

STUDENT TRANSPORTATION

Student transportation is a necessary service and an integral part of the total educational program. Major objectives of the pupil transportation program are to:

1. provide safe transportation to school attendance areas and approved activities;
2. operate an efficient, economical transportation system;
3. adapt transportation to the requirements of the instructional program;
4. establish and maintain conditions on the buses that are conducive to the best interests of students including mental, moral, and physical considerations, and that promote the mission of the district.

RESPONSIBILITIES AND DUTIES

Board of Trustees

The Board of Trustees shall upon the recommendation of the Superintendent, include adequate funds to operate the transportation system. Routes will be established only on publicly owned and publicly maintained roads except when the safety of the passengers or convenience of the district dictates otherwise. Any exceptions to the established bus routes must have Board approval annually.

Superintendent

The Superintendent shall assign administrative and operational duties and shall keep the Board informed as to the operation and needs of the pupil transportation program. The Superintendent shall recommend policies, funding, and bus routes/stops to the Board of Trustees for approval.

Transportation Coordinator

The Transportation Coordinator, under the direction of the Business Services Director shall be responsible for the supervision and coordination of all transportation vehicles and all personnel directly related to pupil transportation. The Coordinator shall recommend the scheduling and routing of all buses and shall be responsible for the mechanical upkeep of all vehicles. The Coordinator shall arrange for bus driver training, supervised record-keeping, scheduling, and other related assignments. (WS 21-2-131 (a) (i))

Principals

Each school Principal shall be responsible for pupil conduct while pupils are waiting on the campuses for buses. They shall also cooperate fully with the transportation department on any student behavior problems occurring while students are being transported.

BUS FLEET

All buses used to transport pupils shall conform fully to Wyoming State School Bus Regulations and shall be inspected by State Highway Department officials prior to the annual opening of school.

ELIGIBILITY

Pupils enrolled in grades K-12 of the public schools of Laramie County School District No. 2 residing outside the city limits and on a publicly owned and maintained road with an established bus routes may be transported to school at District expense.

1. At the beginning of each semester of the school year the regular route driver and the Transportation Coordinator shall determine and establish a bus route that is reasonable and prudent for the life safety of the pupils being transported and best utilizes the resources of the district.
2. For the purpose of qualifying for student transportation services, the actual residence location of the student, whether that is the actual home of the pupil or that of a child-care provider selected by the parents, will be used to determine qualification for pupil transportation services.
3. Pupils residing outside the city limits will be eligible for district pupil transportation services.
4. Pupils residing with city limits will be ineligible for district pupil transportation services, with the following exceptions:
 - 4.1 – when the District requests a pupil to attend a school or program located outside the pupil’s normal attendance area.
 - 4.2 – when the pupil’s I.E.P. (Individualized Educational Plan) identifies transportation as a required related service.
 - 4.3 - when the District determines that due to special circumstances involving safety or the need to shuttle students in order to adjust class size, bus service would be in the best interests of the District.

5. It is not the practice of the District to use privately owned and maintained roads for the purpose of operating scheduled bus routes. Exceptions may be made when, at the determination of the District, pupil safety, efficiency, and/or effectiveness of the district's operations are involved. These exceptions must have Board approval.

NON-RESIDENT STUDENTS

Non-resident students duly enrolled in the schools of the district according to policy shall meet the school bus at the nearest point of the route to their residence as designated by District officials.

USE OF SCHOOL BUSES

School buses may be used only for educational trips or other school related tours unless otherwise approved by the Superintendent. The cost and regulations for that approved use will follow WDE regulations. District insured bus drivers are required to drive the buses for all trips, school related or otherwise. When necessary, buses may be loaned to another district provided a qualified driver is available.

USE OF OTHER SCHOOL VEHICLES

District-owned cars are expressly for the use of teachers and administrators who are on some type of school business or activity. Suburbans may be used to transport small groups of students when it is not economically feasible due to the size of the group to take a school bus.

Only students, sponsors, chaperones, coaches, bus drivers or administrators are allowed on buses for regular routes or activity trips. Spouses or family members are allowed only if they are an approved chaperone.

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