

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. Resident public school 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.
5. Grade 1 and grade 2 students’ parents can opt to require a parent or designee be present when releasing students from the bus. To implement such a requirement, parents must complete a Bus Stop Supervision Form. This would apply to all routes and all buses. If adult supervision is not present when the Opt-In Form has been completed, 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.
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 student 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 students 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.

F. Other-Than-Regular In-Town Transportation

1. Special Education Transportation

Transportation for 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.

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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 South Windsor 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 outside 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 for 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.

H. State Roads Considered Major Areas of Travel

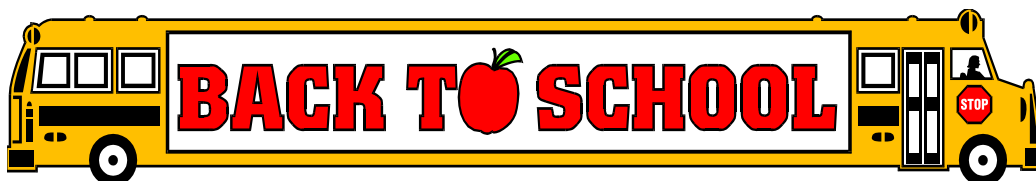
1. Stops along state roads considered major areas of travel shall be designated for house pickup, except in those areas where stops are not a minimum of 200 feet apart. Under such circumstances, bus stops will be designated for middle house pickups. Currently, the following state roads are considered 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

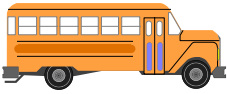
APPENDIX A
(SAMPLE)

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 1, 2018. For your convenience, you may fax the completed form to the school office. If you prefer to email, please email both the school secretary and school clerk. **This form MUST be completed for the following reasons:**
 - a) your child is attending the 4TH R Program, AM and/or PM
 - b) you intend to transport your child to and/or from school on a daily basis
 - c) your child requires transportation to and/or from an address other than their primary residence
 - d) your child will walk to and/or from school on a daily basis
 - *This form is not required if your child WILL receive bus transportation BOTH to and from home*
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 AM or PM, or both AM and PM. 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/transportation or contact the Transportation Office at (860) 291-1252. Bus routes are posted to our website each year in mid-August.





**ELEMENTARY SCHOOL
Street Address
South Windsor, Connecticut 06074**

SPECIAL TRANSPORTATION REQUEST

Must allow up to 3 business days for processing – MUST BE COMPLETED ANNUALLY

This form is not required if your child WILL receive bus transportation BOTH to and from home

Name of Student: _____ Grade in 2018-19: _____

Parent/Guardian Name: _____ Date Submitted: _____

Primary Telephone #: _____ Business Telephone #: _____

Home Address: _____ Start Date: _____

Please check all that apply

4TH R Program

Parent Transport

Walker

In-Home Daycare

Child Care Facility

Daycare/Child Care Provider Name: _____

Address: _____ Telephone #: _____

Mornings Only

Afternoons Only

Both Mornings and Afternoons

Only Wednesday Afternoons on Early Release Days, Including Conference Days
(please see the 2018-19 school calendar for specific dates)

Parent/Guardian Signature: _____

SPECIAL REQUEST MORATORIUM DATES

AUGUST 22ND through SEPTEMBER 5TH

(No special transportation requests will be processed on these dates)

APPENDIX B
(SAMPLE)

TRANSPORTATION APPEAL MEMO & FORM

October 19, 2018

Parent
Street Address
South Windsor, CT 06074

Dear Parent:

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.

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.

RETURN BY CERTIFIED MAIL, WITH A RETURN RECEIPT REQUESTED

TO: Transportation Office
South Windsor Board of Education
1737 Main Street
South Windsor, CT 06074-1093

RE: Petition to the Administration of the South Windsor Public Schools (2018-19)

The petitioner represents that the local Board of Education is failing to provide reasonable and necessary transportation for the following named children of the petitioner.

Child's Name	School	Grade	Bus #

Summary of Facts

If more space is needed, please attach additional pages.

A. Current Location of Bus Stop: _____

A.M. Only: P.M. Only: A.M. and P.M.

B. Walking Distance: _____

C. Specific Hazards: _____

D. Distance Exceeds Board Policy: _____

E. Other: _____

Please Type or Print the Following

Name of Parent or Legal Guardian: _____

Residential Address of Parent or Guardian: _____

Telephone Number: _____ Date: _____

Signature of Parent or Legal Guardian: _____