

**FILE: EEA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>April 20, 2000</b>	<b>FILE SECTOR:</b>	<b>SUPPORT DISTRICT</b>
<b>DATE REVISED:</b>	<b>February 17, 2005</b>	<b>POLICY TITLE:</b>	<b>STUDENT TRANSPORTATION</b>
<b>DATE REVISED:</b>	<b>July 19, 2012</b>		<b>SERVICES/ ROUTE REQUESTS</b>
<b>DATE REVISED:</b>	<b>March 15, 2018</b>		
<b>DATE REVISED:</b>	<b>February 19, 2024</b>		
<b>DATE REVISED:</b>	<b>February 24, 2025</b>		

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 or their designee is responsible for overseeing the daily operation, enforcement, and administration of the student transportation system.

All administrators will work with citizens of the MAPSD 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 administrators, 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 MAPSD boundaries or are enrolled in the MAPSD 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/transportation 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**  
**Bus Routes**  
**New/Alternate Pick-up/Drop-off Form**  
(Return to School Office)

**FILE: EEA-R**

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 appropriate building administrator so that a building assignment for the student can be made concurrent with policy JECC (Assignment of Students to Schools). Routes may be rescheduled to accommodate newly registered K-12 students who reside within the district boundaries.
- Requests for transportation to and/or from a childcare 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 administrator or their 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 childcare 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).

Bus Routes  
New / Alternate Pick-Up / Drop-Off Form (EEA-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**