

STUDENT TRANSPORTATION SERVICES

It shall be the goal of the Jefferson Board of Education to provide safe, efficient and economical transportation for all students eligible for transportation services.

All students grades kindergarten through 12 shall be eligible for regular transportation to and from school provided they live in the district, live outside the city limits of Jefferson and live two miles or more from their school of attendance. In addition, the following students shall be eligible for transportation:

1. Students living in the district who live outside the city limits of Jefferson but within two miles of their school of attendance when another member of the same family is eligible for transportation in accordance with the above paragraph.
2. Children with disabilities living in the district when special transportation is required.
3. Students living in the district who attend Sullivan Elementary School, or St. Peter's Lutheran School.
4. Students living in the district whose family has special needs (i.e., financial, employment and/or other special circumstances that cause families unusual difficulties in getting their children to and from school). Such transportation must be approved by the Superintendent or his/her designee. The parent/guardian may be charged a fee, in accordance with state law, sufficient to reimburse the district for any additional cost incurred in providing such transportation.
5. Students living in the district and living in areas of unusual hazards.
6. The parent(s)/guardian(s) of a nonresident open enrollment student residing on a road currently traveled by Jefferson Bus Service (JBS) may make a request for transportation to the School District of Jefferson's Superintendent. Upon receiving a transportation request, the School District of Jefferson's Superintendent will verify route information with JBS to determine whether or not such a request could be considered. If such request is feasible, permission to transport will be requested from the student's resident school district. All requests for transportation of nonresident students will be dealt with on a case-by-case basis and will be approved or denied at the discretion of the Superintendent. Transportation will be provided by school bus for all approved requests. No other means of transportation will be provided.
7. The district shall provide transportation to a nonresident open enrollment student with disabilities if it is required as part of his/her IEP or required by law.

Students who are eligible for regular transportation shall be eligible for transportation to and from summer school.

In addition to normal school day bus transportation for students, the Board may provide transportation for field trips and extracurricular activities.

Each student who rides a bus to and from school shall be expected to behave in a manner which will help make the ride safe and pleasant for the passengers and driver and keep the bus on schedule. Building principals shall be responsible for disciplinary problems referred to them by bus drivers and may suspend bus riding privileges of students who endanger the safety of others or who repeatedly violate bus rider rules of conduct. Notification of parents/guardians and due process shall be in accordance with state law and established procedures.

The district's transportation program shall be under the direction of the Director of Business Services who is responsible to the Superintendent.

The Superintendent shall prepare guidelines for the implementation of this policy. Such guidelines shall include the responsibilities of the Director of Business Services, principals, bus drivers, student riders and the bus contractor. Such guidelines shall be reviewed periodically by the Board of Education.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Students shall be instructed in the rules for bus rider conduct, in school bus safety and in emergency procedures.

The contract between the Board of Education and the bus contractor shall outline the specific relationships between the Board and the contractor.

ADOPTED: June 23, 1980

REVISED: December 19, 1983
April 23, 1985
July 27, 1987
December 19, 1988
December 17, 1990
September 25, 2000
July 23, 2007

REVIEW DATE: April 23, 2012

LEGAL REF.: Wisconsin Statutes: 115.76(3)
120.13(1)
120.44(2)
121.51 – 121.56

CROSS REF.: EEA-R, Transportation-Related Responsibilities
EEAB, School Bus Routing and Scheduling
EEAE, Student Transportation in Private or School-Owned Vehicles
JECB, Full-time Public School Open Enrollment Program

TRANSPORTATION RELATED RESPONSIBILITIES

Responsibilities of the Director of Business Services

The Director of Business Services shall:

1. Be familiar with all state rules and regulations pertaining to the transportation of students.
2. Cooperate with the contractor in the supervision of bus drivers.
3. Complete all necessary records and reports for the transportation program.
4. With assistance from the bus contractor, establish bus routes and pick-up points.
5. With the assistance of the bus contractor, organize and conduct safety programs.
6. Serve as the district liaison with the bus contractor and evaluate the services provided by the contractor.
7. Review all invoices submitted by the contractor for accuracy and approve payment of such invoices.
8. Schedule transportation for all field trips and athletic trips.

Responsibilities of the Bus Contractor

The bus contractor shall be responsible for ensuring that vehicles and drivers used in transporting students follow all rules and regulations adopted by the state and federal government and the Board. The bus contractor shall also be responsible for maintaining all vehicles in safe and efficient operating condition and for the instruction of bus drivers on their role in maintaining student control and first aid.

Responsibilities of Principals

Principals shall:

1. Provide adequate supervision for bus loading and unloading at their school.
2. Instruct students in bus safety and bus rider rules of conduct.
3. Report transportation problems to the Director of Business Services.
4. Handle disciplinary problems referred to them by the bus drivers.

Responsibilities of Bus Drivers

Bus drivers shall:

1. Maintain proper order on the buses. If students need discipline, they shall be referred to the building principal who shall decide what action is necessary. No student shall be put off the bus by a bus driver.
2. Not use profane language in the presence of students.
3. Not use corporal punishment for any reason.
4. Not overload the buses.
5. Drive safely and within the speed limit commensurate with road conditions.
6. Maintain a regular schedule so that both parents/guardians and students know the arrival time of the bus. Exceptions, of course, may be made due to inclement weather or other unforeseen circumstances.

Responsibilities of Students

Students:

1. Shall obey rules and regulations. These rules include, but are not limited to:
 - a. Horseplay, scuffling, fighting and moving from seat to seat is forbidden.
 - b. Name calling, cursing and obscene language is strictly forbidden.
 - c. Riders must keep hands, arms and head inside the bus at all times after entering.
 - d. Students are expected to be at the reception point at least three minutes before the scheduled pick-up time.
 - e. Tampering with the bus, seats or bus equipment is forbidden. Damage to seats or other parts of the bus must be paid for by the person doing the damage.
 - f. Riders should assist in keeping the bus safe and clean.
 - g. Bus riders are expected to be courteous to fellow students.
 - h. Older students are to help younger children.
 - i. Bus riders are to be courteous to the driver and patrol officers.

Students who do not follow the rules shall be reported to the building principal for further action.

2. Should be aware of the fact that the bus driver is in charge of the bus at all times.

9/25/00