

# Oak Hill Montessori Community School Transportation Policy

Policy Name	Transportation Policy
Date Created	6/9/2022
Board Approval Date	6/20/2022
Applicable Statute	Minnesota Statute Section 124E.15

## District 4289: Student Transportation Services

### I. PURPOSE

The purpose of this policy is to ensure that all students riding a school bus receive a safe, comfortable and orderly ride to and from school.

### II. GENERAL STATEMENT OF POLICY

The OHMCS board recognizes that a safe and orderly school bus transportation is important and necessary in meeting its educational mission.

### III. STUDENT TRANSPORTATION SAFETY

The safety and welfare of all transported students shall be the primary concern in all transportation matters.

- A. As indicated by state law, riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities. All school rules are in effect while a student is riding the bus or at the bus stop.
- B. OHMCS may deny transportation to a student who fails to demonstrate the bus safety competencies unless the student is unable to achieve the competencies due to a disability. The Executive Director will determine if a student's privilege to ride the bus is revoked.
- C. Students will be held responsible for any damage to their school bus and will be expected to make restitution.
- D. During periods of inclement weather, parents and guardians must confirm that school is in session before sending their children to school. School closings are announced on local media outlets, the OHMCS website and via text messages to parent/guardians.

### IV. STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES

#### **SUMMARY OF BUSING CRITERIA** – see additional details below the table

Students living in the walk-zone: one mile for 7 <sup>th</sup> -8 <sup>th</sup> graders; half a mile for elementary students and 1,400 feet for kindergarten students.	Not eligible for transportation
Students living outside the walk-zone but closer than 2 miles from school	Eligible for fee-based transportation (\$175/student, family max of \$450)

## Oak Hill Montessori Community School Transportation Policy

Students living more than 2 miles from school and within the busing boundaries	Eligible for free transportation
Students living outside the busing boundaries	Eligible for a community bus stop location along the busing boundaries (will be established with the busing company)

### A. Students Eligible for Free Transportation

1. Bus transportation to and from Oak Hill Montessori Community School (OHMCS) will be provided within the busing boundaries for students residing 2 miles or more from school unless they are in an established walk zone. The busing boundaries are the same as that of Mounds View Public Schools, and can be found at: <https://www.moundsvIEWSchools.org/Page/3206>
  - a. ***A walk zone is defined as less than one mile for secondary school students, half a mile for elementary students and 1,400 feet for kindergarten students. Students who live within these distances cannot receive transportation.***
  - b. Distances are calculated using computer-aided measurements taken directly from the school site to the home address and are determined along circuitous routes of roadways.
2. Bus transportation will be provided to Special Education students for whom transportation is a part of their IEP.
3. Students who become homeless shall receive transportation service as appropriate to their needs as required by State statutes to ensure that students maintain stability in their educational setting.
4. OHMCS will provide school bus transportation for students attending a childcare facility (commercial and in-home) located within the busing boundaries.
5. For students who attend OHMCS but reside outside of the busing boundaries, a community border stop within the busing boundary can be established.
6. Transportation may be provided to students normally not eligible for transportation when the walk path within a school's attendance area exhibits an extraordinary "hazard area" as determined by the transportation supervisor and/or designee.

### B. Students eligible for fee-based transportation

1. All students who are not eligible for free transportation, and do not live in the "walk zone" are eligible to access transportation for a fee subject to the guidelines set forth in this regulation.

## **Oak Hill Montessori Community School Transportation Policy**

- Fees for the school year are \$175 per student if paid by July 15th of the previous year or \$200 if paid after July 15th. The family cap on transportation fees is \$450.
- After January 1st, new family fees are \$100.00 per student.
- After January 1st, all other student's fees are \$125.00 per student, if space is available.

### **VI. BUS ROUTES**

- A. Official bus routes shall be made prior to the opening day of school.
- B. Bus routes and bus stops shall not be changed or modified until the proposed change has been reported to, and approved by, the transportation supervisor and or/designee.
- C. The transportation supervisor and/or designee shall review on an annual basis, all bus routes in the district in order to ensure the safest and shortest bus routes available to transport all bus riders to and from school in the most economical way.
- D. Parents are responsible to monitor students at bus stops, service their activities and ensure their safety while walking to and from their bus stops. Inclement weather may require the

closing of school. Parents are responsible to ensure that schools are in session before sending their children to school.

### **VI. SCHOOL BUS CONDUCT, SAFETY RULES AND GUIDELINES FOR STUDENTS AND PARENTS**

OHMCS is committed to providing safe and efficient bus transportation for all eligible students between the bus stop nearest the student's home and school. To ensure that such transportation shall occur in the safest and most efficient manner possible, this section is committed to bus safety rules, consequences of student for safety code violation, and parental concerns about transportation.

#### **A. Bus Safety Rules**

1. Rules on the Bus
  - Immediately follow the directions of the driver.
  - Sit in your seat facing forward keeping aisle clear.
  - Talk quietly and use appropriate language.
  - Keep arms, legs and belongings to yourself and inside the bus at all times.
  - No fighting, verbal harassment, intimidation or horseplay.
  - Do not throw any object.
  - No eating, drinking or use of tobacco or drugs.
  - Do not bring any weapon or dangerous objects on the school bus.
  - Do not damage the school bus or tamper with safety equipment.
  - Do not use electronic devices to photograph or videotape anyone or anything on the bus.
  
2. Seating Procedures

## **Oak Hill Montessori Community School Transportation Policy**

- Each student will be assigned a seat at the beginning of the year.
- Go immediately to the assigned seat without crowding, shoving or disturbing others.
- Be seated at all times when the bus is moving.
- Remain seated until the bus comes to a complete stop and the driver opens the door.

*School Administration may re-assign seats at their discretion to prevent misconduct.*

### 3. Carrying Items on the Bus

All items that cannot be conveniently and safely carried on a student's lap or at his/her seat will not be transported on the bus. Parents are encouraged to transport larger items in their own vehicles. Procedures for carrying athletic, musical and other equipment for field trips and other school events must conform with state and local safety regulations.

### 4. Vandalism and Littering

Anyone deliberately destroying bus equipment will be required to make a reasonable restitution. Litter must not be left on the bus. Eating and drinking are prohibited on the bus.

### 5. Guidelines for the Bus Stop

- Get to your bus stop 5 minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

*OHMCS will assist in solving issues at the bus stop but cannot assume responsibility for incidents which occur.*

## B. Consequences of Students for Safety Code Violation

1. Each student referred for inappropriate behavior will have the incident reviewed by the Executive Director (or designee) regarding the nature of the activity and its safety implication. Consistency will be followed in all disciplinary proceedings. If the offense is willful vandalism or destructive behavior, bus privileges will be suspended immediately. If a reported incident is determined upon review by the Executive Director or designee to be a violation of the bus safety rules, the following consequences may apply:

#### 1st Violation

The student will be issued a warning and a signed student contract for the privilege of riding a school bus will be sent home for parental review and signature.

#### 2nd Violation

# Oak Hill Montessori Community School

## Transportation Policy

Short-term suspension of bus riding privileges as determined by administration.

### 3rd Violation

Suspension of bus riding privileges for an extended period of time, depending upon the seriousness of the violation. Only the Executive Director or designee is authorized to remove a student's bus riding privilege for safety code violations. Prior to implementation of such removal, the designee will notify the student's parents or guardian of such action. Students missing school due to suspension of bus riding privileges are truant and will be unexcused from school for the day. Students who consistently abuse the bus riding privilege may be subject to action permanently removing their bus riding privilege.

### 2. Records

Records of school bus misconduct will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

### 3. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Executive Director, local law enforcement officials and the Department of Public Safety will be informed.

### C. Parental Concerns About Transportation

When a parent has a question or a concern about the transportation of their child, they should contact the Executive Director or designee of their school. That designee will determine whether other referrals need to be made and will initiate such referrals, if necessary.

#### 1. Parent/Guardian Responsibilities for Transportation Safety

- Become familiar with District rules and policies, regulations and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- Support procedures for emergency evacuation and procedures in emergencies as set up by OHMCS.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

#### 2. Parent and Guardian Notification.

## **Oak Hill Montessori Community School Transportation Policy**

A copy of the school bus safety rules will be provided to each family at the beginning of the school year or when a child enrolls. Parents and Guardians are asked to review the rules with their students.

3. Notice  
Students will be given a copy of school bus safety rules during school bus safety training.

D. School Bus Student Safety Training Plan

OHMCS will provide students enrolled in grades K-8 with school bus safety training. Upon completing the training, the student will be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. Transportation by school bus is a privilege, not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane cross; and
7. School bus evacuation and other emergency procedures.