

SCHOOL DISTRICT OF NEW HOLSTEIN
New Holstein, Wisconsin
Subject: School Bus Transportation
Changes from previous year highlighted in yellow

July 1, 2023

Dear Parents:

School transportation is provided as a courtesy to all eligible students. The District is **not** required by law to provide transportation services to all students. The school administration feels very strongly that each driver should be able to experience nothing but respectful behavior from the students.

The following bus rules have been established to insure that your child will have a safe trip via the school bus:

1. Previous to Loading (on the road and at school)

- a. Be on time at the designated school bus stops - keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- c. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file. Do not rush to get on.
- d. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- e. Be courteous at all times, especially to younger children.
- f. Leave home on time so you do not have to rush to catch your bus.
- g. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.
- h. Use the grab rail and watch your step when getting on the bus.

2. While on the Bus

- a. Keep the hands and the head inside the bus at all times after entering and until leaving the bus.
- b. Assist in keeping the bus safe and sanitary at all times.
- c. Remember that loud voices or unnecessary interruptions diverts the driver's attention and may result in a serious accident.
- d. Treat bus equipment like valuables in your own home. Damage to equipment will be paid for by the offender.
- e. Never tamper with the bus or any of its equipment.
- f. Leave no books, lunches, or other articles on the bus.
- g. Place books, packages, coats, and all other objects out of the aisles.
- h. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- i. Do not throw anything out of the bus window.
- j. Always remain in your seat while the bus is in motion.
- k. Be courteous to fellow pupils, the bus driver, the driver's assistants, and to passers-by.
- l. Remain absolutely quiet when approaching a railroad-crossing stop.
- m. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
- n. The driver is responsible for controlling the bus riders. They must obey him/her and driver assistants, promptly and cheerfully.
- o. Inform driver, if possible, when a rider will be absent.
- p. No food or beverages are to be consumed on the bus.
- q. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grades 9-12) will occupy the rear seats of each bus.
- r. No student will be allowed to ride any bus other than the assigned bus unless permission is granted by school authorities.
- s. Windows can be opened but only a total of 3 inches maximum.
- t. Seats will be assigned by the bus driver at the beginning of the year or when a student starts riding on the bus. Students are to use the assigned seats unless reassigned by the driver.
- u. Large items cannot be placed in the aisle or at the front of the bus. If the item is too large to hold without depriving another student of his/her seat, arrangements must be made for transportation other than on the bus.
- v. No dangerous or objectionable objects or materials, including knives, guns, gasoline or other volatile substances and animals are allowed to be transported on the school bus.

3. After leaving the Bus

- a. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after checking to see that no traffic is approaching and after receiving the signal from the driver.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal (horn) from the driver.
- d. Riders are not permitted to leave the bus at other than regular stops, unless proper authorization has been given in advance by parents and school officials.

4. Extra-Curricular Activity Trips

- a. The above rules and regulations will apply to any trip under school sponsorship.
- b. Pupils shall respect the wishes of competent chaperons appointed by the school officials to accompany the bus riders.

School officials and parents are concerned with safe and efficient school bus transportation. In order to facilitate this, the following policies have been established by the New Holstein School Board.

1. All students will be required to meet the school bus on the main traveled public roads on time. School buses shall not travel driveways to pick up or drop off students. Driveways are defined as the roads leading from the said traveled public road to the family dwelling. Buses shall not travel dead end state, county or town highways or roads unless an adequate turn-around area is provided at the end of such highway or road by the agency of government having jurisdiction over the said highway or road, provided, however, that in no event shall a bus travel on any state, county, or town highway or road having a traveling lineal distance of less than 1/2 mile, and a surface width of less than 16 feet. In the event a dead end road or highway has a traveled lineal distance in excess of 1/2 mile, the Board of Education may, however, direct that buses shall not travel such road or highway in those instances where in the judgment of said Board such travel would not be in the interest of the students or District for safety or scheduling reasons. Any turn-around areas so provided shall be constructed on land owned by the public or over which an easement has been granted for public roadway purposes having not less and the following minimum requirements:
 - a. For circular turn-around areas, the turn-around area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and a circular area of not less than a 100 foot radius wide inside dimension.
 - b. For a "T" type turn-around area, the turn-around area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and lineal distance of not less than 75 feet on each side of the "T".
2. Bus transportation will be provided for elementary school children living within a village (incorporated or unincorporated) or a city if the mileage exceeds two miles from dwelling door to school door.
 - a. Children living outside a village limits or city limits less than two miles from dwelling door to school door will be transported if a safety factor exists.
3. Children living in concentrated population areas will be required to assemble at a bus loading point or points. The bus will not pick up at individual homes in concentrated population areas.
4. Bus transportation to and from school is a privilege, not a person's right. Therefore, the following action will be taken for children causing a behavioral problem on the school bus:
 - a. First offense - child will be warned by the school authorities and/or designees.
 - b. Second offense - the child's parent(s) or guardian(s) will be informed of the misconduct in writing by school authorities and advised of the action that will be taken in the case of a third offense. They will also be advised of the school compulsory attendance laws.
 - c. Third offense - child will not be transported by school bus for an extended period. The extended period will be established by school authorities.
 - d. Successive offenses will be handled as per paragraph (c) above with longer extended period for each offense.
 - e. This procedure shall not apply to fighting, destruction of property, bodily injury, or other serious offenses on the bus. In this case a bus rider may be removed from the bus immediately by proper authorities.
5. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grade nine through grade twelve) will occupy the rear seats of the bus. This organization is to be maintained by the bus drivers.
6. No changes in established bus routes, pick-up points or drop-off points will be made without notification from school authorities.
7. No student will be allowed to ride other than assigned bus unless permission is granted by school authorities. **Bus passes will only be utilized in emergency or extenuating circumstances.**
8. The bus driver has full authority over the children, similar to a teacher while the child is on the school bus.
9. No food or beverages are to be consumed on the bus.
10. Students will be dropped off at regular assigned pick-up points only, unless approval has been granted by school authorities.
11. **Parent Pick-up: In order to provide adequate time to notify school personnel, any changes to bus transportation for the day needs to be called in 2 hours prior to end of day dismissal.**

In conclusion sincere efforts will be made to satisfy everyone. However, some challenges cannot be resolved to everyone's complete satisfaction. The purpose of the bus program is to deliver the students to and from school safely and comfortably and it can be accomplished by cooperation from parents, students, bus drivers, and school officials. Please anticipate changes as availability of bus drivers will influence routing and trips.