

TRANSPORTATION

I. OBJECTIVES

1. To provide student transportation services in a safe manner.
2. To provide student transportation in a cost effective manner required to meet the educational needs of District students.
3. To balance the need for efficient seat utilization with student, bus driver and public safety considerations as well as minimizing student riding time.
4. To provide a high level of vehicle maintenance ensuring that each vehicle meets all specifications as defined by the Board, Michigan Department of Education and the Michigan State Police Motor Carrier Division.
5. To provide necessary information to staff, students and the general public regarding safe bus transportation
6. To comply with all standards established by Board, federal, State and local agencies.

II. ELIGIBILITY FOR TRANSPORTATION

A. MICHIGAN LAWS

School districts in the State of Michigan are governed by The School Code of 1976 (Act 451 of 1976, as amended) which reads in part

Section 380.1321 "... the Board of a school district providing transportation for its resident pupils, other than handicapped pupils transported under article 3 or other pupils who cannot safely walk to school, shall provide transportation for each resident public or nonpublic school pupil if all of the following requirements are met:

{a} The school district provides transportation for the elementary school level, middle or junior high school level, or high school level, as defined by the local school Board, in which the pupil is enrolled.

{b} The pupil is a person for whom the school district is eligible to receive state school aid for transportation.

{c} The pupil is attending either the public or the nearest state approved nonpublic school in the school district to which the pupil is eligible to be admitted.

{2} Transportation provided under subsection {1} shall be without charge to the resident pupil, the parent, guardian, or person standing in loco parentis to the pupil.

{3} A school district is not required to transport or pay for transportation of a resident pupil living within 1-1/2 miles, by the nearest traveled route, to the

public or state approved nonpublic school in which the pupil is enrolled. A school district is not required to transport or pay for the transportation of a resident pupil attending a nonpublic school who lives in an area less than 1-1/2 miles from a public school in which public school pupils are not transported, except that the school district is required to transport or pay for the transportation of the resident pupil from the public school within the area to the nonpublic school the pupil attends.

{4} A school district is not required to transport or pay for the transportation of resident pupils to state approved nonpublic schools located outside the district unless the school district transports some of its resident pupils, other than handicapped pupils under article 3, to public schools located outside the district, in which case the school district shall transport or pay for the transportation of resident pupils attending a state approved nonpublic school at least to the distance of the public schools located outside the district to which the district transports resident pupils and in the same general direction.

380.1322 Transportation for pupils; routes; rules; construction of section; vehicles.

Sec. 380.1322 (1) A pupil attending public school or the nearest state approved nonpublic school available, to which nonpublic school the pupil may be admitted, shall be transported along the regular routes as determined by the Board to public and state approved nonpublic schools. Transportation to public and the nearest state approved nonpublic school located within or outside the district to which nonpublic school the pupil is eligible to be admitted shall be provided under the rules promulgated by the state board. Rules shall not require the transportation or payment for transportation for nonpublic school pupils on days when public school pupils are not transported.

(2) This section shall not be construed to require or permit transportation of pupils to a state approved nonpublic school attending in the elementary grades when transportation is furnished by the school district for secondary pupils only, nor to require or permit the transportation of pupils to a state approved nonpublic school attending the secondary grades when transportation is furnished by the district for elementary pupils only.

School districts are also governed by Administrative Rules Relating to Education:

R 340.281

(b) Resident nonpublic school pupils may be transported to points within the district for re-transportation within the district to nonpublic schools. State aid allowances for such transportation shall be allowed to the district for the school bus travel.

(c) Should the shortest public route of travel for the school bus transporting both resident public and nonpublic school pupils require the school bus to travel from one part of the district through a portion of another district back into the district, the school district may transport nonpublic school children to and from the point along the regular route nearest or most accessible to a

non-public school in the other district. State aid allowances for such transportation shall be allowed to the district for the school bus travel.

B. DISTANCE FROM SCHOOL

1. The District currently provides transportation for elementary and secondary district students who live beyond 1.5 miles walking distance from school.
2. Normally, the District's routing software will be used to determine distances. When distances are close to 1.5 miles, county composite aerials will be used to measure distances. When not available, a measurement wheel will be used.
3. All measurements are made in accordance with the Attorney General's Opinion # 5933, 7/23/81, which states: "that the point of beginning for measuring the 1-1/2 mile distance is the point of intersection of the center line of the public street or road with the center of the nearest schoolhouse doorway" and "the point of ending is the point of intersection of the center line of the public street or road with the center of the nearest walk or drive serving the child's home."

C. NON-PUBLIC SCHOOLS

1. Transportation is provided for resident students attending State approved non-public schools in the District, on the days public school students are transported as required by State law.

a. Excerpts from ADMINISTRATIVE RULES RELATING TO EDUCATION

R 450.382

- . The Boards of Education of school districts are not authorized to establish the attendance areas of non-public schools.
- . Boards of Education shall request in writing from non-public school officials the information necessary for planning the transportation of nonpublic school children. Non-public school officials shall furnish the information requested in writing.
- . Boards of Education shall establish bus routes, bus time schedules, and school bus policies for all pupils transported.
- . Boards of Education shall review with the non-public school officials prior to opening of schools the routes, bus time schedules, and school bus policies established. The bus routes, bus time schedules and bus policies may be modified by the Board of Education.
- . The Board of Education of a school district may contract for transportation by private car for transportation of school

children within the distance whenever the Board of Education determines that the cost is excessive for transportation by bus of children living in locations isolated from their schools.

2. Students not attending their home school or who are attending a state approved non-public school may need to walk further than a half mile to a bus stop.
3. The bus stops for state approved non-public students will be at their kindergarten through fourth grade home school. The exceptions to this are:
 - a. If they live in an area that is bused and the starting times of the two schools do not accommodate the home school as their bus stop as determined by the Transportation Department.
 - b. Efficiency of scheduling by the District is better served by an alternate site.
 - c. The home school site cannot accommodate this placement.
 - d. Shuttle Buses:
A student attending a state approved non-public school may need to be transported from their original bus stop or their home school to another location (generally a school site) and shuttled via a second bus to their chosen school.

D. SCHOOL OF CHOICE

1. Transportation is not provided for school of choice students.

E. ADMINISTRATIVE TRANSFERS

1. Students administratively transferred to another school are usually not eligible for transportation with the exception of the overflow schools that enrolled student(s) from another school because the transferring school does not have space and the administrator initials the overflow placement.

F. DAYCARE

1. The Transportation Department may provide transportation to and from daycare centers based on factors including, but not limited to, school of attendance, location and existing routes and subject to available space.
2. Kindergarten through fourth grade transportation will be provided on a consistent schedule; i.e., there may be a different pick up location than drop off location but each must be the same every day. For example, pick up at home every day and drop off at the same daycare center every day.

3. A "walker" can ride the bus to a daycare facility on a consistent schedule, if there is room on the bus and there is an existing stop already established at the daycare.
4. Students will not be dropped off at day care centers unless an adult is present at the stop (drop off point). Failure of the center to provide an adult may result in the stop being eliminated from the route.

G. OTHER

1. The only other students eligible for transportation are those so designated through an Individual Education Program Team (I.E.P.T.) or 504 Plan placement, assigned to a Newcomer Center or other programs as may be designated by the District.

III. SPECIAL EDUCATION

- A. To qualify for special education transportation, an I.E.P.T. placement must so specify.
- B. Whenever economically possible, the District provides this service with its own drivers and vehicles.
- C. When necessary, the District may contract with private transportation providers.
- D. In certain instances, arrangements with parents may be established with reimbursement for special education transportation.

IV. TRANSPORTATION IN GENERAL

- A. Transportation will be provided on a consistent schedule; i.e., there may be a different pick up location than drop off location, but each must be the same every day. For example, pick up at home every day and drop off at the same daycare center every day.
- B. Students are not allowed to ride home on a different bus unless it is an emergency and it is approved by the building administrator who will notify the Transportation Department.

V. KINDERGARTEN TRANSPORTATION

- A. Kindergarten students are transported to and from school with kindergarten through fourth grade students from neighborhood stops.
- B. It is not required that a parent be seen or visible at the bus stop for kindergarten students to be dropped off.
- C. Lone kindergarten students are not required to walk more than a quarter mile to a bus stop.

VI. BUS ROUTES/BUS STOPS

A. Criteria

The two fundamental criteria used by the District in determining bus routes are:

1. Safety of the routes
 - a. Students are not scheduled to cross main roads to reach their bus stops
2. Efficiency of scheduling
 - a. There is no state law regulating student time on the bus, however the District makes an effort to keep the bus ride to no more than a maximum of one hour.

B. Bus Stop Locations:

1. State law (PA184, December, 1991) provides that bus stops:
 - a. be no less than 200 feet from a public highway or roadway intersection, unless the stop is administratively approved
 - b. allow no less than 200 feet of clear, continuous visibility of the bus in its stopped position to approaching vehicles, if the driver is making a red-light stop. If a posted speed of 45 mph or more exists on the road that the bus stops, the visibility minimum is 400 feet.
 - c. be no less than 50 feet from an intersection if the intersection is controlled by a traffic stop and go signal, if the driver is making a red-light stop
 - d. be a distance of not less than 200 feet before the stop so the driver can activate overall flashing yellow lights 200 feet before the designated bus stop, whether students cross the street to a bus stop or not. (The lights cannot be activated prior to turning from one street onto another.)
2. Bus stop locations will be placed consistent with state law, Board policy and these procedures.
3. GRADES FIVE THROUGH TWELVE TRANSPORTATION:
 - a. Where possible, bus routes are scheduled for main roads.
 - b. Students may be required to walk up to one mile to their bus stop. Students are considered capable of walking on the shoulder of a main road (5' shoulder required).
 - c. Buses are not routed into subdivisions except to pick up students whose walking distance is further than one mile from the main road or for routing efficiency.

GRADES KINDERGARTEN THROUGH FOUR TRANSPORTATION:

- a. Students may be required to walk up to one half mile to their bus stop. Students are not required to walk along main roads without sidewalks.
- b. It is not required that a parent be seen or visible at the bus stop.
4. All bus stops are red-light stops unless the stop has Transportation Supervisor approval. A red-light stop is the stop used most often. Cars must slow down on activation of the flashing amber lights, be prepared to stop and must come to a complete stop 20 feet from the bus from any direction when the red lights are on and the stop-arm is activated. Car drivers may proceed when the red lights are turned off.
5. Bus stops shall be of adequate size for the number of students assigned.
6. Public right-of-way, depending upon the road, may extend anywhere from 30'-60' from the center of the road on both sides which permits the assignment of bus stops on driveways.
7. Generally, notification to parents of bus stop location and pick up time is sent by postcard prior to start of school. Pick up time noted on postcard is approximate and subject to change once the school year is underway.
8. Weather conditions are not a consideration in the location of bus stops.
9. No bus shall enter cul-de-sacs. Exceptions may be made if a student would be walking further than set forth in Board policy or if required by an I.E.P.T. or 504 Plan.
10. Whenever possible, no more than twenty-five (25) students will be assigned to a bus stop.

VII. STUDENT EXPECTATIONS

- A. Bus rules are distributed to students at the beginning of each school year. Students are expected to follow these rules for their safety. Transportation Bus Safety Report to Parents/Guardian (Attachment A) and Bus Conduct Report (Attachment B) will be used to facilitate communication with parents. Usually if a Bus Conduct Report is issued, the principal makes personal contact with the parent.
- B. Students need to be waiting, not in vehicles, at their bus stop ten minutes before the scheduled bus arrival time since the bus may arrive up to ten minutes before the scheduled arrival time. At red-light bus stops, the driver cannot re-open the bus door for tardy students after other students have boarded. Other bus stops may not be used if a student misses the bus at their assigned stop.

- C. The Student Code of Conduct is applicable to students while riding the school bus.
- D. It is imperative that students know where to go if parents are delayed arriving home.
- E. If the bus does not appear within fifteen (15) minutes of the scheduled pick-up time, especially during inclement weather, students should return home or know where to go.

VIII. PARENT EXPECTATIONS

- A. The safety and conduct of students while going to and from school or at a bus stop and while waiting for the bus is the primary responsibility of the parent(s).
- B. If parents are delayed arriving home or if the bus does not appear within fifteen (15) minutes of the scheduled pick up time, it is imperative that students know where to go .
- C. A red-light stop is the stop used most often. Cars must slow down on activation of the flashing amber lights, be prepared to stop and must come to a complete stop 20 feet from the bus from any direction when the red lights are on and the stop-arm is activated. Car drivers may proceed when the red lights are turned off.
- D. It is not required that a parent be seen or be visible at the bus stop.
- E. It is not necessary to notify the transportation office when a student is absent. Bus drivers stop at all stops daily.
- F. Review the route your student is to walk to their assigned bus stop.
- G. It is suggested that students who walk to school or a bus stop wear reflective tape on their clothing.
- H. There is no provision for additional or change in transportation for students whose parents are out-of-town.
- I. Parents or guardians are required to sign a Parent/Guardian Transportation Acknowledgement Form when their student attends a class in a building other than their home school. The form is retained in the school.
- J. An agreement by a parent to waive any claim of negligence on the part of the District and/or its employees would not be binding upon the parent as in contravention of public policy. (Attorney General's Opinion 5825 - December 9, 1980).
- K. Students need to be waiting, not in vehicles, at their bus stop ten minutes before the scheduled bus arrival time since the bus may arrive up to ten minutes before the scheduled arrival time. At red-light bus stops, the driver cannot re-open the bus door for tardy students after other students have

boarded. Other bus stops may not be used if a student misses the bus at their assigned stop.

- L. Parents are welcome and encouraged to monitor the bus stop, but are to have students waiting at the stop at least 10 minutes before the scheduled pick-up time and not waiting in the car.

IX. ADMINISTRATIVE RESPONSIBILITIES

A. Disciplinary Action

1. Bus conduct forms are submitted to the building principal for disciplinary action (See Attachment B).
2. Persistent misbehavior can result in suspension of transportation privileges.

B. Evacuation drills are conducted three times a year.

C. Students are scheduled up to three to a seat.

D. Students are not returned to the school building, except in extreme cases with Transportation Department approval.

E. School crossing guards are the responsibility of the local law enforcement agency. (Michigan Vehicle Code 257.613 a-d)

F. Only pupils, school sponsors and chaperones are allowed to be transported on a school bus while it is transporting pupils to and from school. (PA187, Section 59.1)

G. Seat belts are not used for school bus passengers. A passive restraint system - compartmentalization - is employed in school bus construction comprised of a specially designed energy-absorbing passenger seat system/structure utilizing padding, flexibility and spacing.

H. Complaints regarding individual employees are discussed privately with the employee and, where necessary, disciplinary action is taken as provided by contract.

I. Although the District attempts to cooperate with the property owner to modify inappropriate behavior by students at a bus stop, the District assumes no liability for property damage by students waiting for a bus.

X. BUS ACCIDENTS

1. All accidents shall be immediately reported to the dispatcher for assistance as necessary. The dispatcher will phone the police to report the accident.
2. If there are students on the bus, the appropriate school administrator will be notified by the Transportation Office.
3. The Transportation Supervisor, or designee, will be dispatched to the scene to take responsibility for the students and the driver.

4. A list of the students on the bus and a seating chart will be made by the driver.
5. The bus will not proceed until released by the appropriate police agency and/or the Transportation Supervisor or designee. Once released:
 - a. If the bus is operable, the bus will proceed on its route. Students will not be released to parents except at their designated school in the a.m. or to their designated bus stop in the p.m.
 - b. If the bus is inoperable, students will not be released to parents, but rather transferred to another bus and will proceed to their designated school in the a.m. or to their designated bus stop in the p.m.
 - c. In cases where a student(s) requires medical attention, the police agency will determine the appropriate response and parent(s) will be notified as soon as practical.
6. The Transportation Supervisor, or designee, will keep the Executive Director of Operational Services and/or the Director of School and Community Relations informed. They in turn will disseminate information to other appropriate parties.
7. The respective school administrator will contact parents in an appropriate manner as determined with the Director of School and Community Relations. If the Director of School and Community Relations is not available, another member of the Central Office Team will be contacted by the school administrator for determination.
8. If there are no students on the bus, the Transportation Supervisor will notify the Director of School and Community Relations of the accident who in turn will notify the Central Office Team.

XI. TRANSPORTATION APPEAL PROCESS

- A. Exception to eligibility and service may be considered upon written request to the Transportation Advisory Committee. The parent making the request must speak directly with the Committee.
- B. The Committee may:
 1. have up to four (4) members.
 2. consist of up to two (2) Principals and two (2) community members.
 3. be appointed by the Superintendent or his/her designee.
- C. The Transportation Supervisor or designee shall serve solely as the technical advisor to the committee.
- D. The Transportation Advisory Committee shall review requests for exceptions to established practices or procedures, which have been denied by the Transportation Department. The following principles shall guide exceptions granted:
 1. Safety Consideration: The condition constitutes an extraordinary or excessive safety hazard when compared with conditions regularly

- assumed by parents in the District and with those generally found throughout the District.
2. Health Considerations: If the health of the individual constitutes an exception, the Committee may require physician or other information as deemed necessary.
 3. Exceptions granted must meet current State laws regarding pupil transportation.
 4. The following such as, but not limited to, lack of sidewalks within the subdivision, weather conditions, family situations, stop not visible from home, traffic enforcement, darkness and bus goes past the house do not warrant an exception.
 5. Custody and/or Parenting Time Arrangement: When parents reside in the same school attendance area and the student(s) is/are eligible for transportation, an exception may be made for different bus pick up and drop off locations upon submission of an appropriate court order setting forth the custody and/or parenting time arrangements. In addition, a daily schedule and calendar signed by both parties and other information the Committee may deem necessary will be required prior to consideration. All such pick up and drop off locations, if granted, shall be along existing routes and at existing bus stops.
- E. Prior to an exception being granted, the Committee shall determine other locations in the District where similar situations may exist and review the financial implications granting the request may impose.
- F. Decisions of the Committee shall be made in writing within ten (10) business days.
- G. The decision of the Committee, based upon the information presented at the appeal hearing, shall be final and will serve as the District's official determination.

Administrative Procedure for Policy #3541.1
Revised 8/1/07
Reviewed and Revised 03/17/09
Reviewed and Revised 05/05/09
Reviewed and Revised 08/24/10

TRANSPORTATION BUS SAFETY REPORT TO PARENTS/GUARDIAN

The purpose of this report is to notify you of some safety concerns the Transportation Department is having with your child’s transportation. It is our hope we can work together to resolve the issue.

Route # _____ Time: _____ AM/PM

Student Name: _____

Stop Location: _____

The following unsafe actions are occurring at the loading and unloading location:

- ζ Student remains in private vehicle when bus arrives.
- ζ Student is not at correct bus stop.
- ζ Student does not cross in front of the bus when required to do so.
- ζ _____

The above checked unsafe action(s) are occurring at the bus loading/unloading location. We ask that you follow the safe procedure(s) listed below to ensure your child’s safety.

The proper procedure is: _____

Failure to comply with the District’s guidelines may result in suspension or termination of transportation privileges.

- 1st offense - Parents/Guardian Bus Safety Report sent home
- 2nd offense - Conduct Report
- 3rd offense - 3 School Day Suspension of Transportation Privileges
- 4th offense - Termination of Transportation Privileges for the remainder of school year

Thank you for your attention to this matter.

Sincerely,
Transportation Supervisor

ATTACHMENT B

<p>BUS CONDUCT REPORT FARMINGTON PUBLIC SCHOOLS</p> <p>_____</p> <p style="text-align: center;">(School)</p>	STUDENT'S NAME		CLASS - GRADE	DATE OF INCIDENT
	BUS NO.		DRIVER'S NAME	
<p>NOTICE TO PARENTS</p> <p>1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.</p> <p>2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.</p>				
<p>DRIVER'S REPORT:</p> 				
<p>PRELIMINARY ACTION:</p> <p>ζ CHECKED STUDENT'S FOLDER</p> <p>ζ HELD CONFERENCE WITH STUDENT</p> <p>ζ CONSULTED COUNSELOR</p> <p>ζ SENT PREVIOUS REPORT HOME</p> <p>ζ TELEPHONED PARENT</p> <p>ζ _____</p> <p>_____</p> <p>_____</p>	<p>PRESENT ACTION AND RECOMMENDATIONS:</p> <p>ζ STUDENT REGRETS INCIDENT, COOPERATIVE</p> <p>ζ RECURRING INCIDENTS WILL BE REPORTED</p> <p>ζ STUDENT DENIED BUS PRIVILEGE UNTIL _____</p> <p>ζ _____</p> <p>_____</p> <p>_____</p>		<p>ζ STUDENT PLACED ON PROBATION</p> <p>ζ STUDENT SUSPENDED</p> <p>ζ CASE REFERRED TO _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

DRIVER'S SIGNATURE	ADMINISTRATOR'S SIGNATURE	DATE	
PARENT'S COPY – WHITE	OFFICE COPY – YELLOW	TRANSPORTATION COPY – PINK	DRIVER'S COPY - GOLD