

STUDENT TRANSPORTATION SERVICES

The purpose of this policy is to define for the School Committee, administrators, pupils, and parents the areas of responsibility for Sutton School busing and the process for problem resolution and communication. General guidelines for determining bus routes have been developed to equitably and safely transport students to school in the most time efficient manner.

Areas of Responsibility:

School Committee	Shall be responsible for establishing the transportation policy
Superintendent (or designee)	Shall be responsible for carrying out the transportation policy
Transportation Manager	As the Superintendent's designee, he/she shall be responsible for the day-to-day administration of transportation of pupils, including bus routing, problem resolution, and communication with the bus contractor with reference to bus routing guidelines
Principals (or designee)	Shall be responsible for communication of bus matters to students and parents, overseeing bus loading and unloading, and problem resolution including student disciplinary infractions
Staff on bus duty	Shall be responsible for monitoring loading and unloading of pupils to insure safety and order
Bus Contractor	Shall be responsible for abiding by the contract, the specifications, the bus routing guidelines, and instruction in conduct and evacuation procedure
Parents	Shall be responsible for understanding the code of behavior on school busses and making certain that their children follow said conduct and abide by the established school bus rules. Parents are responsible for the supervision and safety of children prior to boarding the bus and subsequent to departing the bus
Students	Shall be responsible for understanding and following established school bus rules

General Bus Routing Policy Procedural Guidelines:

Due to the rural landscape of Sutton with limited sidewalks, students shall be provided with bus service. All bus routing and procedural guidelines are based upon safety and efficiency considerations to meet the needs of all students.

Any child in grades K-6 residing less than 2.0 miles from school and all children in grades 7-12, regardless of distance, will pay a fee for transportation services. In accordance with Massachusetts School Transportation statute, any child in grades K-6 residing 2.0 miles or more from the school will receive free transportation.

- Parents/guardians are responsible for transporting children to the assigned bus stop.
- The transportation provider may use discretion as to where the bus stops on their assigned route as it relates to safety concerns.
- The bus driver will not drop off a kindergarten student unless the responsible guardian is there to receive him off the bus. The bus driver will not necessarily drop the kindergarten student off at his/her house.
- Community bus stops will be determined and assigned based upon safety and efficiency.
- All community bus stops must be within one mile of a student's home.
- No bus shall be permitted to back up or turn around in on private property.
- Buses shall not travel down cul-de-sacs.
- Buses shall not travel down public or private roads that are in poor physical condition.
- No child will be on the bus going to or from school for more than one hour barring any exceptional circumstance.
- The transportation provider will be encouraged to design route limiting the backing up or turning around of buses as much as possible.
- The district transportation manager, in conjunction with the transportation provider, must approve bus route changes with the transportation provider

Problem Resolution and Communication:

1. **Problem Resolution** - Problems dealing with transportation should be reported to the school principal for resolution. If the problem is irresolvable by the principal, or if the problem resolution is unsatisfactory, then the problem should then be brought to the transportation manager. If the problem resolution by the transportation manager is unsatisfactory, then it may be brought before the Superintendent of Schools.

If a transportation problem cannot be resolved by the Superintendent (because it might require a change in School Committee policy), it may then be brought before the School Committee for resolution.

Citizens who wish to appear before the School Committee under this policy must apply in writing to the chair and supply written documentation of the problem and attempts made to resolve it. If, upon review by the chairperson, the problem is determined to have roots in policy, the matter will be scheduled to come before the School Committee at a regularly scheduled meeting for action.

2. **School Bus Information** - The Superintendent shall ensure that the following information be available to all parents at the beginning of each school year:
 - Code of behavior on school buses
 - Notification that transportation policies are available at each principal's office public library, and the school administration office
 - Explanation of procedures for resolution of transportation problems
 - Bus schedules
3. **The School Committee may establish a fee annually if necessary.**