

Stanley-Boyd Area Schools

**JAMES B. JONES, DISTRICT ADMINISTRATOR
507 EAST 1ST AVENUE
STANLEY, WISCONSIN 54768
715-644-5534**

HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

STANLEY ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768

BOYD ELEMENTARY
303 E. Park Street
Boyd, WI 54726
715-667-3221

Administrative Rule: Bus/Vehicle Usage

Written By: Jim Jones, District Administrator

Date: March 1, 2007

Revised: 4-26-10

Operator Expectations:

1. The Transportation Supervisor shall be responsible for ensuring that all state and federal laws are followed.
2. An information file on each school bus repair and maintenance work will be kept by the school bus mechanic.
3. Only employees of the District or persons specifically designated to do so shall operate District vehicles.
4. Drivers must perform a pre-trip inspection (as performed for CDL licensure exam).
5. Gas put into a school bus will be recorded by the driver on the forms provided at the gas pump and signed by the driver including the bus number
6. Drivers will hand in to the bus supervisor logs for any and all extra-curricular trips for which they will be reimbursed. These must be turned in by the 3rd day of the month for payment that month.
7. Failure to turn in logs and records will result in holding the current monthly check until all forms are in the office.
8. All drivers must report any mechanical defect immediately to the school bus mechanic or bus supervisor.
9. Any change in the load must be reported to the office at once.
10. Each driver must be at his own bus at all times while students are being loaded or unloaded, waiting to transfer to other busses, or waiting for school to be dismissed.
11. Drivers shall not smoke on the bus.
12. Students from the public and parochial grade schools must remain on the bus which transports them to the Senior High School until all busses have arrived for dismissal before they transfer to the bus which takes them home.
13. Drivers are to report any serious discipline problems to the building principal in writing as soon as possible.
14. Bus drivers are to check their load to determine if all the students who are to be on the bus home from school are on the bus.
15. There must be emergency drills for unloading two times a year.

16. All busses are to be parked at the bus garage, on school property, or at the home of the driver if they live in a rural area as determined by the transportation supervisor. No busses are to be parked in the city limits.
17. All bus drivers must have a physical examination completed ten days prior to full employment and re-examination as required by statutes or as requested by the school district.
18. All drivers must attend driver education and safety meetings as called by the transportation supervisor. The driver will be paid for attending.
19. Forms to be filled in at the beginning of the year:
 - A. Form 1: Route No., Make of chassis, Time of first pick-up, Mileage, etc.
 - B. Form 2: List of riders, mileage, distance, etc.
 - C. Form 3: End of year reports must be completed before final payment
 - D. Extra-Curricular trips, this form should be turned in to the bus supervisor
18. The bus driver and chaperone will have equal responsibility in maintaining control on all field trips.

Student Expectations:

The primary use of the buses is to provide transportation to and from school for students living more than two miles from the public and parochial schools of the district. Unless a hazardous zone is determined, then students in that zone may ride the bus. All others will ride on a space available basis.

The next priority shall be given to the public schools curricular and extra curricular activities and those activities directly sponsored by the school district.

Late transportation may be made available to students in the Stanley-Boyd Area School District in accordance with established procedures. Students should consider late transportation a privilege and not abuse its benefits. In order to ride the late bus, students must be signed up by 1:30 on the day of riding.

All students riding late transportation shall observe the bus rider rules and regulations. Failure to abide by such rules and regulations shall result in disciplinary action.

This policy and its implementing procedures shall be distributed to students at the beginning of each school year.

The District Administrator may provide transportation for extra curricular activities, school sponsored organization trips and other trips involving students of the public school for a fee sufficient to cover the additional cost to the district for the bus. This fee will be based on a mileage rate plus the cost of the driver including the driver's meals.

The Board may provide transportation for persons who are not students in the district, groups which are not sponsored by the school, and students in private schools for a fee sufficient to cover the entire cost to the district.