

# Medford Area Public School District Transportation Handbook

2023



2024

**Medford Area Senior High (MASH)**

1015 West Broadway  
Medford, WI 54451  
715-748-5951

**Medford Area Middle School (MAMS)**

509 East Clark Street  
Medford, WI 54451  
715-748-2516

**Medford Area Elementary School (MAES)**

1065 West Broadway  
Medford, WI 54451  
715-748-2316

**Stetsonville Elementary School (SES)**

W5338 County Road A  
Stetsonville, WI 54480  
715-678-2600

**Medford Alternative High School (MAHS)**

624 College  
Medford, WI 54451  
715-748-4620 x 5550

**Rural Virtual Academy (RVA)**

624 College  
Medford, WI 54451  
715-748-4620 x 5560

**Students Open to Achieving Reality (SOAR)**

624 College  
Medford, WI 54451  
715-748-5951 x 5551

**Medford Area Public School District**

**District Office**  
124 West State Street  
Medford, WI 54451  
715-748-4620

[www.medford.k12.wi.us](http://www.medford.k12.wi.us)

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# Bus Routes

## New / Alternate Pick-Up / Drop-Off Form (EEAA-R-E)

(Return to School Office)

**NOTE: Only complete this form if pick up or drop off is OTHER than home.**

Name of Child: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent #1:		Parent #2:	
Parent Name:		Parent Name:	
Address (Street)		Address (Street)	
(City/State/Zip)		(City/State/Zip)	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	

I request that my child be transported to and/or from the designated address(es) listed below:

☐ To School                      ☐ From School                      ☐ Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

☐ To School                      ☐ From School                      ☐ Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

**School Personnel: Fax ALL forms to the Transportation Contractor  
Pick-Up / Drop Off Change / Addition Copy to Classroom Teacher**

**Medford Area Public School District**  
**Bus Routes**  
**New/Alternate Pick-up/Drop-off Form**  
 (Return to School Office)

Alternative Transportation Requests

- New student requests for transportation must be made in writing using the New/Alternate Pick-up/Drop-off Form for any student who registers after June 15. A copy of the completed New/Alternate Pick-up/Drop-off Form shall be forwarded to the Director of Transportation so that a building assignment for the student can be made concurrent with policy JECC (Assignment of Students to Schools). Routes may be re-scheduled to accommodate newly registered K-12 students who reside within the district boundaries.
- Requests for transportation to and/or from a child care provider must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for more than one pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for a change in the established pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.

Changes (Each change will require completing a new New/Alternate Pick-up/Drop-off Form)

- All permanent New/Alternate Pick-up/Drop-off Forms must be received before a change is to become effective during the school year. Phone calls cannot be accepted except in emergency situations. Such exceptions must be approved by the building principal or his/her designee.
- A New/Alternate Pick-up/Drop-off Form must be completed for each new school year.
- School buses will not deviate from scheduled routes during the year to accommodate a change in a child care provider once the route has been established at the beginning of the school year unless the route change can be reasonably accommodated by the transportation contractor.
- Pick-up and drop-off points must be on a scheduled basis and must be documented on the New/Alternate Pick-up/Drop-off Form.

Please check all boxes that apply

- ☐ New student registration  
(for any student who registers after June 15).
- ☐ Beginning of the year pick-up/drop-off request  
(for any student who will go to any address which differs from that of the first or primary legal guardian).
- ☐ Request for additional pick-up/drop-off  
(for any student who will have more than one pick-up/drop-off point. The additional pick-up/drop-off must be received by the contractor before it will become effective; the additional pick-up/drop-off must be on a scheduled basis).
- ☐ Request for change in pick-up/drop-off  
(for any student who requires a change in their current pick-up/drop-off point. This New/Alternate Pick-up/Drop-off Form must be received by the contractor before it will become effective; the pick-up/drop-off must be on a scheduled basis).

# Medford Area Public School District

## 1. POLICY STATEMENTS

### A. INTRODUCTION

School transportation is not provided simply as a convenience for children who live beyond a reasonable walking distance from school. In its basic philosophy and practical existence, school transportation is an indispensable and integral part of our modern school system which has been developed in an attempt to serve the educational needs of our time.

Pupil transportation is a part of the total education program and is the direct responsibility of the administrative and policy-making officials of the district.

Therefore, it shall be the goal of the Medford Area School District to provide safe, timely, and economical transportation for all eligible students residing within the school district boundaries under provisions of the appropriate Wisconsin State Statutes and board of education policy governing pupil transportation.

### B. EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Medford Area School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Medford Area School District, pursuant to state and federal laws that no person, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or handicap may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the district administrator or his/her designee to examine existing policies and develop new policies where needed to ensure that the Medford Area School District does not discriminate pursuant to federal and state law. The district administrator or his/her designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed in accordance with state regulations.

### C. STUDENT HARASSMENT

It is the policy of the Medford Area Public School District that harassment including sexual harassment, in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Medford Area Public School District to maintain and ensure a learning environment free of any form of harassment or intimidation toward and between students.

Students who believe they have been subjected to harassment or any parents/guardians who believe their child has been subjected to harassment should report the incident(s) to the building principal/designee.

Any questions about this policy or potential harassment should be brought to the attention of the building principal or district administrator. The school district will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action, including disciplinary action if warranted.

#### **D. GENERAL ORGANIZATIONAL FLOW OF AUTHORITY**

The district administrator is responsible for the daily operation, enforcement, and administration of the pupil transportation system. He/she may delegate this responsibility to the transportation supervisor and other related employees.

The transportation supervisor shall act as a liaison between the administrative staff and citizens of the district in resolving transportation problems that might arise in the implementation of these transportation policies.

The responsibilities for the safety and discipline of the riders shall be shared by the district administrator, transportation supervisor, building principals, and subsequently, to the bus driver when riders are in transit.

#### **E. ROUTES AND SCHEDULES**

The bus contractor, with the approval of the transportation supervisor and board, shall be responsible for the establishment, administration, and scheduling of the school bus routes (§ 121.56).

These routes and schedules will be available at the bus contractor's offices and the transportation supervisor's office.

Students living two (2) miles or more from the school they are required to attend, shall be afforded transportation as per policy.

New students and students with multiple pick-up/drop-off points must complete form EEAA-R-E and return it to the building in which the child attends. A copy of the policy and form is included in this handbook (p. 3-4). Also, school district policy JECC provides guidelines for assigning students to school. A copy of that policy is included in this handbook (p. 18).

If a permanent change in routes or scheduling becomes necessary prior to or during the school year, the parent or guardian of the student affected will be notified before the change is placed into effect by the transportation supervisor or his/her designee.

Generally, the length of time any student would be required to remain on the school bus, proximity of the school bus stop to the student's residence, safe practice in bus operation, school schedules, and other factors ensuring safety and reasonableness of operation, shall figure in determining the routing of each school bus and the location of pick-up and drop-off points.

Students who are three years of age may ride the district bus. Those students who are four years of age may ride the district bus, when determined by the district on an individual basis.

Any student attending Medford Area Public School District under the Open Enrollment opportunity will be picked up at the nearest bus stop/residence on the normal route. Parents / guardian of Open Enrollment students will be responsible for contacting the family of that "bus stop" to ensure the possibility to come into the home should the parent / guardian picking up a student is late for whatever reason.

If a student is not at the designated pick-up site when the bus is scheduled to be there, that student(s) will have to be transported to the school. If a parent / guardian is not at a drop-off site when the bus is scheduled to be there (and it is not at another family dwelling), the student will remain on the bus and dropped off at the MAES or SES CLC Program (the program closest to your established bus route). The parent / guardian will have to pick their child(ren) up at the school / CLC Program. The daily fee will be charged to the parent's food service account when the CLC Program is used.

The bus will not stop in the roadway when parents "track down" the bus after not being at a pick-up / drop-off site at the appropriate time. This is an unsafe practice for those on the bus and roadways. Bus drivers make every attempt to stay on schedule for both pick-up and drop-off, as other families depend on these schedules.

In cases of emergency / unforeseen circumstance you cannot make a scheduled pick-up/drop-off site on time, please contact the bus contractor at 715-748-3194 and they will alert the driver.

## **F. BUS ROUTE GUIDELINES**

The following guidelines shall be used during the organization of routes to ensure optimum arrival and departure time for students:

1. Bus riders shall arrive at school not earlier than 30 minutes, nor later than 5 minutes before classes begin.
2. No bus rider shall be on the bus for more than 80 minutes of travel time.
3. Bus riders shall be picked up within 10 minutes after classes end.
4. Bus riders shall be delivered home within 80 minutes after the close of classes at MAES.
5. Children enrolled in grades one through six may, in order to facilitate transportation, be expected to walk up to 1/4 mile prior to boarding or after deboarding a bus.
6. Children enrolled in grades seven through twelve may, in order to facilitate transportation, be expected to walk up to 3/4 mile before boarding or after deboarding a bus.
7. Children who live in unincorporated and rural areas may be grouped for pick-up so that there are not more than six bus stops per mile. Pick-up points in the City of Medford and the Village of Stetsonville will be designated with similar walking distances in mind.
8. If buses are required to use private roads and driveways, residents must provide a reasonable turn-around and keep roads in good driving condition in all weather. If these requirements are not met, students will be required to walk to the main road for pick-up.
9. School officials shall notify the contractor of any students having special medical problems or physically handicapping conditions that may require special consideration for the safety of the student.
10. All pre-kindergarten and kindergarten children are eligible to receive transportation from their driveways to their assigned school, except in the City of Medford and the Village of Stetsonville, where they will be expected to walk to a designated pick-up point when they have an older sibling. Any pre-kindergarten or kindergarten student living on a cul-du-sac is asked to walk to the through street corner.
11. All students living on cul-du-sac streets are asked to walk to the street corner which will be the pick-up and drop-off point.
12. Be sure to have the proper forms and addresses on file for snow days and early release days.

## **G. PRIVATE SCHOOL STUDENTS**

Pursuant to Wisconsin State Statutes, transportation shall be provided to students attending private schools who reside within school district boundaries on the same basis as set forth previously for students attending public schools and in accordance with the provision of the Wisconsin State Statutes.

## **H. SPECIAL EDUCATION STUDENTS**

Pursuant to Wisconsin State Statutes, transportation shall be provided to all students with special education needs and who reside within the school district boundaries.

Whenever possible, special education students will be transported on a regular school bus, provided they are able to board the school bus on their own accord and do not require special care while on the school bus.

Special transportation arrangements will be made by the special education director/designee for all special education students who are determined by the IEP Team to be in need of such accommodations.

The special education director/designee will set up pick-up and drop-offs for all special education students utilizing district buses/transportation. The special education director/designee shall inform parents/guardians of special education students and school officials of procedures to follow when weather causes delayed starts or early dismissals or closes schools that enroll Medford's special education students.

# Medford Area Public School District

## Transportation Complaint Form

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School bus routes are determined each year based on a number of factors, including student locations, student age, maximum allowed route time, and school facilities.

State law allows students a walk of up to two miles to a bus pick-up point. The Medford Area Public School District attempts to pick-up students at distances less than the maximum allowable and also provides bus pick-up points within the City of Medford. In rural areas, students in grades 1-6 are not required to walk more than one-quarter mile while students in grades 7-12 are not required to walk more than three-quarters of a mile.

Medford Area Public School District hopes that parents will cooperate with the bus route scheduling and understand that additional problems may develop when exemptions from set routes are requested. However, if you feel that your child's route is unreasonable, please fill in the bottom portion of this form and return it to your child's principal.

STUDENT'S NAME: \_\_\_\_\_

SCHOOL (circle one): MASH MAMS MAES SES

COMPLAINT:

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DISTANCE STUDENT MUST WALK: \_\_\_\_\_

AGE & GRADE OF STUDENT: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUEST DISPOSITION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL/TRANSPORTATION DIRECTOR

\_\_\_\_\_  
DATE



## **II. STUDENT'S HANDBOOK**

### **A. SCHOOL BUS RIDER RULES**

The school district views transportation as part of the school day and the bus as an extension of the classroom. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce rider rules, much as teachers enforce rules inside the classroom. The school district reserves the right to modify the following rules and consequences at any time, and may use video cameras on buses to assist with discipline issues.

Students riding the buses are expected to know and follow these rules. Basically, parents are responsible for the behavior of their child on the bus. If the child's behavior is not acceptable, the privilege of riding the bus may be withdrawn and it will be the responsibility of the parent to transport the child.

#### **STUDENTS MUST:**

1. Sit in a designated seat if the driver has made such an assignment. Students shall take their designated seat each time they enter the bus unless the driver has indicated otherwise. Students are expected to follow all instructions of the bus drivers.
2. Remain seated when the bus is in motion. Feet/knees may not be put on the seat in front of the student.
3. Open windows only with the permission of the driver. Windows may be opened 3" only or to the second notch.
4. Keep head, hands, arms inside the bus, and throw nothing from the window or within the bus.
5. There is to be no scuffling, horseplay, fighting, or obscene language on the bus.
6. Eating on the bus is prohibited as a safety factor. Littering is not permitted, and cleanliness must be maintained. (Teachers/coaches/advisors are to monitor this activity during co-curricular and extra-curricular trips.)
7. Keep aisles clear. Books or music instruments will not be allowed in the aisle. Avoid bringing articles on the bus which cannot be held while seated three to a seat.
8. Pets, animals, birds, glass, tools, large industrial projects, or sports equipment that could be used/or may cause harm to others is prohibited on the bus. NO INFLATED BALLOONS on the bus.
9. Yelling or excessively loud talking at any time which may distract the driver is inappropriate. State statutes require total silence from all bus riders at a railroad crossing. Turning on the interior overhead lights is the signal for all students to stop all talking immediately.
10. Students in grades PK - 4 may not be dropped off at any point other than the designated point unless the driver has a parental permission slip that has been approved by the student's principal or teacher. The contractor must be notified prior to the route, if possible. A school official's signature must be on the slip if Krug Bus Service has not been notified.
11. Use of any laser device or laser activated device is prohibited on all district property, including the school bus.
12. Students are to ride the bus that they have been assigned to ride. If a special occasion, such as a birthday party, would necessitate riding a different bus, Krug Bus Service must be notified and permission granted prior to the day of the event in order to prevent an overload.

#### **MAJOR RULE VIOLATIONS**

1. Smoking, vaping, chewing, or possession of tobacco / vape products is prohibited.
2. Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages is prohibited.

3. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
4. Tampering with bus emergency equipment is prohibited.
5. Possession of a firearm, knife, explosive, flammable material, or other object that may be considered dangerous or used as a weapon is prohibited (some examples include: baseball bats, hammers, loppers or other gardening tools, etc.).
6. Interfering with the safe operation and travel of the bus is prohibited.
7. Physically assaulting or verbally threatening the well-being of another person is prohibited.
8. Any act that seriously jeopardizes the safety of the student, passenger or the bus driver is prohibited.

## **B. SCHOOL BUS RIDER DISCIPLINE PROCEDURE**

1. The bus driver is asked to report any misconduct to the contractor.
2. Parents will be notified if misconduct continues. Bus riders may be denied the privilege of riding for persistent misconduct.
3. The following procedure for disciplinary actions will be followed:
  - a. The bus driver shall discuss any misbehavior with the rider and make every attempt to obtain corrected behavior from the student. If this is not accomplished, the driver shall document the behavior and a copy of the behavior document will be furnished to the principal, the parent and the contractor. The principal will meet with the student and attempt to prevent further occurrences. After discussing the incident with the student, the principal may call the parents.
  - b. If the student continues to violate bus rider rules, the third violation may result in one to three days suspension of riding privileges, or other disciplinary measures. Major rule violations will result in automatic suspension and/or other disciplinary measures.
  - c. The third notice of misconduct may result in a suspension of riding privileges up to a period of three days. Notification process will be through the principal's office and a letter will be sent to the parents.
  - d. Additional notices of misconduct may result in suspension of riding privileges up to seven days, or until a hearing is held, to an automatic suspension for the remainder of the year.
  - e. A major rule violation of safety measures such as tampering with vehicle controls, throwing items at or hitting the driver, or any other flagrant violation affecting the safety and/or physical health of students shall result in:
    1. A conference (telephone or personal) with the student, parent, and principal where an investigation is conducted to determine if immediate suspension from the bus should occur that corresponds with the severity of the violation.

2. The principal will contact the contractor to inform them of the length of the suspension from the bus.

- f. Other major rule violations such as, but not limited to, use of tobacco, alcohol or other drugs on the bus, the possession of a weapon or vandalism shall result in suspension and possibly expulsion, as directed by board policy.

### **C. EXTRA-CURRICULAR TRIP RULES**

1. Each bus for extra-curricular events will have an authorized school chaperone in charge of students. Chaperones are asked to ride in the rear of the bus.
2. The chaperone and bus driver will make a judgment as to permissible noise level.
3. Participants must use the mode of transportation provided by the school for all events, regardless of distance or location. The school will assume no responsibility for any student who misses the bus and attempts to travel to the contest site on his/her own, nor will the student be allowed to participate in said contest unless the student receives permission from administration prior to said contest.

On the return trip home from out of town events, the coach shall release a student to his or her parent/legal guardian only if notified of the arrangement by parental note or personal contact before the team leaves on the trip.

4. Boom boxes and radios will not be allowed to be played on the bus unless earphones are used.
5. Behavior problems will be treated as on a regular scheduled route.

### **D. PERSONAL SAFETY FOR STUDENTS** **STUDENTS MUST:**

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only at the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of emergency.
5. Always cross the traveled highway, if necessary, after leaving the bus in the following manner:
  - a. Make certain the bus is stopped.
  - b. When unloading, go at least 10 feet in front of the bus within sight of the driver and wait for the proper signal for crossing.
  - c. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus.
  - d. Walk (not run) in front of the bus when crossing the highway.
6. Always use the handrail when getting on or off the bus. Be especially careful when slippery conditions exist.
7. Take your designated seat on the bus, or follow the loading and unloading pattern set up by the driver.

8. Be in the place designated both morning and evening ready to board the bus at the time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
9. Respect the property of private landowners of city shuttle pick-ups. Stay off lawns or snow piles and do not put snow on or slide on driveways in winter. It is too easy to slide into the path of a vehicle.
10. Parents should be certain that their child's clothing does not interfere with their vision. Some hoods and parkas really limit vision. Strings on coats and straps on backpacks are also dangerous.
11. Parents should make certain that their child has a backpack for books, lunch, etc., so that they are not dropping items on the road.

### **III. DRIVER'S HANDBOOK**

#### **A. CONTRACTED BUS SERVICE**

The contracted bus service will be responsible for:

1. Hiring school bus drivers subject to the approval of the board.
2. Maintaining a bus driver applicant screening process that includes a driver record check, a physical examination, a personal interview, and a criminal record check, which may be used in accordance with §342.12.
3. Providing drivers with approval pre-service training programs.
4. Providing each driver with current proper route descriptions.
5. Making sure each driver understands and follows the safety procedures and rules of the district and the company.
6. Maintaining an effective preventive bus maintenance program.

#### **B. SCHOOL BUS DRIVER RULES**

1. Prior to the start of any trip, the bus driver shall check the condition of the school bus, giving particular attention to the brakes, oil, water, tires, lights, emergency equipment, mirrors, windows, and cleanliness of the bus. Any defects shall be reported, in writing, to the person in charge of bus maintenance.
2. Articles may not be transported within the bus body if there is or may be interference with students, or with the driver, or if the article obstructs the aisle, stepwell, or steps.
3. No animal, firearm or other weapon of any sort shall be permitted on a bus.
4. The driver shall not use tobacco in any form, at any time aboard the school bus.
5. The driver shall not operate a school bus under the influence of alcohol or a controlled substance or permit such use on a school bus.
6. The driver may assign seating order.
7. The driver shall stop the bus when attempting to correct any major discipline problem.
8. The safety and health of the bus rider shall be of prime consideration to the driver at all times.
9. The driver shall adhere to a strict time schedule, but should never sacrifice safety to maintain that time schedule.

10. The driver shall not:
  - a. leave the bus unattended with the motor running;
  - b. drive backward on or near school grounds;
  - c. fill the fuel tank while children are on bus;
  - d. allow anyone except students and other authorized individuals to ride the bus.
11. The driver shall be interested in understanding students and shall set an example of dignified personal behavior and cleanliness.
12. The driver must abide by and adhere to all rules and regulations set by the State Department of Transportation, Motor Vehicle Department, and Board of Education.
13. The driver, in the interest of establishing a positive relationship with his/her passengers, should know the names of his/her regular route riders as soon as possible.

#### **C. DRIVING TIPS**

1. A defensive driver is defined as a person ready to avoid the mistakes of other drivers. Practice defensive driving. Drive as though you never have the right-of-way.
2. The driver should display a cooperative attitude. Help maintain a wholesome attitude between home and school--do not talk against the school or repeat gossip overheard on the bus.
3. Learn to spot "clues to danger" and reduce accident exposure.
4. The most effective safety device known to man is his own ingenuity and determination for self-preservation.
5. Be safe today--not sorry tomorrow!
6. Never assume that the other driver will stop for your flashing red warning lights. BE SURE before you open the door or signal the riders to cross the highway.
7. Give other drivers the benefit of the doubt; yield rather than take a chance.
8. Turn your head before you turn your wheel.
9. Use your brain--the vehicle has none!
10. You can prevent that next accident before it happens! Act wisely now!
11. Exercise good judgment and keep your eyes and mind on the business of safe driving.
12. Your buses carry the most valuable cargo in the world. They cannot be replaced at any price, and cannot be transported safely except by having well-trained, conscientious, safe drivers.

## D. DRIVER ATTITUDE

A school bus driver has the opportunity to influence passenger behavior as well as other motorists. Remember, attitudes are observable by others. Take pride in your driving and always display an understanding attitude. To gain and maintain the respect of others, the school bus driver should:

- Be well groomed
- Be businesslike in actions
- Be courteous at all times
- Maintain a good relationship with children and others

This includes being:

- Considerate of others
- Understanding
- Firm
- Consistent in taking action
- Fair



## IV. EMERGENCY PROCEDURES: DRIVER AND RIDER RESPONSIBILITIES

### A. EVACUATION PROCEDURES

The purpose of any evacuation is to remove people from places of possible danger to places of safety. Bus evacuation procedures serve the same purpose. Therefore, an orderly procedure should be developed. In order to do this, each bus driver must know the procedure and should conduct one practice evacuation session during the school year.

The Medford bus drivers should conduct this practice during the first month of school. Recommended evacuation procedures include:

1. Calming students
2. Giving students instructions. If the driver is unable to conduct the evacuation, older students should take over.
3. With front door evacuations:
  - a. Students in the left front seat exit first, followed by those in the right front seat.
  - b. Students then continue alternating from the front to the rear of the bus until all have exited.
4. With rear emergency exit evacuations:
  - a. Older children exit first to help the others out of the rear exit.
  - b. Students in the left rear seat exit first, followed by those in the right rear seat.
  - c. Students then continue alternating until all have exited the school bus.
5. When both doors are used for evacuation, start at both doors, alternating as above. Immediately after the evacuation students should assemble in one location. Students should not cross the road or re-enter the bus. All students must be accounted for.

## **B. FIRE PROCEDURES**

A fire may develop as a result of a collision or a malfunction of some mechanical part of the school bus. In case of a fire, it must be remembered that human life and safety are the most important elements for the driver to consider. Therefore, the recommended course of action is:

1. Evacuate all students to a safe place
2. Account for all students
3. Call for help
4. Set out traffic warning devices if there is time
5. Attempt to put out fire with extinguisher, but drivers are not expected to needlessly endanger themselves using a fire extinguisher operation.

After a fire, students must not be allowed to return to the bus until it has been completely inspected and declared safe to operate. The care of people is much more important than the care of property.

## **C. TORNADO ALERT PROCEDURE**

The weather bureau issues two types of announcements concerning tornadoes. They are:

1. Tornado Watch - a watch is issued when weather conditions are conducive to tornado development.
  - a. Normally, school buses continue to operate and people go about their daily business, but still keep a sharp eye on the sky and a keen ear to Weather Service announcements.
2. Tornado Warning - a warning is issued when a tornado actually has developed.
  - a. School buses should not operate and people in the tornado's path are urged to take immediate cover for protection against death and injury. (Wisconsin ranked 3rd in number of tornadoes in 1984.)

Statistics show that tornadoes are most likely to occur in the early afternoon or early evening. This coincides with the times that buses are loaded and traveling with their afternoon routes. Remember, if a "warning" is issued, the students will be kept at school, but if a "watch" is issued, you most likely will be making your normal run, so you, the driver must be on "watch" and planning appropriate courses of action if the need arises.

The following five points are very important to remember:

1. If in open country, drive the bus at a right angle away from the tornado's path. If possible, try to "out-run" the tornado, which can move about 25 to 40 miles per hour.
2. If caught in the path of a tornado, stop the bus and take the children to the nearest ditch or ravine and have them lie flat on the ground. If no depression is available, have the children lie down on the ground on the side of the bus nearest the approaching tornado. The bus riders should be instructed to leave the bus as rapidly and as orderly as possible, using both the emergency door and the service door.

Under no conditions should they attempt to pick-up their personal belongings. You may attempt to remove the first aid kit.

3. If near a home the southwest corner of a basement usually offers greatest protection in storm conditions.

4. In cities or built up areas, seek shelter in a strongly reinforced building or against the inside wall on the lower floor of an office building. Stay away from the windows! Avoid areas with large, poorly-supported roofs, such as gyms and auditoriums.
5. Under no conditions should the driver attempt to keep the pupils on the bus if it is in the path of a tornado. The bus may be picked up off the ground and dropped, and thus be crushed by the force of the tornado.

#### **D. FIRST AID PROCEDURES**

School bus drivers are expected to be well trained, including knowledge of first aid. Passengers as well as other motorists look to the school bus driver in time of emergency to be well prepared.

If a school bus accident occurs, which may be a very frightening experience and may result in injury to a number of people, you as the driver, will make every effort to remain calm and set your priorities for treatment. These priorities should be:

1. Restore breathing
2. Stop severe bleeding
  - Apply direct pressure over pressure points with hand
  - Apply direct pressure over wound with dressing pad or any type of cloth that is available
3. Prevent shock

As a general rule, do not move injured persons unless there is a danger of further injury from fire or other types of urgency.

The objectives of first aid care in shock are to improve circulation of the blood, to ensure adequate supply of oxygen and to maintain normal body temperature.

Give urgent first aid immediately to eliminate causes of shock, such as stoppage of breathing, severe bleeding and severe pain. Keep the person lying down to improve circulation and cover to prevent loss of body heat.

#### **E. BUS ACCIDENT PROCEDURES**

1. Make every effort to remain calm and collected and try to instill this feeling in your passengers.
2. Put out the three red emergency reflectors. Set one beside the bus, one about a hundred feet in front and one about a hundred feet to the rear of the bus.
3. In case of any injuries, make students as safe and comfortable as possible and administer first aid to the best of your ability.
4. Extreme caution should be used in the event of an accident to see that no injured person is moved from his/her position until competent medical authorities have arrived to supervise such movement. (Exception: If a person's life is endangered by remaining on the bus, for example by fire, then he/she should be removed with possible care being exercised.)
5. In case of emergency, standard evacuation procedures should be followed as deemed necessary by the accident.



6. Notify school administrator, principal, or transportation supervisor promptly by using a cell phone or the bus radio. Cards with the telephone number of administrator, principal, transportation supervisor, and law enforcement office should be carried on each bus.
7. Obtain license numbers and other information about all vehicles involved.
8. Obtain the names and addresses of all persons involved and of all witnesses.
9. Bus drivers at the beginning of the school year should instruct two of the older, responsible student to do the following in case the driver is injured or unconscious because of a bus accident.
  - a. How to turn off the ignition.
  - b. How to set the emergency brake.
  - c. How to operate the bus radio.
  - d. How to properly position the emergency reflectors.
10. The administrator, transportation supervisor, or principal will be responsible for notification of the parents as soon as possible.

**FILE: EEA**

MEDFORD AREA PUBLIC SCHOOL DISTRICT DATE ADOPTED:

April 20, 2000 FILE SECTOR: SUPPORT DISTRICT

DATE REVISED: February 17, 2005

**POLICY TITLE: STUDENT TRANSPORTATION**

DATE REVISED: July 19, 2012 SERVICES/ ROUTE REQUESTS

DATE REVISED: March 15, 2018

DATE REVISED: February 19, 2024

Student transportation is a part of the total education program and is the direct responsibility of the administrative and policy-making officials of the district.

Medford Area Public School District (MAPSD) shall provide safe, timely and economical transportation for all eligible students residing within the school district boundaries under provisions of the appropriate Wisconsin State Statutes and board of education (BOE) policy governing student transportation. MAPSD will accommodate transportation needs of district students according to the procedures and conditions established in EEA-R.

**General Organization of Authority**

The district administrator is responsible for overseeing the daily operation, enforcement, and administration of the student transportation system.

All administrators will work with citizens of the district in resolving transportation problems that might arise in the implementation of these transportation policies.

Responsibility for the safety and discipline of the riders shall be shared by the district administrator, transportation contractor, building principals, parents/guardians and the bus driver when riders are in transit. It is also the responsibility of the bus driver to determine the safety of a student walking due to inclement weather.

**Private School Students**

Pursuant to Wisconsin State Statutes, transportation shall be provided to students attending private schools in accordance with the provision of the Wisconsin State Statutes.

## **Students with Disabilities**

Pursuant to Wisconsin State Statutes, transportation shall be provided to all students with disabilities who reside within the school district boundaries or are enrolled in the district under the public school open enrollment program if the IEP indicates such services are required in order to achieve a free appropriate public education (FAPE).

Whenever possible, students with disabilities will be transported on a regular school bus, provided they are able to board the school bus on their own accord and do not require special care while on the school bus.

Special transportation arrangements will be made by the Director of Special Education and Student Services for all students with disabilities who are determined by IEP Committee to be in need of such accommodations.

## **Open Enrollment Students**

Any student attending MAPSD under the open enrollment opportunity will be picked up at the nearest bus stop/residence on the normal route. Parent(s)/guardian(s) of open enrollment students will be responsible for contacting the family of that “bus stop” to ensure the student may come into the home should it be necessary.

## **Handbook**

The transportation handbook shall be revised and approved by the BOE on a regular basis. It shall include regulations pertaining to:

- School bus rider rules
- School bus rider discipline procedure
- Extra-curricular trip rules
- Personal safety for students
- Contractor responsibilities
- School bus driver rules
- Driving tips
- Emergency procedures

CROSS REFERENCE: EBCD, EEA-R, EEA-R-E, JECBD, and JECC LEGAL REFERENCE: 115.76(5), 115.787, 118.51(14), 118.52(11), Chapters 120 and 121, Wis. Stats, and TRANS 300, Wis. Admin. Code PI 7



## **MEDFORD AREA PUBLIC SCHOOL DISTRICT**

DATE ADOPTED: June 17, 1980  
DATE REVISED: July 15, 1999  
DATE REVISED: November 18, 1999  
DATE REVISED: June 19, 2003  
DATE REVISED: July 20, 2006  
DATE REVISED: March 20, 2008  
DATE REVISED: December 15, 2011  
DATE REVISED: October 16, 2014  
DATE REVISED: October 26, 2020

FILE SECTOR: STUDENTS  
POLICY TITLE: ASSIGNMENT OF  
STUDENTS TO SCHOOLS  
File: JECC

Medford Area Public School District (MAPSD) elementary students (PK-4) will be assigned to attend Medford or Stetsonville school based on enrollment projections for district PK-4 programs and to balance class sizes.

To balance class sizes, volunteers will be sought first.

If voluntary re-assignments are insufficient, a list will be generated for potential transfers.

Those meeting one or more of the following criteria will be removed from the list of potential transfers:

- Any student who requires special programming that is not available in the building students are to be transferred to.
- Any student who has a legal residence that is not conducive to transportation to the building students must be transferred to.

Those remaining on the list will be ranked in order determined by their legal residence in ease of transportation determined by the district's transportation carrier.

The district administrator and/or their designee will make the final determination.

Siblings of an assigned PK-4 student, may by parent request, attend the same building as that assigned student if an appropriate program/class and space in that program/class is available.

A student who has been designated by the district as a re-assigned student, and does not enroll in MAPSD during that term, will be considered as re-assigned at any future date of enrollment in the district.

Children of families, whose residence changes within the district, from either Medford to Stetsonville or Stetsonville to Medford may, at the parent's/guardian's request, complete the year in the same school in which they started. The following year the children will be assigned to attend the appropriate school, based on the location of their residence and district needs.

The district administrator or their designee is empowered to assign students to schools outside their established attendance areas and to grant exceptions to attendance areas for individual students at the written request of parents or guardians when there are unforeseen circumstances such that the district administrator or their designee deems the exception would be in the best interest of the student and the district.

