

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****TRANSPORTATION SERVICES**Transportation to Accommodate Childcare Needs

Recognizing the growing need for childcare providers outside the home caused by changes in the work force and the traditional structure of many homes, the Board of Education of the School District of Wauzeke-Steuben may accommodate transportation needs of children to daycare providers under the following conditions:

1. There must be space available on the bus in question.
2. The location of the childcare provider must be in the District and may not cause unreasonable variation of a route.
3. The parent(s)/legal guardian(s) must make all necessary arrangements with the childcare provider.
4. The parent(s)/legal guardian(s) must write a letter to the principal to request consideration for this service. The letter shall include his/her own address and telephone number, the address and telephone number of the childcare provider, the name(s) of the student(s) involved, and a general statement agreeing to the terms of this policy.
5. The child may have a drop off point different than the home address on less than a daily basis provided there is a regular pattern of riding (such as every Tuesday and Thursday). Written permission is sent to request the adjustment, and the adjusted drop off point is on the regular route.
6. Under extenuating circumstances, the drop off point may be adjusted per approval of District Administrator or designee.
7. Families abusing the conditions of approved adjustments shall forfeit the privilege.

Extracurricular Transportation

The Board of Education recognizes the value and importance of extracurricular activities that may require student transportation not provided by the day-to-day bus route schedules.

Provision of buses for these purposes will depend upon availability after regular routes have been accommodated.

Scheduling:

1. Requests for transportation of athletic teams will be prepared by the head coaches and the athletic/activities director.
2. School buses required for transportation of students on approved field trips, educational trips, or other similar activities will be requested through the use of the District "Transportation Request Form" (available in PDF and/or through the District web-site), which is approved by the principal and District Administrator.

3. The Transportation Supervisor will assign the routes and driver(s) and maintain records of trips completed, times, and mileage.
4. Weather permitting, students who live in Steuben and participate in extracurricular competition against Seneca, Kickapoo, La Farge, De Soto, or North Crawford may have a drop off point in Steuben if written permission from the student's parent(s)/legal guardian(s) is given to the advisor, coach, or athletic/activities director. If weather is of any concern, the decision to transport these students to Wauzeka is at the bus driver's discretion.

If a student's home is located on the driver's route back to the District, a student may be dropped off at their location with parent(s)/legal guardian(s) signature and driver's consent. Students riding home with parent(s)/legal guardian(s) after an extracurricular competition, must have written permission signed by the parent(s)/legal guardian(s). It must be given to the advisor, coach, or athletic/activities director prior to leaving the premises.

#### Non-Students Riding School Vehicles

1. No person other than enrolled students and authorized staff from the District are allowed to ride a regular bus route.
2. Children of a District employee, driver, or supervisor may be allowed to travel in a spectator/player bus if requested and if there is a chaperone in the bus other than the driver.
3. The District may provide transportation for adults or the parent(s)/guardian(s) of students for approved extracurricular activities whenever transportation for such activities is provided to students and space is available. The transportation of students shall receive priority over the transportation of the parent(s)/guardian(s).

Any adult(s) or parent(s)/legal guardian(s) provided transportation under this policy shall comply with all applicable District rules and with the directives of the District's agent supervising the transportation. Non-compliance may result in the denial of transportation of other sanctions, as appropriate.

Guest riders not being a parent/legal guardian or chaperone may ride on said trip to accompany the driver/coach/chaperone. Written approval must come from the District Administrator or designee, Transportation Supervisor, and trip chaperone.

4. A fee may be paid by the adults, parent(s)/legal guardian(s), or guest riders being transported.

**Legal References:** Wisconsin State Statutes §§ Sections 118.51(14), 118.52(11), 120.13(1), 121.51-121.58, 121.84(4); PI 7, Wisconsin Administrative Code

**Cross References:** Policies 423 Open Enrollment Program, 751.21 Surveillance Camera use on School Buses, 751.5 Alternative Transportation

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**Date Revised:** 6/17/2002; 3/20/2017

**Date Reviewed:**