

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

BUS ROUTING AND SCHEDULING

The Transportation Director shall establish bus routes and schedules for the District. Generally, the length of time anyone (1) child would be required to remain on the bus, proximity of bus stops to students' residences, and safe practice in bus operation shall figure in determining the routing of each bus and the location of pick-up and discharge points.

Bus routes and schedules shall be approved by the District Administrator and submitted to the Board for final approval.

Rule

1. Ideally, students shall not ride on a bus route longer than one hour under normal conditions.
2. Schedules should be established which would cause the students to be picked up at a set time and arrive at school before the start of the first class but no earlier than 7:45 a.m. on a normally scheduled school day.
3. At the close of the school day, buses should be scheduled so as to arrive at the school before the close of the last normally scheduled class of all elementary and secondary schools serviced by bus transportation.
4. School buses shall not be required to go onto private driveways for the specific purpose of transporting students.
5. The student pickup/discharge point guidelines that will be followed are:
 - a. Student(s) will be picked up at a predetermined location that is in the best interest of the student(s) and bus occupants' safety.
 - b. Students transported within the village two (2) mile limit shall be picked up/discharged at scheduled pick up points.
 - c. Safety of operation may dictate pickup/discharge points that exceed these general guidelines.
6. At the school, students shall be picked up/discharged at a point not requiring the crossing of a street between the bus and the school. When returning from school, students shall be discharged at the same point of pickup as on the inbound trip whenever possible.
7. If a student is to ride a bus he/she is not normally scheduled to ride or there is a change in a pickup/discharge point, a written note from the student's parent(s)/legal guardian(s) must be given to the District Office. Approval shall be based on seating availability.
8. The driver of early childhood students or children with disabilities shall not leave the vehicle unattended. Because of the nature of the student, if the parent(s)/legal guardian(s) or their designee does not come to the vehicle to obtain the student, the driver shall return the student to the principal where the parent(s)/legal guardian(s) shall be notified to pick up the student. Written notification of this provision shall be given to each parent(s)/legal guardian(s) of an early childhood student or children with disabilities each year that the student attends district schools.

9. Parents/Legal guardians shall be notified of planned changes in bus routes and schedules at the earliest time possible within reason.
10. Routes and schedules shall be posted throughout the District as follows:
 - a. School buses to which they pertain
 - b. District and Transportation Director's offices
11. If permanent changes resulting in changes to routes and/or schedules (of over 3-5 minutes) become necessary during the school year, parents/legal guardians of students affected shall be notified before the change is put into effect.
12. For the safety of the students, on routes where students live on the opposite side of the road and the bus travels past their home and doubles back, the driver will drop/pick up student(s) on the trip that limits children from crossing the road. This will lessen times students have to potentially walk into the other lane of traffic.

Legal References: Wisconsin State Statutes §§ 121.54

Adoption Date: 9/15/2003; 11/10/2014

Date Revised: 6/16/2025