

**WHITMAN-HANSON REGIONAL SCHOOL DISTRICT**



**STUDENT TRANSPORTATION  
GUIDELINES**

# Whitman-Hanson Regional School District Transportation Guidelines

## SECTION A: STUDENT TRANSPORTATION RESPONSIBILITIES

Student Transportation Services is responsible for:

- The safety of Whitman-Hanson Regional School District students.
- Selecting the type of transportation to transport Whitman-Hanson students that meet student needs and comply with district and state guidelines and regulations.
- 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.
- Providing appropriate and efficient bus routes and time schedules.
- Enforcing district and State regulations for the safest transport of students with regard to student conduct on buses and at bus stops (see policy EEAC which can be found on the district website at whrsd.org under School Committee/Policies).
- Providing semi-annual safety training for students in the Whitman-Hanson Regional School District.

## SECTION B: ELIGIBILITY OF RIDERSHIP MANDATED/NON-MANDATED BUSING

Transportation shall be provided in the following instances:

All students/all grades **residing 1.5 miles or more** from his/her school as calculated by the selected computer generated routing software system are considered mandated riders and will receive transportation.

All High School students **who live less than 1.5 miles** from his/her school are deemed walkers/non-mandated and will not receive transportation. This holds true regardless if a bus passes by your home.

All Middle School Students who live less than 1.5 miles from his/her school will not receive transportation, as dictated by our current guidelines.

All Elementary School Students who live less than three quarters of a mile from their elementary school generally will not receive transportation, as dedicated by our current guidelines. This includes Kindergarten students.

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 using our computer generated software system.

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 their school or to the next scheduled school for pickup.

## **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 and student grade advancement.
2. Bus stops are generally group stops. Group stops are designed first, with the safety of all children in mind, and to allow for buses to run on the most efficient schedule by limiting the number of stops and starts along the route. Buses will not generally be routed into cul-de-sacs or neighborhoods unless used as a turn-around. Door to door service is not generally provided and should not be expected. Bus stops are not made to be seen from your home. It is the responsibility of the parent/guardian to supervise students to and from the bus stop. The establishment of bus routes and the location of bus stops is the responsibility of the district.
3. Students will be expected to walk to group bus stops. Students in grades K-8 cannot cross Routes 14, 18, 27, and/or 58, except where a crossing guard is posted. The state guidance lists the walk to stop distance not to exceed 1 mile.
  - a. For elementary students in grades K-5, bus stops will be located no more than 3/4 quarter mile from the student's home. (.75).
  - b. For secondary students in grades 5-12, bus stops will be located no more than one mile from the students' home.
  - c. The distance from home to bus stop shall be determined by the measurement of the most direct combination of roads, streets, highways, and public paths. Using our computer generated software system.

## 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 evacuations. Two evacuation drills will take place each year, one in the Fall and one in the Spring.

## SECTION E: ADDITIONAL DISTRICT GUIDELINES AND EXPECTATIONS

- Parents are responsible for their children once they get off the bus. \*It is not the responsibility of the driver to ensure that an adult meets a student at their stop This is the sole responsibility of the parent. **Reminder, a Parent/Pre-Approved Guardian must be present for Kindergarten students.**
- Students should be on time outside waiting for their respective bus. Drivers are not expected to wait for students to exit their homes.
- Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property at all times. Students shall respect the right of other people to pass on the sidewalk. Students are required to conduct themselves in an orderly manner while waiting for, riding, loading, and unloading the bus. Good conduct and respect for others are essential to maintain community support and bus stops.
- Students shall never approach a school bus until it has completely stopped and the door is opened. Students shall never chase after a bus, run beside a bus, or pick up anything that has fallen near or around the bus.
- Buses will not generally be routed into cul-de-sacs or neighborhoods. 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.
- Parents or students are not authorized to request route or schedule changes directly to a bus driver. Such a request must be made directly to the Transportation Department.
- Students requesting to be dropped off at a stop other than their regularly scheduled AM or PM stop, must have prior written permission approved by a school official. The school official will notify the bus driver. These changes are made only in cases of emergencies.
- 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.

- All requests for changes in initial bus routes or the location of bus stops should be submitted in writing using the Bus Change Request form on-line. Bus Stop Change request forms can be found on the district website at [www.whrsd.org](http://www.whrsd.org) click the transportation icon, the Bus Stop Change Request Form is located midpage. PLEASE do not use this form for an address change. If you have moved or need to update your address please reach out to the district registrar at 781-618-7481.
- The Transportation Department will review each request and make a determination. All parties requesting changes will be notified in writing. If your request is not approved, the reason for disapproval will be noted. Appeals due to safety may be made in writing to the Transportation Safety Committee through the transportation department. This committee consists of all or most of the following; The School Resource officers of both towns, a representative for Special Education, the Director of Transportation, Transportation Assistant, Superintendent and Assistant Superintendent along with Administration from each building level and a liaison from First Student. This committee will take place prior to the start of school. **This committee's decision is final.**

#### **SECTION F: REPORTING TRANSPORTATION PROBLEMS/CONCERNS**

Anyone experiencing problems or concerns with transportation should reach out to the Transportation Department at 781-618-7491 or 781-618-7420, If you need to reach our Contracted Bus Company, First Student, please call 781-447-3031

#### **SECTION G: TRANSPORTATION OF SPECIAL EDUCATION STUDENTS**

All Special Education transportation requests must be approved by the Director of Special Education. Please contact the Special Education Department at 781-618-7462