

# **South Windsor Public Schools Transportation Guidelines**

Section 10-220 of the Connecticut General Statutes relating to the duties of the Board of Education contains the statement: “Provide for the transportation of children wherever transportation is reasonable and desirable.”

The State Department of Education indicates that the duty of transporting public school children is placed by statute in the hands of the local Boards of Education. While there is no exact distance established by law in our state as to how far a child must walk to school or to a school bus line, the State has acted on appeals using their guidelines for determining reasonable walking distance.

Specifically, the State guidelines consider reasonable walking distance to be up to one (1) mile for grades K-3, up to one and one-half (1½) miles for grades 4-8, and up to two (2) miles for grades 9-12. The South Windsor Public Schools guidelines consider reasonable walking distance to be up to three tenths (3/10) of a mile for grades K-5, up to one-half (1/2) mile for grades 6-8, and up to one (1) mile for grades 9-12.

## **A. Establishment of Bus Routes and Stops**

1. All routes and stops for regular bus service shall be established in accordance with the Transportation Policies and Guidelines of the South Windsor Public Schools.
2. Bus stops are to be a minimum of 200 feet apart.
3. The ability of a parent or guardian to view the bus stop from their property is not a constraint to be considered when establishing bus stop locations.
4. All kindergarten students will be offered transportation from designated bus stops. Kindergarten students will only be released from a bus if there is adult supervision or parent designee present. This would apply to all routes and buses. If adult supervision is not present, the student will be returned to the school.

## **B. Cul-de-sacs**

1. When the transportation policy requires an exception to be made for a school bus to enter a cul-de-sac, the stop will be located mid-way between the corner and the end of the cul-de-sac. Children will be picked up (before the turn is made) on the boarding side of the bus, on the way into the cul-de-sac, and dropped off (after the bus has maneuvered the turn) on the opposite side of the street.

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### **C. Other-Than-Legal Residence**

1. Transportation to and/or from other-than-legal residence of a student is permitted when such transportation is for the purpose of daycare or childcare services, provided that the special transportation procedure is adhered to. Special transportation services may be denied or revoked if the student cannot safely access an existing bus stop from the daycare facility. (*Appendix A*)
2. Each student must designate a single address as his/her primary residence for the purpose of establishing the bus routes.

### **D. Day Care Centers**

1. Due to the number of students enrolled at commercial day care centers who would be boarding buses at any one time, if the day care center is located off a major local or state road, buses will enter the location if an adequate turn around exists.
2. The Board of Education does not provide transportation to daycares that are located outside a student's designated elementary school district. Furthermore, the school district does not provide door-to-door service to in-home daycare.

### **E. Transportation Service**

1. Students should be at the bus stop at least 5 minutes ahead of time and should abide by the Bus Rules and Regulations as outlined in the parent handbook.
2. Children should not ride on buses more than 50 minutes going to or coming home from school. This time limit applies to the first pickup and the last return. It does not apply to special transportation requests which are granted, late buses, buses to magnet schools, or vo-technical or vo-agricultural buses. Queuing time at school for loading and unloading shall not be included in transit time.
3. No pupil shall be delivered to any school more than twenty (20) minutes before the opening of the school session.
4. Buses shall be at school, in readiness to take pupils home, as follows:
  - At the High School - not less than five (5) minutes before the close of school.
  - At other school levels - not more than ten (10) minutes after the close of school.

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### **F. Other-Than-Regular In-Town Transportation**

1. ***Special Education Transportation***

Special Education students and students eligible for services under Section 504 of the Rehabilitation Act shall be decided on an individual basis, and appropriate transportation will be provided.

2. ***Regular Education Out-of-District Transportation***

The Board of Education will provide transportation within statutory guidelines to those students attending approved magnet schools and vocational schools.

Out of district transportation runs shall be limited to approximately one (1) hour of travel time.

3. ***Late Buses***

Bus service, at the option of the school district, is provided at the High School and Timothy Edwards Middle School for after school activities. The Town is split into sections, with routes designed to be approximately one (1) hour maximum in length.

4. ***Private Schools***

Transportation will be provided to students enrolled in private schools within the Town of South Windsor in accordance with State statutes. No transportation will be provided to students attending private or charter schools located out of the Town of South Windsor.

### **G. Complaint Procedure**

1. The petitioner must complete and submit via certified mail to the Business Office an appeals form on behalf of the student(s) being transported and to whom he/she is a parent or legal guardian.
2. If the Business Office denies the appeal, appeals regarding transportation may then be directed to the Board of Education pursuant to Section 10-186 of the Connecticut General Statutes, by contacting the Superintendent's Office.
3. Please refer to Appendix B and/or the Transportation Policy for complete complaint procedure. Appeal forms can be obtained at the South Windsor Public Schools Transportation Office.

# **South Windsor Public Schools Transportation Guidelines**

## **State Roads Considered Major Areas of Travel**

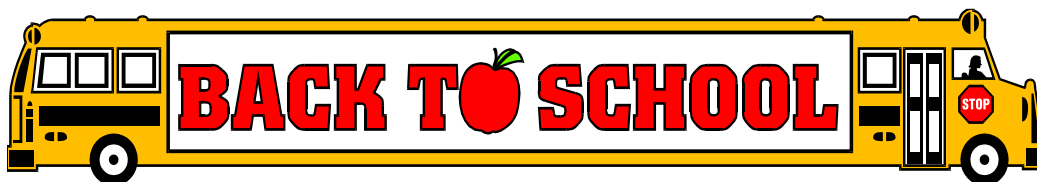
1. Stops along state roads considered major areas of travel shall be designated for house pickup, except in those areas where stops are not a minimum of 200 feet apart. Under such circumstances, bus stops will be designated for middle house pickups. Currently, the following state roads are considered major areas of travel:
  - a) Ellington Road – Route 30 from Route 5 to Route 194
  - b) Ellington Road – Route 74 from Route 30 and Route 194
  - c) John Fitch Boulevard – Route 5
  - d) Oakland Road – Route 30 from Ellington Road to Deming Street
  - e) Sullivan Avenue – Route 194
  - f) Deming Street – Route 30 from Oakland Road to the Manchester town line

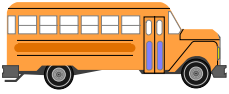
**APPENDIX A**  
(SAMPLE)

**SPECIAL TRANSPORTATION REQUEST INFORMATION**

1. Parents/Guardians of elementary students must complete and return a *Special Transportation Request* form to the school office by June 3, 2013 if a student is to be transported to and/or from an "other-than-legal" residence. For your convenience, the fax number is (860) 648-0142.
2. Each student must designate a single address as his/her primary residence for the purpose of establishing the bus routes.
3. Transportation will be provided in the a.m. or p.m. - or both a.m. and p.m. Depending upon routing schedules, students may need to ride different buses in the morning and afternoon.
4. Emergency bus passes can be obtained at the child's school and utilized for transportation to established bus stops for circumstances that may arise which are out of a parent's control. Please be advised emergency bus passes should be infrequent in nature and are not to be used to create an ongoing alternate routing schedule for a student.
5. All students will be picked up or dropped off at established bus stops (in accordance with Board of Education Policy/Guidelines) or the stop closest to the daycare location (if it is within the student's school district boundaries). If a parent or guardian feels that the location of the established stop is not safe with respect to the daycare location, said parent/guardian should notify the child's school and transportation will revert back to the home address.
6. The district does not provide transportation services to daycares that are located outside of a student's designated elementary school district.

For more information on transportation such as ride times, walking distances, etc., please visit [www.southwindsorschools.org](http://www.southwindsorschools.org) or contact the Transportation Office at (860) 291-1252. Bus routes are posted to our website each year in mid-August.





**ELI TERRY ELEMENTARY SCHOOL  
569 Griffin Road  
South Windsor, Connecticut 06074**

**SPECIAL TRANSPORTATION REQUEST**

*To be renewed each school year*

**COMPLETE AND RETURN THIS FORM ASAP  
PLEASE NOTE THE MORATORIUM DATES BELOW**

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**COMPLETE THIS FORM IF YOUR CHILD DOES NOT REQUIRE  
TRANSPORTATION TO AND/OR FROM YOUR HOME ADDRESS AND  
ALTERNATE ARRANGEMENTS HAVE BEEN MADE**

Name of Student: \_\_\_\_\_ Grade in 2013-14: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Home Telephone #: \_\_\_\_\_ Business Telephone #: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Special Transportation Service is Requested**  
(Must allow up to 3 business days for processing)

**Please check all that apply**

- In-Home Daycare     Child Care Facility     4<sup>TH</sup> R Program     Other

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

- Mornings Only     Afternoons Only     Both Mornings and Afternoons

- Only Wednesday Afternoons on Early Release Days Including Conference Days**  
(please see the 2013-14 school calendar for specific dates)

Parent/Guardian Signature: \_\_\_\_\_

**SPECIAL REQUEST MORATORIUM DATES**

**AUGUST 21<sup>ST</sup> through SEPTEMBER 4<sup>TH</sup>**  
(No special transportation requests will be processed on these dates)

## APPENDIX B

(SAMPLE)

### TRANSPORTATION APPEAL LETTER

Date

Parent Name  
Address  
South Windsor, CT 06074

Dear Mr. or Mrs.:

As you requested, we have enclosed an appeal form to petition the administration to review your child's school transportation. A copy of the Transportation Policy and Guidelines can be found online at [www.southwindsorschools.org/transportation](http://www.southwindsorschools.org/transportation).

Appeals to current transportation arrangements will be processed as follows:

- 1. The petitioner must complete and submit via certified mail to the Transportation Office an appeals form on behalf of the student(s) being transported and to whom he/she is a parent or legal guardian.**
- 2. If the returned documentation indicates a potential hazard or safety concern as listed within the Transportation Policy and/or Guidelines that would warrant an investigation, the Transportation Office staff will visit the site to see if there are potential hazards or safety concerns that warrant an investigation. Consultation with police services may occur and will only pertain to the safety hazards specifically identified by the parents/guardians. If a specific Transportation Policy/Guideline hazard is NOT listed, the Transportation Office will NOT review or visit the site.**
- 3. If the Transportation Office recommends denial of the appeal, the information is then forwarded to the Business Office for consideration and response.** Daycare transportation is a provisional service. If a hazardous condition is found to exist between the stop and the special transportation location, bus service for your child will revert to your home address.
- 4. If the Business Office denies the appeal, the petitioner may appeal the Business Office's decision to the South Windsor Board of Education by contacting the Superintendent's office and requesting a hearing.**
- 5. The South Windsor Board of Education will conduct a hearing to review the facts presented by the administration and the petitioner, and/or the petitioner's counsel to determine if the Business Office's decision was made in accordance with established policies, guidelines and procedures, and whether or not any overriding safety issues exist that would warrant overturning the Business Office's decision.**
- 6. If the South Windsor Board of Education denies the appeal, the petitioner may appeal the Board's decision to the State of Connecticut Board of Education.**

If you wish to appeal your child's school transportation, please complete the enclosed form as accurately as possible and return it via certified mail to the Transportation Office. We will begin the review process upon receipt of completed documentation.