will be distributed at each school's Registration Day. Thereafter, the routes will be available in the school offices. After registration, only minor adjustments may be made to the route. Requests for a change in bus stop location must be submitted in writing to the following:

Business Manager  
Whitnall School District  
5000 South 116<sup>th</sup> Street  
Greenfield WI 53228

Unwritten requests will not be considered. Requestors will be notified of the District's decision. If approved, the rider's school will be notified of the change with an effective date.

Pick-up and drop-off stops for regular riders are established on designated corner stops. If the carrier and District determines that the distance between corners is excessive or hazardous, an appropriate stop between corners may be determined. Stops in front of a rider's home will not be established unless deemed necessary by the District and carrier. Stops located in a cul de sac that is two blocks or less in length (approximately 0.2 mile) will not be established. A rider is the responsibility of the parent/guardian until s/he boards the bus before school and after the rider is delivered to the designated drop-off location at the end of the day.

Buses will not enter private property or apartment complexes unless required by the District. Changes shall be reviewed and implemented based on transportation company recommendations, medical recommendation and/or student IEP recommendation.

Bus service is provided for the sole intent of transporting Whitnall School District students to/from school. Unless stated in a student's IEP, the District will not transport a student to work or other non-school activity.

Riders are required to be at their designated stop prior to the scheduled pick-up time established by the District. Students are advised to arrive at least five (5) minutes prior to the scheduled pick-up time.

The District does not permit riders to alternate bus routes home or getting dropped off at another rider's home, (i.e. birthday parties, sleepovers, cub scouts, girl scouts, etc.). Special accommodations outside of the elementary school attendance areas (daycare/sitter) will result in a prepaid quarterly charge to the parent.

All school rules apply to riders on the bus. Those regulations apply to after school, field trips, interscholastic athletics transportation as well as regular routes to and from school. Since safety is the primary concern of the parents/guardians, the school, and the carrier, all students shall obey the driver. Students who fail to follow bus safety rules and/or do not obey the driver may be suspended from bus riding privileges. The parent/guardian shall be notified of student misconduct on the bus. Continued behavior violating bus safety rules may result in the loss of bus riding privileges.

1. Transportation to Private Schools: Each private school shall notify the School Board of the names, grade levels and locations of all students eligible to have District transportation and planning on attending during the next school term no later than May 15. The District may extend the notification deadline if appropriate.

2. Transportation in Areas of Unusual Hazard: An unusual hazard is an existing condition which constitutes more than ordinary hazard and which seriously jeopardizes the safety of students in their travel to and from school. The District shall provide transportation to the following students who are not otherwise eligible for free transportation.
  - a. Highway 100: Any student enrolled in kindergarten through grade eight who must cross or walk along Highway 100 to attend their school.
  - b. Beloit Road: Any student enrolled in kindergarten through grade eight who must cross, not walk along Beloit Road to attend their school.
  - c. Highway 00 (Forest Home Avenue): Any student enrolled in kindergarten through grade eight who must cross or walk along the highway south of a point 100 feet south of the junction of Carroll Circle and Highway 00 and the southern boundary of the District to attend their school.
  - d. West Layton Avenue between Rock Freeway and Highway 100: Any student enrolled in kindergarten through grade eight who must cross West Layton Avenue between the Rock Freeway and Highway 100 in either direction to attend school. Students in kindergarten through grade five who must walk along West Layton Avenue between the Rock Freeway and Highway 100 in either direction to attend school.
  - e. West Edgerton Avenue between 108<sup>th</sup> Street and 124<sup>th</sup> Street: Any student enrolled in kindergarten through grade five who must walk along West Edgerton Avenue between South 108<sup>th</sup> Street and South 124<sup>th</sup> Street to attend school.
  - f. West Forest Home Avenue: Any student enrolled in kindergarten through grade eight who has no other option but to cross or walk along West Forest Home Avenue in either direction from South 108<sup>th</sup> Street to South 84<sup>th</sup> Street to attend their school.
  - g. Coldspring Road: Any student enrolled in kindergarten through grade eight who must walk along Coldspring Road in either direction from 124<sup>th</sup> Street to 92<sup>nd</sup> Street to attend their school.
  - h. West Grange Avenue: Any student enrolled in kindergarten through grade eight, for houses whose driveway entrance is located on Grange Avenue, and must walk along in either direction from 111<sup>th</sup> Street to 116<sup>th</sup> Street only.
  - i. West Janesville Road: Any student enrolled in any grade from kindergarten through eighth grade that must walk along only in either direction from South 116<sup>th</sup> Street to South 124<sup>th</sup> Street on the north side of the street, and South 111<sup>th</sup> Street to South 114<sup>th</sup> Street and South 118<sup>th</sup> Street to South 124<sup>th</sup> Street on the south side of the street.
  - j. South 124<sup>th</sup> Street: Any student enrolled in kindergarten through grade eight who must walk along the east side of South 124<sup>th</sup> Street between West Layton Avenue and West Grange Avenue to attend school.
3. Parent Paid Transportation: Provided there is room on any Whitnall school bus, resident students not required to be transported by the District may buy a pass through the District Office on a first come/first-served basis at a rate set by the School Board or its designee.
  - a. No passes shall be sold that exceed the bus capacity set by the District or significantly extend the length of the route.

- b. Passes will be billed each semester and must be prepaid for ridership. Should the bill not be paid, transportation privileges may be suspended for a specified amount of time solely determined by the District.
- c. Consistent with State Statutes, open enrollment students shall be responsible for their own transportation.
- d. Meadowlark Subdivision K5, will receive free transportation.

4. Transportation Fee Schedule

	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Yearly Charge	\$530.47	\$530.47	\$530.47
Semester Charge	\$265.24	\$265.24	\$265.24
AM/PM Only/Per Semester	\$132.62	\$132.62	\$132.62

5. Fee Exceptions

Any student that is eligible for free or reduced lunch will be considered for reduced bus transportation fees at one-half the cost of the current busing fees.

6. Fee Refunds

Refunds of transportation fees may be made upon request in the same manner as basic school fees.

7. Fee Disclaimer

Fees are subject to change depending on ridership, maintenance, and changing fuel costs.

REVISED:

February 10, 2003; September 6, 2005; November 24, 2008