

Adopted: February 12, 2007

Revised: July 2008, July 2010, July 2013

707-P STUDENT TRANSPORTATION PROCEDURE

I. PURPOSE

The purpose of this procedure is to provide a guideline for the scheduling of routes, location of bus stops, manner and method of transportation, and any other matter relating thereto to ensure that bus transportation is safe and efficient to all authorized passengers in accordance with all applicable state and federal law.

II. GENERAL STATEMENTS OF POLICY

A. Eligibility.

Minnesota state law defines the transportation responsibilities of a school district as follows: “Upon written request of the parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian.” Minn. Stat. § 123B.88, subd. 1.

This statute is applicable to parochial and Charter School students provided that those schools have formally requested transportation service.

Transportation funding is provided to Hutchinson Public Schools to transport students that reside outside of this two mile walk zone. It is, however, the practice of the school district to provide bus transportation for students that live closer than two miles from their school building and to some areas outside of the district at the expense of Hutchinson Public Schools.

B. Non-bussing areas.

Non-bussing areas are determined by measuring the shortest distance from the student’s residence or day care (where the front of the property meets the street), by reasonable safe walkway, street or highway that is accessible to the public, to the assigned entrance of the school that the student attends. It is the discretion of the Board of Education to define non-bussing areas.

C. Walk boundaries.

School sites will be identified as bus stops and students living within the following geographic areas will be required to walk to that school either for attendance at that site or to be bussed to another.

(Appendix A)

<u>Site</u>	<u>Applicable Population</u>	<u>Map</u>
Park Elementary	Grades 2-5 ¹	1

Middle School	Grades 6-8 ²	2
High School	Grades 9-12	3

- Notes: 1. Includes parochial students in grades 6-8.
 2. Includes district and charter school students in grades 9-12 that live in this area.

D. Walk distances.

Students in grades K-5 will not be expected to walk greater than 3/10 mile, and grades 6-12 no greater than 1/2 mile to get to their assigned stop. This walk may include areas where there are curves, hills, without sidewalks, and not be visible from home. It is the parent's or guardian's responsibility for the student to get to and from the bus stop safely and to ensure order and discipline at the bus stop. Students may be required to walk a greater distance to get to their school because these students are not expected to wait outside in the elements.

III. DEFINITIONS

A. Resident student.

A resident student is one whose legal residence falls within the boundary of Hutchinson Public Schools.

B. District.

The district is Independent School District 423, Hutchinson Public Schools. Students enrolled in parochial or charter schools located within the district, which utilized district transportation services, are subject to the policies and procedures established by the district.

IV. REGISTRATION FOR TRANSPORTATION

A. PROCESS

It is required that each new student to the district be registered for transportation and (see Appendix B) it will be assumed that transportation accommodations will remain the same for the next school year unless a new transportation registration form is submitted. This registration must be submitted to the district's transportation office (30 Glen St. N, Hutchinson) by June 1st of each year for the next school year.

On-line registration will also be accepted if and when that service becomes available.

B. ASSIGNED BUS AND STOP.

1. Students are assigned to specific busses and stops by the district. Parents or guardians will receive a postcard during the summer that contains pertinent transportation information such as pickup and drop off bus, location(s), and time(s).
2. **Students are only allowed one pickup and one drop off address***.** These addresses may be different.

3. **Students may only ride busses other than their assigned bus or be dropped off at a stop other than the one to which they are assigned only after approval of the school district.** A written request must be submitted by the parent or guardian to the Principal of the school for official approval each time this occurs (see Appendix C for a sample bus pass).

*** The district will only permit students to be assigned to multiple pickup or drop off addresses resulting from a court ordered custody arrangement (documentation required) or reimburses the district for the cost of the extra seat(s). The rate will be set each year.

V. BUS ROUTES

The district currently employs a two-tiered bussing system where elementary students are transported separately from secondary students. Secondary students are not permitted to ride elementary routes. Secondary students are transported first, both in the morning and the afternoon, followed by elementary students.

The district goal is to establish regular bus routes so that no resident student rides the bus for more than 50 minutes.

Bus routes are created during the months of June and July. **Requested changes to routes will not be accepted between August 1st and September 15th of each year.** This will allow time for routes to be finalized, bus drivers to review and practice, and for the district to notify parents or guardians of the student's assigned bus and bus stop.

VI. BUS STOPS

A. ESTABLISHMENT.

The establishment of bus stops is at the discretion of the Director of Transportation. **School bus drivers do not have the authority to change or add a bus stop.**

B. LOCATIONS.

1. In most cases stops are centrally located to the serviced population and at intersections to allow the bus driver to have a wide field of view of traffic and students and at least three blocks away from another. The exception is in high density areas where it is beneficial to reduce the number of students at a stop.
2. Except to transport students with special needs, busses are not routed down cul-de-sacs unless it provides the most efficient location for the bus to change directions.
3. The district can not assure that all children can board or exit the bus from the side of the street of the residence. The district recommends that the students wait on the side of the street that they reside. The bus will stop traffic in both directions to accommodate students that need to cross the street to board the bus.
4. Mid-block stops will be avoided if possible, even if this requires the student to walk along a road without sidewalks. The higher frequency of stops can make the motoring public impatient. This

increases the possibility of motorists disobeying the bus safety devices and driving around the bus putting students at a greater risk. Frequent stops also increase overall ride times

C. CHANGES.

1. Bus stops are reviewed annually and changed as necessary to meet the needs of the majority of the served students assigned to the stop.
2. Location preference is generally given to Kindergarten and 1st Grade students. With this in mind, locations will change from year-to-year.
3. Preference is not given to daycare providers. It is the daycare provider's responsibility to get the students to and from the bus stop.
4. Changes will only be considered for students that have a current registration form on file.
5. Change requests will not be processed between August 1st and September 15th. For the portion of the blackout period that is during the school year, it is the parent or guardian's responsibility to transport the student to an already established stop.
6. The district will process approved changes within 5 working days, except during the blackout period. The parent or guardian will need to transport the student until the change is confirmed by the district.

VII. NON-RESIDENT STUDENTS

A. GENERAL.

The parent or guardian is responsible for transporting the student to the nearest established bus stop. The district has no obligation to provide transportation outside of the district boundary. Bus stops may be established outside of the district boundary at the discretion of the district.

B. PUBLIC STUDENTS.

Those students that are open enrolled to either Hutchinson Public Schools or one of the public charter schools may ride district provided transportation without paying a fee.

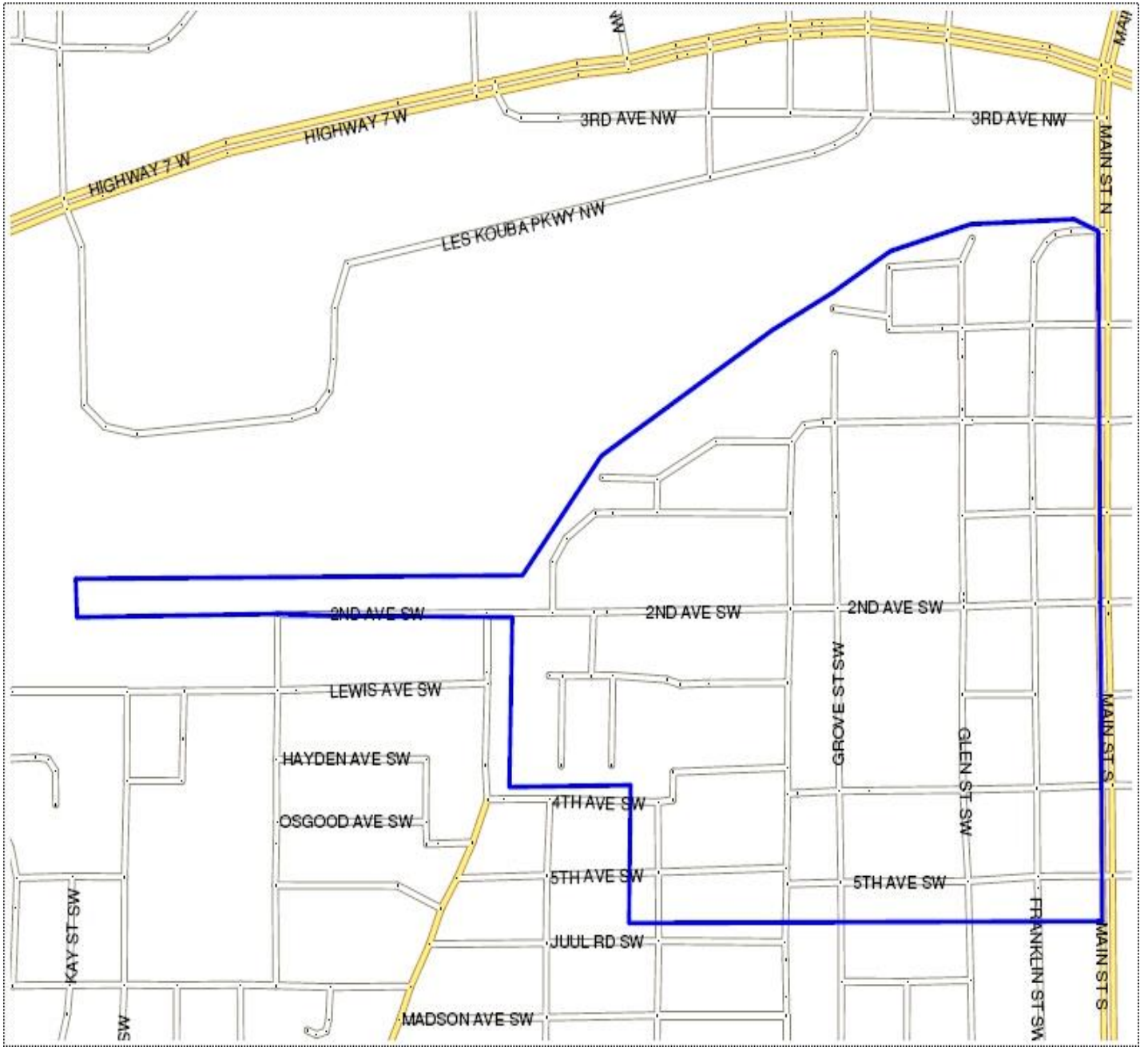
C. NON-PUBLIC STUDENTS.

The district may allow non-resident, non-public students to ride district busses. Fee for service will be required (see Appendix D for Transportation Service for Fee Agreement).

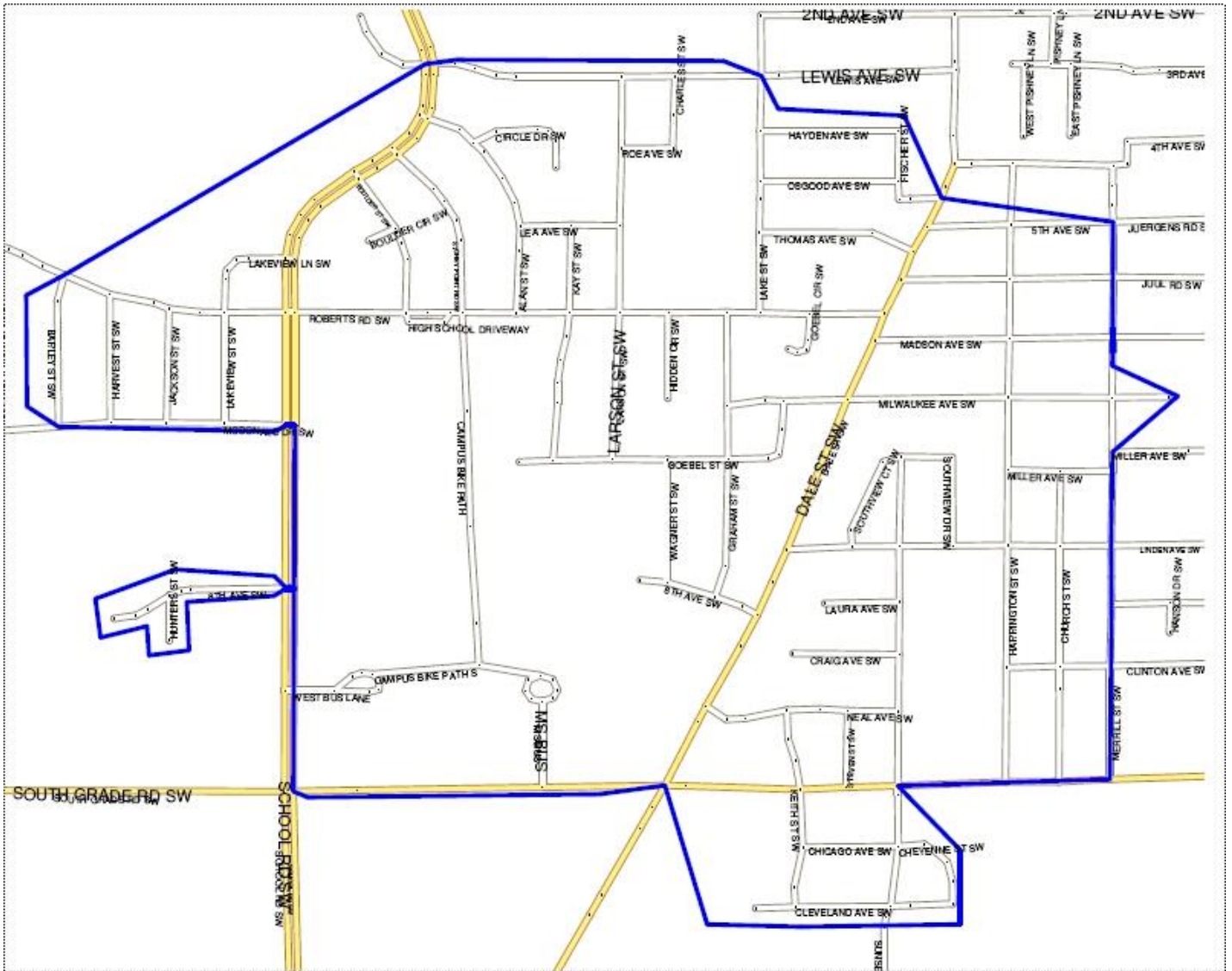
Legal References: Minn. Stat § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat § 123B.86 (Equal Treatment)
 Minn. Stat § 121A.59 (Bus Transportation a Privilege not Right)
 Minn. Stat § 124D.10 (Charter Schools)

Cross References: Policy 707 (Transportation of Public School Students)
 Policy 708 (Transportation of Non-public Students)
 Policy 709 (Student Transportation Safety Policy)

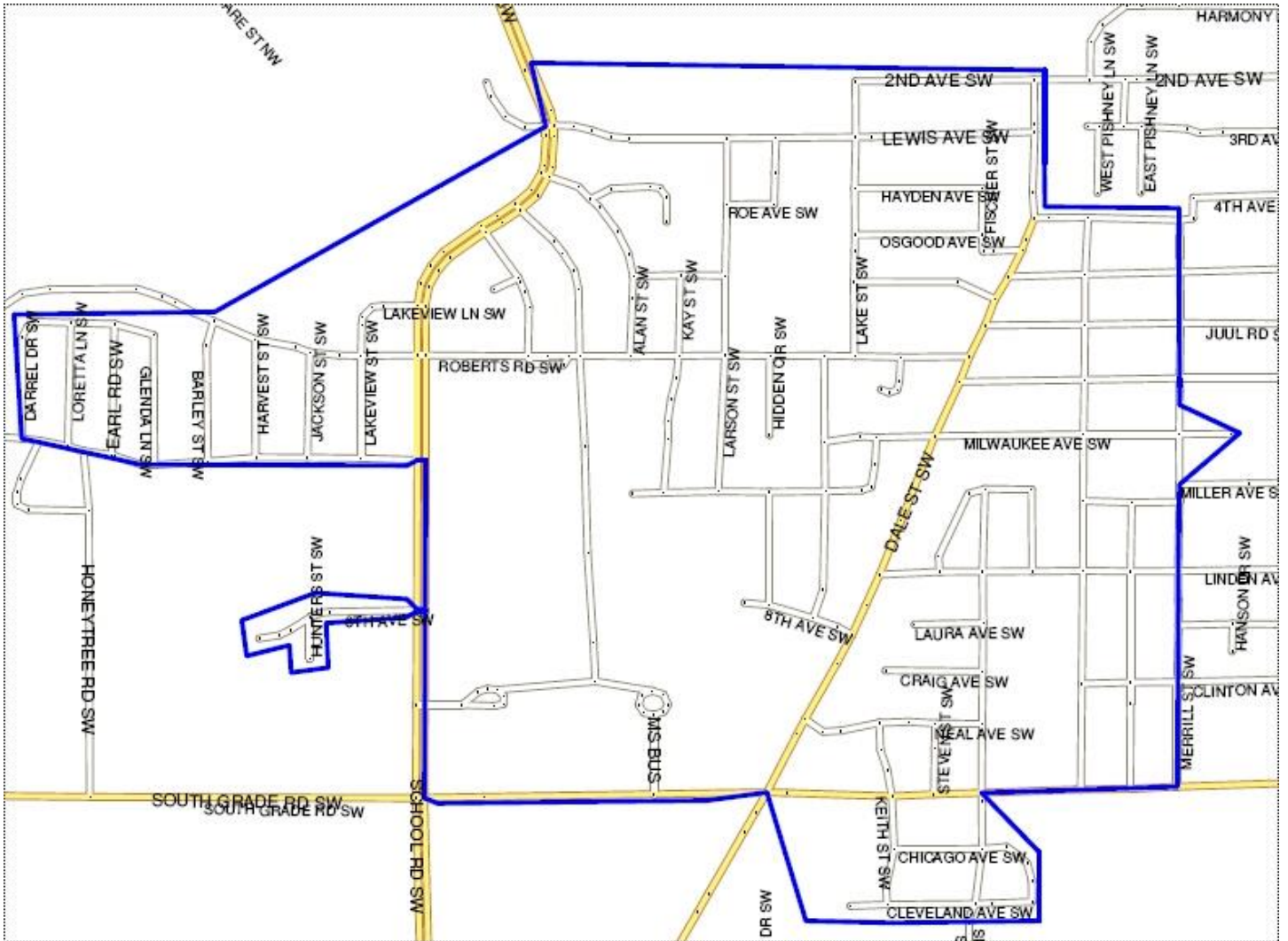
Appendix A, Map 1, Park Walk Boundary



Appendix A, Map 2, Middle School Walk Boundary



Appendix A, Map 3, High School Walk Boundary



Appendix B, *Bus Transportation Registration Form*

Hutchinson Public Schools Transportation Registration Form

Hutchinson Public Schools contracts for bus service to transport eligible students that request bus transportation to and from school. Obtaining accurate counts of who will actually ride the school busses is very important to the design of efficient and safe routes.

Only one pickup and one drop-off address will be allowed, these may be different. Bus passes for a temporary change of bus or location can be obtained from the student's school.

If you initially decline bus transportation, you may register your student if your situation changes. Changes to routes or bus stops will not be accepted between August 1st and September 15th so that routes can be finalized. If your registration is received after August 1st the student will not be eligible to ride until the third week of school.

Complete this form and return it to your student's school by June 1. If you are declining transportation do not fill out the pickup or drop-off address.

Student's Last Name: _____ Student's First Name: _____

Student's School: _____ **Grade:** _____

Parent/Guardian #1: _____ **Phone:** _____

Address: _____

Parent/Guardian #2: _____ **Phone:** _____

Address: _____

Pickup Address: _____

Phone: _____

Drop-off Address: _____

Phone: _____

Parent/Guardian Signature: _____

Date: _____

Appendix C, *Bus Pass*

Students may only ride busses other than their assigned bus or be dropped off at a stop other than the one to which they are assigned only after obtaining a bus pass.

STUDENT BUS PASS

Homeroom Number _____

Name _____ Grade _____

Date or Dates affected _____

Assigned Bus Number _____

Transfer to Bus Number _____

Drop off address: _____

Reason for transfer: _____

Parent/Guardian Validation: Written Permission Verbal Permission

Parent/Guardian Phone # _____

Signature of School Personnel: _____