

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION

The Board of Education will, in a manner consistent with these guidelines and Section 10-186 of the Connecticut General Statutes, provide transportation to eligible children to schools maintained and/or designated by the Board. Eligible children shall be defined as students in Kindergarten through Grade 12 and those eligible for Special Education services that reside within the jurisdiction of the Board who are not graduates of high school or vocational school (or who are not otherwise legally excluded from school).

Parents may be reimbursed for transportation of eligible students whenever such practice is in the best interest of the School District at the discretion of the Board of Education, as may be permitted by law.

A. DEFINITIONS

1. "Bus stop" means a geographical location designated by the School Administration where pupils can safely wait for purposes of boarding or disembarking a school bus.
2. "Grade K" means kindergarten, or a school program appropriate to a beginning student.
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, but not more than 5,380 feet.
4. "Student" means any individual of school age enrolled in a public or nonprofit private school located within the Salem School District or contiguous school district as the case may be.
5. "Raised walk area or sidewalk" means a portion of the landscaped 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. "School transportation" means the procedure, program, or fully effective and implemented plan by which a student is conveyed to or from school from home or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the applicable municipality or private roads approved pursuant to Section 10-220c of the Connecticut General Statutes.

7. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the route from the point on the public thoroughfare nearest the student's residence to the school bus stop or vehicle embarkation point established by the Board of Education or School Administration.
8. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school or the bus stop.

B. HAZARDOUS CONDITIONS

1. The maximum walking distance from home to a prescribed bus stop/point of embarkation is as follows:
 - a. For all students enrolled in Grades K – 4, two tenths of a mile, or less.
 - b. For all students enrolled in Grades 5 – 8, six tenths of a mile.
 - c. For all students enrolled in Grades 9 - 12, six tenths of a mile.
2. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exists:
 - a. For students under age ten, or enrolled in grades K through 4, absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty vehicles per hour at the intersection;
 - b. For students over age ten, or enrolled in grades 5 through 12, the absence of a traffic light or stop signs or crossing guard where three or more streets intersect or has a traffic count which exceeds ninety vehicles per hour during the time that students are walking to or from school;
 - c. For all students, any street, road or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop; and
 - d. For all students, the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which is hazardous or attractive to children.
3. Any street, road or highway that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exists:
 - a. For students under age ten or enrolled in grades K through 4, any street, road or highway possessing a traffic count of sixty or more vehicle per hour at the time that students are walking to or from school;

- b. For all students, the presence of man-made hazards including attractive nuisances, as stated in number 3 above;
 - c. For all students, any roadway available to vehicles that does not have a minimum width of twenty-two feet;
 - d. For all students, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty feet; and
 - e. For students under age ten, or enrolled in grades K through 4, any street, road or highway possessing a speed limit in excess of thirty miles per hour.
4. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation or other reasonable standard.
 5. A lake, pond, stream, culvert, waterway or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water for students in grades K through 4.
 6. Any area adjacent to a roadway, walkway, sidewalk or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for students in grades K through 4.
 7. Any street, road, walkway, sidewalk or path designated as a walking route for all school students which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous.
 8. Walking to the bus stop at any time prior to forty-five minutes before sunrise or any time one-half hour after sunset shall be deemed hazardous for students in grades K through 8.
 9. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with Section 10-220c of the Connecticut General Statutes.
 10. Exception: The Board of Education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

C. DUTIES OF THE SUPERINTENDENT

It shall be the responsibility of the Superintendent of schools or designee to manage and supervise the school transportation service and in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and State law, including but not limited to Section 10-186 of the Connecticut General Statutes.

2. Establish school transportation routes and designate locations for pick-up points (bus stops.). This may include clustering students as designated stops.
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
5. Give due consideration to requests for extension of school transportation service.
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

D. ELIGIBILITY FOR SALEM SCHOOL TRANSPORTATION

1. All students will be eligible for transportation.
2. School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the Board.

E. ELIGIBILITY FOR OUT-OF-TOWN TRANSPORTATION

1. Any resident of the school district under twenty-one years of age who 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. A sibling of a special education student who is enrolled in a regular education program at the same institution as the special education student may be transported with the special education student where there is no additional cost to the Salem Board of Education at the Board's discretion.
3. Any resident of the school district under twenty-one years of age who is not a high school or vocational school graduate and who is attending East Lyme High School shall be eligible for transportation.

F. APPEALS

Any complaint or appeal regarding an administrative decision concerning school transportation shall be handled in the following manner:

1. Discuss the matter with the Principal.

2. If no resolution is reached under (i.) above, discuss the matter with the Superintendent of Schools.
3. If there is no resolution under (ii.) above, the Board of Education or duly authorized subcommittee of three Board of Education members shall hold a hearing as required under Section 10-186(b)(1) of the Connecticut General Statutes within 10 days following receipt of a written request for a hearing by parent, guardian or emancipated minor. The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive and Section 4-181a of the Connecticut General Statutes. A stenographic record or tape recording shall be made of such hearing.

G. OTHER

1. No Kindergarten through Grade 2 student will be dropped off from the bus unless a responsible person is present to greet them. A parent/guardian can request an exception for their child in Grades 1 and 2 by writing a note to the School Administration. The School Administration will acknowledge this request and notify the bus company after receiving the note from the parent/guardian.
2. Students eligible for transportation will be transported to/from one of: a) their residence, b) designated bus stop, or c) another permanent, regularly scheduled bus stop within the Town of Salem as designated by the student's parent/guardian. The intent of this provision is to accommodate the daycare needs of the students and parent/guardians without compromising the District's need to transport students in an efficient manner.
3. Children (at all grade levels) may ride different buses under the following three conditions:
 - a) The school bus on which the extra student(s) would be riding on any given day must not exceed the allowed capacity for safe ridership; which typically would mean that the additional students would not cause the bus ridership to exceed around 65 students on most school buses.

Parents must provide the request for a bus change in writing and in advance of the time the bus change would happen. The request should be made the day before the change would occur. For situations that arise for which the parent would not have known in advance of the need for a bus change (an emergency), the parent should make every attempt to write a request and submit it via email directly to the school secretary at the email address listed below before 2:00 pm on the day of the anticipated change, however, a telephone call from the parent/guardian will be accepted in the case of an emergency.

School Secretary: Laurie Barberi (lbarberi@salem.cen.ct.gov)

- b) Parents should not request that a bus stop be made for a student riding on a different bus beyond what are already the regular stops for that particular bus. As you know, each student is provided a regular bus stop on his/her regular bus and an official childcare facility stop when it is necessary and is part of the child's weekly routine.
5. Reasonable transportation for students K-8 shall not exceed one hour each way from home to school or returning.

6. Regard for the safety of students is a basic element of these procedures.
7. Students possessing physical disabilities and/or health conditions rendering them unable to walk to the bus stop, as determined by their physician and the school medical advisor, shall receive appropriate transportation.
8. Special Education students shall be judged on an individual basis, in accordance with State and Federal law.

Legal Reference: Connecticut General Statutes: 10-76d Transportation for special education program services; 10-97 Transportation to vocational schools; 10-186 Duties of local and regional Boards of Education re school attendance. Hearings. Appeals to state Board. Establishment of hearing Board; 10-220 Duties of Boards of Education; 10-220c Transportation of children over private roads. Immunity from liability; 10-273a 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.

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