

Non-Instructional Operations

Transportation

I. Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a student is transported to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public or private road nearest the student's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the East Lyme Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student.
5. "Hazard" means a thing or condition, as prescribed in these administrative regulations under "Hazardous Conditions" that affects the safety of students walking to or from school and/or to or from a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Student" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

II. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

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Process of Transportation (continued)

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
5-12	1 1/2 miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

III. Parental Responsibilities

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

The parents and/or guardians of kindergarten students are responsible for ensuring the presence of a responsible adult and/or sibling aged 12 or older at the bus stop to take charge of kindergarten students embarking and disembarking from school transportation. In the event that neither a responsible adult nor a sibling aged 12 or older at the bus stop to take charge of a kindergarten student upon disembarkation, the kindergarten student will be returned to school and a parent/guardian or other designated adult will be required to pick up the kindergarten student at the location designated by the Superintendent of Schools.

IV. Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of students:

1. Except as provided in Paragraph 7 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

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Hazardous Conditions (continued)

- a) For students under age ten, or enrolled in grades K through 3:
 - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a student is expected to cross the street; OR
 - (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty vehicles per hour at the intersection, and a student is expected to cross the street.
 - b) For students over age ten, or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that students are walking to or from school, and such students are expected to cross the street;
 - c) For all students:
 - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop; OR
 - (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.
2. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- a) For students under age ten, or enrolled in grade K through 3:
 - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that students are walking to or from school; OR
 - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.

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Hazardous Conditions (continued)

- b) For all students:
 - (i) the presence of hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
 - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
 - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
 - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
- 3. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the track; and any crossing of railroad tracks carrying moving trains during hours that students are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:
 - a) a crossing guard is present; OR
 - b) for student under age ten, an automatic control bar is present at crossings; OR
 - c) for students over age ten, a bar or red flashing signal light is operational.
- 4. For students in grades K through 4, the following conditions shall be deemed hazardous:
 - a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water; OR
 - b) any area adjacent to a roadway, sidewalk, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.
- 5. For students in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.

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Hazardous Conditions (continued)

6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area that has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous.
7. It shall not be a “hazard” or “hazardous condition” for a student to (1) wait for the bus on the private property where the student resides in situations where the student is only required to enter onto or cross a street, road or highway to get on a school bus when the flashing red lights of the bus are activated to stop traffic; or (2) exit a school bus that is stopped on a public street, road or highway and enter onto or cross such street, road or highway to access the private property where the student resides in situations where the student is only required to cross such street, road or highway when the flashing lights of the bus are activated to stop traffic.

V. Applicability and Exceptions

1. These administrative regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
2. Special Education students and students eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The Superintendent of Schools may grant an exception to any guideline set forth in this policy where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon the reasonable judgment of the Superintendent; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within these administrative regulations.
4. Each bus driver is authorized by these administrative regulations to refrain from discharging students at a bus stop where a peculiar condition or combination of conditions renders such discharge a hazard based upon the reasonable judgment of the bus driver; or where under the circumstances, other conditions exist under which, in the reasonable judgment of the bus driver, the safety of students necessitates maintaining the students on the bus.

VI. Complaint Procedures

Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof.

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Complaint Procedures (continued)

If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a student eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education.
- 10-220 Duties of boards of education.
- 10-221c Development of policy for reporting complaints regarding school transportation safety
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

Regulation approved by the Board:	November 25, 1996	EAST LYME PUBLIC SCHOOLS
Regulation revised by the Board:	July 15, 2002	East Lyme, Connecticut
Regulation revised by the Board:	April 29, 2008	
Regulation revised	January 8, 2018	



East Lyme Public Schools Bus Accident/Incident Report

Date: _____ Time: _____ Bus Number: _____

Driver's name: _____

Location of Accident/Incident: _____

Witness(s): _____

Alleged offender: _____

Students involved: _____

School Attending: _____

Any injuries reported: YES NO

Injured persons: _____

Damage to bus: YES NO Description: _____

Police contacted: YES NO Ambulance contacted: YES NO

School Administrator Contacted: YES NO Name: _____

Description of Accident/Incident:

Report submitted by: _____ Date: _____

Driver will submit form within 24 hours to Theresa Landry, First Student/Principal/Superintendent

Approved by the EL BOE 1/8/18