

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **SUPPORT SERVICES**

### **TRANSPORTATION SERVICES MANAGEMENT**

#### **STUDENT TRANSPORTATION SERVICES**

751

The district shall provide transportation **or otherwise contract** for students residing within the school district's boundaries as follows:

1. Students living outside the city limits and students living in areas which have been designated as hazardous by the appropriate law enforcement agency shall be provided transportation.
2. Students with disabilities shall be transported as required by their individualized education program (IEP).
3. Students attending private schools located within the district shall be provided transportation under the same conditions as public school students **or, as indicated by State Statute.**

The Board of Education wishes student bus transportation to be as safe as humanly possible for the students in the community. Each member of the community is therefore expected to contribute his/her part to better ensure that safety. Parents/guardians, students, school personnel and bus transportation personnel must all work together, maintaining open and adequate channels of communication, so that student transportation is indeed safe.

Only district and private school students and persons authorized in writing by a school administrator may ride the bus to or from school or to or from a school-sponsored activity. Buses used for student trips and special school events shall be supervised by a competent adult approved by the school administration. S/he shall be in charge of all matters relative to the proper conduct of bus riders.

The responsibility for the daily operation, enforcement and administration of the student transportation system shall be delegated by the Board to the District Administrator or designee. S/he shall act as liaison between the administrative staff, bus contractor and citizens of this district in resolving transportation problems that might arise in the implementation of the district's transportation policies. S/he must: (a) possess a knowledge of the laws relating to student transportation and Department of Transportation (DOT) rules and regulations; (b) be aware of the size and character of the school district, the type of bus routes, the type and size of buses and weather and road conditions in the area; and, (c) keep the school community informed of transportation and safety regulations adopted by the Board.

Each building principal is delegated responsibility for the safety and conduct of bus riders from the time they board the bus until they leave the bus at the end of the day. The building principal's responsibility for the safety and conduct of bus riders shall be delegated to the bus contractor, and subsequently the bus driver, when students are in transit, unless a chaperone or other competent adult in charge accompanies the

students. Building principals are also responsible for such other areas as outlined within this policy.

Responsibility for the safety of students before they board the bus and after they leave the bus at the end of the day rests with parents/guardians.

LEGAL REF.: Sections 115.787 Wisconsin Statutes  
118.51(14)  
118.52(11)  
121.51-121.58  
TRANS 300, Wisconsin Administrative Code  
Omnibus Transportation Employee Testing Act of 1991

CROSS REF.: 751 (a), Bus Driver Responsibilities  
751 (b), Parent/Guardian Transportation-Related Responsibilities  
751.1, Bus Routing and Scheduling  
751.2, Student Conduct on School Buses

First Reading: July 13, 2009  
Approved: August 10, 2009

First Reading of Updates: February 13, 2017

**PARENT CONTRACT FOR TRANSPORTATION TO PRIVATE SCHOOLS**

It is agreed between the **Pittsville School District**, hereinafter referred to as "District" and \_\_\_\_\_, being parent or guardian of the pupil(s), hereinafter referred to as "Parent", that said Parent of the following pupil(s): \_\_\_\_\_ agrees to provide transportation to and from residence to \_\_\_\_\_, private school in the \_\_\_\_\_ School District. The Parent is to transport the pupil(s) at his/her own risk; safely, regularly, promptly, and comfortably to and from the school as indicated for the current school year in accordance with the provisions of Section 121.55(3) of the Wisconsin Statutes for an annual payment for each pupil of \$ \_\_\_\_\_ by orders drawn upon the funds of said District.

Payment will be paid at the end of each semester, upon proof of attendance. Valid for the \_\_\_\_\_ School Year.

\_\_\_\_\_  
District Administrator Date

\_\_\_\_\_  
Parent or Guardian Date

Mileage Home to School (shortest route) (one-way): \_\_\_\_\_

Note: Payment of \$600 or more in a calendar year will be issued a Form 1099-MISC.

Completion of Form W-9 is required for Parent or Guardian.

**Please sign & return one copy of contract and Form W-9 by August 31 of current school year.**