

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT



STUDENT TRANSPORTATION GUIDELINES

SECTION A: STUDENT TRANSPORTATION RESPONSIBILITIES

Student Transportation Services is responsible for:

1. The safety of Whitman-Hanson Regional School District students.
2. Selecting the type of transportation to transport Whitman-Hanson students that meet student needs and comply with district and state guidelines and regulations.
3. Selecting bus stops and student assignments, based upon safety, respect for private property, prescribed walking distance to/from school, bus stops and economy of operation.
4. Providing semi-annual safety training for students in the Whitman-Hanson School District.
5. Providing appropriate and efficient bus routes and time schedules. School hours can be found by choosing your child's school from the main page of the District website at www.whrsd.org
6. Enforcing District and State regulations for the safest transport of students with regard to student conduct on buses and at bus stops (see policy EEAEC which can be found on the district website at www.whrsd.org)

SECTION B: ELIGIBILITY OF RIDERSHIP NON-MANDATED BUSING

Transportation shall be provided in the following instances:

1. All Kindergarten pupils are entitled to transportation privileges.
 - a. AM kindergarten students board the morning bus at the nearest group bus stop. AM kindergarten students are dropped off at or as close to their homes as is reasonably possible when road conditions and routing permit the bus to do so at the end of the AM session.
 - b. PM kindergarten students are picked up at their homes or as close to their homes as is reasonably possible when road condition and routing permit the bus to do so for the beginning of the PM session. PM kindergarten students are dropped off at the nearest group bus stop at the end of the PM session.

As a Reminder, there must be a parent, or pre-approved guardian/adult at the stop to release any kindergarten student. In order to maintain bus schedules and student safety, if a parent or guardian is not at the bus stop, the kindergarten student may be taken back to the school or to the next scheduled school for pickup.

2. Transportation will not normally be provided for grade 1-5 students who live less than three quarters of a mile from their elementary school of attendance.
3. Transportation will not normally be provided for grade 6-8 students who live less than one and one half miles from their middle school of attendance.
4. Transportation will not normally be provided for grade 9-12 students who live less than two miles from their high school of attendance.
5. The distance from home to school shall be determined by:
 - a. Measurement of the most direct combination of roads, streets, highways, and public paths.
 - b. Measurement shall be determined from the front of the school to the front of the student residence.

SECTION C: TRANSPORTATION OF GENERAL EDUCATION STUDENTS

1. Bus routes and bus stops will change each school year, due to the number of children being transported.
2. Bus stops are normally group stops. Group stops are designed first with the safety of children in mind, and to allow for our buses to run on the most efficient schedule by limiting the number of stops and starts along the route. The establishment of bus routes and the location of bus stops is the responsibility of the district. All requests for changes in initial bus routes or the location of bus stops should be submitted in writing to the Whitman-Hanson Regional School District Transportation Department. Bus change request forms can be found on the district website at www.whrsd.org then select the transportation link under the parent listings. The Transportation Department will approve or disapprove the change. All parties requesting changes will be notified. If your request is not approved, reason for disapproval will be noted. Appeals can be made in writing to the Transportation Safety Committee.
3. Students will be assigned to one bus for the ride to and from school. Bus assignments are for five consecutive days. For example, a student cannot take one bus to or from school on Monday, Wednesday and Friday and another bus to or from school on Tuesday and Thursday.
4. Bus stop change requests which would result in a student being on two routes force the District to hold two seats, preventing efficient loading of buses. These requests will not be honored.
5. Buses will not normally be routed into cul-de-sacs. Children are to wait on the inside of the cross street. When the bus arrives it will engage the safety lights and children can then proceed to board the bus.
6. Students will be expected to walk to bus stops. (Students in grades K-8 cannot cross Routes 14, 18, 27 and 58, except where a crossing guard is posted. Otherwise, they will be picked up on the right hand side of the road)
 - a. For students in grades K-5, bus stops will be located no more than one quarter mile from the student's home.
 - b. For students in grades 6-8, bus stops will be located no more than one half mile from the student's home.
 - c. For students in grades 9-12, bus stops will be located no more than one mile from the student's home.

SECTION D: STUDENT TRAINING PROVISIONS

All Whitman-Hanson students shall receive school bus safety instructions. This program is designed to familiarize students in Kindergarten through Grade 12 with school bus safety and emergency evacuation.

SECTION E: ADDITIONAL DISTRICT GUIDELINES

1. A back-up bus will not be provided if students miss the bus. Back-up transportation is provided only if it is verified there has been a Transportation Department error.
2. In the event of inclement weather it is the parent/guardian's responsibility to decide whether it is appropriate to send his/her child to school. On inclement weather days when the district announces snow shuttle routes, driving conditions can vary dramatically causing delays in picking up students and in some cases making it impossible to get to some pick up locations.
3. Requests for schedule or route changes must be submitted to the Transportation Department for evaluation.
4. Parents or students are not authorized to request bus drivers deviate from their prescribed route or make schedule changes.
5. Elementary and Middle School students requesting to drop off at a stop other than their regularly-scheduled AM, midday, or PM stop must have prior, written permission that was approved by a school official. The school official will notify the bus driver. These changes are made only in cases of emergencies.
6. Students are required to conduct themselves in an orderly manner while waiting for, riding, loading, and unloading the bus. Good conduct and respect for private property are essential to maintain community support and bus stops.

SECTION F: REPORTING TRANSPORTATION PROBLEMS/CONCERNS

1. Who to Contact – Anyone experiencing problems or concerns with transportation should call the Transportation Department directly at 781-618-8100.
2. Concerns/Complaints – All concerns and complaints are entered and tracked electronically by the Transportation Department. Concerns will be forwarded to the appropriate person who can best resolve the situation.

SECTION G: TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

All special education transportation requests must be approved by the Administrator of Special Education and Pupil Personnel Services. Please contact the Special Education Department at 781-681-7462.