

Student Transportation Policy

School bus transportation will be provided in accordance with state and federal law and applicable regulations.

1. General Policy

- (a) The purpose of school transportation is to get students who live outside a specified distance from their assigned school, to school and back home in as safe, efficient and economical manner as possible.
- (b) Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student to and from school becomes the responsibility of the parent/guardian.
- (c) It is the parent/guardian's responsibility to see that the student gets to his/her assigned bus stop. The behavior and/or actions of the student while at a designated bus stop are subject to the parent/guardian's supervision and will not be the responsibility of the School Department.

2. Transportation Committee

- (a) The Transportation Committee shall report to the Superintendent of Schools and will consist of the Director of Operations (as chairperson), Safety Officer, Transportation Coordinator, Bus Company Coordinator and no more than two (2) School Committee members.
- (b) Under the direction of the Superintendent, the Transportation Committee shall be responsible for the determination of bus routes, bus stops and all other matters relative to the transportation program. The Transportation Committee shall update the Superintendent on school transportation issues, as required.
- (c) The transportation program shall be monitored by the Transportation Committee and subject to periodic evaluations by it, as necessary.

3. Busing Eligibility

- (a) Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.

- (b) Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (c) Students in the high school who live more than two miles (2) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (d) Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

4. School Bus Safety

- (a) A school bus safety program shall be conducted by the Safety Officer in conjunction with the bus contractor.
- (b) There shall be no "standees" allowed on school buses, except in rare instances when the situation demands and it is approved by the Transportation Coordinator.
- (c) Cases of misconduct by any student while on a school bus will be reported to the Principal of his/her school and may result in loss of transportation privileges.

5. Scheduling and Routing

- (a) All bus assignments, routes and scheduling will be determined by the Transportation Committee and will be based upon home addresses only.
- (b) Bus routes and designated stops will be designed for main roads (class #1 streets). Exceptions may be made by the Transportation Committee for a special needs bus, areas where a bus must turn around and areas where students would otherwise be required to walk more than one (1) mile to a designated stop. In most cases, buses will not travel outside of town lines as Medway cannot be responsible for or determine road conditions in surrounding towns.
- (c) With the exception of day care requests (paragraph d below), all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment, and they must be the same for every day of the week. All students in Grade K are allowed only one A.M. and one P.M. bus assignment and it must be the same for every day he/she is scheduled

for kindergarten. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments will not be granted.

- (d) In order for a request to provide transportation to day care providers to be considered, numbers 1, 2 and 3, which follow, must be met in full.
1. If a student's day care provider falls within the routing of his/her assigned school, the School Department will attempt to drop off as close as possible to the day care without re-scheduling or re-routing the bus.
 2. The request for drop off at a day care must be for every day of the week.
 3. If a request requires transportation on a bus other than the student's assigned bus, the request will be honored on a space available, first-come-first-served basis.

6. Request/Complaint Procedure

- (a) Requests/complaints must be submitted in writing to the Transportation Coordinator and/or Safety Officer for review. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint.
- (b) Anyone wishing to refer his/her request/complaint to the next level (Transportation Committee) must do so in writing within fifteen (15) school days of receipt of response by Transportation Coordinator and/or Safety Officer. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.
- (c) Anyone wishing to refer his/her request/complaint to the next level (Superintendent of Schools) must do so in writing within fifteen (15) school days of receipt of response by the Transportation Committee. The Superintendent will then:
1. Uphold or overturn the decision of the Transportation Committee;
or
 2. Send request/complaint back to Transportation Committee for further review.

Such decision by the Superintendent shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.

- (d) Anyone wishing to refer his/her request/complaint to the next level (School Committee) must do so in writing within fifteen (15) school days of receipt of response by the Superintendent. The Superintendent will forward such written request/complaint, along with his/her recommendation, to the School Committee for review. The School Committee may vote to have the matter placed on a future agenda for discussion and possible action. Such decision by the School Committee shall be made known to the complainant in writing by the Superintendent.

7. Other

- (a) This policy shall become a permanent part of the student handbook at the elementary, middle and high school levels.

First Reading: April 6, 1995
Adopted: April 27, 1995

Revisions:

First Reading: September 18, 1997
Adopted: October 9, 1997

First Reading: August 10, 2000
Adopted: September 7, 2000

First Reading: **August 5, 2004**
Adopted: **September 2, 2004**

First Reading: **September 8, 2005**
Adopted: **September 22, 2005**