

POLICY: 911. STUDENT TRANSPORTATION SERVICES

It is the policy of the Arrowhead District Transportation Cooperative (ADTC) to provide safe, regular, and economical transportation services in compliance with the laws of the State of Wisconsin and the regulations of the Department of Public Instruction and the Department of Transportation relating to student safety and transportation.

The District shall provide transportation for all regularly enrolled students whose eligibility shall be determined by meeting the following conditions:

1. Who reside two (2) miles or more by the most usually traveled and direct route.
2. Students with disabilities as defined in State Statute 115.76(5).
3. Private school students who are residents of the District in accordance with State Statute 121.54(2).
4. Hazardous conditions as outlined by State Statute 121.54(9)(a).

The superintendent of schools or his/her designee shall assist in developing the routes and cluster pick-up points with the transportation contractor.

In order to provide for safe transportation of students to and from school, field trips, and extra and co-curricular activities, the superintendent shall develop and publish guidelines relative to bus usage, conduct, and discipline.

ALTERNATIVE TRANSPORTATION

Parents may request the ADTC to permit bus transportation to or from a home within the District other than the regular residence for the purpose of childcare. Requests shall be honored and processed contingent on the following qualifications and conditions.

1. The child must live in an area of the school district that qualifies him/her for bus transportation.
2. Space is available on the bus serving the alternate stop.
3. The point of pick-up or drop off for alternate transportation **must** be on an existing District bus route. (Existing current bus route must go past a qualified childcare provider residence or designated bus stop.) The route cannot be altered or additional mileage or stops added.
4. Service must be accepted on a regular and continuous basis. The service provided must be on a Monday through Friday basis. Students may have only one designated pick-up and drop off point. If room is available on route the pick-up point does not necessarily have to be the same as the drop off point.
5. Requests must be made in writing to the school administrator at least two (2) weeks in advance of the commencement of the alternate transportation.
6. Applicants shall be accepted on a space available, first come, first serve basis.
7. The ADTC reserves the right to deny any alternate transportation requests in the best interest of the School District.

OPEN ENROLLMENT

The parent(s) of an open enrollment student is responsible for transportation. The District shall provide transportation to a full-time, non-resident open enrollment if so specified in an Individual Education Plan.

USE OF VIDEO CAMERAS ON BUSES

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus.

Parents shall be notified that video cameras are being used on buses at the start of each school year, through written communication in the Student-Parent Information Guide and Directory. A sign shall be posted in the front of each bus indicating that video cameras may be in use.

The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any videotapes created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videotapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.

The Transit Company and the District shall jointly determine the rotation regarding on which buses video cameras shall be located. The Manager of the Bus Company shall maintain a log that includes the date, bus number and bus driver's name for each camera used. Bus drivers do not need to be informed on which buses video cameras are operating. Individual drivers and principals may request that a video camera be used on a specific bus on designated dates.

Videotapes shall be maintained by the Manager of the Bus Company in a safe and secure location. The videotapes shall be maintained confidential by the Bus Company, as agents for the District, consistent with applicable Federal and State laws. If there are no reported bus problems pertaining to the date a videotape was recorded, the Bus Company may erase or reuse the videotape after ten school days per the ADTC calendar.

Access to and use of videotapes shall be limited as follows:

1. When needed, videotapes shall be maintained under the control of the building principal, who shall limit viewing of tapes to the purpose of documenting the incident for which a student is being disciplined. Viewing of the tape shall be restricted to personnel necessary for the purpose of documentation and disciplining.

The District reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

2. The videotapes shall not be available for viewing by the general public, media, or other individuals. Building principals and/or District administrators may authorize other individuals, such as guidance counselors, school psychologist, or social workers, to view segments of the videotape if:
 - a. Such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem; and
 - b. Viewing the videotape would be beneficial to their role in assisting the student.
3. A log shall be kept by the building principal of all requests to use a videotape, including the date(s) of request and the names of all individuals who viewed the videotape.
4. Use of any videotape by the Bus Company shall be by permission of the Supervisor of Transportation and shall be limited to viewing by the Bus Company Manager and the bus driver involved.

5. Final release for re-use of any videotape held for the purpose of documenting a problem shall be authorized by the superintendent of the local district.

BUS SCHEDULES

1. Bus routes and schedules are subject to change at any time throughout the year. A two-day notice is recommended.
2. Students are to be ready at the designated bus stop at least five (5) minutes prior to the designated time for the scheduled stop.
3. Bus stops shall be scheduled to serve the majority of the students in a given location. Routes shall be set up to best serve the majority of the residents of a subdivision. Note – buses shall not stop at every home, nor shall they travel each and every cul-de-sac of a subdivision.
4. Bus stop locations shall be determined by the transportation provider and the specific school being served.
5. If nobody is present at a specific bus stop, the bus is not required to stop. Special consideration shall be used on days of inclement weather.
6. Bus routes and schedules shall be adjusted during the first two (2) weeks of the school year.

BUS SERVICE

1. Major subdivisions shall be served by a route, which shall serve the majority of the residents. Cul-de-sacs shall not be used unless it is necessary to turn the bus around to return to the major roadway or if it exceeds the walking distance criteria.
2. Walking distances
 - a. Walking distances for elementary age (PK-8) students shall be up to .3 miles from the end of their driveway to the pick-up location.
 - b. Walking distances for students in grades 9-12 shall be up to .5 miles from end of driveway to the pick-up location.
 - c. If the student lives on a route that has been determined as hazardous by the Sheriff's Department, the student shall be picked up at the driveway and the main highway where the student resides.
3. School Buses shall not be permitted to travel on private roads or driveways.
4. If on a specific day, a student is **(walkers and eligible District students)** to be transported to a different drop-off point on an existing route, and if space is available, he/she must give the school bus driver a written note signed by both the parent and the principal.
5. Bus Stop Hazards – If a parent has a concern about a Hazardous Condition that they feel exists within the walking area between their home and the bus stop, they may appeal to the ADTC to have a determination made about their bus stop.
 - a. Exceptions to the walking distance policy can be made by appealing to the Arrowhead District Transportation Cooperative.

- b. Variances and any exceptions to the policy shall be subject to approval by a representative of ADTC.

STUDENT BUS CONDUCT

Since it is ADTC's policy is to provide transportation to certain categories of students, it is fitting and proper for the School Board to also establish rules and disciplinary policies governing student conduct on school buses. The main objective of rules and disciplinary policies is to insure safe and orderly transportation of all student passengers. Students are responsible for obeying these rules or face disciplinary measures, which can include loss of bus riding privileges for a period of time.

Principles of Conduct on the bus are the same as conduct in the classroom. They include, but are not limited to the following:

Bus Rider Rules Prior to Loading:

1. Students are to stay off the road while waiting for the bus.
2. Students are to wait for the bus in an orderly manner.
3. The bus must come to a complete stop before students may enter.
4. Students are not to push while entering the bus.

While on the Bus:

1. Students shall treat the bus driver with respect. The bus driver is responsible for maintaining order on the bus.
2. Throwing of any object is not allowed on the bus.
3. Having arms, heads, or any object extended out the window is not allowed.
4. Bus riders are not allowed to leave seats while bus is in motion.
5. Any damage to the bus shall be paid for by the offender.
6. No tobacco use or profanity is allowed on buses.
7. No littering or fighting.
8. No pushing or tripping.
9. High school students are not allowed to ride the elementary buses.
10. Students shall only ride the route to which they are assigned.
11. Students who do not qualify for transportation are not allowed to ride unless given permission by the Principal.
12. Students are to leave bus equipment alone.
13. Bullying will not be tolerated.

After Leaving the Bus:

1. If necessary to cross the road after leaving the bus, only cross in front of the bus within sight of the driver and then only after looking both ways to be sure no traffic is approaching and then only after the proper hand signal from the driver is given.
2. Driver shall not discharge riders at stops other than regular designated bus stops or at school. Exceptions shall be made only under proper authorization by a school official.

Extra-Curricular Trips:

1. The above rules apply to all trips taken by the school for extra curricular purpose.
2. Students must respectfully obey the directions of school appointed chaperones on extra-curricular trips.

Miscellaneous:

1. The School District shall provide supervision on school grounds for loading students. These supervisors are responsible for keeping order and discipline during the loading process on school grounds.
2. On school field trip, teacher and parent chaperones are responsible for keeping order and discipline on buses.

TRANSPORTATION DISCIPLINE

Bus rider ship is a privilege, not a right. Students' bus behavior shall be no different than the behavior expected in the typical classroom environment. Respect for others, care for bus equipment and the well being of other bus riders shall be the normal expectation. Misbehavior of students shall be reported immediately by the bus operator to the principal of the school. The following steps shall be followed:

ADTC recommends a policy of progressive discipline such as the one illustrated below. Each discipline case should be handled on an individual basis by the proper School District personnel depending on the severity of the action. Parents shall be informed of any disciplinary action.

1. Parents shall be involved with first situation. A record of the problem shall be retained.
2. If a second problem (of any type) develops, the student shall be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops, a suspension of one (1) week shall be put in effect.
4. Further, more permanent action shall be determined by the individual district if problems persist. Depending on the type of behavior (i.e., throwing objects) the incident could be referred to police officials.

Parents and students shall be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

POLICY: 912. STUDENT CONDUCT ON SCHOOL BUSES

It is a privilege to ride the bus to school. The District's Bus Discipline Policy provides the following consequences for misbehavior:

1. First Incident – Warning.
2. Second Incident – Ten (10) days removal from bus.
3. Third Incident – One semester (18 weeks) removal from the bus.

PROCEDURE

POLICY: 913. USE OF SCHOOL-OWNED OR LEASED VEHICLES OR PERSONAL VEHICLES BY STAFF, STUDENTS, AND VOLUNTEERS

When the operation of a school bus is not economical or practical, school-owned or leased vehicles may be used for student transportation, employee transportation and maintenance activities. All vehicles used for school and/or school district purposes shall be driven by someone who holds a valid appropriate Wisconsin driver's license, and if students are involved, has filed a volunteer driver form and shall be in compliance with any state student alternate transportation requirements.

When the District organizes, provides or designates transportation, student participants in co- or extracurricular activities shall not provide transportation for themselves or other student participants. Students participating in co- or extracurricular activities within the District may be allowed to drive their own vehicles or parent vehicles to/from extracurricular activities with their parent's and the school's permission. The administration, working in conjunction with the coaches and staff, may allow chaperones, parents or volunteers to ride in buses or District vehicles. In the event of an emergency, the supervising administrator shall be contacted immediately.

All traffic citations incurred using District or personal vehicles for school business and the payments/forfeitures or fines are the responsibility of the drivers.

Employees attending out-of-District meetings may drive school-owned vehicles if they have permission and if the vehicles are available for that purpose. An employee may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip with the permission of the appropriate administrator. In cases of approved trips where school vehicles are not available, employees shall provide their own transportation and shall be reimbursed at the Board-approved rate. Employees serving in more than one location in the District shall be required to provide their own transportation and shall be reimbursed on a per mile basis in accordance with established District rates.

PROCEDURE

**ARROWHEAD UNION HIGH SCHOOL
 FIELD TRIP REQUEST FORM – TRANSPORTATION REQUEST**
 Please complete each section as is necessary for this request - (A, C, E)

<p>A. Teacher requesting: _____ Class/Group: _____ Purpose of activity: _____ DESTINATION AND ITINERARY/TIMES: _____ Number of students to participate: _____ With Chaperones: _____ Additional Chaperones: _____ Number of buses requested: _____ Number of vans requested: _____ Will staff member drive own car: _____</p>	<p>C. Date request submitted: _____ Date of activity: _____ Time: Bus to arrive to load: _____ Bus to leave AHS: _____ Bus to arrive at destination: _____ Bus to leave destination: _____ Time parents can expect bus to arrive at AHS: _____</p> <p>NORTH CAMPUS LOADING: (circle) Pool Entrance West Band Hall Bus. Ed. Hall Science Hall</p> <p>SOUTH CAMPUS LOADING: (circle) Entrance C (by principal's office) Entrance G (by music department)</p>
<p>B. Date submitted to: _____ By: _____ 1. Department Chair: _____ / _____ 2. Principal: _____ / _____ 3. Calendar Com: _____ / _____</p> <p>Administrative approval date: _____ Administrative denial date: _____ Calendar Com. approval date: _____ Returned to originator for clarification: _____ (date)</p> <p>Reasons: _____ _____ _____ _____</p> <p>Budget Acct. #: _____ Activity Acct. #: _____</p>	<p>D. Bus arrangements made: (circle) AHS Laidlaw Other: _____</p> <p>Driver leave terminal time: _____</p> <p>Cost estimate: Port-to-Port Driver time: _____ /hr.</p> <p>Mileage est. _____ x _____ = _____ _____ x _____ = _____</p> <p>Special charges: _____ _____</p>
	<p>E. Who shall be responsible for:</p> <p>_____ 1. Issue and collect signed parent permission slips? _____ 2. Issue and collect student attendance/clearance slips? _____ 3. Provide list of students' activity to nurse's office? (5 days prior to event) _____ 4. Provide accurate attendance data to office on day of event? _____ 5. Make necessary phone calls to parents after trip returns to AHS for whatever reason? _____ 6. Make immediate follow-up to principal for student discipline reasons.</p>

PROCEDURE

ARROWHEAD UNION HIGH SCHOOL DISTRICT VOLUNTEER DRIVER INFORMATION FOR SCHOOL YEAR _____		<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Required for both employees and non-employees. THIS FORM MUST BE COMPLETED ANNUALLY AND REVISED WHEN CHANGES OCCUR		
DRIVER INFORMATION: (Please print) Name: _____ Date of Birth: _____ Address: _____ Street City Zip Driver's License: _____ / _____ Driver's License Exp. Date: _____ Number State		
GENERAL INFORMATION: (Please check the appropriate answer) Yes No A "no" answer to any of the following questions disqualifies volunteer as a driver. <input type="checkbox"/> <input type="checkbox"/> 1. I am <u>at</u> least 18 years of age and hold a valid driver's license. <input type="checkbox"/> <input type="checkbox"/> 2. In the past two years my driving record has been <u>free</u> of the following convictions of pending charges of: (a) reckless driving; (b) driving while under the influence of an intoxicant or of a controlled substance; or (c) any offenses enumerated under ss343.31 (see attached).		
VEHICLE INFORMATION: (Please check the appropriate answer) Yes No I shall be using only School District vehicles for transportation of students. If no, please complete the following information (all forms must be signed) .		
PERSONAL VEHICLE INFORMATION: (Please print) Driver is responsible for completing new vehicle information if a different vehicle is used.		
Car 1: Make: _____ Model: _____ Year: _____ Vehicle License #: _____ Registered owner: _____ Phone: (_____) _____ Car 1: Make: _____ Model: _____ Year: _____ Vehicle License #: _____ Registered owner: _____ Phone: (_____) _____		
INSURANCE INFORMATION: (Please print) Insurance Carrier: _____ Insurance Agent: _____ Policy Number: (if available) _____ Yes No <input type="checkbox"/> <input type="checkbox"/> 3. The vehicle transporting students is insured by a policy providing the minimum acceptable limits of liability of \$100,000/300,000 (including uninsured/underinsured motorist coverage). <input type="checkbox"/> <input type="checkbox"/> 4. To the best of my knowledge, the vehicle I am driving is in safe operating condition. I have inspected the brakes, lights, tires, turn signals and other safety equipment on the car and have found them to be in satisfactory condition. The condition of windows and mirrors allows adequate visibility. There is a working seat belt for every passenger. <p style="text-align: center;"><i>Under Wisconsin law, insurance on your vehicle is primary. If involved in an accident, your liability limits must be exhausted before coverage is involved. If any change occurs in the numbers 1-4 above, you must agree to cease driving as a volunteer or immediately inform the principal/administrator. Your willingness to drive our School District students is greatly appreciated. Thank you for completing this form.</i></p>		
REGISTERED OWNER'S SIGNATURE: _____		Date: _____
DRIVER'S SIGNATURE: _____		Date: _____
APPROVAL OF VOLUNTEER DRIVER BASED ON ABOVE INFORMATION:		
ADMINISTRATOR'S SIGNATURE: _____		Date: _____

PROCEDURE

POLICY: 920. USE OF SCHOOL-OWNED EQUIPMENT

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
USE OF SCHOOL-OWNED EQUIPMENT FORM**

The undersigned user, student, or student's parent/guardian hereby acknowledges receipt of the property of the Arrowhead Union High School District, which is listed below.

In consideration for said property being thus issued to me, I do hereby agree:

1. To fully pay the said owner for any loss or damage to said property so issued, and for which I am responsible.
2. To keep said property in good and proper repair.
3. To surrender to said owner any property issued to me, as herein provided, at any time upon notice to me, by the administration.

I understand thoroughly that all other property connected with the said organization belongs to the said owner, and are subject to recall at any time.

Equipment Type/Make: _____

Model: _____ **Serial Number:** _____

Replacement Value: \$ _____

Additional Item(s) – Make/Model: _____

Serial Number: _____ **Replacement Value:** \$ _____

Additional Item(s) – Make/Model: _____

Serial Number: _____ **Replacement Value:** \$ _____

Date of Issue: _____ **Date of Return:** _____

Signature of User or Student

Phone Number

I guarantee the above agreement on the part of the student.

Signature of Student's Parent/Guardian

Phone Number