

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E-051 – OTHER ADMINISTRATIVE OPERATIONS

Procedure E-051.4 - TRANSPORTATION

According to Policy E-051, the District shall provide safe, reliable, efficient and economical transportation for all public, private, and parochial students in Greenwich to the extent required by law. The Transportation Manager, the Director of Budget and Systems, the Director of School Safety & Security, and the Assistant Superintendent for Business, with the involvement of the Director of Special Education and school administrators, are responsible for all aspects of student transportation. The District contracts for regular public and private school transportation with the maximum permitted term of the contract set at five years including renewal options.

Eligibility:

Free transportation is provided to and from school for students living beyond the established pupil walking distances within their attendance districts, and students attending a District magnet school who live within that school's designated cluster area (Western - Hamilton Ave.; Central – Julian Curtiss; Eastern – International School at Dundee).

Elementary:	One mile
Middle School:	One and one-half miles
High School:	Two miles

Students may also receive transportation in the following special circumstances:

- a. Students living within established walking distances who purchase courtesy passes on a space-available basis with the provision that there will be no change in bus routes or stops. This provision also applies to Students living outside established walking distances and attending a District magnet school outside their attendance cluster of residence.
- b. Students living within established walking distances but on a street or traveling a pedestrian route that has been designated unsafe through a District or Town sponsored transportation study will be offered transportation to and from school free of charge.
- c. Students with disabilities whose IEPs or Section 504 Accommodation Plans stipulate specialized transportation.

The general procedure used in the special circumstances listed above is:

1. Application for courtesy bus transportation (Appendix A) should be made to the school of attendance. Schools will provide and assist as necessary with the completion of necessary paperwork, collect fees as applicable, and issue courtesy passes.
2. On or around August 1st of each year, the Transportation Manager will provide each school with the courtesy pass annual fee. The rate is established by the Director of Budget and Systems. The fee may be pro-rated for partial year but there are no refunds unless the pass is revoked by the District. The fee is waived or reduced for students eligible for free and reduced lunch.

3. Prior to the first day of school, the Transportation Manager will provide each school with *preliminary* written information about bus routes, stops, and number of students assigned to each bus.
4. On or around the first day of school, schools may begin selling courtesy bus passes for non-eligible students using best available information from the Transportation Manager. All schools must use the same form.
5. The number of courtesy passes available using a fair and equitable process for non-eligible students will be based on the actual assigned ridership of each bus on each route. In other words, there should not be any “overbooking” based on assumptions or beliefs about ridership patterns or trends.
6. Should assigned ridership change over the course of the school year, students riding with courtesy passes may have their passes revoked and a pro-rated portion of the fee refunded.

Rights and responsibilities:

While districts are required to provide transportation services to eligible students, Connecticut Statute (C.G.S. 10-233c) allows districts to suspend transportation services for any pupil whose conduct while awaiting or receiving transportation to and from school endangers others or violates district policies and procedures. Unless an emergency exists, transportation will not be suspended without advance written notification to parents or guardians and an informal hearing convened by the school and/or District administrators. The pupil will be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. If circumstances warrant, the District may convene a more formal hearing. In emergency situations, the hearing may be held as soon after the suspension as possible. Unless there is a formal hearing, no pupil shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days.

Schedules and bus stops:

School bus scheduling, including the location of stops, will consider safety and educational needs (i.e., arrival time). Number of students, frequency of ridership and trip duration are among other factors considered. When local school attendance district lines are altered, transportation for pupils is among the factors considered when framing options and making decisions. The Transportation Manager is responsible for monitoring ridership throughout the school year through on-site physical inspections at least three times per year per route. If necessary, routes, stops and schedules may be modified based on the information collected.

Private roads:

The Transportation Manager is responsible for maintaining a list of all private roads currently used for bus transportation and for insuring compliance with statutory requirements (C.G.S. 10-220 (c) *Transportation of children over private roads. Immunity from liability*): 1) determination from the chief executive officer of such municipality or his designee that the roads have been constructed and maintained in accordance with the standards for similar roads within the municipality, and 2) written authorization from the individual(s) or association (Appendix B).

Children with special needs:

Upon decision of a Section 504 Multidisciplinary Team or by stipulation of an Individual Education Plan, students with disabilities who have special transportation needs will be transported between home and the appropriate educational facility. To the extent allowable by the terms and conditions of the District bus transportation contract, subject to the review and approval of the Director of Budget and Systems, and consistent with all purchasing, bidding, and insurance requirements, the transportation of children with special needs *may* be handled in part by private transportation service providers. The same safety rules noted below also apply to the transportation of students with special needs. In addition, no special education bus may be loaded beyond its capacity, and bus routes or stops cannot be altered without advance written approval through an Individual Education Plan Team or through the Section 504 Multidisciplinary Team.

Attendance at vocational/technical and other approved schools:

School districts are responsible for arranging transportation as is reasonable and necessary for students attending vocational/technical and other schools outside their town of residence. Options may include but not be limited to a) provision of bus transportation to and from a central District location consistent with established pupil walking distances, b) mileage reimbursement to parents or guardians, c) interdistrict transportation service.

Questions, concerns, requests & complaints:

Parents or other interested parties with questions, concerns, special requests, including request to change a bus stop or route, or complaints about anything related to the District transportation services should initiate the process through the school office or with the District Transportation Manager. The question, concern, request or complaint will be logged on the Transportation Incident Reporting system with the following information:

- a. Date
- b. Name, address and telephone number
- c. Description of the question, concern, request or complaint including detail such as bus number, route, etc.
- d. Proposed resolution
- e. Date of resolution

If the question, concern, request or complaint is not addressed at the school level or by the Transportation Manager to the satisfaction of the person who initiated the process, the *escalation* procedure, communicated to parents through school handbooks and by those addressing problems, is as follows:

- a. Director of Budget & Systems (supervises the Transportation Manager)
- b. Assistant Superintendent for Business (supervises the Director of Budget & Systems)
- c. Superintendent of Schools (supervises the Assistant Superintendent)
- d. In accordance with Section 10-186 Connecticut General Statutes, the parent or guardian of any child denied transportation may, in writing, request a hearing with the Board of Education. The Board of Education shall conduct such a hearing within ten (10) days using an impartial hearing officer. The recommendations of the hearing officer shall be binding on the Board. The hearing officer will be guided by state law.

The District administration uses a variety of resources and tools to fairly and equitably review and respond to requests to change school bus routes or stops. These include but are not limited to the “Criteria Used For Evaluating Requests for Bus Service Changes to Routes and/or Stops” (Appendix C), data available through other Town departments or the bus company, and the involvement of those with expertise in the area of public safety and traffic (i.e., Department of Public Works, Police Department, Director of Safety & Security).

Safety rules:

The following guidelines and protocols are designed to insure that students arrive at school and return home safely, and that there is clear and consistent communication between and among school, home, the bus company, police, and central office administrators:

1. School administrators are responsible for securing and maintaining a written permission slip in advance and for verifying space availability on a bus whenever a parent or guardian requests permission to travel on a bus other than his/her own assigned route or to another student’s home. Slips will be kept on file in the school office for the balance of the academic year.
2. Connecticut Motor Vehicle Regulations (Sec. 14-275c-16) states that at least twice during each school year, each pupil shall be instructed in safe (bus) riding practices, and participate in emergency evacuation drills. School leaders should contact the District Transportation Manager for assistance in arranging for these drills.
3. Parents must be informed in writing that students in Pre-K through grade 1 must be accompanied to and from the assigned bus stop by a responsible adult. If no responsible adult is at the bus stop, the bus driver is directed to contact the bus company and to return the student to school and the supervision of the school administrator.
4. The following roles and responsibilities apply in the event of an *accident* (any incident, without limitation and no matter how slight, where an automobile, motorcycle, truck, van or other motor vehicle, any bicycle, animal or any other personal or public property comes into contact with any bus) or *delay* (more than 30 minutes after the scheduled pick-up/arrival time). The sequence and responsibilities may vary depending on the circumstances.

Role	Responsibility
<i>Bus driver</i>	<ul style="list-style-type: none"> • Contacts bus company by radio or phone.
<i>Police Department</i>	<ul style="list-style-type: none"> • Notifies bus company and Superintendent of accident.
<i>Parents</i>	<ul style="list-style-type: none"> • Contacts school or District administrator to notify them that a bus is more than 30 minutes late picking up students in the morning or dropping off students in the afternoon.
<i>Transportation Manager</i>	<ul style="list-style-type: none"> • Contacts the school(s) involved, including those with subsequent bus runs, both public and/or private. • Reports the information to the Director of Budget & Systems and/or the Assistant Superintendent for Business. • Reports the information to the Director of Special Education if students with special needs are involved.
<i>Bus company (any and</i>	<ul style="list-style-type: none"> • Reports immediately by phone to the District Transportation

Role	Responsibility
<i>all service providers)</i>	<p>Manager.</p> <ul style="list-style-type: none"> • In the absence of the Transportation Manager, contacts the Director of Budget & Systems and/or the Assistant Superintendent for Business. • Reports back within an hour of the initial notification with details about delay or accident including injuries, property damage, or citations. • Files a written report no later than 48 hours following the accident. • Contacts the Police Department with the understanding that no student is to be taken off a bus or released to parents/adults unless the police have authorized an evacuation or the bus driver determines that remaining on a bus may result in serious injury. • Maintains contact with the bus driver to identify causes and solutions.
<i>District Administrator (Director of Budget & Systems, Assistant Superintendent for Business)</i>	<ul style="list-style-type: none"> • Provides back up and support to the Transportation Manager. • Shares information with other District administrators including Superintendent, Deputy Superintendent, and the Communications office who will, as appropriate, update information on the website.
<i>Director of Special Education or designee</i>	<ul style="list-style-type: none"> • As necessary, establishes and maintains communication with impacted non-District schools attended by children with special needs. • Notifies parents of special needs students, providing contact information for updates.
<i>School Administrator(s)</i>	<ul style="list-style-type: none"> • Notifies parents of students involved, providing contact information for updates. • If there are obvious weather conditions or other extenuating circumstances, the school principal may contact the bus company directly in the event of any delay.

Procedure Revised – September 2005

Procedure Revised – March 2007

Procedure Revised – July 2008

Appendix A

**GREENWICH PUBLIC SCHOOLS
REQUEST FOR COURTESY BUS TRANSPORTATION**

Name of Student: _____

Address: _____

Telephone: _____

Name of School: _____ Grade: _____

Bus Number: _____ Bus Stop: _____

Date: _____ Parent's Signature: _____

Amount due: _____

Checks payable to Town of Greenwich

Return to School Office

Appendix B

GREENWICH PUBLIC SCHOOLS
"Setting the Standard for Excellence in Public Education"

PERMISSION TO TRAVEL ON PRIVATE ROADS

In accordance with Connecticut General Statute 10-22(c), Transportation of children over private roads. Immunity from liability.

The Greenwich Board of Education / Town of Greenwich is hereby granted permission to operate the School District's busses whether owned, leased or contracted on,

for the purpose of providing student transportation to students attending the Greenwich Public Schools or students for which board of education has a responsibility to provide transportation for educational purposes.

This authorization, once granted the Board of Education can only be rescinded in writing to the Superintendent of Schools. The discontinuance of bus services as a result of said notice will take place July 15th to August 15th in the School fiscal year following the receipt of a validated written request.

Please sign and print name. Please include official title if signing as agent or representative, or corporate officer.

Owner (s) _____

Date _____

Owner(s) _____

Date _____

Owner(s) _____

Date _____

Owner(s) _____

Date _____

Notary Public

Contact Address _____

Sign: _____

Date _____

Contact Telephone () - _____

Please return completed form to: Greenwich Public Schools – Transportation Department, 290 Greenwich Ave., Greenwich, CT 06830