

**STUDENT TRANSPORTATION MANAGEMENT**

To assure orderly transportation of students, bus drivers shall receive and discharge students at assigned bus stops only. It is the responsibility of parents and legal guardians to supervise, or to provide supervision of, students prior to the arrival of the bus in the morning and immediately after the discharge of students in the afternoon. Should the bus driver observe from the bus stop a fire or other similar hazard placing the student in imminent physical danger, the student, from Pre K through Grade 12, will be returned to school.

**I. School Bus Scheduling and Routing**

School buses shall be routed to transport pupils under the following provisions:

- A. The business manager will prepare the routes in cooperation with the bus contractor and shall recommend them to the superintendent. After appropriate review and revisions, the superintendent shall report them to the board of education.
- B. Bus routes shall be published prior to the opening of school, the parents or students shall be notified in advance of changes.
- C. Buses will travel unimproved roads on an exception basis only by approval of the superintendent of schools at the direction of the board of education. Routes which are deemed hazardous or unsafe for transportation of school children will not be traversed. Bus stops may be changed to the nearest acceptable intersection by the business manager if a turn-around is involved which he deems to be unsafe or dangerous.
- D. Roads shall be deemed hazardous for the transportation of school children if any of the following conditions exist:
  - 1. The road is less than the minimum width accepted by the Town of Lebanon, 22 feet.
  - 2. The road surface is not improved (paved).
  - 3. Maintenance of the road is not at the level of improved Town roads, e.g., timely snow removal, grading and drainage, sand-salt ice treatment or line-of-sight and brush clearance.
- E. Where there are no sidewalks for safe walking, students will be transported to school from designated bus stops.

- F. **No child in grades Pre-K through 4 will be dropped off without a parent or caregiver present without written parental permission.**
- G. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 1 O-220c.
- H. Wherever possible, elementary students will be picked up or dropped off on the right side of the road, so they do not have to cross the road.
- I. Upon a written parental request to the building principal by August 1 of each year, on a regular daily basis, a child may be transported to and/or from one bus stop in addition to that of his legal residence when such transportation is required by day care or student employment. Exceptions after August 1 will be made for family emergencies or changes in residence.
- J. Pupils must board or leave a bus only at their designated bus stops.
- K. School buses are scheduled to arrive at least 10 minutes before the start of school. Children must be waiting at the road side if the bus is to pick them up and arrive on time. Buses will leave the school within 10 minutes of the close of school.
- L. Wherever it does not drastically change the bus run, those who are scheduled to be picked up first in the morning will be delivered first in the afternoon.
- M. **Kindergarten children will ride on the regular elementary buses in the morning and afternoon.**
- N. Any student who attends Windham Technical School will receive transportation to school on regularly scheduled vehicles. In special cases, transportation will be provided to other technical schools.
- O. The school will assume no responsibility for students who do not ride scheduled buses.
- P. No animals or unusual items shall be allowed on the bus without prior approval of the driver.
- Q. Pupils possessing physical handicaps rendering them unable to walk to either the bus stop or school, as determined by their physician or the school medical advisor, shall receive appropriate transportation.

- R. The transportation needs of special education pupils shall be judged on an individual basis.

### **Detention or Extracurricular Activities**

These guidelines are applicable only with respect to transportation to or from school in conformity with regular school hours. Students who voluntarily remain after school or who participate in extracurricular activities will not be provided with transportation services unless there is regularly scheduled late bus service.

Students who, as a disciplinary measure, are detained after school shall receive twenty-four (24) hours notice before serving their detention period. Any student so detained shall be deemed to have waived any right to transportation home on the day of detention and shall not be provided with any transportation service.

### **III. Pupil Behavior Suspensions and Expulsions from Transportation**

In view of the fact that school-provided transportation is an extension of the classroom, the board of education shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and policies of the Lebanon Board of Education. Transportation is provided only as long as a student abides by the rules of safe conduct while a passenger of the bus. Because of the hazards of misbehavior on a school bus, parents are urged to instruct their children to follow the directions of the driver and to encourage their children to report the serious misbehavior of others to the driver or principal.

The principal or his designee may suspend transportation services up to 10 consecutive school days for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of board policy (Connecticut General Statutes Sec. 10-233a).

- A. Complaints may be received by the principal in writing, in person or by phone. If complaints are received in person or by phone, the principal shall keep a log of pertinent information from the conversations. Bus driver complaints will be given to the principal in writing. The principal will review the complaint and take such action as judged to be warranted.
- B. If the behavior problem is serious, the principal shall contact parents and acquaint them with the situation. During this contact, the principal shall remind the parents that unless the student's behavior improves, it will be necessary to suspend the pupil from transportation services for a period up to 10 consecutive days. The state law requiring school attendance remains in effect during suspension of these services.
- C. In the event a second complaint is received, the principal shall mail a warning to the parents stating that further violations will result in the

suspension of the right of the pupil to transportation services. Upon receipt of any further complaint believed to be accurate, the principal shall suspend the pupil from these services for a period not to exceed 10 days effective at the beginning of the next day.

- D. Immediate suspension shall take place in very serious cases involving safety. The parents, superintendent and bus manager shall be notified of such suspension immediately. Under no circumstances is the pupil to be put off a vehicle at the time of the infraction.
- E. If a pupil's behavior requires repetitive suspensions, and it appears expulsion of the pupil's transportation service is considered, the superintendent shall report such to the board of education. The expulsion procedure specified by Connecticut General Statute Sec. 10-233d shall be followed in the event that expulsion from bus privileges is considered.
- F. Students being transported to vocational technical schools are subject to the same rules as are all other students in the Lebanon Public Schools. Violation of these rules, in such cases, will be reported in writing to the business manager. The superintendent shall suspend vocational technical school students or recommend their permanent expulsion from transportation in accordance with this policy, section III.

#### **IV. Procedure for Handling Complaints**

The procedure for parents to follow for inquiries, requests or complaints is:

- A. The local manager of the bus company should be contacted directly on matters pertaining to the day-to-day operation of the school buses. If an unsatisfactory response is secured, further inquiries should be directed to the school business manager.
- B. On matters concerning school bus discipline, the principal should be contacted first. If no satisfactory solution is obtained, the parents should then direct the inquiry to the superintendent of schools. If satisfactory resolution is not obtained, the parent should then submit a written communication to the superintendent of schools for study by the transportation committee and action by the board of education. Following the action of the board, parents can expect to receive a written reply within 10 days.
- C. Parental concerns about routes, schedules and stops should be discussed with the school business manager. If no satisfactory solution can be achieved, a written request, with supporting information, should then be submitted to the superintendent of schools for study and action by the board. Following the action of the board of education, parents can expect to receive a written reply.