

# **District 191 Transportation Guide**

## **REGULAR EDUCATION SCHOOL BUS SCHEDULING AND ROUTING**

The general policy of ISD 191 is that all kindergarten through grade five students who live one mile or more from school and secondary students who live one and one-half miles or more from school shall be transported.

The walking distance is defined as the shortest distance from the child's residence by public walkway, street or highway to the assigned entrance of the school the student attends as measured by the District's computerized GIS map.

Students who attend child care facilities either before or after school will be transported to and from school if the child care facility is within the student's school attendance area and is located one mile or more from the school. Parents should register their students' child care address prior to August 1st of each school year. They may do so on line from the district web site at [isd191.org](http://isd191.org). Go to "Services" - "Transportation" - and click on the button "Child Care Information" on the left side of the screen.

Parents may also receive a paper form entitled "Student Child Care Information" at the spring "Kindergarten Roundup" or with other materials sent home at the end of the school year. This form can be completed and both copies returned to the student's school or to the district Transportation Services department at 200 West Burnsville Parkway, Burnsville, MN 55337.

The District may make additional transportation available when walk routes to a school would present special hazards as defined by the school board.  
(see HAZARD TRANSPORTATION below).

### **District Transportation Department is solely Responsible for Regular Education and Special Education Bus Routes**

The ISD 191 Transportation Department is responsible for establishing all Regular Education and Special Education bus routes. The Transportation Department will provide to Schmitt and Sons, the current contract supplier of bus service, route maps showing times, stops and direction of travel. Bus drivers are to strictly follow routes as prepared by the ISD 191 Transportation Department. Drivers may not allow students to exit the bus at other than their designated stops. Bus drivers are encouraged to recommend improvements to routes, but such recommendations must be made through the Schmitt and Sons Dispatcher who will send the recommendation to the Transportation Department.

### **Route Changes**

During the first two weeks of a new school year, while schedules and stops are being examined, the ISD 191 Transportation Department will not change bus routes. Thereafter, bus stop changes may be requested on-line at [isd191.org](http://isd191.org). Go to "Parents" - "Transportation" - and click on the button "Bus Stop Change Request" on the left side of the screen. Any changes will be communicated to the Schmitt and Sons Dispatcher who informs drivers of all changes.

### **Discontinuing Bus Stops**

A stop may be considered for discontinuation when no student has used the stop for ten (10) consecutive school days. After that time, the driver should immediately submit a request to terminate the stop to the Schmitty and Sons Dispatcher. The Dispatcher should submit the request to discontinue the stop to the ISD 191 Transportation Department. The driver must continue to make the stop until the ISD 191 Transportation Department officially removes it by sending written notification to the Schmitty and Sons Dispatcher. The ISD 191 Transportation Department intends to notify Schmitty and Sons of any decision to discontinue stops within three working days of receipt of request to discontinue a stop.

### **Changing Established Bus Stops**

Only the ISD 191 Transportation Department may make changes to existing bus stops. School transportation coordinators and drivers may – and are encouraged to – suggest changes; however, such requests must be put in writing (see above) and sent to the ISD 191 Transportation Department which will consider the request and transmit its decision in writing to the Schmitty and Sons Dispatcher. Drivers must continue the route as designed until the change is communicated to the driver through the Dispatcher.

### **Unauthorized Stops and Riders**

School officials and drivers may not make route changes or add students to route rosters without prior written permission from the ISD 191 Transportation Department. Should a problem or question arise concerning a new student and/or a new stop, drivers should call their Dispatcher who will contact the ISD 191 Transportation Department to confirm the request to add a stop or to allow a new student to ride.

### **Casual Riders**

When necessary for a student to ride from school to home on a different bus or to accompany another student home on a bus, for grades K-9, written parent or guardian approval is required. The written approval is to be presented to the school secretary who will complete an "Authorization to Ride School Bus" form, available at all school offices. This black on yellow form is to be presented to the driver when the student(s) board the bus.

### **HAZARD TRANSPORTATION**

The school board has recognized certain streets and highways as "hazard" roadways. This means that students are not allowed to cross these roadways from their homes or child care addresses to reach their bus stops or their schools. Therefore, even though an Elementary School student may live less than one mile from school, if that student would be required to cross a roadway designated by the school board as a hazard, that student will be transported to and from school. This also applies to Secondary School students who live less than one and one-half miles from their schools. Also, bus routes are to be designed so that no student is required to cross a hazard roadway to reach his or her bus stop.

As of October 2010, the school board has designated the following as "hazard roadways":

Interstate Highway 35W  
Interstate Highway 35E  
MN Highway 13  
MN Highway 77, Cedar Avenue  
County Road 5  
County Road 11  
County Road 38, McAndrews Drive

County Road 42  
County Road 16, McColl Drive, Williams Drive  
Burnsville Parkway, for elementary students only  
Nicollet Avenue, for elementary students only  
Upton Avenue Hill, North of Highland Drive  
Cliff Road  
Blackhawk Road  
Silver Bell Road  
Nichols Road  
Diffley Road  
Vernon Avenue  
Southcross Drive  
Glendale Road  
Judicial Road  
Ottawa Avenue  
Lynn Avenue between Highway 13 and McColl Drive

### **NON-PUBLIC SCHOOL STUDENT TRANSPORTATION**

ISD 191 provides transportation services to and from school for District resident students in attendance at non-public schools located within the District.

The school board has authorized transportation services for District residents' students in attendance at non-public schools located outside the District, but only to a point within the District nearest the District boundary and the non-public school of attendance that will assure safe conditions in the loading and unloading of students.

ISD 191 may contract with parents or guardians of resident District students attending a non-public school located outside the School District to provide transportation. This arrangement shall be in the form of a reimbursement to the parent or guardian in an amount not to exceed the per pupil funding amount for transportation as determined by the Minnesota Department of Education for each fiscal year.

### **SPECIAL EDUCATION SCHOOL BUS SCHEDULING AND ROUTING**

Students with special needs receive special transportation services whenever their teacher or case manager determines that such transportation service is an integral part of the student's Individualized Education Plan (IEP). The ISD 191 Director of Individualized Student Services provides final approval for special transportation.

#### **Process for Initiating Special Transportation**

The student's teacher describes any special transportation needs in the student's IEP.

#### **Additional Information about Special Needs Transportation**

The contents of a brochure prepared by the ISD 191 Transportation and Individualized Student Services departments is contained in the Appendix under the title: A BROCHURE FOR PARENTS OF STUDENTS WITH SPECIAL NEEDS. It is available from the Individualized Student Services office by calling 952-707-2083.

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

To ride an ISD 191 school bus is a privilege, not a right. Whether riding a school bus or waiting at a bus stop, students are to observe the same standards of behavior as those expected of them while at school or at school functions, activities or events. School bus drivers are responsible for maintaining discipline, good order and compliance with the rules of conduct while students are on the bus.

Although drivers are responsible for maintaining order on the bus, drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a student the privilege of riding the bus or to drop the student at other than the designated stop. Only school authorities may deny a student bus-riding privileges.

### **Student Conduct At Bus Stops**

Arrive at your bus stop five minutes before your scheduled pick-up time. The bus driver can not wait for late students.

There is to be no fighting, harassment, intimidation or horseplay.

Possession or use of tobacco, alcohol or drugs is forbidden.

Be respectful of others and their property while waiting at your stop.

Use appropriate, respectful language.

Stay back from the street, road or highway while waiting for the bus.

Wait until the bus stops before approaching the bus.

After getting off the bus, move away from the bus.

If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before you cross the street.

### **Student Conduct while On the Bus**

Immediately follow the directions of the bus driver.

Sit in your seat facing forward.

Talk quietly and use appropriate language.

Keep all parts of your body inside the bus.

Keep your arms, legs and belongings to yourself.

There is to be no fighting, harassment, intimidation or horseplay.

There is to be no throwing of any object.

There is to be no eating or drinking on the bus.

There is to be no use of tobacco, alcohol or drugs.

It is forbidden to bring any weapon or dangerous object onto the bus.

Do not cause damage to the bus.

### **Carry-On Items**

It is the policy of ISD 191 that a student may carry onto the bus only those items that may be held on the lap or stored under the seat. Musical instruments must also be stored under the seat or carried on the lap.

### **Dangerous Devices**

No animals, controlled substances or any instrument that is a weapon are permitted on the bus.

Dangerous devices, such as laser pens or lights, are also prohibited.

### **Driver Responsibilities**

Bus drivers will treat students with respect and will refrain from any conduct that is intended or could be perceived as demeaning, intimidating or harassing.

Drivers are responsible for maintaining order on the bus. Drivers are not to strike or hit students or employ any form of corporal punishment against students. Drivers have no authority to deny a

student the privilege of riding the bus, or drop the student at other than his or her designated stop. Only school authorities may deprive students of their bus-riding privileges.

Drivers may not make changes in the pick-up or drop-off schedule for any route without prior authorization from the ISD 191 Transportation Department. Stops are not to be added, deleted or moved without such approval. Drivers may not deviate from established routes without prior permission except as required by an emergency or by temporary road conditions.

Drivers are encouraged and expected to meet and get to know school personnel responsible for transportation issues. The school Principal, Secretary and Transportation Coordinator are among the most important people for drivers to know. This should be done as soon as possible after beginning any new term or assignment.

### **Late Arriving Buses**

If a bus driver believes his or her bus will be more than ten minutes late in arriving at school, the driver must report that fact by the bus radio to the Schmitt and Sons Dispatcher who will call the school office to report the lateness. If an arriving bus is not understood as being behind schedule, late-arriving students may be reported as tardy and subjected to undeserved consequences.

### **Student Discipline – Bus Conduct Reports**

Persistent student misbehavior that cannot be corrected by the driver should be reported in writing using an online Bus Conduct Report form available at the Schmitt and Sons office. Drivers must take the time to complete a Bus Conduct Report to initiate consequences by the school authorities to correct behavior problems. These reports are returned through Schmitt and Sons to the School Principal who is charged with administering student discipline issues. ISD 191 Bus Conduct Report forms may be unique to any school that provides them, but generally follow the format shown in the Appendix.

The Bus Conduct Report may also be used to report commendable student conduct. Used wisely, this practice can have a positive effect on student conduct and cooperation.

### **Student Discipline - Consequences**

The school principal or the principal's designee will impose consequences for school bus/bus stop misconduct. Serious misconduct will be reported to the District Director of Transportation and may also be reported to local law enforcement authorities.

### **School Bus AM/FM Broadcast Radios**

As a general rule, school bus AM/FM radios should be turned off when transporting students, however school buses are equipped with such radios for the primary purpose of receiving news and weather information that may contribute to the safety and security of bus passengers. Schmitt and Sons will strictly instruct its drivers to tune bus AM/FM radios to only responsible stations that broadcast programming produced with consideration and good taste. Schmitt and Sons will specifically instruct drivers to refrain from tuning to stations that broadcast vulgar, profane or sexually explicit language or music or programming that could be construed as promoting intolerance, violence or racism.

### **School Bus Two-way Communication Radios**

School bus two-way radios are used exclusively to communicate with the Schmitt and Sons Dispatcher and office and the District Transportation Office. These radios are to be turned on and kept at clearly audible volume at all times.

## **SPECIAL ROUTE INFORMATION**

For safety reasons, the District 191 Transportation Department or the School Board may issue route-specific directives to be communicated to and observed by Schmitty and Sons drivers. Current directives are as follows:

### **Metcalf Middle School**

Because of the volume of traffic on Diffley Road, drivers of morning routes may NOT make a left-hand turn onto Diffley Road while departing through the east exit from Metcalf Middle School.

The Director of Individualized Student Services, and and/or Special Education Coordinators, will review and approve all Special Education requests for special transportation services.

Requests for special transportation for Special Education students originate from Special Education Coordinators. Requests are e-mailed to the District Transportation Office. The District Transportation Office requires up to five business days notice to set up the transportation service. When the service is arranged the District Transportation Office will submit the route to Schmitty and Sons. A Schmitty and Sons manager will immediately contact the parent with the start date and time and the van number. The District Transportation Office will also confirm the start date and time and the van number to the Special Ed Coordinator who initiated the request.

Requests for special transportation for non-Special Education students - i.e. requests from school nurses for special transportation for students with injuries - should be telephoned to the District Transportation Office which will prepare a written Temporary Transportation Request. The District Transportation Office will retain a copy, and send the request via fax or e-mail to Schmitty and Sons, which will arrange for the service. Schmitty and Sons requires a minimum of 48 hours notice to set up the transportation service. When the service is arranged, the Van Driver will immediately contact the parent with the start date and time and the van number.

Schmitty and Sons agrees to seek out transportation alternatives, including equipment or services from other transportation companies, other school districts, or temporary help agencies.

The Director of Individualized Student Services must approve all recommendations to transport a Special Education student via taxi.

Special Education Coordinators determine the need to require an Aide on the Bus.

Schmitty and Sons is responsible for recruiting, qualifying, hiring, and training Special Education Bus Aides.

When requested, Schmitty and Sons will provide limited assistive equipment for Special Education bus riders. Included are car seats, restraints, booster seats and seat belts.

If a Special Education student is not at the prescribed stop, the bus driver is to contact the Schmitty and

Sons dispatcher via radio and ask the dispatcher to call the student's home to ascertain the student's status. The driver is not required to wait longer than two minutes after contacting the dispatcher.

#### Procedure For Collecting, Compiling, and Providing to School Bus Drivers, Emergency Medical Information for Special Education Students Who Receive Special Transportation

Minnesota Rule 7470.1700 provides that school bus drivers or bus assistants (aides) transporting students with disabilities on special school bus routes shall have available to the driver of the vehicle the following information:

- The student's name and address
- The nature of the student's disabilities
- Emergency health care information
- The names and telephone numbers of the student's physician, parents, guardians or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

#### **Special Ed Teachers**

- When in the course of preparing Individualized Education Programs (IEPs) for a Special Education student, the teacher determines that special transportation is necessary, the teacher must complete a Special Education School Bus Information Form available from the District Transportation Department. An example of this form is shown in the Appendix.
- The completed Special Education School Bus Information Form should be signed by the preparing teacher and – to authorize the sharing of medical information with the student's bus driver and the District Transportation Department – by the student's parent or custodian.

#### **The Teacher:**

- Retains the signed form in the student's IEP file.
- Mails, faxes or e-mails a copy of the Special Education School Bus Information Form to the District Transportation Department.

#### **District Transportation Department:**

- If necessary, transcribes the information on the Special Education School Bus Information Form onto an identical computer generated form.
- Prints the Special Education School Bus Information Form, retains a copy and sends two copies to Schmittty.

#### **Schmittty and Sons:**

- Arranges the transportation.
- Retains one copy of the Special Education School Bus Information Form in the dispatcher's office.
- Places the other copy into a three-ring binder that is maintained on the bus at all times.

## **TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

Regular, planned transportation of students in private automobiles is permitted only when certain conditions are satisfied. Following is a brief description of the rules governing the use of private automobiles to transport students. Board Policy 709 contains a complete explanation of the attendant authority and responsibilities.

### **Basic Procedure for Transporting Students in Private Vehicles:**

- The building principal or other appropriate administrator must authorize the use of a private vehicle to transport students (See Appendix – Transportation – Private Vehicles, Section I).
- The owner of the vehicle must sign a form indicating his/her agreement for use of the vehicle accepting potential liability relative to damages or injuries, and attesting to insurance coverage (See Appendix – Transportation – Private Vehicles, Section II).
- The driver of the vehicle must be a licensed driver with a safe driving record. The driver must sign a statement attesting to a safe driving record (See Appendix – Transportation – Private Vehicles, Section II).
- The parents of the students to be transported in the private vehicle must sign a parental release form (See Appendix – Parental Permission Release Form, Transportation – Transportation Private Vehicles).
- The vehicle shall be equipped with the following safety equipment: flares, first aid kit and fire extinguishers.
- The vehicle shall be inspected annually by the Minnesota State Patrol.
- The vehicle's occupancy capacity shall not exceed 10 passengers (including the driver).
- All forms are to be retained in the student's school administrative office.

Occasionally students participate in off-site activities for which no transportation is provided. Examples of this would include community-based programs, hockey practice and work release programs. In these cases, parents are to sign a permission form acknowledging their child's participation in the program and accepting personal responsibility for providing transportation (See Policy 710).

Exceptions to these policies are permitted in an emergency.