

**APPLETON AREA SCHOOL DISTRICT**  
**2024-2025 STUDENT TRANSPORTATION SERVICES AND POLICIES**

The Appleton Area School District will comply with all state regulations concerning transportation of students. This information will be distributed to all parents/guardians of bus transported children, teachers, school bus drivers, and school administrators to be used as a quick reference on transportation rules and guidelines at the beginning of each school year.

**ELIGIBILITY FOR TRANSPORTATION SERVICES**

The Appleton Area School District provides transportation for:

1. Students who reside more than two (2) miles from the school they are required to attend based on their home attendance area **and** reside outside the Appleton city limits;
2. Students whose route to their school is found to be unusually hazardous. The District will follow Wisconsin Statute 121.54(9) each time it receives a request for transportation in hazardous areas;
3. Students who must attend schools outside of their home attendance area to receive special education services;
4. Other students with disabilities, as determined by their Individualized Education Program (IEP) teams

**SCHOOL CLOSING AND CANCELLATIONS**

On inclement weather days, every effort will be made to make the decision whether to close schools by 6:00 a.m. or earlier. Closure, or delay information, will be shared via the district's website, social media and with local media. The district will also utilize Infinite Campus alerts with robo-calls, emails, and text messages, or a combination of, in an effort to reach all families. Please ensure that your Infinite Campus notifications settings are up to date. School closing due to inclement weather is determined by the Superintendent of Schools.

**TRANSPORTATION GUIDELINES AND PROCEDURES**

The following information pertains to transportation practices in the AASD. This information is intended to provide each eligible student with safe and efficient transportation to and from school.

**IMPORTANT... TRANSPORTATION SERVICES AGREEMENT**

**The Transportation Services Agreement form must be filled out completely and returned to the bus driver within the first two weeks after transportation service begins. It is strongly recommended that parents/guardians review this Student Transportation Services and Policies information with their child(ren).**

**CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Generally, major type or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be altered based on circumstances surrounding the incident.

Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges and a conference with school officials may be held prior to resuming transportation services. Parents/guardians will be notified by the school or transportation provider before any suspension goes into effect. Suspension days are school days not calendar days. Remember, riding the bus should be viewed as a privilege, **not** a right.

**MAJOR TYPE VIOLATIONS:**

**1ST VIOLATION** - The incident will be documented by the driver with copies sent to the parents/guardians, school and transportation provider. Up to a permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

**UNACCEPTABLE BEHAVIOR - MAJOR RULE VIOLATIONS:**

1. Smoking, chewing or possessing tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, vaping, mood-altering substances, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting or verbally threatening the well-being of another person.
8. Refusing to follow safety rules or the driver's instructions.
9. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

10. The inappropriate use of personal cell phones or other digital devices by students while on a bus is subject to disciplinary action. Students may not record, share, or post personal information about or images of any other student without permission from the student. Cameras shall not be used while on a bus at any time.

#### **MINOR TYPE VIOLATIONS**

**1ST VIOLATION** - The incident will be documented by the driver with copies of a written warning sent to the parents/guardians, school and transportation provider. The school principal will give a verbal warning to the student and may impose additional consequences.

**2ND VIOLATION** - The incident will be documented by the driver with copies sent to the parents/guardians, school and transportation provider. A minimum three (3) day suspension from the bus will be imposed. The school may impose additional consequences.

**3RD VIOLATION** - The incident will be documented by the driver with copies sent to the parents/guardians, school and transportation provider. A minimum five (5) day suspension from the bus will be imposed. The school may impose additional consequences.

**4TH VIOLATION** - The incident will be documented by the driver with copies sent to the parents/guardians, school and transportation provider. The District and Transportation Company reserves the right to suspend for the remainder of the school year or any extended period of time fitting to the misconduct.

#### **UNACCEPTABLE BEHAVIOR - MINOR RULE VIOLATIONS:**

1. Yelling, screaming, whistling, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver/aide.
4. Not keeping hands, arms and legs to oneself or out of the aisle/surrounding seats.
5. Blocking the aisle with backpacks, musical instruments, scooters, etc.
6. Eating, drinking or chewing gum on the bus. No candy permitted.
7. Littering or spitting on the bus.
8. Showing disrespect toward the driver or another person.
9. Riding on another route without prior approval from the transportation company.
10. Throwing items in or out of the bus.
11. Running at transfer site.
12. Pushing or shoving other students while in line at the transfer site.

#### **STUDENT TRANSPORTATION PROCEDURES**

Bus schedules will be established which will cause pupils to be picked up at a set time and arrive at school before the start of the school day, but generally no earlier than thirty minutes before the start of classes. At the close of the school day, buses will be scheduled so as to arrive at the school no later than thirty minutes after the close of the normally scheduled classes.

1. The bus route number, pick up time and approved bus stop location will be provided to you approximately one to two weeks prior to the start of the school year.
2. Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pick-up time. The bus will not wait or return for students who are not outside waiting for the bus.
3. Only students who are assigned on the route will be allowed to ride. Space and liability issues do not allow for additional or unauthorized riders.
4. Students will be picked up and dropped off only at designated stops along the route that are approved by the school district. It is the parent's/guardian's responsibility to instruct their child which stop to get on and off at, and how to get to and from the bus stop location. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise your child and to make sure your child safely gets to and from home from the bus stop location.
5. Generally, route buses will not make house address stops, enter private driveways, cul-du-sacs, dead end roads and areas that would create an unsafe situation or require the bus to back-up. House address stops will be considered for students with disabilities if deemed necessary by the school district. In such a case, a Student Transportation Plan must be on file with the transportation provider and the school district.
6. In cases where a responsible person is needed to receive a child at the drop off point and no one is there when the bus arrives, the child will remain on the bus until the end of the route. Drivers will attempt to drop the child off again at the end of the route. If there is still no one at the stop to receive the child, the transportation provider or the school district will notify local police or the appropriate county social services department. Parents/guardians will be responsible to pick up their child.
7. Requests for a child to ride a route bus to get on or off at a bus stop near a daycare or baby-sitter must be approved by the bus company. They will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis. Route buses will not make additional bus stops along the route to accommodate a baby-sitter or daycare center.

Requests must be made 72 hours before a change can be put in effect. The School District reserves the right to cancel or revoke the request at any time during the school year.

8. Requests to transport your students to and/or from daycares is a courtesy we extend to our AASD families when possible. Please note that our staff cannot leave the bus unattended. Daycare staff is responsible for taking the student(s) to and/or from the bus in a prompt manner; delays may cause students to arrive late to school or home.

### **STUDENT RIDERSHIP EXPECTATIONS**

The following section deals with student behavior expectations while on the bus. The School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus are not less than what is required in the classroom. The fact that these students are on a moving vehicle prompts the School District to impose rules that may even be stricter than inside the classroom. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce the ridership rules, much as teachers enforce rules inside the classroom. The School District reserves the right to modify the following rules and consequences at any time and may use video cameras on buses to assist with discipline issues.

The following are basic ridership expectations and do not include all possible situations:

1. Ride only on assigned routes and vehicles.
2. Respect private property while waiting at the bus stop. Wait in the proper location. Students should not move toward the bus until it has stopped, and the driver has motioned the students to board. Always cross the street in front of the bus. Know the danger zone areas around the bus.
3. Avoid crowding or pushing when near or when getting on or off the bus. The use of the emergency door is for emergency evacuations only!
4. Students should take a seat as soon as they board the bus. Remain seated at all times and until the bus has stopped completely at the destination or bus stop. Share seats with fellow riders. Students in many instances will be required to sit three (3) to a seat. Drivers may assign or require students to sit in assigned seats.
5. Keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep hands and arms to themselves.
6. Quiet and normal conversation with fellow riders is acceptable. Yelling, screaming or profane language will not be tolerated.
7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, slingshots, rubber band guns, water pistols, skateboards, knives or other sharp objects or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the driver's view or create a safety hazard. If a student needs to bring such an item to school, parents/guardians will be responsible for transporting it.
8. When getting off the bus, the student should get away from the bus immediately but never move toward the rear of the bus. If a student must cross the street, they must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, they must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.
9. Show respect for the driver. They are responsible for the orderly conduct of all passengers and will report behavior problems.
10. Show respect for fellow students on the bus.
11. No eating, drinking or chewing gum is allowed on the bus.

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### **TRANSPORTATION SERVICES AGREEMENT**

**Please fill out this form correctly with all pertinent information. A form must be filled out for each student, which will be used for ridership records by the transportation carrier. Return completed form to the bus driver within the first two weeks after transportation service begins. Student and parent/guardian signatures are required at the bottom.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Route # \_\_\_\_\_ Home Address \_\_\_\_\_ Parent/Guardian Name(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone(s) \_\_\_\_\_ Cell Phone (s) \_\_\_\_\_

Emergency Contacts (Names and phone) \_\_\_\_\_

*I have read the Student Transportation Services and Policies, reviewed it with my child and we agree to comply with the ridership rules as stated therein.*

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Child's Signature**