

Transportation Handbook

Melrose-Mindoro School District



488-2201

2023-2024

Dear Parents and Students,

Welcome to the 2023-2024 school year! The Melrose-Mindoro School District Transportation Department is responsible for transporting approximately 780 students each day on 13 bus routes.

A safe and effective transportation plan affects everyone from students to administrators. Students, parents, and staff must work together to maintain an efficient program.

I would like to take a moment to share with you the rules, regulations, and policies that are in place to keep your child safe while on our school buses this year. Please take the time to review this booklet with your child so that both you and your child understand what is expected to ensure that our transportation plan operates as efficiently, effectively, and safely as possible.

If you have questions, comments, or concerns, please feel free to contact Dan or Heather in the Transportation Department at (608) 488-2201 ext. 1155 for Dan or ext. 1121 for Heather.

Sincerely,

Dan Stetzer
Transportation Director

Who is a School Bus Driver?

Each bus driver that will be transporting your child is an employee of the Melrose-Mindoro School District. We have high standards for our drivers and you can be assured that your child is safe on our buses.

Each driver must meet the following criteria:

- Maintain a WI Class B license with School Bus and Passenger endorsements
- Complete a DOT physical at least every other year
- Pass a license renewal test issued by a state certified examiner at least every eight years
- Maintain a clean background check and personal driving record
- Submit to Random Drug and Alcohol tests
- Attend Staff In-Service training meetings about many different topics



Our drivers are professionals who are extremely dedicated to their jobs. .

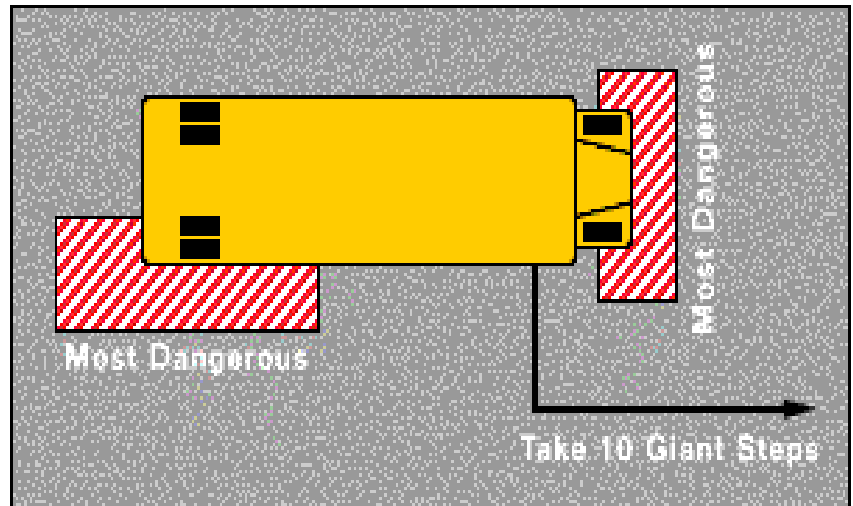
Loading and Unloading the School Bus

The most dangerous part of your child's day is when they are loading and unloading the school bus. Below is a diagram of the "Danger Zones" of a school bus.

Please review the following safety measures with your child:

1. Avoid the danger zones at all costs.
2. Take ten giant steps away from the bus.
3. Do not cross the road until your driver signals that it is clear.
4. Stop wherever you are if the driver honks the horn.

Our drivers direct the students away from these areas when they are unloading and also ask each student who crosses to wait for their signal. By working together, we can prevent a tragedy from occurring.



Video Cameras

Please be advised that every regular education route bus is equipped with video and audio surveillance. Your child(ren) may be recorded during routes and field trips. Data is stored for up to 40 operating hours upon recording. Due to student privacy policies, only school district personnel are authorized to view the data. Video segments involving violations of law may be viewed by legal authorities.

Data may be used to discipline students when deemed necessary by the transportation director or administrators.

Melrose-Mindoro School District
751-Transportation Rule

Student Transportation Guidelines

1. Students eligible for transportation services will be assigned one pick up and one drop off point prior to the beginning of the school year. If a student enrolls during the school year, then the pick up and drop off points will be assigned at that time. An alternate pick up or drop off point may be established each semester. This alternate point must be consistent week to week. (i.e. Student goes home every Monday, Tuesday, and Thursday and goes to day care every Wednesday and Friday.) Any deviation from this schedule becomes the parent's responsibility to provide transportation. Any parent or guardian requesting a change to the transportation plan must meet with the Transportation Supervisor or his designee before the request will be honored. Requests will only be honored for extenuating circumstances. A maximum of three requests may be granted each year.
2. Alternate points may include a relative, babysitter or licensed day care provider. Alternate points may only be approved if the district does not incur any additional expense to transport to the location. Such ridership is contingent on the existence of available space after District program needs have been met. Individual ridership under this section may be revoked for disciplinary reasons.
3. Students who must legally be transported shall not be required to walk more than one-half mile to or from the bus except where inadequate turnarounds or road conditions present a safety problem or cause additional cost to the district.
4. If it is deemed necessary by the school district to turn a school bus around at a student's home, the landowner must provide an adequate turnaround. (An adequate turnaround is an area large enough to turn a school bus around in by backing up once).
5. In the Village of Melrose and Town of Mindoro, or other built-up areas the bus will not stop at each house. A loading zone will be designated for each area.
6. Adults and students who are not participating in the District co-curricular event or field trip or are not assigned to the bus route (except for 1. above) will not be allowed on district buses. The following circumstances would be considered allowable exceptions: the adult is an approved chaperone, advisor, or coach for the respective District activity or the students are enrolled in another school district and are participants in the same event as an organization within the District and are being transported on the District's bus in an effort to reduce transportation costs (i.e. FFA students from another district).
7. Each family will be provided with a Transportation Handbook. The Student Transportation Contract must be completed and returned to the youngest student's school within one week after transportation services have commenced.
8. Parents or guardians are required to contact the Transportation Department when their child does not require transportation services. If a child does not ride the bus for three consecutive days and the parent/guardian fails to notify the Transportation Department, transportation services will be suspended until the Transportation Department is notified to reinstate service.

Legal References:

Wisconsin Statutes
Section 115.76(3); 121.51-121.56

First Reading: June 22, 2020
Second Reading/Adoption Date: July 27, 2020

Responsibilities

School District

1. Provide safe, reliable, properly trained, and courteous drivers for your child.
2. Maintain a modern and safe fleet of school buses to transport your child.
3. Investigate any complaints or concerns that parents or students may have regarding safety and student discipline.
4. Provide efficient routes to keep your child's ride time as minimal as possible.
5. Supervise school loading zones before and after school to ensure your child's safety.
6. Keep parents informed of any route changes and allow appropriate time for parents to adjust.
7. Enforce all district policies in place regarding student transportation.

Parent

1. Help your child to be at the bus stop at least five minutes before the scheduled pick up time.
2. If your child is too young or unable to be left unattended, be at home when the bus is scheduled to drop off.
3. Review the school bus rules with your child to ensure that both of you understand what behavior is expected on the school bus.
4. Complete the required paperwork to begin your child's transportation services. If you move, you must let Transportation know and allow three business days for the change to take place. The three days is from the date that we receive your paperwork.
5. Contact the Transportation Department if your child is not going to be riding the bus. This greatly helps our routing efficiency and saves fuel. Transportation office hours are 6:00AM to 5:30PM; however, voicemail is available 24 hours per day.
6. Get to know your child's bus driver and inform them of any concerns that you may have regarding the transportation of your child.

Student

1. Follow your driver's instructions the first time stated.
2. It is very important that you stay seated for the duration of your ride. You are only safe if you are sitting correctly in your seat.
3. Be on time to your bus stop and respect the property surrounding your bus stop.
4. Weapons, glass, smoking, lighters, matches, and live animals are strictly forbidden on the bus.
5. Throwing objects within or from the bus are prohibited and may result in immediate suspension.
6. Be polite and courteous to your driver and peers. Profanity and obscene language are not allowed and may result in prosecution for disorderly conduct.
7. Fighting, pushing, tripping and spitting will not be tolerated and doing so may result in immediate suspension.
8. Vandalism to the bus can result in suspension and restitution.

Riding the school bus is a privilege provided to the students of the school district. The school bus is considered an extension of the classroom and students are expected to abide by the rules.

Standard Consequences for Disciplinary Violations

Students who choose not to follow the rules of riding the school bus will be subject to disciplinary action up to and including suspension from the bus. Student misconduct on the bus is separated into 2 categories; minor offense and major offense.

Minor Offenses

Failure to Remain Seated
Unacceptable Language
Littering
Improper Boarding or Departure Procedures
Noisy or Annoying conduct
Hanging out of the window
Obstructing the aisle
Hitting

Major Offenses

Refusing to Obey the Driver
Fighting, Tripping or Pushing Others
Throwing Objects In or From Bus
Destroying or Vandalizing Property
Bringing Injurious Items Aboard the Bus
Smoking and/or Lighting Matches or Lighters
Possession of Alcohol or Weapons

1st minor offense will result in a verbal warning. 2nd minor offense will result in a written warning. 3rd minor offense may result in suspension from riding the bus. All major offenses may result in immediate suspension from the school bus without prior verbal or written warnings.

Frequently Asked Questions

My child needs to ride a different bus for just a day or two. What do I do?

You will need to make transportation arrangements for your child. Unfortunately we cannot accommodate day to day changes due to liability and capacity issues. Please do not call the Transportation department, the school, or send a note with your child. Requests cannot and will not be honored.

Bad weather is in the forecast and school may be cancelled. What should I do?

We notify several radio and TV stations and update the school website as soon as a decision is made. Please do not call the Transportation department as the large volume of calls we receive make it much more difficult for us to notify the media and drivers in a timely and efficient way.

My child is getting picked on by another student. What should I do?

Please talk with your bus driver as they are on the bus and know first hand what is going on. If it still continues, contact the Transportation department. The transportation director will work with the school principal to resolve the issue.

My child is suspended from the bus for misconduct. Does he/she have to be in school?

YES! Your child must be in school for the suspension to count. They may be marked truant if they are not in school due to a bus suspension.

My child will not be riding the bus to school. Who should I contact?

Please contact the Transportation Department at **488-2201**. Our office hours are 6:00 AM to 5:30 PM and we have 24 hour voicemail. If your child has a home stop and does not ride and you do not call for three consecutive days, they will lose their transportation services until you contact us to reinstate them. If your child will also be absent from school, you must contact the school as well.

I am trying to contact the Transportation Department, but nobody answers.

Please leave a voicemail. Our office hours are 6:00 AM to 5:30 PM; however, we may be away from the desk, on another call, or communicating on the two-way radio. Your call will be returned as soon as possible.

My child is being disciplined for inappropriate behavior on the bus. Can I see the video?

Unfortunately due to the student privacy laws, only school district personnel, and in some cases law enforcement personnel are allowed to view the videos.

Melrose-Mindoro School District Transportation Department 2023-2024 Student Transportation Contract

Please use a separate form for each child

Name:			
Grade:		School:	

Home Address: _____

Home Phone: (____) _____ - _____

Parent/Guardian Information:

Name	(____) _____ - _____ Phone Number
Name	(____) _____ - _____ Phone Number

Please select up to two (2) pick up and drop off locations for your child. This schedule **must be a set schedule each week. Any deviation to this schedule becomes the parents' responsibility to transport** in accordance with School Board Policy 751. Contract must be completed before your child will be transported. **It may take up to three (3) school days to process contract changes. You will be notified when changes have been processed.**

AM Pick Up Location

Mon	
Tues	
Wed	
Thurs	
Fri	

PM Drop Off Location

Mon	
Tues	
Wed	
Thurs	
Fri	

My child does not need morning bus transportation at this time

My child does not need afternoon bus transportation at this time

By completing the Student Transportation Contract, both the parent and the student are agreeing to the rules and policies stated within the Transportation Handbook.

Parent Signature

____/____/____
Date

Transportation Department Use Only

Date Received ____/____/____	Date Processed ____/____/____
AM Bus # _____	School Notified ____/____/____
Noon Bus # _____	Parent Notified ____/____/____
PM Bus # _____	<input type="checkbox"/> 4K/EC AM <input type="checkbox"/> 4K/EC PM <input type="checkbox"/> Special Needs <input type="checkbox"/> Wheelchair <input type="checkbox"/> Car Seat