

Business/Non-Instructional Operations

Transportation

The Board of Education will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

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Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Transportation

Routes and Services

Definitions:

1. **"School transportation"** means the procedure, program, or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his/her residence or from the school in which he/she is enrolled by the Board.
2. **"Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) or embarkation point (bus stop) established by the Board.
3. **"One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
4. **"Grades Pre-K and K"** means respectively pre-kindergarten, or a school program for a preschool student under age five, and kindergarten, or a school program appropriate to a beginning student under age six.
5. **"Raised walk area"** means (1) a sidewalk or (2) a portion of the right of way at least three feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level, and marked by curbing, drainage ditch, grass area, and fencing, apart from and independent of any white line safety markings along the street pavement.
6. **"Walking route"** means the most direct route which the child would normally be expected to travel between his/her residence and the school to which he/she is assigned by the Board.
7. **"Hazard"** means (1) inappropriate exposure to molestation which would be considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem, the solution of which is beyond the ordinary capability of a child of a given age or attainment - including specifically the following:

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Transportation

Routes and Services

Definitions: (continued)

- A. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:
 - (i) Speed limits for motor vehicles are in excess of forty miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;
 - (ii) The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to normal children;
 - (iii) For students under age ten, or enrolled in grade K through 3, absence of pedestrian crossing light, or crossing guard where three or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
 - (iv) For students over age ten, or enrolled in grades 4 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three or more streets intersect and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.

- B. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all the following conditions are met:
 - (i) There exists no line-of-site obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snowbank, or other obscuring object or structure which may be safely negotiated by vehicles only at speeds under fifteen miles per hour.

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Transportation

Routes and Services

Definitions: (continued)

- (ii) The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Drivers Manual.
 - (iii) Man-made hazards including attractive nuisances are absent.
 - (iv) The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- C. Any walkway or path in an area adjacent to, and paralleled to railroad tracks shall be considered a hazard, unless suitable physical barriers along the walking routes are present and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:
 - (i) A crossing guard is present; or,
 - (ii) An automatic control bar is present at crossings used by children under age ten, or a bar, or red flashing signal light is operational when the crossing is used for students over ten years of age.
- D. A lake, stream, culvert or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.
- E. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.
- F. A situation shall be considered hazardous wherein students under the age of twelve, or enrolled in a grade kindergarten through grade six, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or after one-half hour after sunset.

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Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria is present:

1. The walking distance for the student, either to school or to the nearest bus stop, is in excess of the guidelines established by the Board which shall not exceed the following maximum distances:
 - A. For students enrolled in grades K through 3, up to one half (.5) mile;
 - B. For students enrolled in the equivalent of grades 4 through 8, at middle schools or junior high school, up to one (1) mile; and,
 - C. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in subparagraph 1 above, but presents a hazard which the Board cannot reasonably eliminate or adequately abate.
3. The student is physically handicapped, or mentally retarded, or a preschool student.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

Eligibility for Out-of-Town Transportation

1. Any resident of the school district under twenty-one years of age is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.
2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the principal of the school to which the student is assigned.

Business/Non-Instructional Operations

Transportation

Appeals (continued)

2. If no resolution is reached under (1) above, discuss the matter with the Coordinator of Transportation or designee.
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of attendance laws who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or Board of Education policy or regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has allegedly failed to furnish such required accommodations.

The Board shall hold a hearing within ten (10) days following receipt of such request. The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

(cf. 3610 Routes and Services)

Legal Reference: 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-187 Appeal from finding of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-221 Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

Business/Non-Instructional Operations

Transportation

Legal Reference (continued)

10-273a et seq. Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

Chapter 248 Vehicle Highway Use.

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Transportation

Riding Other Than Assigned Bus

School bus transportation is provided at district expense to move children requiring transportation from their home pickup point (a designated school bus stop) to school, and from school back to their home drop off point (a designated school bus stop).

A student may be granted the privilege of riding a bus other than the one he/she is assigned to under the following conditions:

1. Requests for long-term change shall be made in writing, stating the reason for such change, and submitted for approval to the school Principal. Long-term change is defined as consistently on a given day(s) of the week throughout the school year.
2. Requests made for occasional change of school bus assignment must not cause the modifying/changing/altering of an established school bus route, nor increase the number of stops beyond those officially designated school bus stops. Requests made shall be in writing to the School Principal.
3. In all instances, except in the case of obvious emergency, all requests made for either long-term or occasional change of school bus assignment must be submitted in writing. If it is deemed necessary, the parent or guardian of the student making the request may be asked to meet personally with either the Superintendent of Schools or the school Principal to explain the need for the change. Requests are valid for one school year only.
4. Parents or guardians of students shall not discuss request with bus drivers, teachers, or other school personnel, changes for student bus assignment. All such requests shall be made to the School Principal.
5. The student whose bus assignment is to be changed shall not, by so doing, cause the bus to be overloaded beyond the established legal limit.
6. No bus assignment change shall be considered valid until a written permission slip has been provided by the School Principal following granting of such permission.
7. The approved permission slip must be presented to the school bus driver, and all drivers are instructed to deny riding privilege to any student wishing to board a bus other than the regularly assigned one without such permission slip.

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Bus Route Change Request Form

Please use this form to request temporary or permanent route changes

Parent Name: _____

Address: _____

Phone Number: Day _____ Evening _____

Student Name: _____

Grade: _____ Teacher _____

_____ Temporary _____ Permanent Change - Effective Date _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pick-Up					
Dismissal					

Use reverse side or separate letter for additional information

Business/Non-Instructional Operations

Routes and Services (Transportation)

Daycare Center Transportation

The Board of Education may provide transportation to and from licensed daycare centers in lieu of accommodating students at their residences. Daycare centers which are located along established bus routes will be accommodated under the following conditions:

1. The daycare provider holds a current Connecticut license and has provided a copy to the Board of Education.
2. The daycare center maintains an adequate staffing level in order to comply with bus transportation rules and regulations. Pre-kindergarten and primary school students must be supervised by daycare staff during the loading and unloading process.
3. Annually in July, the daycare center must register with the Board of Education providing evidence of adequate staffing and the number of students anticipated for the coming school year.
4. Transportation provided to a daycare center is solely at the discretion and convenience of the Board of Education. In no case shall a bus route be extended to accommodate a daycare center.
5. Unlicensed daycare providers or "baby-sitters" will receive no special accommodation for transportation beyond that which would be provided to the residence of currently enrolled students.

Business/Non-Instructional Operations

Transportation

Non-Public School Transportation

The Ansonia Board of Education shall not provide transportation to students attending non-public elementary or secondary schools outside the City of Ansonia.

Legal Reference: Connecticut General Statutes

10-280a Transportation for students in nonprofit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Bus Driver Safety

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed as described in Policy 5114.

Information concerning this policy shall be given to students and parents early in each school year.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

BUS CONDUCT REPORT

(Please Print)

Student's Name: _____

Grade or Class: _____ Date of Incident: _____

_____ 1st Notice _____ 2nd Notice _____ 3rd Notice

Bus No. and School: _____

Driver's Name: _____

NOTICE TO PARENTS

- 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
- 2. The following is a description by the driver and corrective action taken by the school.

DRIVER'S REPORT

- | | | |
|---|--|---|
| <input type="checkbox"/> Rude-Discourteous-Annoying | <input type="checkbox"/> Violation of Safety Rules | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Fighting-Pushing-Tripping | <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Eating-Drinking-Littering | <input type="checkbox"/> Unacceptable Language | <input type="checkbox"/> Excessive Mischief |

Description of Problem or Comment:

Date Reported: _____ Driver's Signature: _____

Received by Bus Manager: Comment: _____

Date: _____ Signature: _____

Received Transportation Office: Date: _____ Signature: _____

PRESENT ACTION AND RECOMMENDATIONS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Student regretful, cooperative | Denied Bus Privilege Until: _____ |
| <input type="checkbox"/> Student Warned | Suspended Until: _____ |
| <input type="checkbox"/> Telephoned Parent | Referred to: _____ |

Comment:

Administrator's Signature

Date

Business/Non-Instructional Operations

Transportation Equipment

Privately Owned Vehicles

Transportation of students in privately owned vehicles is strictly prohibited.

Any transportation of students for any school or school related activity shall be done with transportation services provided by the Board of Education.

In the event of an emergency, proper emergency services should be contacted.

Policy adopted: January 14, 2004
Policy revised: March 5, 2008

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Privately Owned Vehicles

In the employment of teachers and other certified personnel it may be necessary to use privately owned vehicles in the performance of their duties. However, no certified teacher will be allowed to use a private vehicle on school business unless they have prior written approval from the Superintendent or his/her designee and their professional responsibilities are in the following areas:

- A. Elementary Art, Music, Physical Education and Library
- B. System-wide Social Workers, Psychologists, itinerant special education teachers, and speech therapists
- C. Reading consultants
- D. Supervisors of special education
- E. Directors of Curriculum, Assistant Superintendent, Business, Student Personnel
- F. Coaches
- G. Principals and Assistant Principals
- H. Teachers

This approval will be in the form of a standing permit that shall state the particular purpose, and whether it includes transportation of students.

For all special trips involving students a special permit must be obtained in advance from the Superintendent of his/her designee.

Any employee of the Board of Education who is authorized to use a private automobile in the performance of their duties must carry a minimum liability insurance of \$300,000/\$100,000.

The Board shall conduct annually a motor vehicle record check for all employees who drive in connection with their job.

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Privately Owned Vehicles

Authorization Form - Use of Employee Vehicles

The Superintendent of Schools or his designee hereby authorizes _____
to use a privately owned vehicle in the performance of his/her professional responsibilities.

It is fully understood that you, _____ will carry a minimum automobile liability insurance policy providing at least limits of Bodily Injury \$300,000 per person; \$300,000 per accident, Property Damage \$100,000 per accident; or \$300,000 combined single limit. In the event of a claim, the insurance carried by the Board of Education is excess insurance over and above your limits. The Board of Education will not be responsible for any damage, however caused, to your vehicle.

These condition are understood, accepted, and approved by the signers.

Signature of Driver

Superintendent

Date: _____

Date: _____

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

DRIVER'S INSURANCE LIABILITY

Teachers, parents or students driving for field trips or other school activities must realize that **effective January 1, 1994**, Connecticut No Fault Insurance (PIP) was changed by the Connecticut Legislature so that it is no longer mandatory coverage on an individual's automobile policy.

As in the past, your personal auto policy is considered primary coverage should you or a passenger be involved in an accident. Therefore, in accepting the responsibility of driving for school related events, you should first discuss the ramifications of this change in the law with your insurance agent so that you have adequate coverage in place.

The school insurance carrier has secondary responsibility in matters involving a claim and will only consider a claim after all claims are settled with your insurance carrier.

I, _____ understand and accept the responsibilities of the above statement.

Signature

Date

Insurance Carrier

Policy Number

NOTE: This particular statement should be presented to the appropriate people whenever they are considering some outside activity that involves students or parents who volunteer for field trip driving.

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety shall be made to the Transportation Coordinator. The Transportation Coordinator shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. The Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Transportation

Denial of Transportation

The following considerations shall apply in all instances with respect to the denial of bus transportation for students:

1. A degree of road grade or incline so steep as to present a grave risk of loss of vehicular control, particularly during inclement weather conditions.
2. A road so narrow that a school bus or van designed for student transportation will occupy more than half the width of such road, unless such road is designed for one-way traffic only, or unless the road is a through road.
3. A degree of visibility that reduces the driver's ability to safely handle the bus or van; to safely bring it to a full stop; to safely allow the boarding or discharge of student or to safely avoid oncoming vehicles.
4. A road that is unsuitable for effective maneuverability of either bus or van, especially in emergency situations or inclement weather conditions.
5. A road that calls for a bus or van to turn around or to reverse in the possible presence of boarding students.
6. Any other road condition not enumerated above which represents such an obvious hazard to the safety of students transported by school bus or van that a reasonable and prudent person charged with the safe transportation of such students would not approve use of such road.
7. Buses shall not travel on roads that are not regularly maintained by the state, county or town highway departments. **NOTE:** Without the express permission of the Board of Education, no school bus shall enter onto any private road for purposes of picking up or discharging students.

Business/Non-Instructional Operations

Transportation

Denial of Transportation (continued)

Parents or guardians of students who are dissatisfied with the decision of the School District with respect to school bus transportation, may appeal the decision under the State of Connecticut statutes.

In the event that the parent or guardian of a student who has been denied school bus transportation wished to contest the decision governing such denial, a hearing shall be scheduled. The forms to be used in conducting such hearing shall include:

1. Notice of Hearing
2. Names and Positions of those attending a hearing
3. Worksheet notes - (giving all pertinent data relative to the contested matter)
4. Opening Statement - language pertinent to opening and conducting the hearing
5. Exhibit List

Legal Reference: Connecticut General Statutes

4-177 Contested cases. Notice. Review

4-178 Evidence in contested cases.

4-179 Proposal for decision. Procedure. Waiver.

4-180 Final decision to be rendered within ninety days.

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut

Business/Non-Instructional Operations

Rules For Passengers

Waiting for the School Bus and Boarding

1. Be at your bus stop *on time*. Children shall **NOT** run to catch the bus.
2. While at the bus stop, children shall stand or wait in a safe area. Children should not run into or play in the streets.
3. Children shall not push, shove, fight, or engage in any disorderly behavior.
4. As the school bus approaches, children shall form a line and wait until the bus comes to a complete stop before moving to board it.
5. Unless special seats are assigned by the driver or principal, students shall sit in the nearest seat available upon entering the bus and slide in toward the window so that three students can fit in a seat.

On the School Bus - Rules

1. Be courteous to the bus driver and follow his/her directions. Be courteous to fellow students as well.
2. Do not linger in the aisles upon boarding the bus.
3. Do not change seats.
4. Do not stand up unless the bus is at a complete stop.
5. Do not kneel or stand on the seats.
6. Do not interfere with the free flow of traffic down the bus aisles.
7. Do not fight, shout, throw objects, or engage in any other disorderly behavior.
8. Do not block or tamper with the emergency exit door.
9. Do not lean out of the windows or extend arms or hands outside the windows.
10. Animals are not allowed on the bus.

Business/Non-Instructional Operations

Rules For Passengers

On the School Bus - Rules (continued)

11. Eating, drinking, or smoking is not allowed on the bus.
12. Do not damage or litter the bus.

Departing From the Bus

1. Once children get off the bus, they shall walk quickly to a safe area away from the bus and away from traffic.
2. If it is necessary to cross the street in front of the bus, students shall make sure the bus is at a complete stop with lights flashing before stepping in front of it. They shall look both ways and be far enough in front of the bus so the bus driver has a clear view of the students as they are crossing the street.

Business and Non-Instructional Operations

Transportation: Student Bus Assignments

All school buses have an approved seating and standing capacity which shall not be exceeded. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student. These exceptions must be approved by the school principal who will ensure that the changed bus assignment will not be approved for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers are instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the school Principal.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: January 14, 2004

ANSONIA PUBLIC SCHOOLS
Ansonia, Connecticut