

Motor Vehicle Department Regulations

Motor Vehicle Department, Wisconsin School Bus Regulations, quoted in its entirety, is part of the Mosinee School District Transportation Policy. Students will be transported in motor vehicles in accordance with state law. Any unmarked vehicle which can be licensed by the Department of Public Instruction for student transportation in accordance with the law can be used on trips to transport students.

Student Transportation - Eligibility

In accordance with the statutes, the School District of Mosinee furnishes transportation to regularly enrolled students who reside outside the city limits of Mosinee or hazardous transportation area, over regular traveled routes.

Parents living within the city limits may request busing to and from school based on the policies contained in application form 751-E.

Legal Reference:	Wisconsin Statutes 115.76(3), 121.52-121.58
Cross Reference:	443.2 – Student Conduct on School Buses, 443.2-R - Bus Rider Rules (Transportation), 731.1 – School Bus Scheduling and Routing, 751-R – Procedures for Student Transportation Services, 751-E – Parent-Pay Bus Transportation Application, 751a – Walkers and Riders, 751.2 – Bus Driver Examination and Training, 751.5 – Student Transportation in Private Vehicles by Staff, 752 – Co-curricular Transportation,
Modified:	January 1995, March 1995, May 2004, March 2009
Initial Policy Approval Date:	February 1988

**MOSINEE
SCHOOL
BOARD
POLICY**

Section: 700 - Support Services
Division: **PROCEDURES FOR STUDENT
TRANSPORTATION
SERVICES**

Policy Code: **751-R**
Approved: May 2004
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1. Only students assigned to a bus may ride that bus.
2. Students may only be picked up and dropped off at their residence or designated pickup and drop off point, except those students who have satisfied the district policy for transportation to a baby sitters. Approval for transportation to a baby sitter's residence must meet the following criteria:
 - a. All requests must be made by the parent to the transportation supervisor. All requests must include the name, address, and phone number of the baby sitter.
 - b. There shall be no additional cost to the district.
 - c. There shall be no modification or change in any route to accommodate the request.
 - d. A change of bus assignment will be allowed only if seating is available on the bus.
 - e. The request must identify one bus stop for the entire school year. (That is, the student will be picked up and dropped off at the same location for the entire school year without change.)
3. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's residence or baby sitter's residence in an emergency or when the parents will be out of town. Such request must follow this procedure.
 - a. The parent must make the request by phone or note to the building principal. The building principal will contact the transportation office to determine that the request meets the district's requirements that a seat is available and that the location is on an existing bus route.
 - b. A bus pass signed by the principal giving permission for the change is issued to the student for presentation to the bus driver.
 - c. Should the parent not be eligible for free transportation under Board Policy 751, they would pay \$5.00 per day for transportation services under this provision. Payment shall be made in advance to the Mosinee School District at the bus service office unless it is an emergency, whereby payment can be made after the service has been provided.

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4. The following information must be on the pass:

- a. bus number approved to ride on
- b. place to be picked up or dropped off
- c. day and date this will take place
- d. principal's signature

Legal Reference:

Cross Reference:

443.2 – Student Conduct on School Buses, 443.2-R – Bus Rider Rules (Transportation), 731.1 - School Bus Scheduling and Routing, 751 – Student Transportation Services, 751-E – Parent-Pay Bus Transportation Application, 751a – Walkers and Riders, 751.2 – Bus Driver Examination and Training, 751.5 – Student Transportation in Private Vehicles by Staff, 752 – Co-curricular Transportation

Modified:

July 1992, May 2004

Initial Policy Approval Date: June 1988

MOSINEE	Section:	700 – Support Services	Policy Code: 751a
SCHOOL	Division:	WALKERS AND RIDERS	Approved: Mar 1995
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General

Students can be required to walk due to bus routes and time schedules as follows:

Kindergarten - walking distance, within reason, but in no case more than .2 of a mile

INTENT: It is desired that the optimum pickup point for students outside of the city limits will be at the end of the driveway, if possible, when considering safety hazards, time available to complete the route, and availability of safe bus turn-around areas.

Grades 1-12 - walking distance, no more than .3 of a mile

All walking distances are measured along regular traveled routes from the end of the driveway. Bus stops are located to take into consideration the following: established routes, safety hazards, time available to complete the route, and availability of safe bus turn-around areas.

Special Transportation

Any student, regardless of age, whether living within or outside of the city limits, is provided transportation to and from school when one or more of the following apply:

1. the student is determined to be a child with a disability (CWD) and transportation is to be provided as part of the individual educational plan (IEP). Transportation will then be provided as specified in the IEP for each child according to district policy concerning walking distance, available turn-around, and designated pickup points.
2. the student has a medical condition, certified by a health care professional, licensed by the State of Wisconsin, exists which renders transportation appropriate beyond what is normally provided for. The process of determining whether or not a student is provided special transportation consideration and the focus of the final decision regarding the student's status always involves a staffing of the student affected, followed by an administrative decision.
 - a. A staffing group will evaluate the student's need for special transportation. The staffing group may include the guidance counselor, the chief psychologist, the school principal, the transportation supervisor, the parent, and when possible, a health care professional. The Director of Special Education will determine the persons to be involved in a staffing group based on each individual situation.

- b. The director of special education will, based on the staffing group's recommendation, make the decision regarding providing special transportation and for what period of time.

Unusually Hazardous Area Designation

Mosinee School District will comply with Wisconsin Statute 121.54(9) and also the Department of Public Instruction's Administrative Rule PI-7 regarding transportation in areas of unusual hazard.

Procedures for Emergencies and Safety

The school bus driver is expected to exercise good judgment on all matters involving safe transportation. The safety of school bus passengers is the most important part of school bus operation.

1. Concerns on road conditions should be made to the bus contractor and forwarded to the director of transportation.
2. License numbers of cars who pass a stopped school bus with stop arm extended and red lights flashing should be referred to the county or state traffic patrol.
3. The bus contractor, through the bus driver, is in charge of student conduct during such time that students are traveling on his/her bus or crossing the highway to meet the bus or upon leaving the bus. Students who refuse to obey the instructions of the bus driver or students who habitually violate the safety rules should be disciplined as necessary.
4. Bus emergency evacuation drills will be conducted each fall and spring to familiarize the students and bus drivers with the proper procedures to follow in the event there is an accident or other emergency.
5. In addition to the required items such as triangular reflectors, fire extinguisher, and first aid kit, each bus shall carry a current student roster with telephone numbers.
6. The dispatcher shall contact the building principal any time students will be delayed more than 15 minutes in the morning. The bus contractor will contact parents, guardians, or child care providers if the bus will be more than 15 minutes late in the afternoon.
7. All accidents must be reported to the director of transportation. An accident is defined as any occurrence of damage over \$1,000.00 (or whatever is required by state statutes), or results in injury to a passenger, driver, or other person present.

Bus Emergency Procedures – Accident

In the event of a bus accident:

1. The bus driver, after taking whatever emergency safety steps are appropriate, shall contact his/her dispatcher to relate the situation and confirm the names of all children on the bus.

2. The director of transportation will immediately inform the superintendent and/or the principals as needed. He/she will also collect copies of all accident reports and contact the district's insurance agent as needed.
3. Law authorities (police or sheriff's department) shall be notified as soon as possible when a bus accident occurs. EMTs will be dispatched to all bus accidents involving students to make a determination whether or not students are injured and whether additional medical treatment or transportation to a medical facility is necessary.
4. Parents/guardians are to be notified of the accident by the bus contractor as soon as possible and informed of the medical facility to which their child was sent, if applicable. The bus contractor will attempt to call both sets of parents/guardians, if applicable.
5. No statement by staff shall be given to the media or parents/guardians other than, "The accident is under investigation and no details are being released at this time." The superintendent or his/her designee shall be the only person to release additional information on behalf of the School District.
6. In the case of a major incident, the principal and his/her guidance counselor or psychologist may go to the hospital to meet with students and parents/guardians.
7. Pupil services staff shall provide services to students and staff assisted by the principal.
8. The bus contractor shall secure personal belongings left on the bus.