

District 191 Transportation Guide

Regular Education School Bus Scheduling and Routing

The general policy of District 191 is that all students in grades kindergarten through five who live one mile or more from school and students in grades 6 through 12 who live 1.5 miles or more from school shall be transported.

Kindergarten through grade 5 students shall not walk farther than three-tenths of a mile and secondary students shall not walk more than seven-tenths of a mile to their assigned bus stops. Exceptions to these distances may be necessary due to geographical areas as determined by the school board and/or the transportation department.

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 that the student attends, which is measured by the school district's computerized GIS map.

Students who attend childcare facilities either before or after school will be transported to and from school if the childcare facility is within the student's school attendance area and meets the requirement of one mile or further from school for kindergarten through fifth grade and 1.5 miles from school for sixth through 12th grade. Parents should [register the student's childcare address](#) prior to Aug. 1 each school year. Online and paper registration forms are available on the District 191 transportation website at www.isd191.org/discover/departments/transportation.

Parents will also receive a paper entitled "Student Childcare information" at spring kindergarten orientation or with materials sent home at the end of the school year. This form can be completed and returned to the student's school or to the Transportation Services Department at 200 W. Burnsville Pkwy., Burnsville, MN 55337.

District 191 may add transportation routes when walking routes present special hazards as defined by the school board. (See examples below)

Hazard Transportation

The school board has recognized the following streets and Highways as hazard roadways:

Interstate 35W / Interstate 35E / MN Highway 13 / MN Highway 77 (Cedar Ave) / County Road 5
County Road 11 / County Road 38 (McAndrews Drive) / County Road 42 / Cliff Road / Diffley Road
County Road 16 (McColl Drive/Williams Drive) / Burnsville Parkway (elementary only) / Nichols Road
Nicollet Avenue (Elementary only) / Upton Avenue Hill (North of Highland Drive) / Blackhawk Road
Silver Bell Road / Vernon Avenue / Southcross Drive / Glendale Road / Judicial Road / Ottawa
Avenue / Lynn Avenue between Hwy 13 and McColl Drive

Students are not allowed to cross hazardous roadways from their homes or childcare addresses to reach a bus stop or their school. Therefore, an elementary student may live less than one mile from school, but if that student would be required to cross a roadway that the School Board has deemed hazardous, that student will be transported to school. This also applies to secondary students who live less than 1.5 miles from their school and would be required to cross a hazardous roadway.

Bus routes have been designed so that no student is required to cross a hazardous roadway to reach their bus stop or school.

District 191 Transportation Department is solely responsible for regular education and special education bus routes

Once a student is placed on a route, that information will be provided to the bus company (Schmitt & Sons) by the transportation department. This information will include location of stops, time of stops, student roster information and maps of the route. Bus drivers are to strictly follow the routes as prepared by the District 191 Transportation Department and may not deviate from them. Bus drivers and the bus company may recommend improvements for the routes but changes will only occur when/if they are approved by the District 191 Transportation Department. During the first two weeks of the new school year, while student stops are being evaluated, changes to routing will not occur. After the first two weeks, changes may be requested through the [Bus Stop Change Request form](#), located on the District 191 transportation website. Requests will be reviewed by the District 191 Transportation Department to determine approval or denial of the request. Parents and guardians will be notified by the District 191 Transportation Department of the final decision, as well as any and all changes to the route including times, locations, bus numbers or any other pertinent information related to the students' busing.

School officials, the bus company and drivers may not make route changes or add students to route rosters without the prior authorization from the District 191 Transportation Department, which has the final decision on routing.

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, it is required that students in kindergarten through ninth grade will have written approval by a parent or guardian. The written approval is to be presented to the school secretary, who will complete an "Authorization to Ride School Bus" form. This form will be presented to the bus driver when the student boards the bus.

Discontinuing Bus Stops

A stop may be considered for discontinuation when no students have used the stop for 10 consecutive school days. This information will be passed on to the District 191 Transportation Department to review. Bus drivers will continue to make the stop until the District 191 Transportation Department officially removes the stop and notifies Schmitt & Sons.

Late Arriving Buses

If a bus driver believes their bus is going to be 10 minutes or later arriving at school, the driver must notify the bus dispatcher. The dispatcher will notify and advise the school.

Special Education Busing

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).

Requests for Special Education transportation originate from the Special Education coordinators. Requests are sent to the District 191 Transportation Department where they may require up to 5 days to set up transportation and present it to the transportation provider. The District 191 Transportation Department will confirm the start date and route information with both the parent and the Special Education coordinator who initiated the request.

Bus aides will be provided only if determined the need exists from the Special Education coordinator. It is the responsibility of the bus company to recruit, hire and properly train bus aides. When requested, the bus company will provide proper securement for all students including wheelchairs, star seats, car seats, seat belts and harnesses.

The Director of Individual Student Services must approve all recommendations to transport a special needs student via a minivan or cab.

Minnesota rule 7470.1700 provides that school bus drivers transporting students with disabilities on special education bus routes shall have available to them the following information:

- Student's name and address
- Nature of the student's disabilities
- Emergency healthcare information
- Names and phone numbers of parents, guardians or custodians, physician and individuals other than the student's parents or guardians who can be contacted in case of emergency

The Special Education teacher must complete a special education information form available from the District 191 Transportation Department. This form will be signed by the teacher and parent authorizing the sharing of the medical information to the bus driver and transportation department.

Questions regarding IEPs and transportation should be directed to the student's teacher or case manager for clarification.

Specialized Transport for Students without an IEP (504 Plan)

Specialized transportation may be arranged for students without an IEP, but requiring extra accommodations due to an injury or medical need. Requests for this specialized transportation originate from the school nurse. Requests are then sent to the District 191 Transportation Department where they may require up to 5 days to set up transportation and present it to the transportation provider. The District 191 Transportation Department will confirm the start date and route information with both the parent and the school nurse who initiated the request.

Non-Public School Student Transportation

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

District 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 the amount not to exceed the per pupil funding amount for transportation as determined by the Minnesota Department of Education for each fiscal year.

Bus Conduct and Responsibilities of Students Utilizing Busing:

To ride a District 191 school bus is a privilege, not a right. Whether riding a school bus or waiting at the bus stop, students are expected to observe the same standards of behavior as those expected of them while at school or school functions, activities or events.

Student Conduct at Bus Stops:

- Students should arrive at the bus stop 5 minutes early to ensure they don't miss the bus; the bus driver cannot wait for students.
- No fighting, harassment, bullying or horseplay.
- Possession or use of tobacco, including electronic vaping devices, alcohol or drugs is prohibited..
- Be respectful of others and their property while waiting at the stop.
- Use appropriate language at all times.
- Stay back from the street, road or highway while waiting for the bus.
- Wait until the bus comes to a complete stop and the stop signs have been deployed before approaching the bus.
- After getting off the bus, students should back away from the bus and never horseplay near the bus.

- Students should always cross in front of the bus where the driver can see them, waiting for the driver to signal that it is safe to cross.

Student Conduct While on the Bus:

- Always follow the direction of the bus driver.
- Sit in the seat facing forward.
- Talk quietly and use appropriate language.
- Keep all body parts inside the bus.
- Keep arms, legs and belongings to oneself.
- No fighting, horseplay, intimidation or harassment.
- No throwing of any objects on the bus.
- No eating or drinking on the bus.
- No tobacco, including electronic vaping devices, drugs or alcohol use.
- Weapons or dangerous objects on the bus, including laser pens or lights, are prohibited.
- Animals are not allowed on the bus.

Carry-On Items:

It is the policy of District 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.

Driver/Aide Responsibilities:

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

Drivers are responsible for maintaining order and safety on the bus. Drivers are not allowed to strike, hit or employ any form of corporal punishment when correcting student behavior.

Drivers are not authorized to deny a student the privilege of riding a bus or drop the student off at any location other than their designated stop.

Drivers must follow the route as scheduled by the District 191 Transportation Department and are not allowed to deviate from the route copy except as required by road conditions or emergency situations.

Student Discipline:

Persistent student misbehavior that cannot be corrected by the driver should be reported in writing using the online Bus Conduct Report available to the bus provider. Drivers will fill out the form detailing the incident and students involved and the company will send the form into the appropriate school for review and follow up by an administrator.

Student Consequences:

Once the form has been reviewed by a school administrator, they will determine the consequences moving forward. The goal is to use the information provided by the driver to positively correct behavior and concerns.

Serious misconduct will be reported to the District 191 Director of Transportation and may also be reported to local law enforcement, if deemed necessary.

The bus conduct report is also available to be used to report commendable student behavior as well. Used wisely, this can be a useful tool to provide a positive effect on student conduct and cooperation.

School Bus AM/FM Broadcast Radio:

Most buses are equipped with an AM/FM radio. They are a useful tool for weather updates and breaking news that helps contribute to the safety and security of bus passengers. Our bus providers have been asked to utilize the radios in a professional manner and limit content that may be deemed offensive or inappropriate.

School Bus Two-Way Radios:

All buses and transportation vehicles are equipped with a two-way radio to communicate with the dispatcher any pertinent information or emergencies. They are to be turned on and kept at a clearly audible volume at all times.

Video Cameras and recording devices on buses:

All buses transporting students to/from school are equipped with a video camera and audio recording system. The cameras are helpful in determining any issues on the bus and monitoring both student and driver behavior. The recordings are confidential and only shared with the permission of the District 191 administrative staff, the bus company and school administrators.

Transportation of Students in Private Vehicles

Regular, planned transportation of students in private automobiles is permitted only when certain conditions are satisfied. Listed below 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.
- The owner of the vehicle must sign a form indicating their agreement for use of the vehicle accepting potential liability relative to damages or injuries, and attesting to insurance coverage.
- 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.
- The parents of the students to be transported in the private vehicle must sign a parental release form.
- The vehicle shall be equipped with the following safety equipment: flares, first aid kit and a fire extinguisher.
- The vehicle shall be inspected annually by the Minnesota State Patrol.
- The vehicles' 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 include community-based programs, athletics and work-release programs. In these cases, parents are required 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.