



Barnard • Bridgewater • Killington • Pomfret • Reading • Woodstock • Woodstock Union Middle/High

**BUS TRANSPORTATION**

**Policy**

It is the policy of the Windsor Central Supervisory Union to furnish transportation as a privilege, not a right, to students who do not reside within a specific number of miles of their School as decided by the Superintendent or his/her designee. It is the Boards expectation that a safe, respectful, civil and orderly environment will be maintained on school buses transporting students to and from school and school activities.

**Responsibility**

Maintaining student control on the bus is a primary responsibility of the driver. The transportation provider shall acknowledge its responsibility under this policy as part of its contract to provide transportation services. Unmanageable behavior will be reported by the transportation provider to the school Principal. Parents or guardians will be notified at the discretion of the Principal.

**Student Misbehavior**

In the event a student is denied transportation privileges for a period of time, parents will be given notice by letter as well as by direct verbal contact when possible. A driver may remove a student from the bus when that student’s behavior represents a serious immediate threat to the health and safety of fellow passengers and/or the driver and when removal of the student will not endanger the student’s health or safety.

**Implementation**

The Superintendent or his/her designee shall be responsible for developing and maintaining criteria, procedures and guidelines (see attached) to establish appropriate routes and designated stops after considering both the safety of children and efficiency of operation. The following non-exclusive of factors also may be considered when determining routes and stops:

1. Age, health or physical impairment of students being transported
2. Distance traveled on a single route and the length of time spent on a bus by any given student going or returning from school.
3. Width, condition and class of highways, including curves, hills, intersections, turnarounds, and seasonal road conditions.

<b>Unit Board of:</b>	<b>Warned</b>	<b>Adopted</b>	<b>Unit Board of:</b>	<b>Warned</b>	<b>Adopted</b>
<b>Barnard</b>	Dec. 3, 2012	Dec. 10, 2012	<b>Pomfret</b>	Dec. 3, 2012	Dec. 10, 2012
<b>Bridgewater</b>	Dec. 3, 2012	Dec. 10, 2012	<b>Reading</b>	Dec. 3, 2012	Dec. 10, 2012
<b>Killington</b>	Dec. 3, 2012	Dec. 10, 2012	<b>Woodstock</b>	Dec. 3, 2012	Dec. 10, 2012
<b>WUHSMS</b>	Nov. 30, 2012	Dec. 12, 2012	<b>WCSU</b>	Dec. 3, 2012	Dec. 10, 2012
<b>Guidelines revised by WCSU board October 19, 2015</b>					

*Legal Reference(s):* 16 V.S. A. 1221, 122 (Student Transportation)  
 16 V.S. A. 1551 (Technical Center transport)  
*Cross Reference:* Bus Discipline (F2)

**GUIDELINES**  
**(REVISED October 19, 2015)**

**I. Eligible Riders**

- A. Resident students in grades K-12 enrolled in Windsor Central Supervisory Union schools.
- B. Persons authorized by the administration and/or school boards(s) for specific reasons (e.g. chaperones, coaches, monitors, etc.).
- C. Children attending district school-based preschool will be offered school bus transportation only if such transportation can be provided under the following conditions:
  - 1. Transportation can be provided using established district school bus routes.
  - 2. Transportation can be provided with no additional cost to the district.
  - 3. Considering the age, behavior, and physical condition of the child, transportation can be safely provided for that child without additional supervisory support or equipment.
  - 4. Addition of preschool children to a school bus route will not cause overcrowding of the bus or other overall safety concerns.
  - 5. Preschool children are subject to the disciplinary policies and rules of the district.
  - 6. Preschool children must be met at the bus stop by a parent or designated responsible adult. If the child is not met at the bus stop, the child will be returned to the school. Failure to meet a preschool child at the bus stop will result in school bus transportation being discontinued for that child.

**II. Regular Bus Routes/Bus Stops**

- A. Routes and stops will be developed by the contractor and will be reviewed on an annual basis by the administration, the school board of the local districts and the Windsor Central Supervisory Union Board with an emphasis on a safe, efficient and economical system.
- B. The district attempts to maintain a bus schedule that begins no earlier than 6:30 AM and ends regular routes by 4:00 p.m.
- C. Parents /Guardians are responsible for the safety of their students on their way to and from the designated bus stop.
- D. Parents are expected to provide reasonable supervision of their students at bus stops prior to the arrival of the buses in the morning and after delivery of their students in the afternoon.
- E. Students in grades K-6 will be picked up and discharged only at his/her designated stop unless a written dated request is presented to their school.
- F. Inclement weather, road conditions, road construction, etc. may necessitate a deviation from the scheduled routes and/or bus stops. Notification will be given if time permits. Bus drivers are expected to use their best judgment in an emergency situation.
- G. Students in grades K-3 must have a parent, guardian, or assigned adult/sibling meet the child at the bus stop.
- H. Students should arrive at their designated bus stop at least 5 minutes before their scheduled pickup.

**III. Other Bus Service**

For field trips, athletic events, and other activities authorized by the school district, transportation from the school to the event and back may be provided.

**IV. Transportation Rules and Regulations**

The school bus is an extension of the school program. Student passengers must be assured of an orderly, protective and safe passage in a positive environment which is grounded in self and mutual respect. It is toward this end that rules and regulations are established. They must be complied with by students, adhered to by district employees and administered fairly. They shall be permanently posted in each bus.

The building principal or assistant principal shall be responsible for administering and implementing the policy's provisions.

It must be recognized that the driver of each bus has immediate responsibility and authority to ensure and maintain the safe and orderly passage of students. Drivers may impose seat assignments to solve immediate problems.

All students using the buses shall abide by the following rules:

**DO:**

- A. Be seated right away and stay seated until the bus stops at your destination.
- B. Sit where the driver tells you to sit.
- C. Be courteous to each other and to the bus driver.
- D. Keep the aisles of the bus clear (of feet and belongings).
- E. Obey your driver.
- F. Use the rear door ONLY in cases of emergencies
- G. Keep hands, arms, heads or any other objects in the bus at all times.

**DON'T:**

- A. Annoy or harass other passengers on the bus.
- B. Argue, hit or fight on the bus.
- C. Make excessive noise, yell or use foul language on the bus.
- D. Eat or drink on the bus.
- E. Throw objects in the bus or out the windows.
- F. Bring skateboards, skis, fishing poles or sharp objects on the bus. Bags or musical instruments cannot block the aisle or emergency exits. This is a safety issue.
- G. Engage in serious and deliberate misbehavior which endangers bus safety or injures another; may result in removal from the bus.

V. Procedures

In the event a student fails to comply with the foregoing rules, the following procedures will be followed:

- A. Driver may, if deemed necessary, stop, call for assistance, and have the rider removed from the bus.
- B. A written report will be created by the driver and given directly to the appropriate school office. A copy will go to the transportation contractors' office.
- C. The principal or designated administrator will seek clarifying information from the driver and/or contractors' office as necessary, and will discuss the incident with the student(s) involved.
- D. The administrator will confirm the report, assign any necessary disciplinary actions to the student, and notify the parent/guardian of this decision.