

Bus Routing and Scheduling

The contractor shall establish routes and schedules for presentation to the District Administrator, who will submit them to the board for approval.

The legal responsibility of the district in transporting children to and from school is limited to providing services to their legal residence. The district may provide services as listed below provided: a) there are no additional costs to the district in implementing the services; and, b) all pick up/discharge points are in an accessible and safe location and approved by the bus contractor and District Administrator.

1. The district may pick up or discharge a student at another residence or daycare when requested in writing by the parent/guardian provided the student is eligible for transportation services. Approval may be given as long as the route does not need to be modified to accommodate the request. Requests shall include the name, address, and telephone number of the alternate residence of pickup/discharge. Students not eligible for transportation services may be transported to either a daycare in the transportable area, or another residence or daycare in the non-transportable area for a fee set by the school district (\$50.00 per year).
2. The district may pick up or discharge a student at another residence on a different bus route when requested by the parent/guardian in writing as long as the route does not need to be modified to accommodate the request, and there is space available on the bus. For this request, parents/guardians would fill out an **"Alternate Site Transportation" request**. Space availability will be based on the stated bus capacity and the number of students assigned to the bus. Requests shall include the name, address, and telephone number of the alternate residence of pick up/discharge, and the request must be approved by the building principal. The request will be reviewed by the building principal and bus service contractor. All requests must be submitted at least 5 school days prior to the effective date of the change. All transportation requests to begin the school year must be submitted to the transportation company by no later than August 1 of that school year. The bus company will require a 5 day period of time to process changes/requests for transportation. Students not eligible for transportation services may utilize this service for a fee set by the school district.
3. Requests for any student to ride a non-assigned bus for events such as birthday parties, play-dates, etc., must be submitted to the building principal at least one day prior to the event. Parents/guardians would need to fill out a **"Bus Pass"** for this request. The decision to permit a student to ride a non-assigned bus will be dependent upon space availability and student bus behavior. A maximum of two students will be permitted per request. A copy of the approved request will be provided to the bus driver.
4. Students may be picked up/discharged at bus stop of a licensed daycare inside of the non-transportable area. The district will designate one bus stop in the non-transportable area for daycare pick up/discharge. Non-transportable students may be picked up/discharged at a licensed day care bus stop provided they pay a transportation fee set by the school district (\$50.00 per year).
5. Students deemed transportable or non-transportable may be picked up/discharged at another residence bus stop or daycare bus stop in the transportable area. Non-transportable students will be charged an annual transportation fee for this service (\$50.00 per year).
6. The district will transport students open-enrolling into the district who are on an existing bus route without charge, provided there is adequate space available on the bus.

*** **Transportable** means a student is eligible for transportation services based on the location of his/her residence being on the outer lying areas of Marathon City as determined by the transportation company and school district.*

*** **Non-transportable** means a student is not eligible for regular transportation services based on the location of his/her residence being close to the school, as determined by the transportation company and school district.*

LEGAL REF.: Sections 121.54 Wisconsin Statutes
121.56

APPROVED: February 1996

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August 14, 2002

May 10, 2006

October 9, 2006

March 12, 2012