



2017-18

Sauk Prairie School District Transportation

Village Transportation

There will be in-village transportation pick-up in the morning and afternoon drop-offs at the locations listed below.

Village Transportation

All times may be subject to change

AM&PM	Madison & Paulina - K4-5	HEART	7:29 / 3:35
AM&PM	Madison & Paulina - 6-12	CUPCAKE	7:32 / 3:35
AM&PM	Community Center - K4-5	STAR	7:37 / 3:20
AM&PM	Bates & Cedar - K4-5	CHERRIES	7:37 / 3:20
AM&PM	Mulberry & Chestnut - K4-5	ICE CREAM CONE	7:37 / 3:20
AM&PM	Fullerton & 21st - K4-5	LADYBUG	7:30 / 3:26
AM&PM	Fullerton & 21st - 6-12	PIG	7:30 / 3:35
AM&PM	Elsing Park & 21st - K4-5	LADYBUG	7:35 / 3:31
AM&PM	Elsing Park & 21st - 6-12	PIG	7:35 / 3:40
AM&PM	Taylor Trail Gazebo - K4-5	LADYBUG	7:37 / 3:33
AM&PM	Taylor Trail Gazebo - 6-12	PIG	7:37 / 3:42
AM&PM	Tower Street - K4-5	BALLOONS	7:30 / 3:20
AM&PM	Tower Street - 6-12	BALLOONS	7:30 / 3:35
AM&PM	Grand to St Aloysius	LADYBUG	7:45
AM	Grand to Bridges	LADYBUG	7:45
AM	Bridges to St Aloysius	TEDDY BEAR	7:35
AM	Bridges to Grand	TEDDY BEAR	7:35
AM	St Aloysius to Grand	TEDDY BEAR	7:40
AM	St Aloysius to Bridges	LADYBUG	7:48
PM	Grand to St Aloysius	ICE CREAM CONE	After Dismissal
PM	Grand to Bridges	CUPCAKE	After Dismissal
PM	Bridges to St Aloysius	CHERRIES	After Dismissal
PM	Bridges to Grand	CATERPILLAR & CHERRIES	After Dismissal
PM	St Aloysius to Grand	TURTLE	After Dismissal
PM	St Aloysius to Bridges	TURTLE	After Dismissal

Dismissal Change/Bus Request Form

This form will be used for all elementary students who are changing their regular dismissal plan, **whether the change involves riding a bus or not.**

All grades will complete the form to ride a bus for the following reasons. Students will NOT be allowed to ride without this form.

- Bus Ride Requests** are a non-rider going somewhere on a route.
- Change Requests** are when someone on a regular route is now going on a different route.

Transportation

- I. Sources of Authority – Wisconsin State Statutes
- II. District Transportation Service
- III. Transportation Policy for Child Care Providers
- IV. Bus Driver Rules
- V. Parent Responsibilities
- VI. Pupil Responsibilities
- VII. Bus Discipline Policy

I. Sources of Authority – Wisconsin State Statutes

- A. Section 120.12 (1): This section gives school boards the authority to manage the school district: “Subject to the authority vested in the annual meeting and to other school district officers, have the possession, care, control, and management of the property and

affairs of the school district, except for property of the school district used for public library purposes under ss 43.52”.

- B. Section 121.54 (2) (a): This section gives school boards the authority to operate and provide transportation for students attending public schools: “Except as provided in sub.(1), every school board shall provide transportation to and from public school for all pupils who reside in the school district two miles or more from the nearest public school they are entitled to attend.”
- C. Section 121.54 (2) (h): This section gives school boards the authority to provide transportation for students attending private school: Except as funded or otherwise provided in the subsection, the school board shall provide transportation to and from school for every pupil residing in the district who attends any elementary grade including kindergarten, or high school grade at a private school located two miles or more from his or her home residence or not more than five miles beyond the boundaries of the school district measured along the usually traveled route.
- D. Section 120.13 (1) (b): This section gives school boards the authority to establish rules governing the behavior of students riding school buses: “The school district administrator or any principal or teacher designated by him also may make rules, with the consent of the school board, and may suspend a pupil for not more than three school days, or, if a notice of expulsion hearing has been sent under paragraph (c), for not more than a total of fifteen consecutive school days for noncompliance with such rules or for conduct by the pupil while at school or while under supervision of a school authority which endangers the property, health or safety of others.

II. District Transportation Service

- A. Sauk Prairie area students residing outside the village limits will be provided transportation from the point where their driveway meets the public road, although some K-5 students may be requested to walk ¼ mile from the end of their driveway to board a school bus. Students in grade 6-12 may be requested to walk up to ½ mile from the end of their driveway to board a bus.
- B. All students residing in hazardous areas will be provided transportation.
- C. When bad weather conditions exist, the bus drivers shall use their good judgment to determine if a road can be traveled to pick up children.
- D. Students should be prompt when arriving at the bus stop. The driver should not be expected to wait for the students.

III. Transportation Policy for Child Care Providers

It is the intent of the Board that the Administration and its transportation provider(s) make all reasonable attempts to provide transport for students to or from school and locations other than their homes when the purpose of these alternate locations is before or after school child care. It is understood that all such arrangements are subject to restrictions based on budgetary limitations, route structure, and bus capacity.

The following are the accompanying procedures and limitations under this policy:

- A child care provider must be located on or near an established bus route; routes will not be altered to accommodate requests for services under this policy.
- Requests are submitted to the transportation provider in writing and will be handled on a first-come, first-serve basis. There must be sufficient space on the bus, and service may be suspended if additional children move into the established route area. In the event of the displacement, the last student(s) accepted for ridership under this policy will be the first displaced.
- Childcare arrangement must be consistent on a weekly basis; only a limited number of provider changes will be accepted during the year. Each change will require submission of a new application.
- Requests for transportation to and from childcare providers must be renewed each school year.
- Neither the District’s transportation provider nor the District shall be held responsible for arrangements that do not comply with procedures outlined in this policy.

IV. Bus Drivers Rules

- A. The bus driver is responsible for the safety and welfare of the child and must therefore adhere to statutory provisions and regulations.
- B. Under no circumstance shall a student be asked to leave the bus while in route unless the student is returned to school and the parent is contacted. Regardless of the seriousness of the violation, the driver has the obligation to complete the route with the violator on board, discharge the violator at the normal stop, and report the incident, in writing, to the Contractor Office, at the earliest possible time.
- C. The school bus driver has the authority to discipline the child if any of the rider rules are broken. Authority to discipline is construed to mean taking appropriate action to rectify the problem in accordance with school board policy.
- D. If there is reasonable doubt that a child cannot reach his home safely, the child should be kept on the bus and brought to the Contractor Office. The office will contact the parents advising them of the circumstances.
- E. No school bus shall be overloaded at any time. Any complaints to this effect shall be reported to the District Transportation Director immediately.
 - 1. Any student who is not listed on the route roster for that particular route will not be allowed on the bus without written permission from their parents. Then the driver may grant permission to ride if it does not overload the bus, or does not make any additional mileage for the bus.
 - 2. Any student wishing to get off at some other point, other than their designated stop, must present the driver with a written note from their parent, with school endorsement; each time.

- F. Driver will not allow any open food, gum or drink, animals or pets to be on the school bus without prior approval of the contractor management.
- G. Driver will not allow any object to be placed in the aisle, or allow any object to block the entrance or emergency doors.

V. Parent Responsibilities

- A. Parents must realize that school bus transportation is a “privilege” not a “right”. Pupils who misbehave, may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire busload and could result in injury to others.
- B. Parents should periodically review the transportation and safety rules with their children.
- C. Parents should encourage their children to observe and practice all of the rules.
- D. Pupils will ride on assigned buses. Parents must request, in writing, any change in the regular schedule. Such a request should be made in writing using the Dismissal Change or Bus Request Form which can be obtained at any school office or online at www.saukprairieschools.org under Family Resources/Transportation. Parents will assume the responsibility for the child when such a request is made and granted.
- E. Parents are expected to cooperate with school and/or bus company officials relative to pupil safety violations and/or conduct reports.
- F. Parents are expected to communicate with the contractor and then the school district concerning any transportation problem.
- G. We request that parents observe all school and road regulations. **DO NOT PARK OR STOP IN BUS LOADING AND UNLOADING AREAS.**

VI. Pupil Responsibilities

- A. Safe transportation of school children is a joint responsibility: bus owners, drivers, school authorities, students and parents must all cooperate in order to assure safe, comfortable transportation.
- B. Student school bus transportation is a privilege provided by the citizens of the school district.
- C. The school bus riding privilege may be denied those pupils who disregard procedures and rules established in the interest of safe school bus transportation.
- D. In view of the fact that a school bus is an extension of the classroom, the school board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
- E. These regulations are to be adhered to by student bus riders, both on routes and on extracurricular trips, and shall be used as a guide for the bus company and the school district officials in determining proper behavior on school buses.
 - 1. Prior to loading (both at your bus stop and at the schools):
 - a. Be on time at the bus stop. This is mandatory as schedules are to be kept.
 - b. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
 - c. Do not move toward the bus or attempt to enter it until the bus has come to a complete stop.
 - d. Loading should be done in an orderly fashion, without pushing or shoving.
 - 2. While on the bus:
 - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - b. No open food, gum or drink will be eaten on the bus without prior approval of the Contractor Management.
 - c. No loud talking, laughing or unnecessary confusion that could divert the driver’s attention and cause a serious accident.
 - d. No smoking or chewing of tobacco, dangerous objects, or pets will be allowed on the bus.
 - e. Bus riders are to remain seated when the bus is moving unless they are going to a door before exiting or to their seat immediately after loading.
 - f. There must be absolute silence when approaching a railroad crossing and until the bus is safely across the tracks.
 - g. While on the bus you must remain courteous to fellow riders, bus drivers, and chaperons. Profane or indecent language will not be tolerated.
 - h. All books, packages, coats and other large objects will be held on the rider’s lap. The aisles, entrance door, and emergency doors cannot be blocked.
 - i. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows, or other equipment must be paid for by the offenders.
 - j. Students will not be allowed to ride a different bus, or get off the bus at a different stop, without a written note from their parents and/or school officials.
 - k. Trash and/or debris are not to be thrown on the bus or from the bus windows.
 - l. Drivers and /or school officials may assign seating assignments.
 - m. Each student rider is responsible for the general condition of his/her seat assignments.
 - n. Once on the school bus, no student will be allowed off the bus until the bus reaches the designated bus stop, unless authorized by the school bus driver, school official, or parent written request.
 - 3. After leaving the bus:
 - a. Upon leaving the bus, move directly away from the bus. Do not walk along the side of the bus, or go to the mail box until the bus has left the stop.

- b. When it is necessary to cross the road to get on the bus, or after leaving the bus, do so at least ten feet in front of the bus, but only after receiving a signal to do so from the driver. The student should also check traffic conditions before crossing the road.

PROBLEMS OR QUESTIONS REGARDING TRANSPORTATION SHOULD BE DIRECTED TO THE CONTRACTOR

If problems arise while buses are on regular routes before or after schools, contact Lenz Bus Company at 643-8252. The School District Transportation Director is 643-5982.

Sauk Prairie School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, gender expression, gender identity, and gender nonconformity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

El distrito escolar de Sauk Prairie no discrimina en base a raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estatus paterno, orientación sexual, sexo (incluyendo el transgénero, la expresión de género, la identidad de género y el género No conformidades), o discapacidades físicas, mentales, emocionales o de aprendizaje ("Clases Protegidas") en cualquiera de sus programas y actividades estudiantiles. 02.07.17

VII. Bus Discipline Policy

School bus transportation is a privilege, not a right. Students who refuse to accept and conform to necessary rules and regulations relating to safe, comfortable transportation may lose the privilege of riding the bus. The bus driver will be responsible for the safety of the student riders and for enforcing bus rider rules under the direction of the Contractor Management and the School Administration.

Procedure

The bus driver will complete a bus conduct report as soon as possible and not to exceed 24 hours of said offense. In the report, the following information will be included:

- Statement of the offense explained in detail
- Student's name
- Date and time of offense
- Driver's name and route number
- Any previous action taken by driver

The severity of the offense may cause the disciplinary procedure to begin at step II and step III.

Examples would be throwing objects, swearing, fighting, and damage to the school bus.

First Offense

Upon receipt of the bus conduct report, the bus company manager will contact the school principal or his/her designee, who will in turn inform the parent or guardian and student of the problem and then determine the appropriate consequences for the misconduct.

The consequences may be, but are not limited to, the following:

- Verbal warning
- Written warning
- Seat assignment
- Required to clean the mess made.

All conduct reports shall be mailed to the parent or guardian.

Second Offense

Upon receipt of the bus conduct report, the bus company manager will contact the school principal or his/her designee, who will in turn inform the parent or guardian and student of the incident. A determination of consequences shall be made, which may include the above consequences or suspension from the bus for up to three days. The school official shall make the final decision relative to the discipline assigned.

When a suspension or an expulsion from the bus occurs, parents or guardians are responsible to transport their child to and from school. If the child does not attend school because of bus behavior, the child is truant and will be disciplined as such.

Third Offense

Upon receipt of the bus conduct report, the bus company manager will contact the school principal or his/her designee, who will in turn inform the parent or guardian and student of a three day bus suspension. The parent or guardian and student may be required to meet with the District Director of Transportation, and will be informed of possible board action on any future misconduct reports.

When a suspension or an expulsion from the bus occurs, parents or guardians are responsible to transport their child to and from school. If the child does not attend school because of bus behavior, the child is truant and will be disciplined as such.

Fourth Offense

Upon receipt of the bus conduct report, the school principal or his/her designee will inform the parent or guardian and student of the offense and suspend the student for up to fifteen days, and recommend to the District Director of Transportation and District Administrator that the student be referred to the Board of Education for expulsion from the bus for up to the remainder of the school year.

When a suspension or an expulsion from the bus occurs, parents or guardians are responsible to transport their child to and from school. If the child does not attend school because of bus behavior, the child is truant and will be disciplined as such.

All students, regardless of age, are subject to the rules and regulations of the school district when riding the bus. The bus driver, transportation manager, or the school administration has the authority, at any time, to assign riders to designated seats. When a student's bus riding privileges are suspended, the suspension may include field trips and extracurricular activities.

Students and parents or guardians shall be informed annually of bus rider rules and policies, and all students will have the rules reviewed with them annually.

Sauk Prairie School District Dismissal Change/Bus Request Form

This form will be used for all elementary students who are changing their regular dismissal plan, whether the change involves riding a bus or not.

All grades will complete the form to ride a bus for the following reasons. Students will NOT be allowed to ride without this form.

- Bus Ride Requests are a non-rider going somewhere on a route.
- Change Requests are when someone on a regular route is now going on a different route.

School (check one): HS MS GA BE MCCA TR SPNC-K4 St Al

Student Name _____ Teacher/ Homeroom: _____

Date of the Dismissal Change _____

Dismissal Change Is:

Bus Ride / Change Request

The above student has my permission to ride with or at _____
(name of person)

to be dropped off at _____
(address)

on the _____ bus.
(name of bus if known)

Pick up Notice

Pick up before dismissal at _____ by _____
(time) (name of adult)

The student will / will not be returning to school on this date.

Pick up at dismissal by _____
(name of adult)

After School Club Notice

The above student is registered to attend After School Club, and should attend ASC.

Parent/Guardian Signature _____

Phone Number to reach me in case of questions _____

For Office Use Only

School Approval Stamp: