



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement** **3541.00 - Transportation of Pupils** Approved on June 1, 2015

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The Board of Education shall provide for the transportation of children in accordance with Connecticut General Statutes. The Board of Education hereby establishes the following policy regarding transportation of its students to and from school.

#### **I. Public Schools within the City of New Britain**

Elementary school students in grades K through 5 shall be transported to their residential neighborhood zone if they reside at a distance of greater than one half (1/2) mile from said school. Middle school students in grades 6 through 8 shall be transported to their resident public school if they reside at a distance of greater than one and one half (1 ½) miles from said school. Students in grades 9 through 12 shall be transported to their school if they reside at a distance of greater than two (2) miles from said school.

Under certain circumstances elementary school children (grades pre-school through 5 only) shall be picked up from, or dropped off at, a licensed day care center or a private sitter in lieu of their home provided said sitter is within the district of the student's neighborhood zone. A written request must be received from the child's parents/guardians and this alternative transportation shall be provided only if the daycare center or private sitter's residence meets the distance requirements listed above and if additional miles are not traveled by buses. If there is a significant impact upon cost and time effectiveness results, this policy will be brought back to the Board to be restudied. Transportation will be provided to before and after school programs located at the YWCA and the Boys & Girls Club based on the before and after school program's guidelines.

#### **II. Special Education**

Special Education students shall be transported to and from school, but not beyond the curb of their residence, in accordance with Connecticut General Statutes if specialized transportation is a part of the student's individual education program or section 504 accommodation plan.

#### **III. Vocational School Students**

The Board of Education shall provide reasonable and necessary transportation for any person under twenty-one years of age who is not a graduate of a high school or vocational school and who is attending an approved vocational school.

#### **IV. Private/Parochial School Students**

The Board of Education shall transport children attending in-town private/parochial schools in accordance with the same policies as it transports students attending local public schools.

## **V. Exceptions (For student transportation to public and private schools within the City of New Britain)**

- **Hazardous Conditions:** Pupils (age 2.8 – 21) shall be transported to and from school if conditions prevail which are deemed by the Board of Education to be hazardous.
- **Temporary Medical Transportation:** Pupils who do not qualify for specialized transportation as a part of their individual education program or section 504 accommodation plan, and who have a temporary physical or mental condition, and who are not otherwise eligible for transportation; may request transportation to and from school. Parents or guardians must have the special medical transportation request form completed by the provider treating the student's medical condition(s). All requests will be reviewed in consultation with the District's medical advisor to determine if the student qualifies for alternative, medical transportation.
- **Out of School District:** Any child who is assigned to a City wide school program, within the system, other than his or her residential neighborhood zone school may be transported to and from school only upon approval of the Administration.
- **Suspensions/Expulsions:** This policy shall not apply to students who have been expelled from school or whose transportation privileges have been suspended or revoked.

### **Legal References/Citations**

10-76d(e)(1) (special education)  
10-97 (vocational)  
10-186 (appeal to Board of Education and Department of Education)  
10-187 (appeal to court)  
10-220(a) (right to transportation)  
10-220c (travel on private roads)  
10-221c(a) and (b) (reporting of complaints)  
10-233a et seq. (student discipline)  
10-280a (private schools outside District)  
10-281 (private schools inside District)



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Administrative Procedure** **3541.00 - Transportation of Pupils** Approved on June 1, 2015

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School transportation shall mean the procedure, program, or fully effective and implemented plan by which a student is conveyed to and/or from school from his or 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 city or private roads approved pursuant to Connecticut General Statute Section 10-220c.

#### **I. Notification**

This policy shall be communicated to parents through periodic school publications and at the start of the school year to all pupils being transported. In addition, the transportation schedule shall be published in the local newspaper(s) prior to the start of the school year.

#### **II. Measuring Distances**

All distances shall be measured from a point at the burb or edge of a public or private road nearest to the student's residence to:

- A. a point at the entrance to the school, or;
- B. a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pickup area, or;
- C. the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education

#### **III. Alternative Transportation**

Regular education pupils using crutches or otherwise temporarily physically incapacitated shall not be transported on regular school buses, but shall be transported by other vehicular means. Parent/guardians must inform the school which will then notify the Pupil Accounting Office so alternative transportation may be arranged.

#### **IV. Pick-up and Drop-off Points**

Pupils living on certain streets shall be required to use an alternative pickup point during winter snow and ice storms. Alternate pickup point shall be included in the advertisement of school bus routes published prior to the start of the school year. This policy must be communicated to parents through periodic school publications and the start of the school year to all pupils being transported.

Pupils in kindergarten shall not be dropped off at their drop-off point unless met at the drop-off point by an adult. Pupils not met at the drop-off point shall be returned to their school and the school shall notify the parent/guardian.

## **V. Complaint and Accidents**

All complaints concerning school transportation safety shall be made to the Chief Operations Officer. The Chief Operations Officer shall maintain a written record of all such complaint and shall conduct appropriate investigations of all the allegations. The Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints received for the previous twelve-month period with thirty days of the end of the school year.

Any accident involving a motor vehicle and a pedestrian who is a New Britain student which occurs at a designated bus stop or in the immediate vicinity shall be reported by the transportation contractor to the Chief Operations Officer. The Chief Operations Officer shall conduct an appropriate investigations of the accident and shall file a written report of his findings to the Superintendent. The Superintendent shall provide the Commissioner of Motor Vehicles with a written report of the accident within ten days of its occurrence.

## **VI. Suspension of Transportation Privileges**

Students who have been observed by the bus driver or bus monitor to have damaged a school bus, or for whom it has been necessary to discipline or inappropriate behavior while being transported, or have otherwise been suspended or expelled from school may have their transportation privileges suspended by the school principal (or designee). Each instance which may result in a suspension of transportation privileges shall be investigated by the school principal (or designee), the Pupil Services Department, and/or the Pupil Accounting Office before action is taken. The length of the suspension shall be commensurate with the action which necessitated the suspension. Should transportation privileges be suspended, the student's parents or legal guardians shall be notified of the revocation of transportation privileges and shall be responsible for the student's transportation.

Appeals of a suspension of transportation privileges for disciplinary reasons shall be made to the Chief Operations Officer.

## **VII. Guidelines for determining hazardous conditions**

'Hazard' is a thing or condition affecting the safety of students walking to and from the school or a designated bus pick-up area which constitutes a significant source of peril, danger or difficulty and exposes one to situations of potential physical harm. "Undue, or unreasonable hazard" is defined as an unsafe thing or condition presenting difficulties or problems the solution of which is beyond the ordinary capability of a child of a given age or attainment.

A. The following factors shall be considered in determining existence of a hazardous situation:

- a. The age of the child
- b. Number of children on route simultaneously
- c. The time of day
- d. Topography
- e. Hidden drive
- f. Blind entrances
- g. Visibility restrictions
- h. Condition of walkways/paths/sidewalks-good weather; snow/rain
- i. Width of travelling highways
- j. Width of shoulders

- k. Traffic
- l. Density of traffic
- m. Speed of traffic
- n. Traffic lights
- o. Crossing guards
- p. Regulatory signs
- q. Business along route
- r. Industry along route
- s. Criminal activities
- t. Alternate available routes or short cuts

It is specifically noted that the determination as to whether a hazardous condition exists will depend significantly on the age of the student affected.

- B. The existence of the following shall be deemed to constitute a hazardous condition. While these examples illustrate the various types of common hazardous conditions, other situations may be deemed hazardous in the judgment of the School District administration.
- a. Absence of a pedestrian crossing or crossing guard where there are no stop signs nor crossing guards, and the traffic count during the time that children are walking to and from school exceeds 12 vehicles per quarter of an hour. (K-5)
  - b. Absence of a traffic light or stop sign or crossing guard where streets intersect and have a traffic count which exceeds 24 vehicles per one quarter of an hour the time that children are walking to or from school. (6-12)
  - c. Any intersection allowing a "right turn on red after stop" which lacks crossing guards where pupils must cross going to or returning from school. (K-5)
  - d. Any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross in going to or from school. (K-12)
  - e. The usual or frequent presence of open manholes, 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 dangerous or attractive to normal children. (K-12)
  - f. Any street or road which has no sidewalks or raised walk areas or any state designated highway Route 71, 372 and 175 lacking continuous sidewalks between the resident property and school property. (K-5)
  - g. A road, street or highway may be deemed hazardous (6-12):
    - a. if a line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure prevents vehicles from safely negotiating at speeds under fifteen miles per hour;

- b. the line-of-sight visibility together with posted speed limits does not permit vehicular breaking/stopping distances in accordance with the Connecticut Drivers Manual;
- c. the traffic count is more than sixty vehicles per half hour during the time that pupils are walking to or from school;
- d. The roadway available to vehicles, when plowed free of snow accumulations, does not have minimum width of twenty feet.

#### **VIII. Parents/Guardians/Healthcare Providers**

The Consolidated School District of New Britain is committed to safe and appropriate transportations for its students. Bus transportation will be provided within the following guidelines according to Board Policy 3-12, Transportation of Pupils:

#### **VIX. Regular Education**

Elementary school children in grades K, 1, 2, 3, 4, and 5 shall be transported to their resident public school if they reside at a distance of one mile or more from said school. Middle school children in grades 6 through 8 shall be transported to their resident public school if they reside as a distance of one and one half (1/2) miles from said school. Students in grade 9 through 12 shall be transported to their school if they reside at a distance of two (2) miles or more from said school.

#### **X. Special Transportation**

In some cases, students are unable to walk the distance outlined above. The District will provide special transportation when requested by the student's physician and parent. To request special transportation, please contact the Transportation Department at 860-827-2239.