

MONONA GROVE SCHOOL DISTRICT

Board Policy 751.1

BUS ROUTING AND SCHEDULING

All school bus routes, schedules and bus stops shall be established by the Transportation Coordinator, in consultation with the busing contractor when appropriate, and shall be approved by the Board.

Bus stops shall be established based on the maximum walking distances identified in Board policy and the following:

1. Children living in concentrated population areas shall be required to assemble at a bus-loading point unless a safety factor is involved. School buses shall not pick up at individual homes in concentrated population areas.
2. It is the intent of the district to pick up students in grades pre-kindergarten through five living outside of the city/village limits at the end of the driveway provided there are no safety hazards and there is available safe bus turnaround areas.
3. School buses shall not travel on dead-end highways, roads or streets unless an adequate turnaround area has been provided. Any turnaround area so provided must be adequate for year round use by the bus covering the route. Where there is a cul-de-sac or circle drive, the bus stop shall be at the entrance of the cul-de-sac or circle drive.
4. School buses shall not travel on driveways to pick up or drop off students. Exceptions to this policy may be approved by the Director of Business Services.
5. All bus riders shall have one pick up point and one drop off point for the school year unless the child legally resides at more than one residence within the school district boundaries and within the same area of attendance in which case, the parents may designate each of the residences a pick up point and a drop off point. In these cases, both parents/guardians will be required to provide the district with a written note indicating the addresses of the pick up and drop off points along with a specific schedule for this service, which will be consistent for the entire school year. All requests will be received and subject to approval by the Transportation Coordinator.
6. The location of a proposed bus stop in relation to the student's residence shall be considered.
7. Bus stops shall be based on transporting students to and from their residence. However, requests for transportation to and/or from a childcare provider shall be honored under the following conditions:

- a. The childcare provider's location must be beyond the stop distance established for the respective grades, must be within district boundaries and must be on an established route. No additional bus routes shall be created. Established routes shall not be modified to accommodate the request.
- b. There must be no additional cost to the district in honoring the request.
- c. There must be room for additional riders on the bus running the route.
- d. The student must be picked up and/or dropped off at the same location every day of the week for the entire/remainder of the school year.
- e. If the child is a child with disabilities, the request must be approved by the Director of Pupil Services.

Established bus stops shall be used for transportation to and/or from childcare providers. The District may agree to provide transportation service outside of the aforementioned conditions (7a-7e) to a certified childcare provider, located within the district, assuming the costs are fully reimbursed to the School District within the school year that costs were incurred. Such requests must be made, in writing, to the Transportation Coordinator by March 1st for possible consideration for the following school year.

The Transportation Coordinator shall review bus stops annually. Bus routes shall take into consideration the length of time that a child would ride the bus, school day schedules and other factors ensuring the safety and reasonableness of operation. Routes shall be scheduled so as to minimize the number of times a bus must turn around. Changes in bus stops and routes may be made by the Transportation Coordinator when deemed appropriate. Special requests for transportation to non-school-related activities cannot be honored.

Citizen requests to change a bus stop location must be submitted in writing to the Director of Business Services for review. Such requests may be approved based on factors involved.

LEGAL REFERENCE:	Section 121.56 Wisconsin Statutes
CROSS REFERENCES:	Administrative Rule 751.1, Procedures for Handling Requests for Transportation To and/or From a Childcare Provider Administrative Exhibit 751.1, Request for Transportation To and/or From a Childcare Provider
BOARD APPROVAL:	July 20, 2009 April 24, 2013