

Matters Pertaining to Students (j)

McGRAW CENTRAL SCHOOL

McGraw Transportation Policy

I. Types of Student Transportation to be provided:

1. Regular Transportation takes public, private, parochial and disabled students to and from their respective schools or vocational training sites.
2. Field Trips for public school students, which are of an instructional nature, organized and supervised by a member(s) of the instructional staff, which are conducted during the normal school day, evenings, or holidays.
3. Extra-curricular transportation of a non-instructional nature for events which are conducted after normal school hours, during weekends, and holidays.
4. Mandatory special transportation to accommodate certain children with disabilities according to their individualized education plans.

II. Eligibility:

1. The McGraw Central School District will provide transportation to and from school to all students residing outside the village limits. In addition, children who reside within village limits may be eligible for transportation to and from childcare under the provisions of Section III.5. All public school students within the district are eligible for transportation for educational activities.
2. Transportation for students attending parochial or private schools may be provided up to 15 miles from each student's home to the private or parochial school. If the district is already transporting other students to the parochial school, it may require, at its discretion, that students living more than 15 miles from the school to get themselves to a centralized pick-up point, in order to receive transportation. The distance from the pick-up point to the parochial or non-public school may not exceed 15 miles.
3. In order to be assured eligibility for transportation to a private or parochial school, parents/guardians must submit a written transportation request no later than April 1 of the prior school year, unless the family moves into the district after April 1, in which case the request must be made within 30 days of establishing residency. The filing of a late request may result in the denial of transportation. Criteria to be used by the district when determining whether to accept a late request may include the following:
 - a) whether transportation will require an additional cost, and if so,
 - b) the reasonableness of the excuse for the late request.
4. Transportation will not be provided at times or on days when McGraw Schools are not in session. The addition of an unreasonable schedule by a private school does not obligate the district to approve special transportation.
5. Transportation of classified special education students will be provided in accordance with individualized education plans. Except for 12-month summer transportation, services will not be provided to students attending programs outside of the district when McGraw Schools are not in session, unless required by law. Transportation will be provided to students who need district approved summer programs in order to reach required educational standards.

III. Establishment of Schedules and Routes:

1. The Head Bus Driver establishes bus routes, times of departure and bus stops under the supervision of the Business official. The Board of Education reviews and approves bus routes at the beginning of each school year. Established bus routes may be altered to conform to changing student numbers, highway conditions and for purposes of economy.
2. The district cannot provide door-to-door pick-up and delivery for students. They may be required to walk to pick-up points. Except for reasons noted elsewhere in this policy, the district will attempt to provide pick-up points within one mile from the child's place of residence.
3. When considering routes too hazardous for bus use, and thus requiring pick-up points in excess of the mileage limitation, the following will be considered:
 - a) Winding or narrow roads, particularly in stop and pick-up areas
 - b) Steep and dangerous hills, particularly with stops at the bottom
 - c) Year-round maintenance of roads
 - d) Areas that require unsafe turning movements
 - e) Disruptions of normal traffic patterns
4. The district will take reasonable efforts to minimize the length of time that students ride on the bus. Efforts will also be made to maintain equitability by practicing "first on, first off" routing. According to this method, routes will be run so that those who get on the bus first in the morning are the first to get off in the afternoon.
5. The district will transport resident children in kindergarten through 8th grade to a childcare provider under the following conditions:
 - a) The childcare location must be outside of the McGraw Village limits and along an existing bus route within the district. The childcare must therefore be in the zones in which transportation is already provided.
 - b) The parent or legal guardian must request the consideration in writing to the building principal for approval according to the standards set forth by this policy. Written requests for childcare route changes can be submitted on a daily basis. Route change requests may not be faxed, telephoned or sent via e-mail.
 - c) If the childcare location were on a route other than that which the child would use to go home, the alternative route must have an available seat on the bus to accommodate the student.
 - d) If the childcare stop is not a regularly scheduled stop, the child may be required to walk to or from a centralized pick-up point.
6. Transportation of students shall be on assigned routes at assigned times. Transportation requests for purposes other than those identified in this policy will be denied. Examples of unapproved transportation include, but are not limited to, service which takes students to meetings, parties, and after school employment.
7. The district shall not transport students over privately owned or maintained roads. Buses shall not use private driveways or property for turn-arounds unless the following conditions are met:
 - a) The route provides no alternative
 - b) The district has permission from the property owner
 - c) The area may be safely used at all times

- d) The Superintendent of Schools has approved the turn-around based upon the recommendation of the Head Bus Driver.
- 8. The school superintendent will declare other roads temporary school bus hazard routes when the following conditions exist:
 - a) Drifting snow
 - b) Flooding
 - c) Construction
 - d) Break-up of road surface in springtime
- 9. Under normal conditions, no driver shall take the liberty to deviate from the assigned route without prior administrative approval. Bus drivers are authorized to temporarily change the route, student pick-up and discharge points and/or bus turn-around areas in situations where safety of students, hazardous conditions or obstacles to access by a bus pose a problem. The driver must report such temporary changes to the head bus driver immediately so that s/he may inform the affected district residents of the situation and attempt to bring about a solution.

IV. Student Conduct:

- 1. Students are expected to be waiting at the bus stop. Student passengers must stand back 15 feet from the road as the bus approaches. Students must wait for the driver's signal before crossing the road.
- 2. Seatbelts shall be maintained for students to use on a voluntary basis in buses for 16 passengers or more. For smaller buses of 15 passengers or less, seatbelts must be worn at all times.
- 3. All students are expected to adhere to the Board of Education approved policy on student conduct and discipline. Procedures for bus safety and student behavior will be reviewed annually by the building principals and head bus driver prior to publication in the student handbook.
- 4. Children who become a disciplinary problem on the school bus may have their riding privileges suspended by the building principal.

V. Special Use of School Buses:

The school district may provide transportation to resident four-year old children to and from Head Start programs, in accordance with law under the following conditions:

- 1. The Head Start Program must request transportation to the Superintendent of Schools each year. This request must be approved by the Board of Education on the recommendation of the Superintendent.
- 2. Room on the buses must be available to accommodate the extra-seated passengers.
- 3. Head Start children must wear seatbelts at all times.

Outside groups may request use of a McGraw bus and driver on a rental basis based on established rates.

VI. Student Transportation in Private Vehicles:

The transportation of students by district employees in private vehicles is prohibited, unless there are extenuating circumstances. Under extenuating circumstances, the employee must have the written permission of the parent/guardian.

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