

## APPENDIX E

### BUS TRANSPORTATION

Bussing for All Saints Catholic School students who live in rural areas is provided by the Unified School District of Antigo. Malliette Bus Company is contracted by the District to provide this service to students.

For a list of Parent/Guardian Responsibilities, Student Responsibilities, and School Bus Disciplinary Procedures, visit the website of the Antigo School District at [www.antigo.k12.wi.us](http://www.antigo.k12.wi.us), click on *Board of Education*, then *Board Policies*. The bussing policies are 443.20 and 443.20R.

#### A. Parents/Guardians Responsibilities

1. Parents/guardians shall be aware of assigned routes and bus stops.
2. Eligibility for regular bus transportation will be determined from the residence of the child to the school or attendance. Routes and designated bus stops will be determined by the residence of the eligible child.
3. For those instances where parents/guardians wish their children to use a designated bus stop, other than the one designated for their legal residence within the same school attendance area, the following criteria must be met:
  - a. All requests must be made by the parent to the Business Manager and/or principal on a "Request for Change in Drop Off/Pick Up Location form.  
  
Requests for multiple pick up or delivery point for the same days during the week will be allowed. Parents/guardians are required to provide the District with a schedule for the alternate pick up and/or drop off. The same schedule must stay in effect for one semester. Changes will only be allowed under unusual or emergency situations and approved by the Business Manager.
  - b. There shall be no additional cost to the District.
  - c. There shall be no modification or change in any route to accommodate the request.
  - d. A change of bus assignment will be allowed only if seating is available on the bus.
  - e. Such locations changed no more than once during a semester.
  - f. Any exceptions to the above will be approved only if the change results in a cost savings to the District.
4. Parents/guardians will be expected to provide their own transportation if they request a change of school outside of the school attendance area in which they reside.

5. Parents/guardians are encouraged to contact the respective school official regarding any problems with school bus transportation. It is imperative that parents, school officials, and bus drivers work cooperatively to solve any problems, thus, providing a safe ride an environment for all.
6. Parents/guardians shall periodically review the Transportation and Safety Rules with their children.

## **B. Student Responsibilities**

1. Before loading, students shall abide by the following rules:
  - a. Be on time at the designated school bus stops – help keep the bus on schedule. Students shall ride on assigned buses.
  - b. Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to board. Line up in an orderly, single-file manner. Don not rush to get on the bus.
  - d. Be courteous. Don't take advantage of younger children in order to get a seat.
  - e. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
  - f. Use the handrail and watch your step when boarding the bus
  - g. Take a seat immediately upon entering the bus.
2. While on the bus, students shall abide by the following rules of appropriate conduct:
  - a. Keep hands and head inside the bus at all times.
  - b. Avoid loud talking and laughing as it creates unnecessary confusion and diverts the driver's attention and may result in a serious accident.
  - c. Treat bus equipment as valuable furniture in your own home. damage will be paid for by the offender.
  - d. Eating or drinking on the bus is not permitted on daily routes.
  - e. No pets are allowed on the bus at any time.
  - f. Do not leave books, lunches, or other articles on the bus.
  - g. Keep books, packages, coats, and other articles out of the aisles.
  - h. In case of a road emergency, remain on the bus unless directed to do otherwise by the bus driver.
  - i. Do no throw anything out of the windows or in the bus. Windows are not to be opened unless authorized by the bus driver.
  - j. Smoking on the bus is prohibited.
  - k. Alcohol or drugs on the bus are prohibited.
  - l. No weapons or weapon-like items are allowed on the bus.
  - m. Always remain in your seat while the bus is in motion. No standing.
  - n. Always be courteous to fellow pupils, the bus driver, School District personnel, and pedestrians.
  - o. Keep quiet when approaching a railroad crossing stop.
  - p. The driver will not discharge riders at places other than the regular stop unless by proper authorization from parents/guardians or school official.

- q. Only regular riders are allowed to ride the bus unless individuals have administrative permission.
  - r. Obscene language and/or disruptive or discourteous behavior is forbidden on the bus.
3. After leaving the bus, students shall abide by the following rules:
- a. Do not get up to leave until the bus has stopped.
  - b. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and/or after receiving a signal from the bus driver. Keep a safe distance from the bus after disembarking.
  - c. Never walk behind the rear of the bus.

### **Use of Video Cameras on Buses**

The Unified School District of Antigo approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our pupils.

#### **POLICY:**

Parents shall be notified once a year via the pupil handbooks and/pr local media that video cameras are being used on the buses. A sign shall be placed at the front of each bus indicating that a video camera may be in operation on that bus.

The contractor shall determine the rotation as to which bus a video camera shall be located, and maintain a log, to include the date, bus number and driver. Camera(s) will be rotated between buses except priority will be given to buses where disciplinary problems are occurring. Bus drivers do not need to be informed as to which bus a video camera is operating. Individual drivers and principals may request that the video camera be on a specific bus on designated dates.

Only the contractor, bus drivers involved, principals, Business Manager and District Administrator shall be authorized to view the videotape for the purpose of documenting a problem, and determining which pupil(s) may be involved. Disciplinary action may be taken with pupils based on a video documentation. A pupil being disciplined based on the viewing of a video tape recording, and/or their parents/guardians, may view that isolated segment of the videotape that documents the incident. The building principal(s), shall view the videotape with the pupil and/or parents/guardians and document the date and names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principal or District Administrator may authorize other individuals, such as a guidance counselor, school psychologist or police liaison officer or social worker, to view segments of a pupil on the video tape because of behavior, emotional, or learning problem. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no bus problems pertaining to the date a video was taped, the video may be erased or reused after ten school days.

Any disciplinary action as a result of administrative review of videotape shall be in accordance with school policy and state statutes.

