

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 4.04 STUDENT TRANSPORTATION SERVICES

### (1) OVERVIEW

(a) Definitions. *Carrier* in this policy means a contracted vehicle; *elementary* means an elementary school; and *secondary* means either a middle school or high school, regardless of the grades within any particular school building.

(b) The major purpose of the Milwaukee Public Schools' Transportation Services is to provide safe, adequate, efficient, and economical service to all eligible Milwaukee resident students.

(c) The Board shall contract for transportation services. Contracts shall be awarded on a competitive bid basis.

(d) Bus contractors, who are responsible for the safe operation of school buses, shall comply with all applicable laws, rules, and regulations of the state superintendent of public instruction and the administrator of the Division of Motor Vehicles.

(e) The Office of Pupil Transportation Services in the Department of Business Services shall be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

(f) The transportation program shall be administered in accordance with the following statements.

### (2) CONDITIONS OF DISTANCE

Transportation is provided to Milwaukee-resident students as follows:

#### **(a) To and from Public Schools within the City**

1. If the student is enrolled in kindergarten or grade 1 through grade 8, and the residence is two miles or more from the district school and is within the pupil's designated transportation region;

2. If the student is enrolled in kindergarten or grade 1 through 8, and the designated group licensed day care center is located within his/her school's attendance area;

3. If the student is enrolled in grade 9 through grade 12, and the residence is two miles or more from the district school and more than one mile walking distance from public transportation.

#### **(b) To and from Private Schools Located within the City or Located Not More Than Five Miles beyond the Boundaries of the City, As Measured along the Usually Traveled Route**

1. If the student is enrolled in kindergarten or grade 1 through grade 8, and the residence is two miles or more from the private school;

2. If the student is enrolled in grade 9 through grade 12, and the residence is two miles or more from the private school and more than one mile walking distance from public transportation;

3. If the student resides within the designated attendance area of the private school. (Attendance area is the geographic area designated by the governing body of a private school and approved by the Board as the area from which its students attend. The attendance areas of private schools affiliated with the same religious denomination may not overlap.);

4. If the private school submits the names, grade levels, and locations of eligible students no later than the third Friday of September; and

5. According to the transportation schedule prepared by the Milwaukee Public Schools.

**(c) Level of Service**

1. Service shall be contracted with a common carrier, a taxi company, or other parties if the resident student is eligible for transportation;
2. By contract with parent or guardian if the resident student is eligible for transportation, the annual payment for each student shall not be less than \$5 times the distance in miles between the student's residence and the private school attended, or the district's average cost per student for bus transportation in the previous school year, exclusive of transportation for kindergarten students during the noon hour and for handicapped students, whichever is greater, but the payment shall not exceed the actual cost nor may the aids paid under section 121.58 of the Wisconsin Statutes for the student exceed the cost thereof. Parent contracts shall be issued where the average cost to transport a student to a particular school is estimated to be more than 1.5 times the "average cost" per student transported in the previous year, exclusive of transportation of kindergarten students during the noon hour and of handicapped students.
3. The Milwaukee Public Schools reserves the right to determine by which of the above methods its obligation to transport an individual shall be met.
4. Milwaukee Public School students enrolled in grades K-8 shall be transported by school bus, human service vehicles, taxi service or provided as stated in a parent contract. The Milwaukee Public Schools reserves the right to determine which method it will employ to meet its obligation to transport an individual. Students enrolled in grades 9-12 shall use the transit system, unless adequate service is not available.
5. Transportation shall be provided when a student's health and/or safety concerns warrant service.

**(3) CONDITIONS OF UNUSUAL HAZARD**

- (a) When conditions of unusual hazard exist, transportation service may be provided to Milwaukee resident students enrolled in grades K-8 to and from the schools which they attend and for those students enrolled in grades 9-12 where public transportation is not available.
- (b) A hazards review board composed of representatives from the transportation committee of the Milwaukee Public Schools, the City Safety Commission, the City Bureau of Traffic Engineers, the County Bureau of Traffic Engineers, and the city police department shall conduct investigations and prepare recommendations to be submitted to the transportation committee of the Milwaukee Public Schools.
- (c) Designated areas of unusual hazard shall be reviewed periodically by the hazards review board.
- (d) The school principal or administrator may designate an area within the school's attendance area as a condition of unusual hazard, in which case transportation may be provided out of that school's funds. The principal or administrator shall contact the Office of Pupil Transportation Services to schedule the service.

**(4) TRANSPORTATION FOR CHILDREN WITH EXCEPTIONAL SPECIAL EDUCATION NEEDS**

Transportation to and from private and public schools is provided to Milwaukee-resident students designated as "children with special education needs." The program supervisor in the Division of Special Services determines the appropriate mode and level of transportation service.

Where it is possible and feasible, children with special education needs may be mainstreamed on existing bus routes.

**(5) RACIAL BALANCE, MODERNIZATION, OVERLOAD, AND LACK OF FACILITY**

Transportation is provided to Milwaukee-resident students enrolled in the Milwaukee Public Schools who participate in educational programs that work toward a more integrated society, when a

school tends to become racially imbalanced, when it becomes necessary to modernize a school facility or to accommodate temporary enrollment overloads, or when the district school facility will not accommodate the students who reside in the attendance area.

**(a) City-Wide Schools**

1. Elementary (preschool to top grade). Transportation service shall be provided to the public school students whose residences are one mile or more walking distance from assigned city-wide schools. Transportation service shall be provided to the public school students whose residences are at least one mile walking distance and less than seven miles from assigned neighborhood specialty schools. Transportation service shall be provided to the public school students whose residences are one mile or more walking distance from assigned Montessori School and located within their designated transportation region.

2. Secondary. Transportation service shall be provided to the public secondary school students whose residences are two miles or more walking distance from assigned city-wide schools.

3. New enrollees. New enrollees who meet the criteria of distance shall be provided transportation.

**(b) Attendance-Area Schools**

1. Elementary and Middle Schools (K-4-grade 8). Transportation service shall be provided to public elementary school students who are assigned to schools other than their attendance-area schools, whose residences are one mile or more walking distance from the assigned schools, and who reside within their designated transportation regions.

2. Secondary. Transportation service shall be provided to those public secondary school students who are assigned to schools other than their attendance-area schools and whose residences are two miles or more walking distance from the assigned schools.

3. New Enrollees. New enrollees who meet the criteria of distance must also meet the criteria of section 121.85 of the Wisconsin Statutes to be provided transportation.

**(c) High Schools Participating in Recognized WIAA State Events**

1. Transportation services from the high school to the meet site and return shall be provided for high school bands to perform at scheduled football games.

2. It may be necessary for coaches to provide transportation in privately owned automobiles for small groups of athletic team members. Reimbursement shall be based on the automobile allowance rate established by the Board. Liability insurance shall be based on the school system's liability insurance covering employees' personal automobiles while being used on board business.

**(d) Student Mobility**

Transportation may be provided to enable students to remain at their schools, should they change residence. Transportation may be provided for the remainder of the school year, provided students can be accommodated on existing bus service.

**(6) REHABILITATIVE PROGRAMS**

Transportation may be provided by carrier or by bus ticket for Milwaukee-resident students enrolled in Milwaukee Public Schools rehabilitative programs.

**(7) FIELD TRIPS**

Transportation services for field trips shall be provided as follows:

(a) Regular students. Transportation service for fieldtrip experiences shall be arranged and paid for by the respective school involved.

(b) Exceptional Education Students. Transportation service for fieldtrip experiences shall be processed by the Department of Business Services within the budgetary provisions for this service.

**(8) PROPOSALS**

All proposals which will include transportation service shall be written in order to conform with the adopted transportation policy of the Board.

**(9) PHYSICAL EDUCATION**

Transportation shall be provided within the budgetary provision for this service to implement the Milwaukee Public Schools' elementary and secondary intramural and extramural physical education program. Transportation shall be provided for activities such as sports days, modified sports days, play days, symposiums, and clinics. Participation in these activities must be approved by the curriculum specialist, Health and Physical Education.

**(10) INTERSCHOLASTIC ACADEMICS**

Transportation shall be provided within the budgetary provision for this service to implement the Milwaukee Public Schools' interscholastic academics program in the areas of chess, debate, forensics, and mathematics. Participation in these activities must be approved by the appropriate curriculum specialist. It may be necessary for coaches to provide transportation in privately owned automobiles for small groups of academic program members. Reimbursement shall be based on the automobile allowance rate adopted by the Board.

**(11) BEHAVIOR**

(a) The driver shall be primarily responsible for the maintenance of order on the bus both while it is in motion and during pick and up/discharge periods. The driver shall report any misconduct to the Office of Pupil Transportation Services or to a school principal, according to procedures established by the manager.

(b) The specifics of student behavior shall evolve within the framework of the total school programs, but the following basic rules shall prevail:

1. Riders shall be seated at all times when the bus is in motion;
2. Riders shall refrain from loud or distracting talking;
3. Aisles shall be free from books and other obstructions;
4. Riders shall stay away from doors or windows;
5. Riders shall help to keep the vehicle clean and free from litter;
6. Riders shall not smoke aboard a vehicle; and
7. Riders shall not possess alcoholic beverages aboard a vehicle.

(c) A student's bus-riding privileges may be suspended by the Office of Pupil Transportation Services, or designee, without the student's being suspended or expelled from school; however, both public and private school students must be afforded due process, as provided by section 120.13 (l) of the Wisconsin Statutes, before such suspension can take place.

**(12) ACTIVITY VEHICLES OR LATE VEHICLES**

(a) Elementary School and Middle School Students. Contracted school bus transportation shall be provided one day per week for elementary schools and two days per week for middle schools for those students who remain at assigned schools to participate in after-school activities sponsored by the school.

(b) High School Students. Where the county transit service is not feasible, transportation service shall be provided by contracted school bus for those students who remain at assigned schools to participate in after-school activities sponsored by the school.

**(13) WALK-TO-STOP DISTANCE**

(a) Elementary school students may be required to walk up to one-quarter of a mile to a school bus pick-up point.

(b) Secondary school students may be required to walk up to one-half of a mile to a school bus pick-up point.

**(14) KINDERGARTEN PICK-UPS**

(a) No K-3 and K-4 students shall not be dropped off unless met by a responsible adult; met or accompanied by a sibling; or, with the permission of the parent or guardian, met or accompanied by a friend over the age of seven. A child who is not dropped off shall be taken to a location for child care. The child shall not be transported until the parent or guardian contacts the school principal and the principal reinstates the bus service for the child. The principal shall contact the bus company to reinstate service.

(b) If a parent receives three (3) "absence of responsible person" notices in a year, bus service for the child in question may be canceled, and \$25.00 shall be assessed for reinstatement to the program. Pupil Transportation Services and the school principal shall confer and jointly decide what action will be taken.

(c) Early childhood students are included in this policy.

**(15) CAREER SPECIALTY**

Students enrolled in the career specialty programs shall be provided transportation as follows:

(a) Shuttle Service. During the school day, contracted school buses shall provide shuttle service to return students to their regular schools and to bring students to their career specialty schools.

(b) Before- and After-School Service. Where it is feasible for students to use public transportation to travel to career specialty schools in the morning and to travel to their homes at the end of the school day, those students shall be provided with bus passes or bus tickets. When public transportation is not feasible for students to travel to career specialty schools in the morning and to travel to their homes at the end of the school day, those students shall be provided with contracted school bus service.

**(16) LEVEL OF SERVICE: SUMMER SCHOOL**

For summer school, the level of transportation service for elementary students shall be yellow school bus. The level of transportation service for middle and high school students shall be the county transit services (Milwaukee Public Schools weekly bus pass), where it is feasible; where county bus service is not feasible, yellow school bus services shall be provided.

**(17) TRANSPORTATION FOR STUDENTS RESIDING IN SHELTERS**

Transportation service is provided at no cost to homeless children and youth residing in shelters so they may attend the schools in which they are enrolled. The Board shall allocate funds for this service annually, establishing appropriate limits on the use of specialized transportation services through its budget process.

**(18) STUDENT TRANSPORTATION APPEALS**

A transportation appeals committee shall be established so that appeals of administrative transportation decisions may be heard promptly and in a uniform manner. The committee shall be composed of one high school administrator, one middle school administrator, one elementary school administrator, the transportation chairman for the Milwaukee City Council of Parent-Teacher Associations, and a representative from the private schools. Staff members in the Office of Pupil Transportation Services shall serve as resource persons to the committee.

**(19) SCHOOL BUS SCHEDULING AND ROUTING**

Bus routes and scheduled stops shall be developed by the Department of Business Services. Bus routes and designated stops shall be altered only by the Department of Business Services; however, exceptions to scheduled stops may be made under the following conditions:

(a) In an emergency situation, the transportation contractor shall be permitted to use his/her own discretion to properly, carefully, and safely call for or deliver a student to his/her home.

(b) Handicapped children are to be given such additional assistance as may be determined necessary by the Division of Pupil Transportation Services. Depending upon the disabilities, this may include leading or carrying a student from his/her doorstep to a seat in the bus.

**(20) SCHOOL BUS SAFETY**

(a) The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Emergency evacuation drills shall be conducted in accordance with the terms of the agreement between the Board and the transportation contractor, but at least twice each year in order to acquaint student riders with emergency procedures.

(b) All vehicles used to transport children shall be equipped with two-way radio communication and shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of service due to mechanical or equipment failure.

**(21) EVACUATION DRILLS**

To prepare children for emergency situations which may involve the school bus and its riders, the agreement with the transportation contractor requires a minimum of two bus evacuation drills. These shall be conducted in October and April.

**(22) BUS DRIVER EXAMINATION AND TRAINING**

(a) Each person employed as a school bus driver by the transportation contractors must have a school bus driver's license or be a certified public carrier driver. Bus drivers must also meet all requirements established by the State Superintendent of Public Instruction and the administrator of the Division of Motor Vehicles.

(b) In accordance with state statutes, transportation contractors shall require each bus driver to submit to a physical examination, including a chest x-ray or tuberculin test, upon employment. Additional physical examinations shall be required at three-year intervals.

**(23) USE OF VIDEO CAMERA ON SCHOOL BUS**

(a) The Milwaukee Public Schools approves the use of video cameras on school buses for the purpose of reducing disciplinary problems and providing safe transportation of our students.

(b) Parents shall be notified once a year that video cameras are being used on school buses and for what purposes.

(c) The MPS Department of Business Services shall determine the location and rotation of video cameras. The MPS Division of Safety shall maintain a log that is to include the date, bus number, and driver.

(d) All videotapes produced shall be the sole property of MPS. The decision to view a videotape shall be made by the director of the Department of Business Services or his/her designee. Upon viewing, the videotape shall be treated as a confidential pupil record in accordance with MPS Policy 8.42.

(e) The director of the Department of Business Services, or his/her designee, shall determine who is authorized to view a videotape for the purpose of documenting an incident and determining which student(s) may be involved. Authorized persons may include school administrators, teachers who may be able to identify students, MPS transportation specialists, and bus contractor employees. If bus contractor employees are allowed to view a videotape, those employees shall be provided a copy of

MPS Student Record Policy 8.42 and the administrative procedure regarding disclosure of education records to "school officials" with "legislative educational interests."

(f) Disciplinary action, in accordance with the district's discipline policies and procedures, may be taken against a student based on videotape documentation. The isolated segment of the videotape that documents the incident for which a student is being disciplined may be viewed by the identified student and his/her parent(s) or guardian(s). The school administrator shall view the videotape with the student and/or parent(s) or guardian(s) and document the date, time, and individuals viewing the tape.

(g) The videotapes shall not be available for viewing by the public, non-designated employees of MPS and the bus companies, or other individuals. If there are no problems having occurred on the date on which the video was taped, the video may be erased and reused after fifteen school days.

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